



**PUBLIC NOTICE**  
**Wheaton Park District Board of Commissioners**  
**Regular Meeting**  
**Wednesday May 17, 2017 7:00 p.m.**  
**City of Wheaton Council Chambers 303 W. Wesley Street**  
**Wheaton, Illinois**

**May 12, 2017**

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the "Park Board") will hold a meeting at 7 pm on Wednesday, May 17, 2017. The meeting will take place at Wheaton City Hall, 303 W. Wesley, Wheaton, IL. Please contact Michael J. Benard, Board Secretary, for further information.

[mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org)

Michael J. Benard  
Secretary

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Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.510-4944; fax number 630.665.5880; email [dsiciliano@wheatonparks.org](mailto:dsiciliano@wheatonparks.org)



# Wheaton Park District

## The Agenda for the May 17, 2017 Meeting is as Follows:

### CALL TO ORDER

### PRESENTATIONS

- Swearing In of Commissioners Elected on April 4, 2017 by Judge Paul Fullerton
  - Jane Hodgkinson
  - John F. Kelly
  - Kevin Fahey
- Summer Special Event Schedule
- Park Facility Rentals

### COMMUNITY INPUT

Public comments are important to the Board. However, it is the Board's policy not to take action on items until time has been taken to gather information and discuss all options. Lack of action does not imply lack of interest in the issues. During the community input portion of the agenda the board typically will ask residents to provide input prior to accepting input from non-residents.

### CONSENT AGENDA

Consent Agenda items are considered by the Park District to be routine and will be enacted in one motion. There will be no separate discussion on these items. If a member of the Park Board requests, a Consent Agenda item will be removed from the Consent Agenda and considered as an individual item at the end of old or new business.

- A. Approval of the Disbursements totaling \$1,151,220.91 for the period beginning April 12, 2017 and ending May 9, 2017
- B. Approval of the April 19, 2017 Regular Meeting Minutes
- C. Approval of the Buildings and Grounds Subcommittee Meeting Minutes from May 3, 2017
- D. Approval of the Finance Subcommittee Meeting Minutes from May 3, 2017

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## UNFINISHED BUSINESS

1. Change Order related to Cosley Zoo Quarantine / Welcome Facility – Approval of Change Order No. 3 from Kandu Construction for an Amount not to Exceed \$1,152.80
2. Emergency Expenditures related to Malfunctioning Air Conditioning at the Community Center – Approval of Agreement with Oak Brook Mechanical for an Amount not to Exceed \$27,150

## NEW BUSINESS

1. Election of Officers for the Wheaton Park District
2. Annual Review Finance Policies of the Wheaton Park District
3. Purchase of Ball-Field Grooming Machine ABI Force 18hp Zero Turn from ABI Attachments for an Amount not to Exceed \$14,664
4. Bid Results and Recommendation for the Scottdale Park Playground – Approval of the Project Plan Bid from NuToys for an Amount not to Exceed \$63,450.
5. Bid Results and Recommendation for the Community Center Exterior Improvements Project – Approval of the Bid from RC Wegman for an Amount not to Exceed \$1,048,000 and a 7.5% Contingency for Possible Changes Reviewed by the Buildings and Grounds Chairman During Construction
6. Approval Sanitary Sewer Services Easement Agreement with the Wheaton Sanitary District for two Parcels on Harrison Avenue near Carlton Ave and a Parcel Commonly Known as 0N109 Gary Avenue
7. Bid Results and Recommendation for the 2017 Fence and Backstop Installation Projects at Edison Park – Approval of the Bids from Classic Fence for an Amount not to Exceed \$115,392
8. Approval of a Contract with Evans and Son for the Construction of a Drop Off / Pick Up Lane at the Central Athletic Complex WDSRA Rec and Roll Site for an Amount not to Exceed \$21,858
9. Approval of Contract for Professional Services Related to Payment Card Industry Compliance with Federal Law with Secure Compliance Solutions for an Amount not to Exceed \$16,000
10. Approval of Contract for Professional Services for the Provision of Ongoing Advanced Data Security Services with Secure Compliance Solutions for an Amount not to Exceed \$88,500 for a Three Year Agreement

## REPORTS FROM STAFF

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# Wheaton Park District

- Executive Director – Certified Abstract and Canvass of Election Results
- Finance, Special Facilities, Marketing, Recreation, Parks, Planning and Development
- Cosley Zoo Annual Report

## **BOARD SUBCOMMITTEE REPORTS / DISCUSSION**

### **CLOSED SESSION**

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1)
- b. Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)
- c. Setting of Price for Sale or Lease of Property Owned by the Public Body, 5ILCS 120/2 (c) (6)
- d. Pending, probable or imminent litigation, 5ILCS 120/ 2 (c) (11)
- e. Approval, Review and Release of Closed Session Minutes, 5ILCS 120/2 (c) (21)

### **POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

### **ADJOURNMENT**

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# Wheaton Park District

## **Wheaton Park District Board of Commissioners Meeting Wednesday April 19, 2017 7:00 p.m. City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois**

**CALL TO ORDER** –President Hodgkinson called the meeting to order at 7:00 p.m. Commissioners Frey, Kelly, Mee, Morrill, Vires and were present.

### **PRESENTATIONS**

**1. Week of the Young Child**

Jamie Martinson, Preschool & Camp Manager stated that the Week of the Young Child will be from April 21-28. We like to encourage families to stay engaged in our programs. There will be 25 free programs and a free Ice Cream Social on April 28. There are 325 registered for the program.

**2. 2017 Summer Camps**

Jamie stated that registration for camps is up 75%, she attributed the increase due to marketing and satisfied return customers. She thanked Marketing Director Margie Wilhelmi and her staff for their marketing efforts.

**3. Memorial Park Master Plan Concept and Cost Estimates - Consultants**

Consultants from Kimley Horn and Williams Architects gave a presentation on the Memorial Park upgrades. (Master plan). After the conclusion of the presentation Commissioner Kelly stated that we should look at other fundraising for parts of the park. Executive Director Benard asked the board if they were agreeable to putting the master plan on the website and other places for the public to view. The board thought it was a good idea. President Hodgkinson thought it would be a good idea to meet on all the master plans at the September Buildings and Grounds Meeting.

### **COMMUNITY INPUT**

None

### **CONSENT AGENDA**

- A. Approval of the Disbursements totaling \$1,189,175.85 for the period beginning March 8, 2017 and ending April 11, 2017.
- B. Approval of the March 15, 2017 Regular Meeting Minutes
- C. Approval of the Buildings and Grounds Subcommittee Meeting Minutes from April 5, 2017
- D. Approval of the Finance Subcommittee Meeting Minutes from April 5, 2017

Commissioner Mee moved to approve the consent agenda as presented. Seconded by Commissioner Vires.

Motion passed by roll call vote.  
Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson  
Nays: None  
Abstain: None  
Absent: None

## **ADDITIONS TO THE AGENDA**

### **Cooling System**

Commissioner Kelly stated that the cooling coils that serve the Memorial Room at the Community Center froze over the winter. The job to replace the coils is too big for staff. We can do a five day quick ship and it will cost \$25,000 to \$30,000. The two quotes we received were not an “apples to apples” comparison. Kelly recommended that we replace the drain pan too while they are doing the other repairs. This falls under the Emergency Repair Policy. The standard lead time for this is four weeks with one week to install. Kelly asked the board if they would give him the authority to look at the quotes with staff tomorrow. The board was agreeable to this. Kelly stated we would like to order the equipment tomorrow. Kelly stated that we need to get a procedure on how we shut things like this down for the winter. The board will make a formal motion on this in May and Executive Director Benard will proceed with the repairs now under the Emergency Repairs Policy within the Finance Policies. The board was agreeable with this.

## **UNFINISHED BUSINESS**

1. Cosley Animal Welcome Center Project - change order #2 with Kandu Construction for the Cosley Zoo Quarantine Facility in the amount of \$16,076.39.

Commissioner Kelly moved to approve Cosley Animal Welcome Center Project - change order #2 with Kandu Construction for the Cosley Zoo Quarantine Facility in the amount of \$16,076.39. Seconded by Commissioner Mee.

Motion passed by roll call vote.  
Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson  
Nays: None  
Abstain: None  
Absent: None

## **NEW BUSINESS**

1. Resolution No. 2017-07 – Authorizing the Executive Director to Increase and Improve Available Habitat for Monarch Butterflies and other Native Pollinators

Commissioner Frey moved to approve Resolution No. 2017-07 – Authorizing the Executive Director to Increase and Improve Available Habitat for Monarch Butterflies and other Native Pollinators. Seconded by Commissioner Mee. Motion passed by voice vote.

2. Rathje Park Pond Shoreline Restoration and Dredging Project – Approval of a Contract with V3 Infrastructures for a Base Bid Amount of \$526,000 and Alternate No.1 for \$33,450

Commissioner Frey moved to approve Rathje Park Pond Shoreline Restoration and Dredging Project – Approval of a Contract with V3 Infrastructures for a Base Bid Amount of \$526,000 and Alternate No.1 for \$33,450. Seconded by Commissioner Morrill.

Commissioner Kelly stated that we are keeping up with the shorelines, and that this is preventative maintenance. Benard stated that the dredging also helps with fishing there too.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

3. Central Park Tennis Court Repair Project – Approval of the Bid from U.S. Tennis Court Construction Company for \$17,850

Commissioner Kelly moved to approve Central Park Tennis Court Repair Project from U.S. Tennis Court Construction Company for \$17,850. Seconded by Commissioner Vires.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

4. Asphalt Projects – Accept withdrawal from Evans and Son
  - Approval of the Bids from :
    - a. Park Service Center - Paving Chicagoland Paving in the Amount of \$14,900
    - b. Atten Park Pathways - Allstar Asphalt in the Amount of \$66,000
    - c. Arrowhead Cart Paths - Allstar Asphalt in the Amount of \$35,200

Commissioner Mee moved to approve the withdrawal from Evans and Son and approving of the Bids from:

Park Service Center - Paving Chicagoland Paving in the Amount of \$14,900

Atten Park Pathways - Allstar Asphalt in the Amount of \$66,000

Arrowhead Cart Paths - Allstar Asphalt in the Amount of \$35,200.

Seconded by Commissioner Vires.

Commissioner Vires asked why Evans and Son were withdrawing their bid. Benard stated that there was a bid error and this has been reviewed by the Buildings and Grounds Subcommittee and Legal Counsel.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

5. Seven Gables Playground Surface Replacement Project – Approval of Price secured through National Joint Purchasing Program from Synthetic Turf International in the Amount of \$71,658.35

Commissioner Frey moved to approve Seven Gables Playground Surface Replacement Project secured through National Joint Purchasing Program from Synthetic Turf International in the Amount of \$71,658.35. Seconded by Commissioner Morrill. No discussion.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

6. Purchase of Two Blowers for Arrowhead Golf Course - Approval of Price secured through Quote Solicitation for Two Turfco Torrent II Blowers in the Amount of \$13,934

Commissioner Kelly moved to approve the Purchase of Two Blowers for Arrowhead Golf Course - Approval of Price secured through Quote Solicitation for Two Turfco Torrent II Blowers in the Amount of \$13,934. Seconded by Commissioner Vires.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

7. Purchase of Golf Course Equipment – Approval of Price Secured through:
  - a. Illinois State Purchasing Program for a 2017 Toro Groundsmaster 4000-D in the Amount of \$54,960

Commissioner Kelly moved to approve the Illinois State Purchasing Program for a 2017 Toro Groundsmaster 4000-D in the Amount of \$54,960. Seconded by Commissioner Mee.

- b. NIPA Alliance Contract for Two Toro Workman HDX auto in the Amount of \$44,336.27 for the two machines

Commissioner Mee moved to approve the NIPA Alliance Contract for Two Toro Workman HDX auto in the Amount of \$44,336.27 for the two machines.  
Seconded by Commissioner Morrill.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

- 8. Purchase of Park Maintenance Equipment Purchases - Approval of Price Secured through:

- a. Illinois State Purchasing Program for a 2017 Toro Groundsmaster 4000-D in the Amount of \$56,362.93
- b. NIPA Alliance Contract for a Toro 2017 Groundsmaster 7210 in the Amount of \$56,519
- c. NJPA Contract for a 2017 Kubota Ballfield Tractor in the Amount of \$32,087.03

Commissioner Frey moved to approve the purchase of Park Maintenance Equipment with the price secured through the Illinois State Purchasing Program for a 2017 Toro Groundsmaster 4000-D in the Amount of \$56,362.93. Seconded by Commissioner Mee.

Commissioner Kelly moved to approve the NIPA Alliance Contract for a Toro 2017 Groundsmaster 7210 in the Amount of \$56,519. Seconded by Commissioner Vires.

Commissioner Morrill moved to approve the NJPA Contract for a 2017 Kubota Ballfield Tractor in the Amount of \$32,087.03. Seconded by Commissioner Vires.

No discussion.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

- 9. Purchase of Two Ford F350 Trucks at Prices Secured through the Illinois State Purchasing Program from Bob Ridings Fleet Sales;
  - a. 2017 Ford F-350 Regular Cab 4x4 Truck Chassis with Salt Box (purchased outside the bid process at lowest quote) for the Parks Department for \$41,326
  - b. 2017 Ford F-350 Supercab 4x4 Truck Chassis for \$36,584 for Arrowhead Golf Course

Commissioner Mee moved to approve Purchase of Two Ford F350 Trucks at Prices Secured through the Illinois State Purchasing Program from Bob Ridings Fleet Sales;

- a. 2017 Ford F-350 Regular Cab 4x4 Truck Chassis with Salt Box (purchased outside the bid process at lowest quote) for the Parks Department for \$41,326
- b. 2017 Ford F-350 Supercab 4x4 Truck Chassis for \$36,584 for Arrowhead Golf Course. Seconded by Commissioner Morrill.

Executive Director Benard stated that the salt box was the only thing not purchased through the Co-op.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

10. Liquid Chlorine Supply and Delivery Bids - Approval of Contract with two Renewal Options for a Total of Three Years with Mineral Masters in the Amount of \$1.25 per Gallon

Commissioner Kelly moved to approve the liquid chlorine supply and delivery bids with two renewal options for a total of three years with Mineral Masters in the Amount of \$1.25 per Gallon. Seconded by Commissioner Frey.

Executive Director Benard stated that if they hold their price for three years we will keep them.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

11. Fireworks July 3 Proposals – Approval of the Proposal from Johnny Rockets in the Amount of \$18,000 for 2017 and \$18,000 for 2018

Commissioner Vires moved to approve the fireworks July 3 proposal from Johnny Rockets in the Amount of \$18,000 for 2017 and \$18,000 for 2018. Seconded by Commissioner Frey.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None



12. Amendments to the Finance Policies of the Wheaton Park District – Exemptions for Independent Contractor Agreements for Specialized Recreation and Athletic Instruction

Commissioner Vires moved to approve Amendments to the Finance Policies of the Wheaton Park District – Exemptions for Independent Contractor Agreements for Specialized Recreation and Athletic Instruction. Seconded by Commissioner Morrill.

Benard stated that Recreation and Athletics have specialized service providers, and sometimes the purchase amount exceeds the approved limits since there is a variance in the program numbers. Legal Counsel reviewed this for staff. Benard stated that 100% of each program fee covers the cost of these vendors.

Motion passed by voice vote.

13. Bids for 2017 and 2018 Cheerleading Program Uniform Purchases  
Recommendation to Accept the Bid from Rebel Athletic for Youth and Adult sized uniforms at a cost of \$123.94 per uniform

Commissioner Morrill moved to approve Bids for 2017 and 2018 Cheerleading Program Uniform Purchases from Rebel Athletic for Youth and Adult sized uniforms at a cost of \$123.94 per uniform. Seconded by Commissioner Vires.

Commissioner Morrill moved to amend his motion to include an additional fifty uniforms in 2018. Seconded by Commissioner Vires.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

14. Approval of Commissioner attendance to the IAPD Legislative Conference May 2-3 in Springfield IL at an approximate cost of \$680 per Commissioner

Commissioner Morrill moved to approve the Commissioner attendance to the IAPD Legislative Conference May 2-3 in Springfield IL at an approximate cost of \$680 per Commissioner. Seconded by Commissioner Mee.

Executive Director Benard stated that our new Commissioner Kevin Fahey is interested in attending. Motion passed by voice vote.



15. Approval of a Natural Gas Supply Contract for the Wheaton Park District -*Natural Gas Quotes were provided on April 19 and were valid for 24 hours*

Executive Director Benard stated that our current contract with Vanguard and the Illinois Gas Cooperative for natural gas expire July 1. He stated that we can lock into lower rates now rather than seeking price quotes in June when prices will increase due to high demand. The recommended new broker, Scioto, provided gas cost quotes from Constellation who we've used in the past. Prices from Constellation for a three year contract are lower than prices from Vanguard for the same time period.

Commissioner Kelly moved to approve a contract with Constellation Energy for a three year term at a cost of .3050 per therm for accounts on transport. Seconded by Commissioner Vires.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

Commissioner Kelly moved to approve a contract with Constellation Energy for three years at a cost of .0270 per therm for accounts on choice. Seconded by Commissioner Vires.

Motion passed by roll call vote.

Ayes: Frey, Kelly, Mee, Morrill, Vires, Hodgkinson

Nays: None

Abstain: None

Absent: None

## **REPORTS FROM STAFF**

Executive Director Benard stated that the Cosley Foundation Board had two members depart and two new recruits. The report provided is an update on this change. Benard stated that if any of the park board is interested in meeting the new recruits please let him know.

Benard stated that staff continues to review the Cosley Master Plan. We will work on this master plan over the years. Staff will bring this to the Buildings and Grounds Subcommittee in May.

Commissioner Morrill stated that he appreciated the report, that he didn't know some board members had left.

Commissioner Frey commended the Museum staff on a great annual report.

Commissioner Mee recognized that the Museum more than tripled the bottom line and has become more sustainable. He stated this was very impressive.

Commissioner Morrill stated that he discussed with Benard about the golf display at Arrowhead. He stated he would like other board members to take an interest in it and that we are looking for golf memorabilia if people have it.

President Hodgkinson stated it was a beautiful report. She liked the quote in the annual report "This is the best little Museum I've ever been to" She thought that the Museum staff should use the quote in marketing. Hodgkinson stated that she would like to see all of the annual reports combined for the year with highlights only.

Commissioner Vires asked Director of Special Facilities Andy Bendy about the Skate Caddies. Bendy stated that they sent out an e-blast with the waiver and a video. They've rented 16 of them so far. Bendy stated that if they rent out one a day over eighteen months they will recoup the cost of them.

Commissioner Morrill commended the Zoo on winning second place in Suburban Living for best kid's parties. He also commended Parks Plus Fitness Center and the Museum for winning awards with the Wheaton Chamber of Commerce. He also thought the Adult Ed Webinars were a good idea. He congratulated our new board member Kevin Fahey and to staff member Don Shee on retiring.

Commissioner Mee commended Arrowhead and Pelican Golf on Demo Day. He thought this might be the best one he's been to. He commended Cosley Zoo on their revenue out pacing last year's revenue. He commended Director of Marketing Margie Wilhelmi on all of her marketing efforts throughout the district. He thought it was paying off.

## **ADJOURNMENT**

At 8:45 p.m., Commissioner Kelly moved to adjourn the meeting. Commissioner Frey seconded. Motion passed by voice vote.

Wheaton Park District  
Building, Grounds and Capital Projects Subcommittee  
May 3, 2017  
5:00pm Museum

In attendance: Commissioner Vires, Commissioner Hodgkinson, Commissioner Morrill, Commissioner Kelly, Executive Director Benard, Director of Special Facilities Bendy, Director of Parks and Planning Sperl, Superintendent of Planning Hinchee, Restaurant Manager Whitkanak

Guests: Kevin Fahey, Chip Barber, Larry Kmiecik

**Possible Full Board Action Required – Indicated by Underlining**

**A. Previous Minutes**

1. April 5, 2017 – approved in April

**B. Discussion**

1. Cosley Zoo Master Plan – Need vote of support for the Master Plan as a vision worth pursuing

Commissioner Morrill said the plan is visionary, costs a lot, and would be paid for by the foundation. The key is obtaining the property across the street for parking and connection to the zoo. Director Benard identified that the foundation approves of the concept if the park board agrees. Fundraising would start in 2018. We would like to announce the vision publicly in July. The foundation has already invested through the purchase of the Lanzarotti property. The park district will contribute through the purchase of the Williams property. Approval of the concept will be on the agenda.

**C. Action Items for April 19<sup>th</sup> Board Meeting**

1. Community Center Building Envelope Bid – Bids Results

The bid results were under budget and the firm with the low bid is reputable. Williams has provided a letter recommending approval. Commissioner Kelly thinks the bid spread is acceptable. A summary of the work was provided by Hinchee. A 7.5% contingency was recommended by Commissioner Kelly. There is also a budgeted allowance for spray fireproofing repair that we would contract directly.

2. Scottdale Playground Equipment – Staff Recommendation

A revised statement was distributed. Hinchee provided a summary of the playground bidding process. The budget is \$171,000; half for the surfacing would be paid through our accessibility funds. Director Benard asked about whether a pavilion is included since it has been requested by residents. A separate line item is included. Commissioner Kelly requested an estimate of this for the next meeting. There is a need for shade at this park. Additional amenities will be selected based on the location.

3. Kelly Park / Edison Backstop Replacement – Bid Opening 5/3 – pending

The budget was \$105,000 and bids came in at \$115,392.00. This is partly in response to improved specifications and the increased cost of materials. Bigger kids play at Kelly and the

larger backstop is needed to reduce foul balls. Baseball is not contributing to this project. The work will be scheduled in between seasons.

4. Rec & Roll Drop-off Lane – Quotes

Quotes for the drop off lane were received from contractors. The low quote was from Evans and Son. Half will be paid for by the park district and half by WDSRA funding. Director Benard summarized our planned ADA projects and the revenue source.

5. Cosley Quarantine Change Order 3

The water meter was installed per plan however the city inspector required relocating. The contractor has also requested a time extension verbally but has not submitted a formal request.. They have cited things such as NICOR scheduling for delays.. Commissioner Kelly inquired what the liquidated damages are. The contractor should finish as soon as possible. *(Substantial completion May 5, 2017, Final completion May 26, 2017, no liquidated damages referenced in the contract).*

6. Sanitary District Easements - WPD owned Lincoln Marsh and Northside parcels remaining

Sperl summarized the agreements requested at this time for the district owned properties within Lincoln Marsh.

7. Hillside Tot Lot Lease

The lease has been revised with new dates based on the remaining life of the playground equipment.

**D. Discussion/Future Action Items**

1. Cosley Zoo Station Deck Replacement – separating materials and labor

No Discussion

2. Seven Gables Paths– Concept Plan

Our consultant has provided concepts for routing the paths. It is expected that we could proceed with fall asphalt.

3. Seven Gables/Loretto Development Stormwater Review – ERA review letter – pg. 46

ERA has reviewed the preliminary stormwater plans. Currently there are no adverse impacts expected. Director Benard was asked by a neighbor to save the church and improve parking by condemning two acres for park use. Benard is not recommending that we get in the way of the development. Kmiecik will photo the existing house for historical purposes. The consensus was that we should not interfere at this point since stormwater is not an issue.

4. Central Storage Building Options – Estimates

Kmiecik summarized the plans for heated versus unheated spaces. Code enforcement may be a concern. Benard is working on these issues with the city. During the recent flooding we did not have concerns at that site.

5. Disc Golf Designer

The consensus was that it is OK to spend money on the design. Quality design is important. Commissioner Morrill supported this before; he believes that the companies may provide design for free though. Bendy felt it was popular with teens. Location is not currently determined.

**E. Previous Discussion/Pending Follow Up**

1. City Partnership for Right of Way mowing – Quote provided to City

The city has been provided with the price and has not responded at this point. Commissioner Morrill identified that the plantings maintained by the city at Main and Roosevelt are making our park look bad. Benard has communicated this to the city. Several people have commented that the tulips planted throughout the district are looking good.

2. Districtwide Lead Testing – Buildings OK – outdoor results pending

No Discussion

3. CAC Lobby & Front Doors – in design

No Discussion

4. Rice Pool Master Plan – Long term debt capacity report pending; Focus Group/Survey

No Discussion

5. YMCA Partnership for Facility Development

No Discussion

6. Alarm Project – specs complete for September bid

No Discussion

7. Request to utilize county flood control properties for recreation – 810/814 S. Williston

No Discussion

8. Roofing

i. Taylor Barn Specs – bid docs being developed for November construction

No Discussion

ii. Other repairs – Work being scheduled

No Discussion

9. Northside Monument – in progress

No Discussion

10. Northside Park Exercise Equipment – gathering feedback from community

No Discussion

## **General Administrative Items**

1. Arrowhead Residence

a. Quotes / Estimates for restoration and rehab

b. Proposal from employee to rent the house

Benard summarized where we are at with demolition versus fixing; the costs are currently approximately the same either way. Commissioner Morrill recommends demolishing and being done with housing; liability and maintenance are concerns. Commissioner Hodgkinson feels the same and is concerned about equity to others. Director Benard identified that there is a history of park district's using houses as a common incentive for recruitment, longevity, and having a quality community. He does not feel it would be an equity issue since it would be leased. Commissioner Kelly recommended selling the house and would like to further discuss. Director Benard will provide a summary of what he feels the drawbacks are for selling. Commissioner Kelly feels it is an asset now. The consensus was not to rent it at this time. Director Benard feels if there is potential for other uses, we should save it because demolishing cannot be undone. Commissioner Vires suggested selling, tearing down, or fixing in that order. Commissioner Morrill asked if the Off The Street Club would consider buying. Director Benard did not feel they would be in a position to do this. Commissioner Fahey requested a tour. Director Benard stated that the access easement goes through the East course.

2. Golf Exhibit at Museum and AGC

No Discussion

3. Atten Park Cell Tower

- a. Consultant actively marketing vacant tower area

No Discussion

4. Additional Wireless Facility Sites on WPD property

- a. Review & Discussion

No Discussion

5. Park Naming

No Discussion

6. Land available for purchase (Owner contacted WPD)

No Discussion

The meeting was adjourned without objection at 6:05pm.

**Wheaton Park District  
Finance Subcommittee Minutes  
May 3, 2017**

**The meeting was called to order at 6:07pm**

**In attendance: Commissioner Vires, Commissioner Hodgkinson, Commissioner Morrill, Commissioner Kelly, Executive Director Benard, Director of Special Facilities Bendy, Director of Marketing Wilhelmi, Director of Finance Trainor, Director of Parks and Planning Sperl,**

**Guests: Kevin Fahey, Adam Nirenberg**

**A. *Previous Minutes***

1. April 5, 2017 – approved in April

**Discussion Items**

**B. *Previous Discussion Items***

None

**C. *New Discussion Items***

1. 2017 Budget Cycle Finance Policies

This is a regular review of policies. Recommendations have been provided. In the future typos should be accepted prior to distribution. System and Organization Controls Report was described. No further comments.

2. Program Guide Design

Benard and Wilhelmi have discussed ways of using this publication in ways to better promote programs as specific information about programs is moving online. Wilhelmi would like to keep it four colors throughout and reduce paperweight. This would reduce mailing costs. The binding would also be improved. Direct stories about programs are important. It is believed that our advertising revenue can increase with this type of brochure. The general consensus was to proceed and bids will be provided in August.

3. Ballfield Machine

Sperl identified that this is another piece of equipment needed for maintenance of ballfields. The general consensus was to include in the board packet.

4. Recommendation from IT Consultant for engaging Secure Compliance Solutions for services related to PCI Compliance with Data Security

5. Recommendation from IT Consultant for engaging Secure Compliance Solutions to provide ongoing advanced security services

Adam was introduced and summarized the services that AIE provides. Initially they identified existing security breaches. It was an important, but not immediate concern. The check and balance of our managed services and security was discussed. Projects are budgeted in 2017. Adam provided additional information on the previous breach. Tressler was contacted and had expertise in this area. Our response was identified in the table within the executive summary. Commissioner Kelly's recommendation is to have the policy written by the company hired and obtain additional quotes for the security services work from subject matter experts. Additional quotes are to be provided.

**D. *Follow Up – Updates or Pending***

**E. *General Administrative Items***



Benard provided an overview of potential projects for our fall meeting on capital projects. He wants to ensure that we have the ability to pay and maintain what we currently have for the next 20 years. This will be summarized with costs versus other opportunities. Benard sought approval to pursue smaller opportunities such as obtaining appraisals for small potential acquisitions. Consensus was to proceed.

Lincoln Marsh/Rosie's

We learned that a court ordered auction was held on May 2. The property is adjacent on three sides to WPD property and would be of interest to the District.

Graf park/Jefferson School

Benard has been in discussions with the school district about their failed referendum. A new school would require a referendum while additions to existing schools do not. There is the opportunity for trading land to build a school and maintain recreation services.

VFW

This property would provide the opportunity for an additional recreational amenity. It would be a public/private partnership. The committee was not supportive of exploring this option.

Arrowhead Golf Course

There is currently leased land at the corner of Naperville and Butterfield. At that location or around Arrowhead we would like to add an additional nine holes through lease with the forest preserve. There was general interest from the board to continue discussions.

A field house is needed for indoor activities.

Kelly/Edison

We were asked to consider the possibility of creating a quarter-mile track there for the school. There is not enough room.

Lacrosse is needed elsewhere.

The meeting was adjourned without objection at 7:10pm.

# Accounts Payable

## Checks Approval Document

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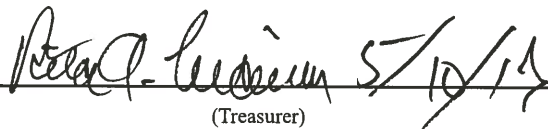
Wheaton Park District

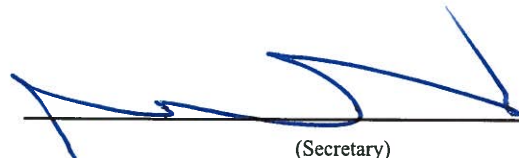
Board of Commissioners Report From the Period Beginning April 12, 2017 and Ending May 09, 2017.

Fund	Description	Amount
10	General	122,559.77
20	Recreation	219,437.72
22	Cosley Zoo	20,096.53
23	Liability	44,450.55
26	IMRF	84,182.06
30	Debt Service	725.00
40	Capital Projects	226,052.66
60	Golf Fund	287,239.21
70	Information Technology ISF	2,449.40
75	Health Insurance ISF	144,028.01
Report Total:		1,151,220.91

To the Board of Commissioners

The payment of the above listed accounts has been accepted by the Park District Board of Commissioners at their meeting held on May 17, 2017.

  
(Treasurer)

  
(Secretary)

# Accounts Payable

## Checks Approval List

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Wheaton Park District

Board of Commissioners Report From the Period Beginning April 12, 2017 and Ending May 09, 2017.

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
10	General								
00038	A. M. Leonard Inc.								
	Screed Level w/ Hand Grips				154080	CI17051989	044.04.2017	10-101-000-53-5345-000C	107.50
	Headgear				154080	CI17059258	044.04.2017	10-101-000-53-5345-000C	88.99
Vendor Total:									196.49
00041	Anderson Lock								
	Locks for Porta Potties				154002	0939546	043.04.2017	10-101-000-53-5334-000C	144.42
Vendor Total:									144.42
00042	Anderson Elevator Co.								
	PSC Monthly Elevator Maintenance April 2017	0	203973				043.04.2017	10-101-000-52-5211-000C	141.75
	DCHM Monthly Elevator Maintenance April 20	0	204213				043.04.2017	10-101-854-52-5211-000C	196.56
	Category 1 Testing - Annual Testing at DCHM	0	204418				044.04.2017	10-101-854-52-5211-000C	400.00
Vendor Total:									738.31
00068	AT&T Mobility								
	251-1888 L. Zavala 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	15.53
	251-2235 WPD User 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	251-6181 WPD User 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	346-4852 K. Nemetz 031817-041717		154085	877051597_0417			044.04.2017	10-000-415-52-5265-000C	73.46
	386-1439 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	4.13
	386-1482 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	8.66
	386-1491 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	386-1503 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	386-1562 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	10.32
	234-8948 Data Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	12.22
	346-4268 Data Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	12.17
	346-5438 Data Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	12.01
	300-4503 D. Siciliano 031817-041717		154085	877051597_0417			044.04.2017	10-000-000-52-5265-000C	88.28
	213-8385 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	12.01
	346-9175 Marketing Tablet 7 031817-041717		154085	877051597_0417			044.04.2017	10-000-415-52-5265-000C	12.06
	386-1616 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.79
	414-0027 M. Wilhelmi 031817-041717		154085	877051597_0417			044.04.2017	10-000-415-52-5265-000C	59.30
	414-2063 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	464-0161 R. Sperl 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	48.51
	621-6748 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	639-8115 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	7.80
	639-8117 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	6.22
	639-8128 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	639-8243 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	5.79
	639-8267 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.63
	639-8599 Parks Dept Novak 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	86.80
	639-8677 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	639-8724 Parks Dept 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	3.29
	639-8783 K. Flynn 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	45.88
	768-2406 WPD Wagner 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	51.52
	917-4832 P. Stanczak 031817-041717		154085	877051597_0417			044.04.2017	10-101-000-52-5265-000C	46.56

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
386-7148 Parks Tablet 5 031817-041717	154085	877051597_0417	044.04.2017	10-101-000-52-5265-000C	12.01	
386-7195 Parks Tablet 6 031817-041717	154085	877051597_0417	044.04.2017	10-101-000-52-5265-000C	13.28	
917-4835 D. Seymour 031817-041717	154085	877051597_0417	044.04.2017	10-101-000-52-5265-000C	59.53	
945-7726 M. Benard 031817-041717	154085	877051597_0417	044.04.2017	10-000-000-52-5265-000C	85.80	
639-8599 Parks Dept Novak Equipment 031817-	154085	877051597_0417	044.04.2017	10-101-000-53-5302-000C	99.99	
917-4832 P. Stanczak Equipment 031817-04171	154085	877051597_0417	044.04.2017	10-101-000-53-5302-000C	99.99	
917-4835 D. Seymour Equipment 031817-04171	154085	877051597_0417	044.04.2017	10-101-000-53-5302-000C	99.99	
957-7741 R. Trainor 031817-041717	154085	877051597_0417	044.04.2017	10-419-000-52-5265-000C	23.36	
Vendor Total:					1,150.21	
00114 Berlands House of Tools						
Chain Pulley to Move Chiller Covers for Mainte	154087	357917	044.04.2017	10-101-000-53-5345-000C	419.98	
Vendor Total:					419.98	
00152 Buikemas Ace Hardware						
Plumbing Supplies	154011	288343A	043.04.2017	10-101-000-53-5311-000C	19.76	
Fasteners	154011	288368A	043.04.2017	10-101-000-53-5334-000C	2.36	
Spray Paint	154011	288391A	043.04.2017	10-101-000-53-5347-000C	28.91	
Golf Cart 1	154011	288401A	043.04.2017	10-101-000-53-5315-000C	9.88	
LFL Bulb	154011	288429A	043.04.2017	10-101-000-53-5312-000C	8.99	
Parts for T2603	154011	288448A	043.04.2017	10-101-000-53-5315-000C	8.08	
Spikes for Pitching Rubber	154011	288450A	043.04.2017	10-101-000-53-5331-000C	53.18	
Carpentry Supplies	154011	288546A	043.04.2017	10-101-000-53-5314-000C	8.63	
Hardware	154011	288609A	043.04.2017	10-101-000-53-5334-000C	26.08	
Spray Paint	154011	355371B	043.04.2017	10-101-000-53-5347-000C	28.74	
Vandalism Repairs	154011	355373B	043.04.2017	10-101-000-53-5331-000C	23.02	
Hardware for Projects	154011	355381B	043.04.2017	10-101-000-53-5334-000C	11.68	
Exchange Credit- Landscaping Supplies	154011	355387B	043.04.2017	10-101-000-53-5331-000C	-0.90	
Project Tools	154011	355415B	043.04.2017	10-101-000-53-5314-000C	13.49	
Spikes for Pitching Rubber	154011	355442B	043.04.2017	10-101-000-53-5331-000C	24.01	
Project Tools	154011	355600B	043.04.2017	10-101-000-53-5314-000C	87.49	
Wall Stripper (Org Inv# 35543B)	154011	563363B	043.04.2017	10-101-000-53-5314-000C	8.99	
Vendor Total:					362.39	
00164 Carol Stream Lawn and Power						
Non Stock Parts	153927	393756	042.04.2017	10-101-000-53-5315-000C	26.09	
Non Stock Parts	153927	393757	042.04.2017	10-101-000-53-5315-000C	2.29	
Non Stock Parts	153927	393922	042.04.2017	10-101-000-53-5315-000C	154.56	
Parts for Stock and 1222	154091	394573	044.04.2017	10-101-000-53-5315-000C	97.82	
Vendor Total:					280.76	
00170 Carquest Auto Parts						
V-Belts	153928	2420-387466	042.04.2017	10-101-000-53-5315-000C	10.18	
V-Belts Top	153928	2420-387471	042.04.2017	10-101-000-53-5315-000C	18.39	
Vendor Total:					28.57	
00193 City of Wheaton						
Prairie Path Park 030917-040617	154096	0004420000_0417	044.04.2017	10-000-000-52-5264-000C	20.69	
Parks & Planning 030817-040517	154096	0029220000_0417	044.04.2017	10-101-000-52-5264-000C	165.06	
W W Stevens Park 030817-040517	154096	0055220100_0417	044.04.2017	10-000-000-52-5264-000C	19.29	
855 Prairie 030817-040517	154096	0310060201_0417	044.04.2017	10-000-856-52-5264-000C	112.38	
Kelly Park/Edison 030917-040617	154096	0370840000_0417	044.04.2017	10-000-000-52-5264-000C	61.45	
DC Hist Museum 030817-040517	154096	0396760000_0417	044.04.2017	10-430-000-52-5264-000C	16.67	
DC Hist Museum 030817-040517	154096	0396760000_0417	044.04.2017	10-000-000-52-5264-000C	38.91	
Northside Park 030817-040517	154096	0402460000_0417	044.04.2017	10-000-000-52-5264-000C	61.45	
Seven Gables Park 030917-040717	154096	0500620100_0417	044.04.2017	10-000-000-52-5264-000C	34.28	
Scottdale Park 030917-040617	154096	0551600000_0417	044.04.2017	10-000-000-52-5264-000C	19.29	

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Briar Patch Park 030917-040617	154096	0642091600_0417	044.04.2017	10-000-000-52-5264-000C	19.29
				Briar Patch Park 030917-040717	154096	0642091700_0417	044.04.2017	10-000-000-52-5264-000C	34.28
				Triangle Park 030817-040517	154096	0666060100_0417	044.04.2017	10-000-000-52-5264-000C	20.69
				Hillside Park 030917-040617	154096	0670480200_0417	044.04.2017	10-000-000-52-5264-000C	19.29
				Sunnyside Park 030917-040717	154096	0674020000_0417	044.04.2017	10-000-000-52-5264-000C	19.29
				Hoffman Park 030817-040517	154096	0693200000_0417	044.04.2017	10-000-000-52-5264-000C	19.29
				Briarknoll Park 031017-040617	154096	0922450100_0417	044.04.2017	10-000-000-52-5264-000C	19.29
								Vendor Total:	700.89
00309	Ortiz, Gabriel			DJ for Fun Run in Color	154051	042217	043.04.2017	10-000-416-52-5241-190E	950.00
								Vendor Total:	950.00
00323	Government Navigation Group			Consulting Services April 2017	0	INV-0063	043.04.2017	10-000-000-52-5205-000C	1,000.00
								Vendor Total:	1,000.00
00335	W W Grainger Inc			Receptor Bowl	154076	9399670877	043.04.2017	10-101-000-53-5311-000C	73.44
								Vendor Total:	73.44
00395	Harris Motor Sports Inc			Golf Cart 102 Parts	0	01-176728	042.04.2017	10-101-000-53-5315-000C	19.90
				Golf Cart 102 Parts	0	02-176232	042.04.2017	10-101-000-53-5315-000C	117.84
								Vendor Total:	137.74
00406	Commonwealth Edison			Main Street Tennis Lighting 031017-041017	154016	0081092079_0417	043.04.2017	10-000-000-52-5260-000C	7.05
				Seven Gables Park 031517-041317	154100	8679428014_0417	044.04.2017	10-000-000-52-5260-000C	15.78
								Vendor Total:	22.83
00417	Constellation NewEnergy Inc.			Parks & Planning 031617-041317	154101	1785163109_0417	044.04.2017	10-101-000-52-5260-000C	1,205.10
				Overpass Bridge 031717-041617	154173	2115116037_0417	051.05.2017	10-000-000-52-5260-000C	166.01
				Northside Park 031717-041617	154173	2423026020_0417	051.05.2017	10-000-000-52-5260-000C	134.21
				C L Herrick Park 032017-041717	154173	6703043016_0417	051.05.2017	10-000-000-52-5260-000C	37.63
				Northside Park 022817-032817	153933	7203024021_0317	042.04.2017	10-000-000-52-5260-000C	488.16
				Briar Patch Park 031417-041117	154101	7671244006_0417	044.04.2017	10-000-000-52-5260-000C	28.34
				Hurley Park 031517-041217	154173	7928415004_0417	051.05.2017	10-000-000-52-5260-000C	32.34
				Northside Park 031717-041617	154173	8351597001_0417	051.05.2017	10-000-000-52-5260-000C	65.00
				855 Prairie 031717-041617	154173	8603078055_0417	051.05.2017	10-000-856-52-5260-000C	1,304.34
				Seven Gables Park 031517-041217	154173	8679427008_0417	051.05.2017	10-000-000-52-5260-000C	26.33
				DC History Museum 031017-040917	154101	8843216006_0417	044.04.2017	10-430-000-52-5260-000C	292.79
				DC History Museum 031017-040917	154101	8843216006_0417	044.04.2017	10-000-000-52-5260-000C	683.17
				Memorial Park 031017-040917	154101	8843562003_0417	044.04.2017	10-000-000-52-5260-000C	67.58
								Vendor Total:	4,531.00
00465	I.M.R.F.			03/2017 IMRF	0	033117	141.04.2017	10-000-000-21-2124-000C	42,659.98
				03/2017 IMRF	0	033117	141.04.2017	10-000-000-21-2123-000C	4,348.06
								Vendor Total:	47,008.04
00617	MENARDS GLENDALE HEIGHTS			NSP Fence	153953	48591	042.04.2017	10-101-000-53-5308-000C	49.96
								Vendor Total:	49.96

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
00680                      Northern Illinois Gas Company					
855 Prairie 031417-041217	154047	0402035172_0417	043.04.2017	10-000-856-52-5261-000C	141.48
855 Prairie 031417-041217	154047	0693040819_0417	043.04.2017	10-000-856-52-5261-000C	86.50
855 Prairie 031417-041217	154047	0835554754_0417	043.04.2017	10-000-856-52-5261-000C	30.80
855 Prairie 031417-041217	154047	1366082885_0417	043.04.2017	10-000-856-52-5261-000C	74.50
Parks & Planning 032217-042117	154192	4604071755_0417	051.05.2017	10-101-000-52-5261-000C	903.29
855 Prairie 031417-041217	154047	5076137885_0417	043.04.2017	10-000-856-52-5261-000C	30.16
DC History Museum 032217-042417	154192	5389121000_0417	051.05.2017	10-430-000-52-5261-000C	82.79
DC History Museum 032217-042417	154192	5389121000_0417	051.05.2017	10-000-000-52-5261-000C	193.16
Vendor Total:					1,542.68
00695                      NRPA					
CAPRA Application Fee	153961	041017	042.04.2017	10-000-000-54-5425-000C	33.33
Vendor Total:					33.33
00699                      Oak Fire & Security Systems Inc					
Museum Quarterly Emergency Call Monitoring	154048	48050	043.04.2017	10-101-854-52-5211-000C	60.00
PSC Quarterly Burglar Alarm/Radio Backup/Ele	154048	48051	043.04.2017	10-101-000-52-5211-000C	195.00
Vendor Total:					255.00
00704                      OFFICE DEPOT					
Admin- Red Pens/Post-Its/Envelopes/Napkins/P	154050	916231414001	043.04.2017	10-000-000-53-5302-000C	173.63
Museum- Napkins	154050	916231414001	043.04.2017	10-430-000-53-5302-000C	2.42
Admin- Colored Pens/Document Holder	154050	917498491001	043.04.2017	10-000-000-53-5302-000C	29.20
Museum- Yellow Notepads/Napkins/Small Note	154050	917498491001	043.04.2017	10-430-000-53-5302-000C	23.87
Vendor Total:					229.12
00725                      Park District Risk Mgmt Agency					
Voluntary Life	154052	March 2017	043.04.2017	10-000-000-21-2130-000C	1,328.30
Vendor Total:					1,328.30
00734                      PAYCHEX MAJOR MARKET SERVICES					
April 2017 Paychex ESR	0	16193539	141.04.2017	10-000-000-52-5211-000C	23.30
04/14/17 Payroll Processing	0	57578	141.04.2017	10-000-000-52-5211-000C	100.17
04/28/17 Payroll Processing	0	59007	141.04.2017	10-000-000-52-5211-000C	111.70
Vendor Total:					235.17
00766                      Pre-Paid Legal Service Inc					
04/2017 Legal Sheild Invoice	154200	042017	051.05.2017	10-000-000-21-2127-000C	353.70
Vendor Total:					353.70
00783                      Randall Pressure Systems Inc					
Fittings for 1744	154202	I-10530-0	051.05.2017	10-101-000-53-5315-000C	18.76
Vendor Total:					18.76
00792                      Reinders Inc					
Stock Parts	0	1676595-00	042.04.2017	10-101-000-53-5315-000C	248.52
Stock Parts	0	1676595-01	042.04.2017	10-101-000-53-5315-000C	23.94
Vendor Total:					272.46
00825                      Russo Hardware Inc					
Vibrator Kit for 1414	154146	3900250	044.04.2017	10-101-000-53-5315-000C	350.39
Vendor Total:					350.39
00864                      Production Plus Graphics Inc					
Sign Shop Materials	154201	CG-212997	051.05.2017	10-101-000-53-5314-000C	752.95

Fund	Description	Vendor No	Vendor Name	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Line Item	Description							
Vendor Total:								752.95
00865	SIKICH LLP							
	Retirement Plan and Advisory Services 1/1/17-3/	154067	040517	043.04.2017	10-000-000-52-5205-000C			1,500.00
Vendor Total:								1,500.00
00867	S. J. Carlson Fire Protection							
	Sprinkler Test and Inspection	154061	33506	043.04.2017	10-101-000-52-5210-000C			510.00
Vendor Total:								510.00
00943	TerryBerry Company LLC							
	Board Pins	154216	D57846	051.05.2017	10-418-000-54-5434-000C			155.71
Vendor Total:								155.71
01003	Vermeer Illinois Inc.							
	V Belt and Tightener Belt	153985	PA7732	042.04.2017	10-101-000-53-5315-000C			334.24
	Parts for 1209	154151	PA8606	044.04.2017	10-101-000-53-5315-000C			259.92
	Shaft for 1209	154151	PA8695	044.04.2017	10-101-000-53-5315-000C			152.41
	Parts for 1430	154151	PA8959	044.04.2017	10-101-000-53-5315-000C			159.51
	Credit from Inv# PA8959	154151	PA8960	044.04.2017	10-101-000-53-5315-000C			-68.36
Vendor Total:								837.72
01023	Waste Management of Illinois Inc							
	Parks & Planning 031617-033117	154077	61571123001_0317	043.04.2017	10-101-000-52-5263-000C			236.58
	Parks & Planning 030117-031517 - Additional P	154077	61571123001_0317/	043.04.2017	10-101-000-52-5263-000C			82.13
	Parks & Planning 040117-041517	154152	61571123001_0417	044.04.2017	10-101-000-52-5263-000C			471.78
Vendor Total:								790.49
01043	Wheaton Sanitary District							
	DC Hist Museum 030717-040717	154220	020785000_0417	051.05.2017	10-430-000-52-5264-000C			6.38
	DC Hist Museum 030717-040717	154220	020785000_0417	051.05.2017	10-000-000-52-5264-000C			14.87
	Seven Gables Park 030717-040717	154220	022415000_0417	051.05.2017	10-000-000-52-5264-000C			17.13
	Manchester Park 030717-040717	154220	026101000_0417	051.05.2017	10-000-000-52-5264-000C			17.13
	Parks & Planning 030717-040717	154220	027991000_0417	051.05.2017	10-101-000-52-5264-000C			42.74
	Northside Park 030717-040717	154220	037067000_0417	051.05.2017	10-000-000-52-5264-000C			17.13
	Prairie Path Park 030717-040717	154220	037561000_0417	051.05.2017	10-000-000-52-5264-000C			17.13
	855 Prairie 030717-040717	154220	041834000_0417	051.05.2017	10-000-856-52-5264-000C			45.81
Vendor Total:								178.32
01052	Wilhelmi, Margie							
	Mileage Reimbursement March 2017	0	033117	042.04.2017	10-000-415-54-5422-000C			57.24
Vendor Total:								57.24
01068	Wm. F. Meyer Co.							
	Sloan Faucet	154157	S3249020.001	044.04.2017	10-101-000-53-5311-000C			231.59
	Sponge Wall Hung Urinal Gasket	154157	S3250543.001	044.04.2017	10-101-000-53-5311-000C			4.96
	Sponge Wall Hung Urinal Gasket	154157	S3250543.002	044.04.2017	10-101-000-53-5311-000C			10.80
	Handle Metering Faucet	154157	S3253598.001	044.04.2017	10-101-000-53-5311-000C			208.99
	Return Sloan Faucet Org Inv# S3249020.001	154157	S3253608	044.04.2017	10-101-000-53-5311-000C			-167.09
Vendor Total:								289.25
01091	Aflac							
	04/2017 Aflac	0	299354	141.04.2017	10-000-000-21-2131-000C			397.44
	04/2017 Aflac	0	299354	141.04.2017	10-000-000-21-2132-000C			70.38
Vendor Total:								467.82



**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
01120	Holy Cow Sports Inc.					
	Giveaway for UROCK and VALUES April 20 E		17-0711	042.04.2017	10-000-000-53-5302-000C	900.00
					Vendor Total:	900.00
02243	Holsteins Garage					
	Safety Lane Checks for 1126 & 1141	154035	I-3867	043.04.2017	10-101-000-52-5210-000C	60.00
					Vendor Total:	60.00
02245	Heritage FS Inc.					
	Unleaded Fuel	153946	70438	042.04.2017	10-101-000-53-5348-000C	901.05
	Diesel Fuel	153946	70507	042.04.2017	10-101-000-53-5348-000C	99.69
	Unleaded Fuel	153946	70508	042.04.2017	10-101-000-53-5348-000C	892.28
	Diesel Fuel	153946	70509	042.04.2017	10-101-000-53-5348-000C	370.97
					Vendor Total:	2,263.99
02254	Marathon Sportswear					
	Fun Run in Color Runner Shirts	154119	8744	044.04.2017	10-000-416-53-5346-190E	4,362.00
	Event Staff Shirts	154119	9217	044.04.2017	10-000-416-53-5346-1902	406.13
					Vendor Total:	4,768.13
02318	Cassidy Tire & Service					
	Parts for 1220	154092	6141893	044.04.2017	10-101-000-53-5315-000C	863.00
					Vendor Total:	863.00
02382	All Flowers by Marisa					
	Birthday Flowers for Cosley Donor	154081	1700	044.04.2017	10-000-000-54-5438-000C	100.00
					Vendor Total:	100.00
02412	Milton Township					
	CERT Donation for Fun Run in Color 2017	154125	042217	044.04.2017	10-000-416-52-5241-190E	500.00
					Vendor Total:	500.00
02796	NAPA					
	Parts for Stock	153959	393834	042.04.2017	10-101-000-53-5315-000C	26.28
	Signal Lamp	153959	393847	042.04.2017	10-101-000-53-5315-000C	6.32
	Parts for Stock	153959	394373	042.04.2017	10-101-000-53-5315-000C	50.56
	Parts for Stock	153959	394431	042.04.2017	10-101-000-53-5315-000C	31.60
	Returned # 4294216 Part 50-50393R-3 Lamp	153959	394483	042.04.2017	10-101-000-53-5315-000C	-26.28
	Parts for Stock	153959	394872	042.04.2017	10-101-000-53-5315-000C	40.79
	Oil Filter for 1208 and Stock	153959	395022	042.04.2017	10-101-000-53-5315-000C	6.98
	Fuel Filter for Stock	153959	395128	042.04.2017	10-101-000-53-5315-000C	15.96
	Filters for Stock	153959	395137	042.04.2017	10-101-000-53-5315-000C	19.23
	Cap Wrench Toyo	153959	395138	042.04.2017	10-101-000-53-5315-000C	9.99
	Filter for 1193	153959	395153	042.04.2017	10-101-000-53-5315-000C	6.57
	Bearing for 1805	153959	395204	042.04.2017	10-101-000-53-5315-000C	10.69
	Bearing Cones for Stock	153959	395232	042.04.2017	10-101-000-53-5315-000C	21.38
	Oil Filter for R163	153959	395371	042.04.2017	10-101-000-53-5315-000C	10.02
	Oil filter	153959	395649	042.04.2017	10-101-000-53-5315-000C	10.02
	Roof Top Chimney's at PSC	153959	396868	042.04.2017	10-101-000-53-5334-000C	49.96
	Filters for Stock	153959	396883	042.04.2017	10-101-000-53-5315-000C	278.48
					Vendor Total:	568.55
02993	Hulsey, Deb					
	Mileage Reimbursement 3/21/2017 - 4/24/2017	154182	042417	051.05.2017	10-418-000-54-5422-000C	27.82
					Vendor Total:	27.82

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
03248	Atlas Bobcat Inc.								
	Non Stock Parts				154006	BR1214	043.04.2017	10-101-000-53-5315-000C	235.80
	Non Stock Parts				154006	BR1235	043.04.2017	10-101-000-53-5315-000C	239.50
Vendor Total:									475.30
03266	Martin Implement Sales Inc.								
	Tie Rod for 1218				154189	A55584	051.05.2017	10-101-000-53-5315-000C	157.85
Vendor Total:									157.85
03355	First Illinois Systems Inc.								
	DCHM Pest Control Services April 2017				154027	19521	043.04.2017	10-430-000-52-5210-000C	108.00
Vendor Total:									108.00
03441	Pioneer Tire Repair Equipment								
	720 Rim-Ease-Gallon/ Bead Swab 14-378				154138	4102	044.04.2017	10-101-000-53-5315-000C	19.53
Vendor Total:									19.53
03754	Comcast Cable								
	Parks Services 041717-051617				154015	87712047526761_05	043.04.2017	10-101-000-52-5211-000C	104.85
	DC History Museum 042217-052117				154099	87712049102874_05	044.04.2017	10-000-000-52-5211-000C	104.85
Vendor Total:									209.70
03758	Gow Inc.								
	Kite Event Chicago Fire Kite Team				154179	2496	051.05.2017	10-000-416-52-5241-1901	500.00
Vendor Total:									500.00
03829	Texas Life Insurance Company								
	04/2017 Texas Life Insurance				0	SB08FS201704130	141.04.2017	10-000-000-21-2130-000C	627.60
Vendor Total:									627.60
03921	Sid Harvey Industries Inc.								
	Electrical Supplies				153975	045813981	042.04.2017	10-101-000-53-5312-000C	73.89
	Transformer				154066	045813997	043.04.2017	10-101-000-53-5312-000C	24.50
Vendor Total:									98.39
03922	Patlin Incorporated								
	Non-Stock Parts				154053	58177-1	043.04.2017	10-101-000-53-5315-000C	320.09
Vendor Total:									320.09
03958	Chicago Metropolitan Fire Prevention Company								
	DC Hist Museum 040117-063017				154093	WH6619_0417	044.04.2017	10-101-000-52-5211-000C	255.00
	855 Prairie 040117-063017				154093	WH6661_0417	044.04.2017	10-101-856-52-5211-000C	255.00
	Parks & Planning 040117-063017				154093	WH6921_0417	044.04.2017	10-101-000-52-5211-000C	255.00
Vendor Total:									765.00
04055	Illinois Heritage Association								
	Illinois Heritage Association Institutional Memb				153948	2016-1933	042.04.2017	10-430-000-54-5425-000C	45.00
Vendor Total:									45.00
04109	Power Up Batteries LLC.								
	Batteries				154139	487-284029	044.04.2017	10-101-000-53-5315-000C	284.85
Vendor Total:									284.85
04121	UMB Bank N.A.								
	Credit for Returned Sign Holder				0	0118_1703070000	171.04.2017	10-101-000-53-5314-000C	-195.00
	Sign Shop Supplies				0	0118_1703090000	171.04.2017	10-101-000-53-5314-000C	50.00

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Drills for Projects	0	0118_1703140000	171.04.2017	10-101-000-53-5314-0000	417.97	
Tools & Supplies	0	0118_1703150000	171.04.2017	10-101-000-53-5314-0000	232.36	
Screwdriver	0	0118_1703310000	171.04.2017	10-101-000-53-5314-0000	10.46	
AAM Conference	0	0140_1703060000	171.04.2017	10-430-000-54-5432-0000	425.00	
KDRMA Dues	0	0140_1703210000	171.04.2017	10-430-000-54-5425-0000	35.00	
Passport Advertising	0	0140_1703210000	171.04.2017	10-430-000-54-5426-0000	90.00	
Advertising for Capturing the Past/Painting & W	0	0140_1703310000	171.04.2017	10-430-000-54-5426-0000	45.00	
Jotform Monthly March 2017	0	0173_1702280000	171.04.2017	10-000-415-54-5425-0000	9.95	
Magazines	0	0173_1703080000	171.04.2017	10-000-415-53-5302-0000	29.95	
Monthly Fee for Google Drive	0	0173_1703120000	171.04.2017	10-000-415-54-5425-0000	1.99	
Aplus Net Professional Subscription 032317-0420	0	0173_1703260000	171.04.2017	10-000-415-54-5425-0000	21.94	
Jotform Monthly April 2017	0	0173_1703280000	171.04.2017	10-000-415-54-5425-0000	9.95	
Screens	0	0182_1703230000	171.04.2017	10-101-000-53-5308-0000	546.46	
SD Reader - Digital Camera	0	0215_1703230000	171.04.2017	10-101-000-53-5302-0000	9.29	
Digital Camera Supplies	0	0215_1703230000	171.04.2017	10-101-000-53-5302-0000	15.99	
Clips for Earth Flags/Anchors for Light Cages	0	0249_1703020000	171.04.2017	10-101-000-53-5334-0000	29.01	
Epoxy for Museum Plaques	0	0249_1703020000	171.04.2017	10-101-000-53-5334-0000	11.31	
Materials for Museum Plaques and Bulletin Board	0	0249_1703060000	171.04.2017	10-101-854-53-5334-0000	22.21	
Faucet and Downspout Strap for Marsh Office	0	0249_1703070000	171.04.2017	10-101-000-53-5334-0000	55.08	
Door Filler Frame for Electric Striker	0	0249_1703080000	171.04.2017	10-101-854-53-5314-0000	140.00	
Materials to Clean Museum	0	0249_1703100000	171.04.2017	10-101-856-53-5314-0000	37.57	
Barrel Bolts for Graf Garage	0	0249_1703130000	171.04.2017	10-101-000-53-5334-0000	32.90	
Rekeyed Lockset for Graf Garage	0	0249_1703140000	171.04.2017	10-101-000-52-5210-0000	40.00	
Nozzle for Shop and Ferrules for Stock	0	0249_1703150000	171.04.2017	10-101-000-53-5334-0000	13.37	
Walkie Talkies	0	0249_1703210000	171.04.2017	10-101-000-53-5345-0000	35.99	
Fittings for Clocktower Pump	0	0249_1703270000	171.04.2017	10-101-000-53-5311-0000	2.76	
Materials for Museum Steps	0	0249_1703290000	171.04.2017	10-101-854-53-5314-0000	17.75	
Drill Bits for 1127 and Concrete for Rathje	0	0249_1703300000	171.04.2017	10-101-000-53-5334-0000	27.69	
Lamp for Clocktower Exit Sign	0	0249_1703310000	171.04.2017	10-101-000-53-5312-0000	2.79	
City of Wheaton Communication Lunch	0	0280_1703140000	171.04.2017	10-000-000-54-5438-0000	26.00	
Megaphone for Wave Starts at Fun Run	0	0280_1703160000	171.04.2017	10-000-416-53-5346-1908	61.99	
Facebook Ads Fun Run/Afternoon Bandstand/Night	0	0280_1703310000	171.04.2017	10-000-416-53-5346-1908	58.07	
Facebook Ads Night Run	0	0280_1703310000	171.04.2017	10-000-416-53-5346-1910	7.53	
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	10-000-000-54-5438-0000	100.00	
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	10-430-415-54-5442-0000	50.00	
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	10-000-416-52-5241-1908	50.00	
Monitor for Computer	0	0306_1703130000	171.04.2017	10-000-415-53-5302-0000	42.96	
Video Adaptor for Computer	0	0306_1703220000	171.04.2017	10-000-415-53-5302-0000	12.33	
Giveaway Items for Museum Fish Exhibit	0	0306_1703240000	171.04.2017	10-000-415-54-5426-0000	449.50	
48 Inch Spring	0	0363_1703060000	171.04.2017	10-101-000-53-5315-0000	60.00	
Non Stock Parts for Shop	0	0363_1703310000	171.04.2017	10-101-000-53-5315-0000	53.79	
AAM Conference Registration	0	0405_1703060000	171.04.2017	10-430-000-54-5432-0000	425.00	
Mailing 8038 CP for June Debt Payment BABs 10	0	0421_1703160000	171.04.2017	10-000-000-53-5304-0000	6.59	
WSJ Monthly Subscription	0	0422_1703020000	171.04.2017	10-419-000-54-5425-0000	28.99	
Send Out Cards Subscription	0	0422_1703020000	171.04.2017	10-000-000-54-5434-0000	111.00	
Send Out Cards Subscription	0	0422_1703030000	171.04.2017	10-000-000-54-5434-0000	31.00	
Start Meeting Subscription 030617-040417	0	0422_1703060000	171.04.2017	10-419-000-54-5432-0000	19.95	
S&P Forum on State and Local Govt Travel	0	0422_1703090000	171.04.2017	10-419-000-54-5432-0000	12.00	
GFOA Conference Travel	0	0422_1703120000	171.04.2017	10-419-000-54-5432-0000	30.00	
GFOA Conference Travel	0	0422_1703120000	171.04.2017	10-419-000-54-5432-0000	312.90	
Send Out Cards Subscription	0	0422_1703280000	171.04.2017	10-000-000-54-5434-0000	60.00	
WSJ Monthly Subscription	0	0422_1704020000	171.04.2017	10-419-000-54-5425-0000	32.99	
General Auction and Raffle Supplies - Baskets/F	0	0439_1703090000	171.04.2017	10-000-415-53-5302-0000	21.00	
Fun Run Supplies - Masks for Volunteers	0	0447_1703030000	171.04.2017	10-000-416-53-5346-1908	26.97	
Fun Run in Color Supplies - Squeeze Bottles/Fu	0	0447_1703050000	171.04.2017	10-000-416-53-5346-1908	93.30	
Pens for New Hire Orientation	0	0447_1703090000	171.04.2017	10-000-000-54-5434-0000	102.33	
Fun Run Supplies - Dixie Cups/Scoops/Funnels	0	0447_1703280000	171.04.2017	10-000-416-53-5346-1908	35.95	
Ex Director & Pond Lease Holder Meeting	0	0455_1703020000	171.04.2017	10-000-000-54-5438-0000	12.88	

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Ex Director and New Commissioner Orientation	0	0455_1703150000	171.04.2017	10-000-000-54-5401-000C	24.52
Executive Director & Executive Asst Standing D	0	0463_1703080000	171.04.2017	10-000-000-53-5302-000C	329.40
Coffee and Supplies for the Museum	0	0463_1703090000	171.04.2017	10-000-000-53-5302-000C	59.43
Ex Asst Office Chair	0	0463_1703110000	171.04.2017	10-000-000-53-5302-000C	100.67
Ex Director/Director of Parks & Planning Legis	0	0463_1703130000	171.04.2017	10-000-000-54-5432-000C	66.00
Ex Asst Office Chair Credit Price Adjustment	0	0463_1703150000	171.04.2017	10-000-000-53-5302-000C	-33.34
KidsFirst Job Fair at North Central	0	0470_1703020000	171.04.2017	10-418-000-54-5426-000C	187.50
Parks Job Posting (Park Operations Position)	0	0470_1703070000	171.04.2017	10-418-000-54-5426-000C	165.00
Parks Job Posting (Senior Pool Tech)	0	0470_1703080000	171.04.2017	10-418-000-54-5426-000C	165.00
Job Fair Sticky Note Give-a-ways	0	0470_1703080000	171.04.2017	10-418-000-54-5426-000C	106.34
Job Fair Pens Split between Parks and AGC.	0	0470_1703170000	171.04.2017	10-418-000-54-5426-000C	166.80
AGC Job Posting for Restaurant Manager	0	0470_1703170000	171.04.2017	10-418-000-54-5426-000C	489.00
Balloons for Job Fair	0	0470_1703210000	171.04.2017	10-418-000-54-5426-000C	6.00
Candy for Job Fair	0	0470_1703210000	171.04.2017	10-418-000-54-5426-000C	19.98
SHRM Membership	0	0471_1703140000	171.04.2017	10-418-000-54-5425-000C	199.00
TrainHR Training on Social Media and Laws	0	0471_1703280000	171.04.2017	10-418-000-54-5432-000C	195.00
Supplies for Job Fair	0	0489_1703100000	171.04.2017	10-418-000-54-5426-000C	4.98
Workable-PSC Position	0	0489_1703140000	171.04.2017	10-418-000-54-5426-000C	39.60
Certified Mail for POJ Response for AGC ADA	0	0504_1703140000	171.04.2017	10-101-000-53-5302-000C	6.59
Poku's Room Remodel	0	0538_1703060000	171.04.2017	10-101-000-53-5313-000C	62.04
Shelving Units for Poku and Gift Shop	0	0538_1703070000	171.04.2017	10-101-000-53-5313-000C	618.25
Poku's Room Remodel	0	0538_1703100000	171.04.2017	10-101-000-53-5313-000C	24.84
Cleaning Supplies	0	0538_1703100000	171.04.2017	10-101-856-53-5316-000C	151.38
Poku's Room Tile and Hallway Tile	0	0538_1703130000	171.04.2017	10-101-000-53-5313-000C	146.89
Hot Water Heater for Raptors	0	0538_1703200000	171.04.2017	10-101-000-53-5311-000C	125.00
Materials for Poku's Remodel and Hallway	0	0538_1703240000	171.04.2017	10-101-000-53-5313-000C	69.78
Cleaning Supplies	0	0538_1703240000	171.04.2017	10-101-000-53-5316-000C	125.87
Batteries for Gate Remotes	0	0538_1703270000	171.04.2017	10-101-000-53-5312-000C	22.75
Guide for Chalkboards in Kiebler Room	0	0538_1703300000	171.04.2017	10-101-000-53-5313-000C	21.68
Pipe Fittings/Pulling Line	0	0546_1703100000	171.04.2017	10-101-000-53-5312-000C	46.95
Electrical Supplies for Graf Garage	0	0546_1703140000	171.04.2017	10-101-000-53-5312-000C	305.84
Tollway Auto Replenish	0	9003_1703060000	171.04.2017	10-101-000-54-5425-000C	40.00
Iphone 6plus Otter Box	0	9003_1703140000	171.04.2017	10-101-000-53-5302-000C	38.33
Returned Iphone 6plus Otterbox - Ordered in Err	0	9003_1703180000	171.04.2017	10-101-000-53-5302-000C	-25.59
Iphone 6s Otter Box	0	9003_1703200000	171.04.2017	10-101-000-53-5302-000C	33.78
Magnetic Boards and Push Pin Magnets	0	9003_1703230000	171.04.2017	10-101-854-53-5314-000C	67.65
Fred Pryor Training	0	9029_1703010000	171.04.2017	10-101-000-54-5432-000C	79.00
Stepper Stones for AGC	0	9029_1703060000	171.04.2017	10-101-000-53-5314-000C	171.40
Vendor Total:					8,983.07
04221                      Plug & Pay Technologies					
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	10-000-000-52-5239-000C	15.00
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	10-000-856-52-5239-000C	15.00
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	10-101-000-52-5239-000C	15.00
Vendor Total:					45.00
04267                      Martin Whalen Group Inc					
Prairie - HR 043017-052917	0	70550_0517	051.05.2017	10-418-000-52-5211-000C	16.22
Prairie - Payroll 043017-052917	0	70562_0517	051.05.2017	10-419-000-52-5211-000C	26.22
Prairie-Finance 043017-052917	0	76404_0517	051.05.2017	10-419-000-52-5211-000C	61.64
Museum 043017-052917	0	MW82277_0517	051.05.2017	10-000-000-52-5211-000C	68.19
Parks 043017-052917	0	MW82522_0517	051.05.2017	10-101-000-52-5211-000C	183.91
Prairie 043017-052917	0	MW82571_0517	051.05.2017	10-000-000-52-5211-000C	123.07
Vendor Total:					479.25
04287                      Global Payments Inc					
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	10-000-000-52-5239-000C	18.22

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	10-000-000-12-1226-000C	143.40
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	10-000-856-52-5239-000C	280.99
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	10-101-000-52-5239-000C	83.61
Vendor Total:					526.22
04296 Culligan DuPage Soft Water Service Inc					
Drinking Water- Prairie	154018	262006_0317W	043.04.2017	10-000-856-53-5302-000C	76.70
Water Cooler Rental April 2017	154018	262006_0417R	043.04.2017	10-000-856-52-5220-000C	6.00
Vendor Total:					82.70
04374 Wheaton Bank and Trust Company					
03/17 Bank Analysis Service Charges that Excee 0		033117	141.04.2017	10-000-000-52-5214-000C	233.16
03/17 Bank Analysis Service Charges that Excee 0		033117	141.04.2017	10-000-000-12-1228-000C	-12.10
Vendor Total:					221.06
04557 Staples Contract and Commercial Inc					
Binders and Calculator	153978	3335914019	042.04.2017	10-101-000-53-5302-000C	60.93
Credit from Inv# 3335914019	153978	3335914020	042.04.2017	10-101-000-53-5302-000C	-5.05
Vendor Total:					55.88
04895 MailFinance Inc					
Prairie Postage Meter Lease 2/3/17-5/2/17 Acct 10		992413-N6478049	042.04.2017	10-000-856-52-5220-000C	507.00
Vendor Total:					507.00
05108 Rollins Aquatic Solutions Inc.					
Seasonal Contract for Pond Maintenance Service 154144		18140	044.04.2017	10-101-000-52-5211-000C	4,700.00
Vendor Total:					4,700.00
05191 Lafarge Aggregates Illinois Inc.					
Sign Shop Sand Blast	154042	706918645	043.04.2017	10-101-000-53-5314-000C	63.75
Vendor Total:					63.75
05250 Sandra Simpson for Petty Cash					
Petty Cash for Fun Run in Color	153973	041217	042.04.2017	10-000-000-10-1011-000C	300.00
Vendor Total:					300.00
05392 Kapala, Nicole					
Mileage Reimbursement April 2017	0	043017	051.05.2017	10-000-415-54-5422-000C	75.17
Vendor Total:					75.17
05575 Downing, Ashley					
Mileage Reimbursement March 2017	154020	033117	043.04.2017	10-430-000-54-5422-000C	10.86
Vendor Total:					10.86
05708 Prosource Company LLC					
50% Deposit for Shakespeare in the Park 2017	154058	2328	043.04.2017	10-000-416-52-5241-1907	3,250.00
Vendor Total:					3,250.00
05743 Advanced Intelligence Engineering					
Set Up New Mac Computers	0	5809	043.04.2017	10-000-415-53-5302-000C	270.00
Vendor Total:					270.00
05745 Kozol, Lana					
Mileage Reimbursement March 2017	153951	033117	042.04.2017	10-000-415-54-5422-000C	21.35
Vendor Total:					21.35

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
05757 Republic Services Inc.						
Parks 050117-053117	154204	0128491_0517	051.05.2017	10-101-000-52-5263-000C	20.50	
				Vendor Total:	20.50	
05765 Law Offices of Schirott, Luetkehans & Garner LLC						
Services through March 31 2017	154159	19	044.04.2017	10-000-000-52-5207-000C	1,190.41	
				Vendor Total:	1,190.41	
05768 Mendenhall, Rebecca						
Mileage Reimbursement Feb-March 2017	153955	033117	042.04.2017	10-418-000-54-5422-000C	19.68	
				Vendor Total:	19.68	
05772 Windstream Holdings Inc.						
Admin May 2017	153989	Contract 4520_0517	042.04.2017	10-000-000-52-5211-000C	288.00	
				Vendor Total:	288.00	
05810 US Bank Equipment Finance						
Prairie Finance April 2017	154073	76404_0417	043.04.2017	10-419-000-52-5211-000C	29.81	
Museum April 2017	154073	82277_0417	043.04.2017	10-000-000-52-5211-000C	272.66	
Parks April 2017	154073	82522_0417	043.04.2017	10-101-000-52-5211-000C	136.33	
Prairie April 2017	154073	82571_0417	043.04.2017	10-000-000-52-5211-000C	227.21	
				Vendor Total:	666.01	
05856 AADS Marketing & Printing INC						
Fun Run in Color Homeowner Mailing	153994	AP-27	043.04.2017	10-000-416-53-5346-190E	448.98	
				Vendor Total:	448.98	
05866 Peto, Brett						
Mileage Reimbursement March 2017	153967	033117	042.04.2017	10-000-415-54-5422-000C	16.05	
Mileage Reimbursement April 2017	154198	043017	051.05.2017	10-000-415-54-5422-000C	28.30	
				Vendor Total:	44.35	
05870 Area Sanitation Solutions Inc						
Sensory Garden 3/31/17-4/30/17	0	16063	044.04.2017	10-101-000-52-5211-000C	82.00	
Rathje Park 3/31/17-4/30/17	0	16069	044.04.2017	10-101-000-52-5211-000C	82.00	
Lincoln Marsh 3/31/17-4/30/17	0	16070	044.04.2017	10-101-000-52-5211-000C	164.00	
Kelly Park 3/31/17-4/30/17	0	16071	044.04.2017	10-101-000-52-5211-000C	82.00	
CAC Portable Unit 4/1/17-4/30/17	0	16077	044.04.2017	10-101-000-52-5211-000C	82.00	
Restrooms for Fun Run in Color 2017	0	16114	044.04.2017	10-000-416-52-5241-190E	652.00	
				Vendor Total:	1,144.00	
05879 ANPI Business LLC						
Parks 040117-043017	153920	111390_0417	042.04.2017	10-101-000-52-5262-000C	281.17	
Admin 040117-043017	153920	111390_0417	042.04.2017	10-000-000-52-5262-000C	91.46	
HR 040117-043017	153920	111390_0417	042.04.2017	10-418-000-52-5262-000C	60.97	
Finance 040117-043017	153920	111390_0417	042.04.2017	10-419-000-52-5262-000C	216.80	
DCHM 040117-043017	153920	111390_0417	042.04.2017	10-430-000-52-5262-000C	40.65	
				Vendor Total:	691.05	
05907 Superior Air Ground Ambulance Service Inc						
Fun Run in Color April 22 2017	154214	17-143531	051.05.2017	10-000-416-52-5241-190E	540.00	
				Vendor Total:	540.00	
05943 COEO SOLUTIONS LLC						
Parks 040117-043017	153932	11000057_0417	042.04.2017	10-101-000-52-5211-000C	714.03	
Museum 040117-043017	153932	11000057_0417	042.04.2017	10-000-000-52-5211-000C	714.03	

**Fund Description**  
**Vendor No Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Prairie 040117-043017	153932	11000057_0417	042.04.2017	10-000-856-52-5211-0000	954.86
Vendor Total:					2,382.92
05984 BCN Telecom Inc.					
HR 041517-051417	154086	BOC04598_0517	044.04.2017	10-418-000-52-5262-0000	212.19
Finance 041517-051417	154086	BOC04598_0517	044.04.2017	10-419-000-52-5262-0000	212.18
Parks 041517-051417	154086	BOC04598_0517	044.04.2017	10-101-000-52-5262-0000	382.51
Admin 041517-051417	154086	BOC04598_0517	044.04.2017	10-000-000-52-5262-0000	170.60
Vendor Total:					977.48
06088 CyberSource Corporation					
03/17 Authorize.Net Credit Card Gateway Fees 0		033117	141.04.2017	10-000-416-52-5239-0000	19.35
Vendor Total:					19.35
06117 Unified Trust Company NA					
04/14/17 Deferred Compensation 0		041417	141.04.2017	10-000-000-21-2126-0000	5,418.92
04/14/17 Deferred Compensation 0		041417	141.04.2017	10-000-000-21-2135-0000	520.28
04/28/17 Deferred Compensation 0		042817	141.04.2017	10-000-000-21-2126-0000	5,789.01
04/28/17 Deferred Compensation 0		042817	141.04.2017	10-000-000-21-2135-0000	570.28
Vendor Total:					12,298.49
06131 Play Illinois LLC					
Tire Swing Assembly & Rubber Boot for Norths 153968		wheatonpd17nort	042.04.2017	10-101-000-53-5310-0000	621.00
Vendor Total:					621.00
Fund Total:					122,559.77
20 Recreation					
00020 Albertsons					
Zone Party Supplies 153919		2001L07M5S	042.04.2017	20-220-208-53-5301-8860	23.97
Zone Party Supplies 153919		2001L07M6V	042.04.2017	20-220-208-53-5301-8860	2.50
Zone Party Supplies 153919		2101L07MF4	042.04.2017	20-220-208-53-5301-8860	22.99
Water/Flowers/Gift Card for Children's Playhous 153919		2E01L07LY6	042.04.2017	20-220-202-53-5301-2260	77.90
Vendor Total:					127.36
00025 Allen Lock & Key					
Cylinders 153997		2956	043.04.2017	20-101-220-53-5313-0000	110.00
Vendor Total:					110.00
00042 Anderson Elevator Co.					
CAC Monthly Elevator Maintenance April 2017 0		203777	043.04.2017	20-101-225-52-5211-0000	174.72
CC Monthly Elevator Maintenance April 2017 0		203870	043.04.2017	20-101-220-52-5211-0000	169.00
Category 1 Testing - Annual Testing at CAC 0		204440	044.04.2017	20-101-225-52-5211-0000	500.00
Vendor Total:					843.72
00068 AT&T Mobility					
945-7929 Mean Green 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-0000	3.29
877-6740 T. Johnson 031817-041717	154085	877051597_0417	044.04.2017	20-000-112-52-5265-0000	54.47
945-7045 Camp Coordinator 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-0000	3.29
945-7048 Camp Blackhawk 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-0000	3.29
945-7931 Camp Illini 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-0000	3.29
945-7926 Critter Camp 031817-041717	154085	877051597_0417	044.04.2017	20-000-112-52-5265-0000	3.29
945-7927 Curiosity Camp 031817-041717	154085	877051597_0417	044.04.2017	20-000-112-52-5265-0000	3.29
945-7928 Camp Wild Ones 031817-041717	154085	877051597_0417	044.04.2017	20-000-112-52-5265-0000	3.29
346-2253 Data Rec Dpt. 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-0000	43.63
281-0870 Athletics 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-0000	47.46



**Fund**  
**Vendor No**

**Description**  
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
605-0389 Camp IDK 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	3.29
536-4138 V. Beyer 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	32.27
885-4579 D. Shee 031817-041717	154085	877051597_0417	044.04.2017	20-101-000-52-5265-000C	21.25
885-4684 W. Russell 031817-041717	154085	877051597_0417	044.04.2017	20-222-232-52-5265-000C	21.78
639-8642 Camp No Name 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	3.29
621-6936 Parks Dept 031817-041717	154085	877051597_0417	044.04.2017	20-101-000-52-5265-000C	3.71
624-0846 M.B. Cleary 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	28.42
624-3048 BB/SB Umpires 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	3.29
624-3574 D. Novak 031817-041717	154085	877051597_0417	044.04.2017	20-350-000-52-5265-000C	50.89
414-8028 Lincoln Marsh 031817-041717	154085	877051597_0417	044.04.2017	20-000-112-52-5265-000C	3.29
234-8907 C. Hanlon 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	47.67
234-9385 Athletics 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	21.30
346-9047 Hot Spot 1 031817-041717	154085	877051597_0417	044.04.2017	20-350-302-52-5265-000C	22.01
346-5702 M. Wrobel 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	104.31
346-4602 Hot Spot 2 031817-041717	154085	877051597_0417	044.04.2017	20-350-302-52-5265-000C	30.13
346-9428 J. Martinson 031817-041717	154085	877051597_0417	044.04.2017	20-000-000-52-5265-000C	22.04
234-9351 Lincoln Marsh 031817-041717	154085	877051597_0417	044.04.2017	20-000-112-52-5265-000C	3.29
Vendor Total:					590.82
00082 Porter Pipe & Supply Company Inc					
Rice Pool Plumbing Supplies	154199	11575162-00	051.05.2017	20-101-232-53-5311-000C	185.85
Rice Pool Leak	154199	11575797-00	051.05.2017	20-101-232-53-5311-000C	262.30
Vendor Total:					448.15
00115 Bendy, Andy					
Mileage Reimbursement March 2017	153921	033117	042.04.2017	20-350-000-54-5422-000C	61.53
Vendor Total:					61.53
00134 Hawkins, Anne C					
Winter 2017 ADE 1 & 2 Day	154030	020517	043.04.2017	20-220-305-52-5280-1001	791.00
Vendor Total:					791.00
00148 Broadway in Chicago					
Hamilton Trip 9/20/17	154010	174438	043.04.2017	20-220-304-52-5280-5531	9,900.00
Vendor Total:					9,900.00
00152 Buikemas Ace Hardware					
Team Course Ladder and Cable	154011	288458A	043.04.2017	20-220-112-53-5301-6618	82.78
Cable to Secure Nets	154011	288498A	043.04.2017	20-000-000-53-5302-000C	19.79
Rust Remover/Rollers/Pest Control	154011	288526A	043.04.2017	20-101-220-53-5313-000C	27.24
Plumbing Supplies	154011	288605A	043.04.2017	20-101-231-53-5311-000C	30.02
Wire Wheel Set	154011	355353B	043.04.2017	20-101-232-53-5313-000C	11.69
Rice Tools	154011	355384B	043.04.2017	20-101-232-53-5345-000C	67.78
Mesh Strainer	154011	355444B	043.04.2017	20-101-232-53-5313-000C	24.35
CC Building Supplies	154011	355445B	043.04.2017	20-101-220-53-5313-000C	15.08
Wallplates	154011	355505B	043.04.2017	20-101-220-53-5313-000C	7.10
Wire Connectors/Compound/Bulbs	154011	355573B	043.04.2017	20-101-220-53-5313-000C	39.99
CC Blades and Fasteners	154011	355589B	043.04.2017	20-101-220-53-5313-000C	14.17
Vendor Total:					339.99
00170 Carquest Auto Parts					
N/S WO 8124	154167	2420-389613	051.05.2017	20-000-112-53-5302-000C	33.97
Thermostat	154167	2841-551639	051.05.2017	20-000-112-53-5302-000C	17.58
Return- Thermostat	154167	2841-551645	051.05.2017	20-000-112-53-5302-000C	-17.58
Vendor Total:					33.97
00193 City of Wheaton					

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Rathje Park 030917-040617	154096	0007650000_0417	044.04.2017	20-000-000-52-5264-000C	20.69	
Graf Park/Monroe 030817-040517	154096	0034005200_0417	044.04.2017	20-000-000-52-5264-000C	19.29	
Graf Park/Monroe 030817-040517	154096	0034005300_0417	044.04.2017	20-000-000-52-5264-000C	61.45	
Northside Pool 030817-040517	154096	0052890000_0417	044.04.2017	20-222-231-52-5264-000C	85.20	
Northside Pool 030817-040517	154096	0052890100_0417	044.04.2017	20-222-231-52-5264-000C	191.56	
Boy Scout Cabin 030817-040517	154096	0052910000_0417	044.04.2017	20-000-000-52-5264-000C	20.69	
Toohey Park 031017-040717	154096	0212470900_0417	044.04.2017	20-000-000-52-5264-000C	265.25	
Atten Park 030917-040617	154096	0280800000_0417	044.04.2017	20-000-000-52-5264-000C	19.29	
Atten Park 031017-040617	154096	0280840800_0417	044.04.2017	20-000-000-52-5264-000C	168.76	
Central Athletic Complex 030817-040517	154096	0366180000_0417	044.04.2017	20-220-225-52-5264-000C	28.40	
Central Athletic Complex 030817-040517	154096	0366190000_0417	044.04.2017	20-220-225-52-5264-000C	184.36	
Clocktower Commons 030817-040517	154096	0367030000_0417	044.04.2017	20-350-303-52-5264-000C	104.05	
Mary Lubko Center 030817-040517	154096	0417780000_0417	044.04.2017	20-000-304-52-5264-000C	82.75	
Community Center 031017-040717	154096	0443170000_0417	044.04.2017	20-224-220-52-5264-000C	1,194.76	
Rice Pool 031017-040617	154096	0443170100_0417	044.04.2017	20-222-232-52-5264-000C	5.70	
Rice Pool 031017-040617	154096	0443170200_0417	044.04.2017	20-222-232-52-5264-000C	92.66	
Vendor Total:					2,544.86	
00194	City Ventures Inc.					
French Connection Trip 3/29/17	153931	577	042.04.2017	20-220-304-52-5280-5522	2,448.00	
Final Payment Whats Wright in Rockford 5-4-17	154097	580	044.04.2017	20-220-304-52-5280-5522	3,450.00	
Vendor Total:					5,898.00	
00204	Schoessling, Daniel T.					
WNHS Field House Supervisor Lacrosse Program	154208	042117	051.05.2017	20-220-203-52-5280-3385	2,227.25	
Vendor Total:					2,227.25	
00248	DuPage County Health Dept.					
Annual Food Permit Seasonal Graf Park Concess	153937	IN0004340	042.04.2017	20-221-222-52-5210-000C	228.00	
Annual Food Permit Seasonal Atten Park Concess	153937	IN0004345	042.04.2017	20-221-223-52-5210-4211	228.00	
CC Hot Tub Permit	154106	IN0004699	044.04.2017	20-101-220-52-5210-000C	518.00	
Vendor Total:					974.00	
00323	Government Navigation Group					
Consulting Services April 2017	0	INV-0063	043.04.2017	20-000-000-52-5205-000C	1,000.00	
Vendor Total:					1,000.00	
00333	Gopher Sport					
Supplies for Camp Sports and Sorts	153945	9283706	042.04.2017	20-000-000-53-5306-000C	3,227.73	
Vendor Total:					3,227.73	
00336	All American Sports Corp./Riddell					
Football Helmet Reconditioning	153996	950106809	043.04.2017	20-221-222-54-5420-4255	187.95	
Vendor Total:					187.95	
00386	Hagg Press Inc					
Lincoln Marsh Summer Camp Postcards	0	101331	043.04.2017	20-000-112-53-5302-000C	195.00	
Birthday Party Brochures	0	101332	043.04.2017	20-000-000-54-5426-000C	287.00	
Vendor Total:					482.00	
00391	HALOGEN SUPPLY COMPANY					
Pool Supplies	154180	00499617	051.05.2017	20-101-232-53-5335-000C	289.18	
Pool Supplies	154180	00499618	051.05.2017	20-101-232-53-5335-000C	380.03	
Pool Supplies	154180	00499677	051.05.2017	20-101-232-53-5314-000C	19.55	
Pool Supplies	154180	00499678	051.05.2017	20-101-232-53-5314-000C	16.69	
Pool Supplies	154180	00500061	051.05.2017	20-101-232-53-5302-000C	605.73	
Pool Supplies	154180	00500252	051.05.2017	20-101-231-53-5302-000C	48.37	

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Pool Supplies	154180	00500253	051.05.2017	20-101-231-53-5302-000C	570.30	
				Vendor Total:	1,929.85	
00406	Commonwealth Edison					
Cosley House 032717-041717	154100	0793155067_0417	044.04.2017	20-350-000-52-5260-000C	35.70	
Lincoln Marsh Office 031717-041717	154100	8435664018_0417	044.04.2017	20-000-112-52-5260-000C	69.20	
				Vendor Total:	104.90	
00417	Constellation NewEnergy Inc.					
Seven Gables Barn 030117-032917	153933	0220031032_0317	042.04.2017	20-000-000-52-5260-000C	45.73	
Community Center 031417-041117	154101	0534243000_0417	044.04.2017	20-224-220-52-5260-000C	9,319.69	
Rice Pool 031417-041117	154101	0534243000_0417	044.04.2017	20-222-232-52-5260-000C	3,106.56	
Atten Park 031417-041117	154101	0788335008_0417	044.04.2017	20-000-000-52-5260-000C	445.47	
Graf Park/Monroe 031417-041117	154173	0788340009_0417	051.05.2017	20-000-000-52-5260-000C	368.76	
Graf Park/Monroe 031417-041117	154101	1371090088_0417	044.04.2017	20-000-000-52-5260-000C	75.09	
Central Athletic Complex 031317-041017	154173	6219071053_0417	051.05.2017	20-220-225-52-5260-000C	2,322.44	
Toohey Park 031517-041217	154173	6414387023_0417	051.05.2017	20-000-000-52-5260-000C	457.71	
Clocktower Commons 031317-041017	154101	7123061000_0417	044.04.2017	20-350-303-52-5260-000C	231.77	
Rathje Park 031717-041317	154173	7592636002_0417	051.05.2017	20-000-000-52-5260-000C	108.42	
Northside Shelter 031717-041617	154173	8351586008_0417	051.05.2017	20-000-000-52-5260-000C	61.83	
Grl Scout Cabin 031717-041617	154173	8351594000_0417	051.05.2017	20-000-000-52-5260-000C	58.17	
Northside Pool 031717-041617	154173	8351595007_0417	051.05.2017	20-222-231-52-5260-000C	367.54	
Boy Scout Cabin 031717-041617	154173	8351596004_0417	051.05.2017	20-000-000-52-5260-000C	38.04	
Mary Lubko Center 031017-040917	154173	8843417003_0417	051.05.2017	20-000-304-52-5260-000C	246.84	
				Vendor Total:	17,254.06	
00453	ILLINOIS AMERICAN WATER CO.					
Lincoln Marsh 031417-041317	154113	1025211695604_041	044.04.2017	20-000-112-52-5264-000C	23.94	
				Vendor Total:	23.94	
00482	Jaffe					
Deposit for Taste of Wheaton Sound & Light 50¢	154039	INV 21150	043.04.2017	20-000-416-52-5241-1905	4,360.00	
				Vendor Total:	4,360.00	
00525	Kirhofers Sports Inc					
Hats and Visors for Baseball/Softball Program	154041	46018	043.04.2017	20-221-223-53-5306-000C	2,648.10	
Spring Soccer - Clothing for Staff	153950	46110	042.04.2017	20-220-204-53-5301-4451	888.00	
Pants for Baseball/Softball Program	154041	46137	043.04.2017	20-221-223-53-5306-000C	200.70	
				Vendor Total:	3,736.80	
00562	Life Fitness					
Upright Bike	154115	5278212	044.04.2017	20-350-302-53-5306-000C	2,110.12	
				Vendor Total:	2,110.12	
00607	MCMaster-CARR SUPPLY COMPANY					
Rice Pool Supplies	0	23746368	051.05.2017	20-101-232-53-5316-000C	137.05	
				Vendor Total:	137.05	
00623	Midwest Service & Installation Inc					
Preventative Maintenance April 2017	154124	10417	044.04.2017	20-350-302-52-5211-000C	945.00	
				Vendor Total:	945.00	
00643	Morrow, Bob					
Mens Basketball Playoff Referees	153958	032717	042.04.2017	20-220-204-52-5280-4412	248.00	
WSGBL Tournament Referee Fees	153958	032717_Tourney	042.04.2017	20-220-204-52-5280-4441	3,168.00	

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									3,416.00
00662	National Seed								
	Turf and Chalk Baseball/Softball	154129	567714SI	044.04.2017	20-101-000-53-5349-0000				934.00
Vendor Total:									934.00
00680	Northern Illinois Gas Company								
	Rathje Park 030717-040517	153960	1812901000_0417	042.04.2017	20-000-000-52-5261-0000				95.59
	Community Center 032017-041817	154131	2245590000_0417	044.04.2017	20-224-220-52-5261-0000				117.67
	Northside Pool 032217-042117	154192	3774221000_0417	051.05.2017	20-222-231-52-5261-0000				732.48
	Mary Lubko Center 031717-041817	154131	4920221000_0417	044.04.2017	20-000-304-52-5261-0000				156.44
	Northside Shelter 032217-042117	154192	5294221000_0417	051.05.2017	20-000-000-52-5261-0000				116.28
	Community Center 030117-040117	153960	7718490000_0317	042.04.2017	20-224-220-52-5261-0000				1,085.80
	Rice Pool 030117-040117	153960	7718490000_0317	042.04.2017	20-222-232-52-5261-0000				361.93
Vendor Total:									2,666.19
00695	NRPA								
	CAPRA Application Fee	153961	041017	042.04.2017	20-000-000-54-5425-0000				33.33
Vendor Total:									33.33
00699	Oak Fire & Security Systems Inc								
	CC Monthly Burglar and Panic Alarm Monitorin	154048	48009	043.04.2017	20-101-220-52-5211-0000				25.00
	CC Elevator Emergency Monitoring April 2017	154048	48010	043.04.2017	20-101-220-52-5211-0000				20.00
Vendor Total:									45.00
00734	PAYCHEX MAJOR MARKET SERVICES								
	April 2017 Paychex ESR	0	16193539	141.04.2017	20-000-000-52-5211-0000				132.81
	04/14/17 Payroll Processing	0	57578	141.04.2017	20-000-000-52-5211-0000				570.95
	04/28/17 Payroll Processing	0	59007	141.04.2017	20-000-000-52-5211-0000				636.70
Vendor Total:									1,340.46
00748	PIONEER MANUFACTURING CO INC								
	Max Aerosol White	154137	INV633246	044.04.2017	20-101-000-53-5349-0000				1,375.00
Vendor Total:									1,375.00
00789	Recreonics Inc.								
	Guard Chair Footboards	153970	742369	042.04.2017	20-101-232-53-5302-0000				3,864.00
	Diving Board	153970	742525	042.04.2017	20-101-232-53-5302-0000				2,027.19
	Diving Board	153970	742525	042.04.2017	20-101-231-53-5302-0000				2,027.18
	Northside Pool Paint	154203	744125	051.05.2017	20-101-231-53-5347-0000				1,348.77
	Rice Pool Paint	154203	744126	051.05.2017	20-101-232-53-5347-0000				2,551.23
Vendor Total:									11,818.37
00812	Rosatis Pizza of Wheaton Inc.								
	Pizza for Packet Pick Up Volunteers	154145	12766	044.04.2017	20-350-302-53-5302-0000				47.50
Vendor Total:									47.50
00814	Roselle Rockers Softball Assoc								
	Tournament Entry Fee for 10U Wildcats	153972	040317	042.04.2017	20-221-223-54-5403-4455				595.00
Vendor Total:									595.00
00838	SANTO SPORT STORE								
	Youth Crewneck Number Screening	154206	94049	051.05.2017	20-221-223-53-5306-0000				55.62
	Majestic Shirts for Baseball Program	154206	94050	051.05.2017	20-221-223-53-5306-0000				329.90
	Screen Printing Numbers on Shirts and Jerseys	154206	95741	051.05.2017	20-221-223-53-5306-0000				4,306.63
	Majestic Jerseys for Baseball Program	153974	95869	042.04.2017	20-221-223-53-5306-0000				139.05

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Majestic Jerseys for Baseball Program	153974	95870	042.04.2017	20-221-223-53-5306-000C	613.52
Adult and Youth Baseball Caps for Program	154206	96730	051.05.2017	20-221-223-53-5306-000C	675.57
Vendor Total:					6,120.29
00907                      The Strathmore Company					
Printing Summer Guide	154217	5622	051.05.2017	20-000-415-52-5235-000C	11,453.97
Vendor Total:					11,453.97
01017                      Walmart Community					
Supplies for Toohey Park EC Programs	153987	1T01T1AVY0	042.04.2017	20-220-207-53-5301-7741	71.00
WSGBL Concession Purchase	153987	2100YBKGNF	042.04.2017	20-220-225-53-5302-000C	105.94
Babysitting Supplies and Table Clothes	153987	270104E2P5	042.04.2017	20-350-302-53-5354-000C	85.90
Tournament Concession Supplies	153987	28010N975P	042.04.2017	20-220-204-53-5329-000C	147.36
Supplies for Wide Horizons Preschool	154218	2X017G2344	051.05.2017	20-220-207-53-5301-774C	36.37
Supplies for Toohey Park Early Childhood Progr	154218	2Z018B1LLX	051.05.2017	20-220-207-53-5301-7741	51.72
Supplies for Wide Horizons Preschool	154218	34019VPANV	051.05.2017	20-220-207-53-5301-774C	86.35
Soccer Concessions	154218	3B01QNTRTS	051.05.2017	20-220-204-53-5329-000C	692.41
Vendor Total:					1,277.05
01023                      Waste Management of Illinois Inc					
Rice Pool 050117-053117	154219	12272113008_0517	051.05.2017	20-222-232-52-5263-000C	105.01
Community Center 050117-053117	154219	12272113008_0517	051.05.2017	20-224-220-52-5263-000C	372.32
Manchester Park 031617-033117	154077	61571123001_0317	043.04.2017	20-000-000-52-5263-000C	236.58
Manchester Park 030117-031517 - Additional Pe	154077	61571123001_0317	043.04.2017	20-000-000-52-5263-000C	82.12
Manchester Park 040117-041517	154152	61571123001_0417	044.04.2017	20-000-000-52-5263-000C	471.78
Vendor Total:					1,267.81
01043                      Wheaton Sanitary District					
Mary Lubko Center 030717-040717	154220	020309000_0417	051.05.2017	20-000-304-52-5264-000C	21.25
Clocktower Commons 032117-041717	154220	021723000_0417	051.05.2017	20-350-303-52-5264-000C	17.13
Northside Pool 030717-040717	154220	023365000_0417	051.05.2017	20-222-231-52-5264-000C	45.81
Northside Pool 030717-040717	154220	023367000_0417	051.05.2017	20-222-231-52-5264-000C	24.32
Cosley House 032117-041717	154220	027965000_0417	051.05.2017	20-350-000-52-5264-000C	17.13
Rathje Park 030717-040717	154220	028831000_0417	051.05.2017	20-000-000-52-5264-000C	17.13
Toohey Park 030717-040717	154220	032977000_0417	051.05.2017	20-000-000-52-5264-000C	134.41
Central Athletic Complex 032117-041717	154220	043486000_0417	051.05.2017	20-220-225-52-5264-000C	17.13
Central Althletic Gym 030717-040717	154220	043487000_0417	051.05.2017	20-220-225-52-5264-000C	21.25
Lincoln Marsh Fountain 041316-041317	154220	045786000_0417	051.05.2017	20-000-112-52-5264-000C	404.35
Vendor Total:					719.91
01120                      Holy Cow Sports Inc.					
Game Shirts for Baseball/Softball Program	0	17-0534	042.04.2017	20-221-223-53-5306-000C	2,352.05
Wings Shirts	0	17-0910	051.05.2017	20-220-204-53-5301-4457	281.17
Replica T-Shirts for Non-Draft Leagues	0	17-0920	051.05.2017	20-221-223-53-5306-000C	537.50
Vendor Total:					3,170.72
01232                      Experiential Systems Inc					
Challenge Course Inspection ESI	154024	11083	043.04.2017	20-220-112-52-5280-6618	1,021.30
Vendor Total:					1,021.30
01234                      Lands End Business Outfitters					
Staff Shirts	0	SIN4837313	043.04.2017	20-224-220-53-5330-000C	115.20
Shirts for Athletics	0	SIN4895116	051.05.2017	20-000-000-53-5302-000C	293.05
Vendor Total:					408.25
02441                      Holistic Dimensions, Maria Sandhya Matthews					
Pilates Winter 2017 15 Students	154034	WPD132017P	043.04.2017	20-220-305-52-5280-100C	1,365.00

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									1,365.00
02460	IWM Corporation								
	CC Water Treatment April 2017	154037	14325	043.04.2017		20-101-000-52-5211-0000			415.00
Vendor Total:									415.00
02505	Village of Lisle								
	Lucent Park 020117-022817	153986	124473002_0217	042.04.2017		20-000-000-52-5264-0000			19.50
Vendor Total:									19.50
02984	Braoudakis, Heather								
	Mitch Miller at Wyndemere 5-12-17	154166	051217	051.05.2017		20-220-304-52-5280-5501			110.00
Vendor Total:									110.00
03296	Ditchman, Deborah								
	Mileage Reimbursement March 2017	0	033117	042.04.2017		20-000-112-54-5422-0000			23.54
	Mileage Reimbursement March 2017	0	033117	042.04.2017		20-000-112-54-5422-0000			1.61
	Mileage Reimbursement March 2017 ACA Conf 0		033117	042.04.2017		20-000-112-54-5422-0000			6.42
Vendor Total:									31.57
03481	Tressler LLP								
	Services through March 31 2017	0	381043	044.04.2017		20-000-000-52-5207-0000			1,516.67
Vendor Total:									1,516.67
03572	Miller, Ryan								
	Mileage Reimbursement March 2017	153956	033117	042.04.2017		20-350-000-54-5422-0000			52.00
Vendor Total:									52.00
03754	Comcast Cable								
	Community Center 050117-053117	154099	87712004762650_05	044.04.2017		20-224-220-52-5211-0000			4.21
	Admin IP Services 042617-052517	154099	87712047315272_05	044.04.2017		20-224-220-52-5211-0000			149.85
	Central Athletic Center 041617-051517	154015	87712047361631_05	043.04.2017		20-101-225-52-5211-0000			104.85
	Mary Lubko Center 041917-051817	154015	87712047526787_05	043.04.2017		20-000-304-52-5211-0000			104.85
	Lincoln Marsh 041817-051717	154015	87712047527272_05	043.04.2017		20-000-112-52-5211-0000			104.85
	Clocktower Commons 041117-051017	154015	87712047624798_05	043.04.2017		20-350-303-52-5211-0000			104.85
	Northside Pool 041117-051017	154015	87712047626371_05	043.04.2017		20-222-231-52-5211-0000			104.85
Vendor Total:									678.31
03949	Pierotti, Carolyn								
	Mileage Reimbursement March 2017	0	033117	042.04.2017		20-224-220-54-5422-0000			21.40
Vendor Total:									21.40
03958	Chicago Metropolitan Fire Prevention Company								
	Northside Pool 040117-063017	154093	WH6460_0417	044.04.2017		20-101-231-52-5211-0000			255.00
	Toohey Park 040117-063017	154093	WH6609_0417	044.04.2017		20-101-000-52-5211-0000			255.00
	Clocktower Commons 040117-063017	154093	WH6653_0417	044.04.2017		20-101-303-52-5211-0000			255.00
	Community Center 040117-063017	154093	WH6745_0417	044.04.2017		20-101-220-52-5211-0000			255.00
	Central Athletic Complex 040117-063017	154093	WH6948_0417	044.04.2017		20-101-225-52-5211-0000			255.00
Vendor Total:									1,275.00
04121	UMB Bank N.A.								
	Travel for Revenue Deveopment School	0	0059_1703060000	171.04.2017		20-000-000-54-5432-0000			77.00
	Standing Desk	0	0059_1703140000	171.04.2017		20-000-000-53-5302-0000			495.00
	Supervisor Symposium Registration	0	0059_1703200000	171.04.2017		20-000-000-54-5432-0000			70.00
	Nerf Guns and Darts	0	0059_1703210000	171.04.2017		20-000-000-53-5306-0000			195.86
	Supervisor Symposium Registration	0	0059_1703210000	171.04.2017		20-000-000-54-5432-0000			70.00

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Office Chair	0	0059_1703210000	171.04.2017	20-224-220-53-5302-0000	219.99
Baseball Coaching Books	0	0059_1703230000	171.04.2017	20-221-223-53-5306-0000	309.84
Direct TV for PPF 022817-032717	0	0067_1703020000	171.04.2017	20-350-302-52-5210-0000	115.99
Headsets for Group Classes	0	0067_1703160000	171.04.2017	20-350-302-53-5352-0000	400.00
Headsets for Group Classes	0	0067_1703160000	171.04.2017	20-350-302-53-5327-0000	414.96
New Scanner for Check In Desk	0	0067_1703170000	171.04.2017	20-350-302-53-5302-0000	122.58
Kettle Bells for New Classes	0	0067_1703180000	171.04.2017	20-350-302-53-5352-0000	569.40
Uniforms	0	0067_1703220000	171.04.2017	20-350-302-53-5330-0000	421.85
New Monitors for PPFC	0	0067_1703240000	171.04.2017	20-350-302-53-5302-0000	359.97
Lunch and Learn Speaker	0	0067_1703240000	171.04.2017	20-350-302-53-5302-0000	75.00
Direct TV for PPF 032817-042717	0	0067_1703300000	171.04.2017	20-350-302-52-5210-0000	115.99
Spring Soccer Supplies	0	0074_1703090000	171.04.2017	20-220-204-53-5301-4451	597.49
Longfellow Basketball Pizza Party	0	0074_1703230000	171.04.2017	20-220-204-53-5301-4444	152.50
Madison Basketball Pizza Party	0	0074_1703230000	171.04.2017	20-220-204-53-5301-4444	452.50
Prairie State Games Boys U11	0	0074_1703240000	171.04.2017	20-220-204-52-5280-4407	612.85
Gatorade Water Bottles and Carriers	0	0074_1703290000	171.04.2017	20-220-204-53-5301-4451	188.49
Daddy Daughter Princess Ball Supplies	0	0084_1702270000	171.04.2017	20-220-209-53-5301-9915	-100.27
Pottery Materials	0	0084_1703060000	171.04.2017	20-220-201-53-5301-1119	291.99
T Shirts for Spring Play	0	0084_1703070000	171.04.2017	20-220-202-53-5301-2266	413.00
Dance Recital Props	0	0084_1703090000	171.04.2017	20-220-202-53-5301-2205	30.29
Spring Play Cast Pizza Party	0	0084_1703180000	171.04.2017	20-220-202-53-5301-2266	128.50
Spring Dance Recital Costumes	0	0084_1703220000	171.04.2017	20-220-202-53-5301-2205	252.95
Deposit for CIDK Field Trip	0	0084_1703220000	171.04.2017	20-220-208-53-5301-8880	50.00
Costume Exchange	0	0084_1703270000	171.04.2017	20-220-202-53-5301-2205	22.17
Funeral Flowers	0	0117_1703280000	171.04.2017	20-000-000-54-5434-0000	130.47
Funeral Flowers	0	0117_1703280000	171.04.2017	20-221-223-53-5302-0000	130.48
Extended Cable for Computer	0	0117_1703290000	171.04.2017	20-000-000-53-5302-0000	42.00
Supplies for Casino Royale Event	0	0134_1703110000	171.04.2017	20-350-000-53-5302-0000	21.57
Golf Exhibit Placement Meeting	0	0134_1703280000	171.04.2017	20-350-000-53-5302-0000	35.15
Accounts Receivable Personal Charge Error	0	0165_1703030000	171.04.2017	20-000-000-12-1226-0000	66.44
Deposit for Starved Rock Trip	0	0165_1703060000	171.04.2017	20-220-304-52-5280-5531	275.00
Deposit for Play/Lunch for Overnight Quad City	0	0165_1703060000	171.04.2017	20-220-304-52-5280-5596	150.00
Final Payment for Saturday Night Fever	0	0165_1703070000	171.04.2017	20-220-304-52-5280-5545	2,374.32
Supplies for Great Trains Trip Send Off	0	0165_1703100000	171.04.2017	20-220-304-53-5301-5500	12.69
Deposit for Boat for Quad Cities Overnight Trip	0	0165_1703130000	171.04.2017	20-220-304-52-5280-5596	275.00
Candy for Parties and Trips	0	0165_1703140000	171.04.2017	20-220-304-53-5301-5501	93.60
Deposit Chicago Architecture Tour	0	0165_1703160000	171.04.2017	20-220-304-52-5280-5522	520.00
Deposit Petterinos Lunch for Beautiful	0	0165_1703170000	171.04.2017	20-220-304-52-5280-5531	250.00
Deposit Petterinos Lunch Wicked Trip	0	0165_1703170000	171.04.2017	20-220-304-52-5280-5531	250.00
Deposit Rock of Ages Drury Lane	0	0165_1703170000	171.04.2017	20-220-304-52-5280-5545	210.00
Deposit Wicked Tickets	0	0165_1703180000	171.04.2017	20-220-304-52-5280-5531	1,485.00
Deposit Beautiful Tickets	0	0165_1703180000	171.04.2017	20-220-304-52-5280-5531	1,075.00
Deposit for Isle Hotel/Overnight Trip	0	0165_1703240000	171.04.2017	20-220-304-52-5280-5596	500.00
CAC Fences for Outfield	0	0181_1703020000	171.04.2017	20-221-223-53-5340-0000	4,792.00
Storage Bins	0	0181_1703110000	171.04.2017	20-000-000-53-5302-0000	152.58
First Aid Supplies	0	0181_1703230000	171.04.2017	20-220-204-53-5301-4453	106.75
Rainout Line 032117-042117	0	0181_1703270000	171.04.2017	20-000-000-54-5425-0000	399.00
Training Books	0	0207_1703040000	171.04.2017	20-000-112-54-5432-0000	25.56
Supplies for Staff Recert Part 1	0	0207_1703100000	171.04.2017	20-000-112-53-5302-0000	19.46
Materials for CC Wall Panel	0	0249_1703010000	171.04.2017	20-101-220-53-5313-0000	4.59
Materials for CC Wall Panel	0	0249_1703010000	171.04.2017	20-101-220-53-5313-0000	20.97
Materials for CC Wall Panel	0	0249_1703010000	171.04.2017	20-101-220-53-5313-0000	1.64
Flowers for Memorial Service	0	0258_1703090000	171.04.2017	20-224-220-53-5302-0000	116.88
Credit for Sales Tax	0	0258_1703180000	171.04.2017	20-224-220-53-5302-0000	-8.90
Water for Health & Wellness Event	0	0280_1703280000	171.04.2017	20-350-302-53-5302-0000	21.25
Facebook Ads Reindeer Run	0	0280_1703310000	171.04.2017	20-350-302-54-5426-1925	7.53
Facebook Ads No Schoolpalooza	0	0280_1703310000	171.04.2017	20-220-208-52-5280-8805	7.28
Facebook Ads Afternoon Bandstand	0	0280_1703310000	171.04.2017	20-220-305-52-5280-1046	24.41

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Facebook Ads Baseball/Softball	0	0280_1703310000	171.04.2017	20-221-415-54-5426-0000	35.71
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	20-222-415-54-5442-0000	100.00
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	20-350-302-54-5426-0000	100.00
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	20-000-000-54-5426-0000	600.00
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	20-000-112-53-5302-0000	150.00
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	20-350-415-54-5426-0000	150.00
Roundtable Supplies Returned	0	0314_1703010000	171.04.2017	20-220-112-53-5301-6618	-5.99
Office Supplies	0	0314_1703030000	171.04.2017	20-000-112-53-5302-0000	17.99
Office Supplies	0	0314_1703060000	171.04.2017	20-000-112-53-5302-0000	5.99
Produce for Animal Diets	0	0314_1703060000	171.04.2017	20-220-112-53-5301-6640	4.90
Office Supplies - Plastic Folders	0	0314_1703080000	171.04.2017	20-000-112-53-5302-0000	17.99
Supplies for All Recert Meeting	0	0314_1703090000	171.04.2017	20-000-112-53-5302-0000	15.29
Disinfectant and Cleaning Brush	0	0314_1703170000	171.04.2017	20-000-112-53-5302-0000	3.00
Recycle Can for Office	0	0314_1703170000	171.04.2017	20-000-112-53-5302-0000	6.99
Marshmallows for Night Hike	0	0314_1703170000	171.04.2017	20-220-112-53-5301-6612	4.00
Night Hike Thermoses	0	0314_1703190000	171.04.2017	20-000-112-53-5302-0000	162.90
Adapter for Office Computer	0	0314_1703290000	171.04.2017	20-000-112-53-5302-0000	18.00
Office Cleaning Product	0	0314_1703310000	171.04.2017	20-000-112-53-5301-0000	27.77
Scout Program Items for Trail Mix	0	0314_1703310000	171.04.2017	20-220-112-53-5301-6609	9.59
Computer Connector for Dual Screens	0	0314_1704010000	171.04.2017	20-000-112-53-5302-0000	18.00
Motor	0	0348_1703090000	171.04.2017	20-220-201-53-5301-1119	295.86
Projector Lamp	0	0348_1703220000	171.04.2017	20-224-220-53-5302-0000	38.98
Hode Group-Restaurant Supplies Tour	0	0349_1703200000	171.04.2017	20-350-000-54-5432-0000	6.50
Office Supplies - Copy Paper	0	0355_1702280000	171.04.2017	20-000-112-53-5302-0000	10.49
Program Supplies	0	0355_1703030000	171.04.2017	20-220-112-53-5301-6612	4.99
Storage Containers	0	0355_1703030000	171.04.2017	20-220-112-53-5301-6609	17.90
Program Supplies	0	0355_1703070000	171.04.2017	20-220-112-53-5301-6609	12.96
Office Supplies	0	0355_1703070000	171.04.2017	20-220-112-53-5301-6612	5.24
Mouse Traps	0	0355_1703070000	171.04.2017	20-000-112-53-5302-0000	9.84
Cattail Bush Program Supplies	0	0355_1703080000	171.04.2017	20-220-112-53-5301-6640	18.44
Program Supplies - Vinegar	0	0355_1703100000	171.04.2017	20-220-112-53-5301-6609	5.58
Program Supplies - Toy Filled Eggs	0	0355_1703210000	171.04.2017	20-220-112-53-5301-6628	8.95
Program Supplies - Toy Filled Eggs	0	0355_1703210000	171.04.2017	20-220-112-53-5301-6612	6.69
Produce for Animal Diets	0	0355_1703230000	171.04.2017	20-220-112-53-5301-6640	4.49
Material for Easter Costume for Program	0	0355_1703230000	171.04.2017	20-220-112-53-5301-6612	2.27
Worms for Animal Diets and Fishing Program	0	0355_1703250000	171.04.2017	20-220-112-53-5301-6640	10.59
Program Supplies - Toy Filled Eggs	0	0355_1703280000	171.04.2017	20-220-112-53-5301-6612	51.98
Pens for New Hire Orientation	0	0447_1703090000	171.04.2017	20-000-000-54-5434-0000	102.33
Tickets for Beer Garden	0	0447_1703160000	171.04.2017	20-000-416-53-5346-1905	378.44
PPFC Water Bottles	0	0447_1703230000	171.04.2017	20-350-302-54-5426-0000	569.50
PPFC Hand Santizer Giveaways	0	0447_1703310000	171.04.2017	20-350-302-54-5426-0000	655.00
Tally Counter	0	0454_1703170000	171.04.2017	20-224-220-53-5302-0000	19.96
Ex Director & Pond Lease Holder Meeting	0	0455_1703020000	171.04.2017	20-000-000-54-5438-0000	12.88
Ex Director and New Commissioner Orientation	0	0455_1703150000	171.04.2017	20-000-000-54-5401-0000	24.52
Ex Director & Asst Athletic Director Meeting	0	0455_1703230000	171.04.2017	20-000-000-54-5434-0000	11.72
Executive Director & Executive Asst Standing D	0	0463_1703080000	171.04.2017	20-000-000-53-5302-0000	329.40
Ex Asst Office Chair	0	0463_1703110000	171.04.2017	20-000-000-53-5302-0000	99.66
Ex Director/Director of Parks & Planning Legis	0	0463_1703130000	171.04.2017	20-000-000-54-5432-0000	66.00
Ex Asst Office Chair Credit Price Adjustment	0	0463_1703150000	171.04.2017	20-000-000-53-5302-0000	-33.33
Education Verification for Athletic Manager	0	0470_1703090000	171.04.2017	20-418-000-54-5426-0000	14.95
Workable-Rec Position	0	0489_1703140000	171.04.2017	20-418-000-54-5426-0000	19.80
Chimney Brush and Fiberglass Rods	0	0496_1703200000	171.04.2017	20-101-000-53-5313-0000	179.00
Washers/Hex Nuts/Screws	0	0496_1703200000	171.04.2017	20-101-225-53-5313-0000	18.88
Temperature Sensor	0	0496_1703270000	171.04.2017	20-101-225-53-5313-0000	12.50
CCTR Panic Button Men's Locker Room	0	0546_1703150000	171.04.2017	20-101-000-53-5313-0000	99.64
Daddy Daughter Princess Ball Supplies	0	0561_1702270000	171.04.2017	20-220-209-53-5301-9915	-48.52
Rental Car for Revenue Development School	0	0561_1703170000	171.04.2017	20-000-000-54-5432-0000	355.12
No Schoolapalooza Supplies	0	0561_1703240000	171.04.2017	20-220-208-53-5301-8884	147.19



Fund	Description					
Vendor No	Vendor Name					
Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Candy for No Schoolapalooza	0	0561_1703280000	171.04.2017	20-220-208-53-5301-8884		13.06
Brackets for End of Season Tournament WSGBI	0	0579_1703020000	171.04.2017	20-220-204-52-5280-4448		113.10
WSGBL Brackets	0	0579_1703090000	171.04.2017	20-220-204-52-5280-4448		113.10
Music for Beyond Glee Spring Season	0	0596_1703010000	171.04.2017	20-220-304-53-5301-5513		168.37
Therapy Bands for Balance Program	0	0596_1703080000	171.04.2017	20-220-304-53-5301-5500		36.28
Cookies and Coffee for General Programs and D	0	0596_1703200000	171.04.2017	20-220-304-53-5301-5500		120.38
Card Tables for Bridge Programs	0	0596_1703210000	171.04.2017	20-220-304-53-5301-5500		235.72
Nothing Bundt Cakes to Serve at Hearing Semin	0	0596_1703270000	171.04.2017	20-220-304-53-5301-5500		40.50
Roundtable Facility Rental	0	0646_1703070000	171.04.2017	20-220-112-52-5280-6635		341.25
Recert Part 2 Challenge Course Staff Meeting	0	0646_1703110000	171.04.2017	20-220-112-53-5301-6618		65.50
Vendor Total:						26,949.39
04198	Squeegie Bros Inc					
Uniform Printing	153977	SBWP27	042.04.2017	20-350-302-53-5330-0000		62.00
Printing for Uniforms	154149	SBWPDFC17	044.04.2017	20-350-302-53-5330-0000		81.00
Vendor Total:						143.00
04205	3 Point Athletics					
Spring Break Hoops Camp	153993	WheatonSprBrk17	043.04.2017	20-220-203-52-5280-3353		1,562.22
Vendor Total:						1,562.22
04221	Plug & Pay Technologies					
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	20-000-000-52-5239-0000		133.15
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	20-000-112-52-5239-0000		15.00
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	20-350-303-52-5239-0000		15.00
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	20-000-304-52-5239-0000		15.00
Vendor Total:						178.15
04267	Martin Whalen Group Inc					
Community Center - Front Desk 043017-052917	0	70547_0517	051.05.2017	20-224-220-52-5211-0000		36.58
Parks Plus 043017-052917	0	70557_0517	051.05.2017	20-350-302-52-5211-0000		22.13
Fitness Center 041717-051617	0	70795_0517	044.04.2017	20-350-302-52-5211-0000		61.76
Community Center 043017-052917	0	72100_0517	051.05.2017	20-224-220-52-5211-0000		27.46
Rice Pool 043017-052917	0	77847_0517	051.05.2017	20-222-232-52-5211-0000		11.17
Northside Pool 043017-052917	0	79033_0517	051.05.2017	20-222-231-52-5211-0000		6.38
Prairie - Marketing 043017-052917	0	MW81543_0517	051.05.2017	20-000-415-52-5211-0000		619.40
Mary Lubko Center 043017-052917	0	MW81956_0517	051.05.2017	20-000-304-52-5211-0000		25.52
Lincoln Marsh 043017-052917	0	MW81957_0517	051.05.2017	20-000-112-52-5211-0000		143.19
Community Center 043017-052917	0	MW82133_0517	051.05.2017	20-224-220-52-5211-0000		196.16
Community Center 043017-052917	0	MW82278_0517	051.05.2017	20-000-000-52-5211-0000		118.19
Vendor Total:						1,267.94
04287	Global Payments Inc					
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	20-350-303-52-5239-0000		29.30
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	20-000-000-52-5239-0000		5,961.33
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	20-000-112-52-5239-0000		186.63
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	20-000-304-52-5239-0000		338.11
Vendor Total:						6,515.37
04296	Culligan DuPage Soft Water Service Inc					
Drinking Water- Community Center Office & D	154018	261966_0317W	043.04.2017	20-224-220-53-5302-0000		118.60
Water Cooler Rental April 2017	154018	261966_0417R	043.04.2017	20-224-220-52-5220-0000		12.00
Drinking Water- Mary Lubko Center	154018	261982_0317W	043.04.2017	20-000-304-53-5302-0000		5.30
Water Cooler Rental April 2017	154018	261982_0417R	043.04.2017	20-000-304-52-5220-0000		6.00
Drinking Water- Lincoln Marsh	154018	261990_0317W	043.04.2017	20-000-112-53-5302-0000		28.90
Water Cooler Rental April 2017	154018	261990_0417R	043.04.2017	20-000-112-53-5302-0000		6.00

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									176.80
04374	Wheaton Bank and Trust Company								
03/17	Bank Analysis Service Charges that Excee 0				033117		141.04.2017	20-000-000-52-5214-0000	233.17
Vendor Total:									233.17
04423	Morrison, Carol A								
	Reimbursement for Wings Player IWSL Registra	153957	040417		042.04.2017			20-220-204-52-5280-4457	20.00
	Reimbursement for NISL Player Passes	154126	041317		044.04.2017			20-220-204-52-5280-4457	180.00
Vendor Total:									200.00
04797	Newport Distribution Inc								
	Shower Curtains	154130	00025673		044.04.2017			20-101-220-53-5313-0000	1,482.66
Vendor Total:									1,482.66
04848	Perfect Cleaning Service Inc.								
	CC Cleaning Service March 2017 (Less Shorted	153966	43673		042.04.2017			20-101-220-52-5212-0000	4,910.00
	CC Cleaning Service April 2017	154196	43792		051.05.2017			20-101-220-52-5212-0000	4,950.00
Vendor Total:									9,860.00
04854	Dance Alternatives Inc.								
	Winter 2017 2nd Session Line Dance	153934	WHWINTER20172		042.04.2017			20-220-305-52-5280-1028	1,647.00
Vendor Total:									1,647.00
04895	MailFinance Inc								
	CC Postage Machine Lease 2/6/17-5/5/17 Acct 0 0		992413-N6480761		042.04.2017			20-224-220-52-5220-0000	1,077.00
Vendor Total:									1,077.00
05013	Averus Inc.								
	Clean Grease Exhaust System	154164	8186334		051.05.2017			20-101-231-52-5210-0000	297.57
	Clean Grease Exhaust System	154164	8186334		051.05.2017			20-101-220-52-5210-0000	297.58
Vendor Total:									595.15
05047	First Detection Systems Inc.								
	Repair to CAC Fire Alarm	154026	206660		043.04.2017			20-101-225-52-5210-0000	460.00
Vendor Total:									460.00
05068	Chicago Classic Coach LLC								
	Bus to French Connection Trip 3/29/17	153929	15712		042.04.2017			20-220-304-52-5280-5522	979.00
	Bus for Rosewood Trip 4/26/17	154168	15899		051.05.2017			20-220-304-52-5280-5531	1,150.00
Vendor Total:									2,129.00
05220	EVP Academies LLC								
	EVP Spring Break Volleyball Camp	0	1372		042.04.2017			20-220-203-52-5280-3305	950.40
Vendor Total:									950.40
05236	Shebar, Lisa								
	Reimbursement for Tickets for Wings/Fire Game	154209	041917		051.05.2017			20-220-204-52-5280-4457	2,704.00
Vendor Total:									2,704.00
05250	Sandra Simpson for Petty Cash								
	Mary Lubko Center Petty Cash	154063	041117		043.04.2017			20-220-304-53-5301-5500	257.97
Vendor Total:									257.97
05439	Valley Athletic Field Solutions Inc.								
	Eco-Bright White Field Marking Paint	154074	12477		043.04.2017			20-101-000-53-5349-0000	1,331.64

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									1,331.64
05540	Performance Chemical & Supply								
	Tornado Vacuums	154135	210600	044.04.2017	20-101-220-53-5316-000C				820.00
	Custodial Supplies	154197	210797	051.05.2017	20-101-220-53-5316-000C				77.65
Vendor Total:									897.65
05556	Areli Sportswear LLC								
	Lacrosse Uniforms - Juniors	154083	1375	044.04.2017	20-220-204-53-5301-4407				2,531.75
	Lacrosse Uniforms - Majors	154083	1376	044.04.2017	20-220-204-53-5301-4407				1,767.25
	Lacrosse Uniforms - Minors	154083	1377	044.04.2017	20-220-204-53-5301-4407				1,680.50
	Lacrosse Uniforms - Minis	154083	1378	044.04.2017	20-220-204-53-5301-4407				787.50
Vendor Total:									6,767.00
05577	Ultimate Rental Services Inc.								
	50% Deposit for Taste of Wheaton 2017 Rentals	153983	07683	042.04.2017	20-000-416-52-5241-1905				3,205.52
Vendor Total:									3,205.52
05583	Athletic Sewing and Manufacturing Co.								
	Baseball Pants for League	154163	1128	051.05.2017	20-221-223-53-5306-000C				2,106.00
Vendor Total:									2,106.00
05713	Vanguard Energy Services L.L.C.								
	Rice Pool 030117-033117	154075	7718490000_0317	043.04.2017	20-222-232-52-5261-000C				1,004.86
	Community Center 030117-033117	154075	7718490000_0317	043.04.2017	20-224-220-52-5261-000C				3,014.57
Vendor Total:									4,019.43
05733	Steiner Electric Company								
	Electrical Supplies	154211	S005691179.001	051.05.2017	20-101-232-53-5312-000C				92.23
Vendor Total:									92.23
05757	Republic Services Inc.								
	Parks 050117-053117	154204	0128491_0517	051.05.2017	20-000-000-52-5263-000C				20.50
	Rice Pool 050117-053117	154204	0128491_0517	051.05.2017	20-222-232-52-5263-000C				45.10
	Community Center 050117-053117	154204	0128491_0517	051.05.2017	20-224-220-52-5263-000C				159.90
Vendor Total:									225.50
05758	Dock & Door National LLC								
	Replaced Rusted-Out Exterior Filter Room Door	153935	10994	042.04.2017	20-101-220-52-5210-000C				1,974.65
	Replaced Rusted-Out Exterior Filter Room Door	153935	11020	042.04.2017	20-101-220-52-5210-000C				75.00
Vendor Total:									2,049.65
05765	Law Offices of Schirott, Luetkehans & Garner LLC								
	Services through March 31 2017	154159	19	044.04.2017	20-000-000-52-5207-000C				1,190.42
Vendor Total:									1,190.42
05772	Windstream Holdings Inc.								
	Recreation May 2017	153989	Contract 4520_0517	042.04.2017	20-000-000-52-5211-000C				320.00
Vendor Total:									320.00
05810	US Bank Equipment Finance								
	Marketing April 2017	154073	81543_0417	043.04.2017	20-000-415-52-5211-000C				568.04
	Mary Lubko Center April 2017	154073	81956_0417	043.04.2017	20-000-304-52-5211-000C				113.61
	Lincoln Marsh April 2017	154073	81957_0417	043.04.2017	20-000-112-52-5211-0000				113.61
	Community Center April 2017	154073	82133_0417	043.04.2017	20-224-220-52-5211-000C				517.23
	Community Center April 2017	154073	82278_0417	043.04.2017	20-000-000-52-5211-000C				272.66

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Vendor Total:						1,585.15
05824	AMZO Zip Mailing Services Inc.					
Delivery of Summer Program Guide	154001	44526	043.04.2017	20-000-415-52-5210-0000	12,990.00	
Vendor Total:						12,990.00
05870	Area Sanitation Solutions Inc					
Hawthorne School 3/31/17-4/30/17	0	16059	044.04.2017	20-221-223-52-5210-4211	82.00	
Hoffman Park 3/31/17-4/30/17	0	16060	044.04.2017	20-221-223-52-5210-4211	82.00	
Washington School 3/31/17-4/30/17	0	16061	044.04.2017	20-221-223-52-5210-4211	82.00	
Franklin School 3/31/17-4/30/17	0	16062	044.04.2017	20-221-223-52-5210-4211	82.00	
Northside Park Baseball 3/31/17-4/30/17	0	16064	044.04.2017	20-221-223-52-5210-4211	82.00	
Wiesbrook School 3/31/17-4/30/17	0	16065	044.04.2017	20-221-223-52-5210-4211	82.00	
Madison School 3/31/17-4/30/17	0	16066	044.04.2017	20-221-223-52-5210-4211	82.00	
Emerson School 3/31/17-4/30/17	0	16068	044.04.2017	20-221-223-52-5210-4211	82.00	
Jefferson School 3/31/17-4/30/17	0	16072	044.04.2017	20-221-223-52-5210-4211	82.00	
Edison School 3/31/17-4/30/17	0	16073	044.04.2017	20-221-223-52-5210-4211	82.00	
Lucent Fields 3/31/17-4/30/17	0	16074	044.04.2017	20-221-223-52-5210-4211	82.00	
Seven Gables 3/31/17-4/30/17	0	16075	044.04.2017	20-220-204-52-5280-4451	164.00	
Scottdale Park 3/31/17-4/30/17	0	16076	044.04.2017	20-000-000-52-5210-0000	82.00	
Atten Park 3/31/17-4/30/17	0	16078	044.04.2017	20-221-223-52-5210-4211	82.00	
Vendor Total:						1,230.00
05879	ANPI Business LLC					
Clocktower Commons 040117-043017	153920	111390_0417	042.04.2017	20-350-303-52-5262-0000	37.26	
Leagues 040117-043017	153920	111390_0417	042.04.2017	20-220-204-52-5262-0000	81.30	
CC Maintenance 040117-043017	153920	111390_0417	042.04.2017	20-101-000-52-5262-0000	20.33	
Marketing 040117-043017	153920	111390_0417	042.04.2017	20-000-415-52-5262-0000	91.46	
Athletics 040117-043017	153920	111390_0417	042.04.2017	20-220-203-52-5262-0000	84.69	
Programs 040117-043017	153920	111390_0417	042.04.2017	20-220-000-52-5262-0000	118.56	
Community Center 040117-043017	153920	111390_0417	042.04.2017	20-224-220-52-5262-0000	359.08	
Rice Pool 040117-043017	153920	111390_0417	042.04.2017	20-222-232-52-5262-0000	118.56	
Northside Pool 040117-043017	153920	111390_0417	042.04.2017	20-222-231-52-5262-0000	88.08	
Special Facilities 040117-043017	153920	111390_0417	042.04.2017	20-350-000-52-5262-0000	44.04	
Parks Plus Fitness 040117-043017	153920	111390_0417	042.04.2017	20-350-302-52-5262-0000	145.66	
Mary Lubko Center 040117-043017	153920	111390_0417	042.04.2017	20-000-304-52-5262-0000	84.69	
Lincoln Marsh 040117-043017	153920	111390_0417	042.04.2017	20-000-112-52-5262-0000	132.11	
Recreation Dept 040117-043017	153920	111390_0417	042.04.2017	20-000-000-52-5262-0000	64.37	
Vendor Total:						1,470.19
05889	Schumacher, Nick					
Winter 2017 Dog Obedience 8 Participants	154147	041917	044.04.2017	20-220-305-52-5280-1068	672.00	
Vendor Total:						672.00
05894	Divine Signs Inc					
Replacement Foldover Frame- Message Center	154104	24343	044.04.2017	20-224-220-53-5302-0000	13.60	
Vendor Total:						13.60
05943	COEO SOLUTIONS LLC					
Lincoln Marsh 040117-043017	153932	11000057_0417	042.04.2017	20-000-112-52-5211-0000	714.03	
Community Center 040117-043017	153932	11000057_0417	042.04.2017	20-224-220-52-5211-0000	1,488.56	
Vendor Total:						2,202.59
05958	Service Lighting & Electrical Supplies					
Northside Pool Locker Rooms	154065	W00376737	043.04.2017	20-101-231-53-5312-0000	203.13	
Vendor Total:						203.13

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
05984                      BCN Telecom Inc.					
Mary Lubko Center 041517-051417	154086	BOC04598_0517	044.04.2017	20-000-304-52-5262-000C	104.34
Toohey/Safety City 041517-051417	154086	BOC04598_0517	044.04.2017	20-000-000-52-5262-000C	104.54
CAC 041517-051417	154086	BOC04598_0517	044.04.2017	20-220-203-52-5262-000C	55.15
Programs 041517-051417	154086	BOC04598_0517	044.04.2017	20-220-000-52-5262-000C	162.44
Northside Pool 041517-051417	154086	BOC04598_0517	044.04.2017	20-222-231-52-5262-000C	55.15
Community Center 041517-051417	154086	BOC04598_0517	044.04.2017	20-224-220-52-5262-000C	324.94
Lincoln Marsh 041517-051417	154086	BOC04598_0517	044.04.2017	20-000-112-52-5262-000C	55.15
Vendor Total:					861.71
06056                      MacKinney, Elizabeth					
Retainer Fee Taste of Wheaton 2017- Face Paint 154187		000010	051.05.2017	20-000-416-52-5241-1905	50.00
Vendor Total:					50.00
06135                      Gartland, Mark					
Reimbursement for Tennis Balls	153943	032517	042.04.2017	20-220-203-53-5301-3335	77.98
Vendor Total:					77.98
06141                      Quinn, Margaret					
Site Supervision at Wheaton-Warrenville High S 154141		041217	044.04.2017	20-220-203-52-5280-3385	1,208.00
Vendor Total:					1,208.00
06142                      Murphy, Brian					
Refund for Wings Tournament 5/19/17- No Spot 154127		041417	044.04.2017	20-220-204-52-5280-4465	575.00
Vendor Total:					575.00
06143                      Arredondo, David					
Refund for Wings Tournament - No Room	154084	041417	044.04.2017	20-220-204-52-5280-4465	575.00
Vendor Total:					575.00
06145                      Insurance Office of America Inc					
Additional Insurance for the Wings Spring Class 154184		041917	051.05.2017	20-220-204-52-5280-4465	1,000.00
Vendor Total:					1,000.00
06151                      Christensen, Jason					
Reimbursement for 9U Warriors Banner	154171	042617	051.05.2017	20-221-223-54-5403-4455	57.46
Vendor Total:					57.46
TMP*1196                      Freeman, Jolie					
Wings Coach Reimbursement for E License	153942	8717392	042.04.2017	20-220-204-52-5280-4457	275.00
Wings Coach Reimbursement for F License	153942	88621	042.04.2017	20-220-204-52-5280-4457	25.00
Vendor Total:					300.00
TMP*2879                      Baker, Lois					
Activity Refund for Baker	153991	1888255	162.04.2017	20-000-000-20-2025-000C	10.00
Vendor Total:					10.00
TMP*2880                      McKay, Rachel					
Master Chef Jr Refund for McKay	154160	1892487	164.04.2017	20-000-000-20-2025-000C	26.00
Master Chef Jr Refund for McKay	154160	1892487	164.04.2017	20-000-000-20-2025-000C	26.00
Vendor Total:					52.00
TMP*2881                      Geraghty, Mary Lee					
Facility Refund for Geraghty	154222	1895222	161.05.2017	20-000-000-20-2025-000C	125.00
Vendor Total:					125.00

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Fund Total:					219,437.72	
22	Cosley Zoo					
00019	Alarm Detection Systems					
Cosley Zoo May-June 2017	0	161830_0517	043.04.2017	22-101-000-52-5211-000C	114.36	
Vendor Total:					114.36	
00020	Albertsons					
Lubricant	153919	2001L0DEKQ	042.04.2017	22-501-000-53-5336-000C	5.49	
Breakfast Supplies	153919	2001L0DEKQ	042.04.2017	22-501-000-53-5302-000C	77.38	
Supplies for Overnight Event	153919	2101L0DEKD	042.04.2017	22-501-000-53-5392-000C	67.30	
Vendor Total:					150.17	
00045	Animal Feeds and Needs					
Bagged Feed	154003	1109449	043.04.2017	22-501-000-53-5339-000C	273.61	
Shavings/BOC/PDZ	154003	1109449	043.04.2017	22-501-000-53-5336-000C	206.89	
Vendor Total:					480.50	
00046	Animal Medical Clinic					
Tongue Depressors/Syringes/Needles	154162	79951	051.05.2017	22-501-000-53-5336-000C	29.25	
Goat	154162	80022	051.05.2017	22-501-000-54-5424-000C	163.96	
Frontline/Heartgard/Lactulose	154162	80022	051.05.2017	22-501-000-53-5309-000C	623.87	
Duck/Cat/Fecals	154162	80890	051.05.2017	22-501-000-54-5424-000C	541.39	
Monthly Retainer	154162	80890	051.05.2017	22-501-000-52-5210-000C	200.00	
Needles	154162	80890	051.05.2017	22-501-000-53-5336-000C	7.45	
Lactulose/Cerenia/Meloxicam/Enrofloxacin	154162	80890	051.05.2017	22-501-000-53-5309-000C	74.07	
Vendor Total:					1,639.99	
00152	Buikemas Ace Hardware					
Hardware and Sanding Discs	154011	288411A	043.04.2017	22-101-000-53-5313-000C	29.07	
Vendor Total:					29.07	
00193	City of Wheaton					
Cosley Zoo 030817-040517	154096	0310000100_0417	044.04.2017	22-501-000-52-5264-000C	139.55	
Cosley Zoo 030817-040517	154096	0310000200_0417	044.04.2017	22-501-000-52-5264-000C	210.55	
Cosley Bobcat 032117-040517	154096	0310000300_0417	044.04.2017	22-501-000-52-5264-000C	34.28	
Vendor Total:					384.38	
00231	Dosch, Angie					
Reimbursement for Tolls February 2017	153936	022817	042.04.2017	22-501-000-53-5325-000C	21.15	
Vendor Total:					21.15	
00237	Dreisilker Electric Motors					
Start Switch with Test Leads	0	I043379	043.04.2017	22-501-000-53-5315-000C	51.89	
Vendor Total:					51.89	
00240	Duchaj Bros.					
150 Bales Hay	154105	041117	044.04.2017	22-501-000-53-5339-000C	900.00	
Vendor Total:					900.00	
00248	DuPage County Health Dept.					
Annual Category II Food Permit Cosley Concess	153937	IN0001460	042.04.2017	22-501-000-54-5425-000C	508.00	
Vendor Total:					508.00	
00417	Constellation NewEnergy Inc.					
Cosley Zoo 031717-041617	154173	8519798002_0417	051.05.2017	22-501-000-52-5260-000C	2,409.85	

Fund	Description	Vendor No	Vendor Name	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Line Item	Description							
							Vendor Total:	2,409.85
00437	Reedy Equipment Services Inc.							
	Ice Machine Rental April 2017	154143	0153530	044.04.2017	22-501-000-52-5220-000C			39.67
							Vendor Total:	39.67
00458	IMAGE SPORTSWEAR & SOUVENIRS							
	Staff Shirts	153949	20170148	042.04.2017	22-501-000-53-5330-000C			887.10
	Staff Shirts	154183	20170190	051.05.2017	22-501-000-53-5330-000C			889.50
							Vendor Total:	1,776.60
00550	Legrand, Laura							
	Mileage Reimbursement February 2017	153952	022817	042.04.2017	22-501-000-54-5422-000C			14.98
							Vendor Total:	14.98
00615	MENARDS WEST CHICAGO							
	Material for Conservation	154190	24671	051.05.2017	22-101-000-53-5313-000C			855.93
							Vendor Total:	855.93
00680	Northern Illinois Gas Company							
	Cosley Zoo 031417-041217	154047	3015221000_0417	043.04.2017	22-501-000-52-5261-000C			196.80
	Cosley Zoo 031417-041217	154047	5450490000_0417	043.04.2017	22-501-000-52-5261-000C			368.14
							Vendor Total:	564.94
00734	PAYCHEX MAJOR MARKET SERVICES							
	April 2017 Paychex ESR	0	16193539	141.04.2017	22-000-000-52-5211-000C			9.32
	04/14/17 Payroll Processing	0	57578	141.04.2017	22-000-000-52-5211-000C			40.07
	04/28/17 Payroll Processing	0	59007	141.04.2017	22-000-000-52-5211-000C			44.68
							Vendor Total:	94.07
00738	CTM Group Inc.							
	Reimbursement of 75% of Souvenir Penny Sales 154103		Pen16Mar-1223	044.04.2017	22-501-000-54-5433-000C			48.75
							Vendor Total:	48.75
01023	Waste Management of Illinois Inc							
	Cosley Zoo 050117-053117	154219	12272093002_0517	051.05.2017	22-501-000-52-5263-000C			789.83
							Vendor Total:	789.83
01030	WEDDING GUIDE							
	Rentals Advertising	154153	3370	044.04.2017	22-350-415-54-5426-000C			848.88
							Vendor Total:	848.88
01043	Wheaton Sanitary District							
	Cosley Zoo 030717-040717	154220	026475000_0417	051.05.2017	22-501-000-52-5264-000C			45.81
	Cosley Zoo 030717-040717	154220	026477000_0417	051.05.2017	22-501-000-52-5264-000C			76.51
							Vendor Total:	122.32
01082	Young's Grain Farms							
	147 Bales Straw	154158	625623	044.04.2017	22-501-000-53-5336-000C			624.75
							Vendor Total:	624.75
01095	Midwest Printing Inc							
	Zoo to You Post Cards	154046	21261	043.04.2017	22-350-415-54-5426-000C			266.55
							Vendor Total:	266.55
02600	Electrical Contractors Inc.							

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Repairs to Staff Lot Gates	154021	69376	043.04.2017	22-101-000-53-5312-0000	214.50
				Vendor Total:	214.50
03754                      Comcast Cable					
Cosley Zoo 041117-051017	154015	87712047625845_05	043.04.2017	22-501-000-52-5211-0000	104.85
				Vendor Total:	104.85
03921                      Sid Harvey Industries Inc.					
Cosley Wiring Harness	153975	045814172	042.04.2017	22-501-000-53-5315-0000	23.27
Cosley Zoo	153975	059782659	042.04.2017	22-501-000-53-5315-0000	131.48
				Vendor Total:	154.75
03958                      Chicago Metropolitan Fire Prevention Company					
Cosley House 040117-063017	154093	WH6323_0417	044.04.2017	22-101-000-52-5211-0000	255.00
Cosley Zoo 040117-063017	154093	WH6678_0417	044.04.2017	22-101-000-52-5211-0000	255.00
Cosley Zoo 040117-063017	154093	WH6936_0417	044.04.2017	22-101-000-52-5211-0000	255.00
Cosley Zoo 040117-063017	154093	WH6945_0417	044.04.2017	22-101-000-52-5211-0000	255.00
				Vendor Total:	1,020.00
04121                      UMB Bank N.A.					
Monthly Event Clicks Advertising for Cosley Zo 0		0173_1703010000	171.04.2017	22-350-415-54-5426-0000	33.00
Monthly Event Clicks Advertising for Cosley Zo 0		0173_1704010000	171.04.2017	22-350-415-54-5426-0000	25.50
Staff Reward Lunch	0	0217_1703070000	171.04.2017	22-501-000-53-5302-0000	31.36
Colostrum Replacer and Supplement	0	0217_1703190000	171.04.2017	22-501-000-53-5339-0000	52.98
Food for Staff Good-Bye Party	0	0217_1703210000	171.04.2017	22-501-000-53-5302-0000	15.29
Staff Award Lunch	0	0217_1703270000	171.04.2017	22-501-000-53-5302-0000	32.96
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	22-350-415-54-5426-0000	100.00
Sample for Uncorked Event	0	0306_1703270000	171.04.2017	22-350-415-54-5426-0000	9.39
Bugs for Animal Diets	0	0308_1703010000	171.04.2017	22-501-000-53-5339-0000	80.00
Meeting Supplies	0	0308_1703020000	171.04.2017	22-501-000-53-5302-0000	21.48
Food for Teacher Workshop	0	0308_1703040000	171.04.2017	22-220-206-53-5301-6675	198.94
Nets for Bird	0	0308_1703160000	171.04.2017	22-501-000-53-5336-0000	45.98
KDRMA Membership and Passport Program	0	0308_1703170000	171.04.2017	22-501-000-54-5425-0000	125.00
Insects for Animal Diets	0	0308_1703200000	171.04.2017	22-501-000-53-5339-0000	41.00
Supplies for Busy Bunny Egg Hunt	0	0308_1703240000	171.04.2017	22-220-206-53-5301-6690	163.98
Insects for Animal Diets	0	0308_1703290000	171.04.2017	22-501-000-53-5339-0000	119.00
FRP for Locker Room and Glue	0	0538_1702280000	171.04.2017	22-101-000-53-5313-0000	184.13
Tile and Glue for Locker Room	0	0538_1702280000	171.04.2017	22-101-000-53-5313-0000	93.66
Tile/Hooks/Lumber for Locker Room	0	0538_1703020000	171.04.2017	22-101-000-53-5313-0000	232.97
Cleaning/Restroom Supplies	0	0538_1703030000	171.04.2017	22-101-000-53-5316-0000	485.63
Locks for Kiebler Room Snake Cage	0	0538_1703090000	171.04.2017	22-501-000-53-5302-0000	23.92
Mouse Traps for Kiebler Barn	0	0538_1703240000	171.04.2017	22-501-000-53-5302-0000	22.62
Emergency Kit Supplies/Ziplock Bags	0	9011_1703030000	171.04.2017	22-501-000-53-5302-0000	32.91
Emergency Kit Supplies/Ziplock Bags	0	9011_1703030000	171.04.2017	22-501-000-53-5336-0000	8.07
Produce for Animal Diets	0	9011_1703030000	171.04.2017	22-501-000-53-5339-0000	19.78
Aquarium Supplies - Combined Invoice 761792	0	9011_1703030000	171.04.2017	22-501-000-53-5336-0000	14.93
Aquarium Supplies - Combined Invoice 761792	0	9011_1703030000	171.04.2017	22-501-000-53-5336-0000	61.96
Ammonia Water Test Strips	0	9011_1703040000	171.04.2017	22-501-000-53-5336-0000	204.77
Rodents and Chicks for Animal Diets	0	9011_1703060000	171.04.2017	22-501-000-53-5339-0000	590.00
Supplement	0	9011_1703070000	171.04.2017	22-501-000-53-5336-0000	250.70
Reptile Basking Spot Lamp	0	9011_1703080000	171.04.2017	22-501-000-53-5312-0000	77.64
Terrarium Substrates	0	9011_1703080000	171.04.2017	22-501-000-53-5336-0000	114.00
Video Camera Charger	0	9011_1703100000	171.04.2017	22-501-000-53-5336-0000	16.35
Produce for Animal Diets/Gelatin for Enrichmen	0	9011_1703100000	171.04.2017	22-501-000-53-5339-0000	48.58
ORF Vaccine	0	9011_1703110000	171.04.2017	22-501-000-53-5309-0000	37.20
Tetanus Vaccine/Thrush Treatment	0	9011_1703130000	171.04.2017	22-501-000-53-5309-0000	91.69
Castration Bands/Feed Trough	0	9011_1703130000	171.04.2017	22-501-000-53-5336-0000	30.62



**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Fish and Earthworms for Animal Diets	0	9011_1703170000	171.04.2017	22-501-000-53-5339-000C	429.75
Lotion	0	9011_1703170000	171.04.2017	22-501-000-53-5302-000C	2.99
Produce for Animal Diets	0	9011_1703170000	171.04.2017	22-501-000-53-5339-000C	36.23
Crickets	0	9011_1703180000	171.04.2017	22-501-000-53-5339-000C	12.50
Ziplock Bags	0	9011_1703240000	171.04.2017	22-501-000-53-5336-000C	8.22
Produce for Animal Diets	0	9011_1703240000	171.04.2017	22-501-000-53-5339-000C	61.12
Acquisition of Three Chicks	0	9011_1703290000	171.04.2017	22-501-000-53-5325-000C	15.00
Chick Feed	0	9011_1703290000	171.04.2017	22-501-000-53-5339-000C	17.99
Credit on Chick Feed	0	9011_1703290000	171.04.2017	22-501-000-53-5339-000C	-11.00
Staff Kleenex	0	9011_1703310000	171.04.2017	22-501-000-53-5302-000C	9.03
Produce for Animal Diets	0	9011_1703310000	171.04.2017	22-501-000-53-5339-000C	31.76
Storage Containers	0	9011_1704010000	171.04.2017	22-501-000-53-5336-000C	1.78
Eye Drops for Snake	0	9011_1704010000	171.04.2017	22-501-000-53-5309-000C	12.19
Candy for Staff Incentives	0	9011_1704010000	171.04.2017	22-501-000-53-5302-000C	40.44
Vendor Total:					4,405.99
04221                      Plug & Pay Technologies					
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	22-501-000-52-5239-000C	15.00
Vendor Total:					15.00
04267                      Martin Whalen Group Inc					
Cosley Zoo 043017-052917	0	MW81955_0517	051.05.2017	22-501-000-52-5211-000C	20.11
Vendor Total:					20.11
04296                      Culligan DuPage Soft Water Service Inc					
Drinking Water- Cosley	154018	261974_0317W	043.04.2017	22-501-000-52-5220-000C	76.70
Water Cooler Rental April 2017	154018	261974_0417R	043.04.2017	22-501-000-52-5220-000C	6.00
Vendor Total:					82.70
04885                      American Septic Service Inc.					
Clean Organic Matter from Bottom of Duck Pon	154000	15430	043.04.2017	22-501-000-52-5210-000C	350.00
Vendor Total:					350.00
05361                      o8o Leasing LLC					
Reimbursement of 75% of Wind Machine Sales	154132	0317	044.04.2017	22-501-000-54-5433-000C	22.50
Vendor Total:					22.50
05540                      Performance Chemical & Supply					
Urinal Screens	154055	210506	043.04.2017	22-101-000-53-5316-000C	17.09
Air Freshener Dispensers and Refills	154135	210794	044.04.2017	22-101-000-53-5316-000C	38.82
Vendor Total:					55.91
05757                      Republic Services Inc.					
Cosley Zoo 050117-053117	154204	0128491_0517	051.05.2017	22-501-000-52-5263-000C	20.50
Vendor Total:					20.50
05772                      Windstream Holdings Inc.					
Cosley May 2017	153989	Contract 4520_0517	042.04.2017	22-000-000-52-5211-000C	64.00
Vendor Total:					64.00
05810                      US Bank Equipment Finance					
Cosley April 2017	154073	81955_0417	043.04.2017	22-501-000-52-5211-000C	113.61
Vendor Total:					113.61
05879                      ANPI Business LLC					
Cosley 040117-043017	153920	111390_0417	042.04.2017	22-501-000-52-5262-000C	315.04

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line	Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						315.04
05984	BCN Telecom Inc.					
	Cosley 041517-051417	154086	BOC04598_0517	044.04.2017	22-501-000-52-5262-0000	162.44
Vendor Total:						162.44
06140	1 Better LLC					
	Cascade Theater Advertising	153992	91025	043.04.2017	22-350-415-54-5426-0000	238.00
Vendor Total:						238.00
Fund Total:						20,096.53
23	Liability					
00279	Ferret					
	FT DL Abstracts (\$5 Ea) 3/1/17-3/31/17	154025	WHEAPD040117-1	043.04.2017	23-418-000-52-5208-0000	34.00
Vendor Total:						34.00
00612	MEDIC First Aid International Inc					
	CPR Books for the District	154120	811926	044.04.2017	23-000-000-53-5302-0000	920.55
Vendor Total:						920.55
00725	Park District Risk Mgmt Agency					
	Property	154052	March 2017	043.04.2017	23-000-000-52-5270-0000	13,545.53
	Liability	154052	March 2017	043.04.2017	23-000-000-52-5271-0000	6,648.59
	Workers Compensation	154052	March 2017	043.04.2017	23-000-000-52-5273-0000	20,083.48
	Employment Practice	154052	March 2017	043.04.2017	23-000-000-52-5276-0000	2,308.84
	Pollution Liability	154052	March 2017	043.04.2017	23-000-000-52-5277-0000	403.56
Vendor Total:						42,990.00
05076	Occupational Health Centers of Illinois PC					
	PSC Back Evals 3/21/17-3/27/17	0	1009982614	042.04.2017	23-418-000-52-5208-0000	105.00
	Drug Screens-Recreation	0	1009994765	043.04.2017	23-418-000-52-5208-0000	60.00
	Back Evaluations - PSC 4/4/17	0	1010016973	043.04.2017	23-418-000-52-5208-0000	52.50
	FT Pre-Placement and Rec 04/11/17-04/13/17	0	1010030103	051.05.2017	23-418-000-52-5208-0000	288.50
Vendor Total:						506.00
Fund Total:						44,450.55
26	IMRF					
00465	I.M.R.F.					
	03/2017 IMRF	0	033117	141.04.2017	26-000-000-21-2124-0000	84,182.06
Vendor Total:						84,182.06
Fund Total:						84,182.06
30	Debt Service					
01033	Wells Fargo Bank					
	Agent Fees Series 2005 Period 6/9/17-12/8/17	154154	1426982	044.04.2017	30-000-000-52-5209-0000	250.00
Vendor Total:						250.00
05314	Amalgamated Bank of Chicago					
	Paying Agent Fee for 2003A GO Bonds 4/1/17-3	153999	1855418002	043.04.2017	30-000-000-52-5209-0000	475.00
Vendor Total:						475.00

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Fund Total:									725.00
40	Capital Projects								
00021	Alexander Equipment Co. Inc.								
Chainsaw Helmets		153995	132203	043.04.2017	40-800-822-53-5301-000C				394.75
Vendor Total:									394.75
00057	Armbrust Plumbing & Air Conditioning Inc.								
Sewer Camera Usage		154005	0000094820	043.04.2017	40-000-187-57-5701-000C				392.00
Vendor Total:									392.00
00152	Buikemas Ace Hardware								
Spray Paint		154011	355492B	043.04.2017	40-800-822-53-5301-000C				12.50
Vendor Total:									12.50
00410	Complete Northern Illinois Fence								
(12) 4 Inch Caps		154172	0414	051.05.2017	40-000-187-57-5701-000C				40.00
Vendor Total:									40.00
00655	NAPCO STEEL INC.								
Floor Plate Med Pattern		0	405916	051.05.2017	40-800-822-57-5701-000C				382.00
Vendor Total:									382.00
00717	Paddock Publications Inc., The Daily Herald								
Scottdale Legal Notice		153963	T4466954	042.04.2017	40-000-000-54-5428-000C				70.15
Spring Asphalt Legal Notice		153963	T4467562	042.04.2017	40-000-000-54-5428-000C				129.95
Vendor Total:									200.10
00794	RENTALMAX L.L.C.								
Backhoe Rental		154060	218586-8	043.04.2017	40-800-822-57-5701-000C				926.61
Backhoe Rental		154060	219166-8	043.04.2017	40-800-822-57-5701-000C				929.00
Backhoe Rental		154060	220181-8	043.04.2017	40-800-822-57-5701-000C				540.00
Vendor Total:									2,395.61
00980	Unilock Chicago Inc.								
Yorkstone		154072	SIN2338943	043.04.2017	40-101-000-53-5302-000C				491.64
Vendor Total:									491.64
01023	Waste Management of Illinois Inc								
Lincoln Marsh Construction Containers		154152	3360468-2011-2	044.04.2017	40-800-822-57-5701-000C				1,306.04
Vendor Total:									1,306.04
02405	Team Reil Inc.								
Installation Supervisor		153979	20652	042.04.2017	40-800-822-57-5701-000C				750.00
Dock Sections		153979	20654	042.04.2017	40-800-822-57-5701-000C				4,914.00
Dark Brown Plastic Curbing		154070	20667	043.04.2017	40-800-822-57-5701-000C				1,736.00
Vendor Total:									7,400.00
03125	Engineering Resource Associates Inc.								
Rathje Park		154022	150511.18	043.04.2017	40-800-828-57-5701-000C				1,036.00
Atten Bridge		154022	150512.13	043.04.2017	40-000-000-52-5205-000C				4,710.00
Storage Building at CAC		154022	170118.01	043.04.2017	40-000-187-57-5701-000C				400.00
Vendor Total:									6,146.00
03209	Sunbelt Rentals Inc.								
Track Skidsteer Cab/Pallet Forks/Loader Bucket		154213	67661565-001	051.05.2017	40-800-822-57-5701-000C				2,502.55

Fund	Description	Vendor No	Vendor Name	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Line Item	Description							
Vendor Total:								2,502.55
03336	Mike Gonzalez Trucking Inc.							
Soil Removal		154191	1516	051.05.2017	40-800-822-57-5701-000C			896.00
Vendor Total:								896.00
04036	Bronze Memorial Company							
Memorial Plaque		0	701902	043.04.2017	40-101-000-53-5338-000C			164.15
Vendor Total:								164.15
04121	UMB Bank N.A.							
Permit Fee		0	0223_1703300000	171.04.2017	40-000-187-57-5701-000C			1,030.00
Paver Bond for Museum and Stock		0	0249_1703150000	171.04.2017	40-101-000-53-5349-000C			59.64
PFA Foundation Board Member Family Funeral		0	0463_1703080000	171.04.2017	40-000-188-12-1226-000C			75.58
Ex Director/Director of Parks & Planning Legislat		0	0463_1703130000	171.04.2017	40-000-000-54-5432-000C			198.00
Electrical Supplies for WDSRA Rec N Roll		0	0546_1703160000	171.04.2017	40-000-187-57-5701-000C			85.27
6 Tier Rack/Wall Plate/Electrical Supplies		0	0546_1703170000	171.04.2017	40-000-187-57-5701-000C			165.08
Electrical Supplies		0	0546_1703230000	171.04.2017	40-000-187-57-5701-000C			34.80
Electrical Supplies		0	0546_1703240000	171.04.2017	40-000-187-57-5701-000C			122.87
Connectors and Couplings		0	0546_1703270000	171.04.2017	40-000-187-57-5701-000C			67.70
Cleaning and Electrical Supplies		0	0546_1703300000	171.04.2017	40-000-187-57-5701-000C			152.25
Cordless Speaker/Electrical Supplies		0	0546_1703310000	171.04.2017	40-000-187-57-5701-000C			152.21
CAC Ice Rinks - Glycol		0	9029_1703030000	171.04.2017	40-000-187-57-5701-000C			1,106.50
Vendor Total:								3,249.90
05415	Integrated Lakes Management Inc.							
Algae Control & Monitoring		154185	29396	051.05.2017	40-800-826-52-5210-000C			430.50
Vendor Total:								430.50
05747	Landscape Material & Firewood Sales Inc.							
Screenings for Armbrust Fields		154043	23605	043.04.2017	40-101-000-53-5349-000C			990.00
Seven Gables Ballfield West		154043	23624	043.04.2017	40-101-000-53-5349-000C			90.00
Armbrust Softball Field - Renovation		154114	23781	044.04.2017	40-101-000-53-5349-000C			60.00
Vendor Total:								1,140.00
05870	Area Sanitation Solutions Inc							
Cosley Employee Parking Lot 3/16/17-4/15/17		0	15898	042.04.2017	40-800-813-57-5701-000C			55.00
Cosley Employee Parking Lot 04/16/17-05/15/17		0	16113	051.05.2017	40-800-813-57-5701-000C			55.00
Vendor Total:								110.00
05875	Day Robert & Morrison P.C.							
Easement Acquisitions		154019	29407	043.04.2017	40-000-000-52-5207-000C			297.50
Vendor Total:								297.50
05879	ANPI Business LLC							
Planning 040117-043017		153920	111390_0417	042.04.2017	40-101-000-52-5262-000C			60.97
Vendor Total:								60.97
06029	Cage Engineering Inc.							
Seven Gables Paths Services through 4/4/17		154012	1503	043.04.2017	40-800-835-57-5701-000C			5,450.00
Vendor Total:								5,450.00
06089	TMA Systems LLC							
Maintenance Management Software for PSC/AG 154071			325092	043.04.2017	40-000-000-57-5701-000C			1,295.00
Vendor Total:								1,295.00

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
06094	Kandu, James					
	Animal Welcome Center Services through 3/15/17	154040	031517	043.04.2017	40-800-813-57-5701-000C	177,574.86
					Vendor Total:	177,574.86
06095	DSI Holdings Corporation					
	Lincoln Marsh Structure Cleaning	154177	01-02898.001	051.05.2017	40-800-822-57-5701-000C	2,712.83
					Vendor Total:	2,712.83
06126	FE Moran Security Solutions, LLC					
	Physical Security and Alarming Project	153939	914772	042.04.2017	40-000-000-52-5205-000C	5,000.00
					Vendor Total:	5,000.00
06128	Hitchcock Design Inc					
	P4A Treehouse Concept Services through 2/28/17	154033	19639	043.04.2017	40-000-188-57-5701-000C	5,007.76
	Treehouse Concept Billing through 3/31/17	154112	19721	044.04.2017	40-000-188-57-5701-000C	1,000.00
					Vendor Total:	6,007.76
					Fund Total:	226,052.66
60	Golf Fund					
00007	Aramark					
	Inv# 21080958178 Linen Service Banquets	154004	2080958178	043.04.2017	60-612-901-52-5222-000C	501.42
	Inv# 21080958178 Linen Service Restaurant	154004	2080958178	043.04.2017	60-612-902-52-5222-000C	267.72
	Inv# 2080967607 Linen Service Banquets	154004	2080967607	043.04.2017	60-612-901-52-5222-000C	497.14
	Inv# 2080967607 Linen Service Restaurant	154004	2080967607	043.04.2017	60-612-902-52-5222-000C	267.70
	Inv# 2080977044 Linen Service Banquets	154004	2080977044	043.04.2017	60-612-901-52-5222-000C	560.05
	Inv# 2080977044 Linen Service Restaurant	154004	2080977044	043.04.2017	60-612-902-52-5222-000C	222.47
	Inv# 2080986610 Linen Service Banquets	154004	2080986610	043.04.2017	60-612-901-52-5222-000C	514.74
	Inv# 2080986610 Linen Service Restaurant	154004	2080986610	043.04.2017	60-612-902-52-5222-000C	267.78
	Inv# 2080996088 Linen Service Banquets	154004	2080996088	043.04.2017	60-612-901-52-5222-000C	267.78
	Inv# 2080996088 Linen Service Restaurant	154004	2080996088	043.04.2017	60-612-902-52-5222-000C	514.74
					Vendor Total:	3,881.54
00032	Alpha Graphics					
	Sign for Demo Day	153998	149185	043.04.2017	60-611-415-54-5426-000C	35.00
	Cinco de Mayo Poster	154161	149446	051.05.2017	60-612-415-54-5426-000C	35.00
					Vendor Total:	70.00
00043	Anderson Pest Solutions					
	AGC Monthly Pest Management April 2017	0	4195365	044.04.2017	60-000-000-52-5210-000C	167.92
					Vendor Total:	167.92
00068	AT&T Mobility					
	957-8730 A. Bendy 031817-041717	154085	877051597_0417	044.04.2017	60-000-000-52-5265-000C	70.28
	338-2382 A. Pirhofer 031817-041717	154085	877051597_0417	044.04.2017	60-000-000-52-5265-000C	58.90
	234-9733 Hot Spot 4 031817-041717	154085	877051597_0417	044.04.2017	60-000-000-52-5265-000C	22.01
	779-3388 D. Salerno 031817-041717	154085	877051597_0417	044.04.2017	60-000-000-52-5265-000C	114.75
					Vendor Total:	265.94
00125	Black Gold Septic					
	Clean Outside Grease Trap	153923	13444	042.04.2017	60-000-000-52-5263-000C	255.00
	Inv# 13705 Clean Outside Grease Trap	154008	13705	043.04.2017	60-000-000-52-5263-000C	255.00
	Inv# 13713 Clean Lift Station	154088	13713	044.04.2017	60-000-000-52-5263-000C	170.00
					Vendor Total:	680.00
00139	Borter Heating and Air Conditioning Co. Inc.					

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Service and Replace Primary Pump and Leaking	153925	S209370	042.04.2017	60-000-000-54-5441-000C	1,398.00
Vendor Total:					1,398.00
00147                      Bridgestone Sports Inc.					
Bridgestone E 6	153926	1002609383	042.04.2017	60-000-000-14-1432-000C	713.82
Vendor Total:					713.82
00152                      Buikemas Ace Hardware					
Electrical Supplies	154011	355332B	043.04.2017	60-000-000-53-5312-000C	16.18
Plumbing Supplies	154011	355374B	043.04.2017	60-000-000-53-5311-000C	37.76
Plumbing Supplies	154011	355385B	043.04.2017	60-000-000-53-5311-000C	35.95
Nuts and Bolts/Hose Nozzles	154011	355405B	043.04.2017	60-611-911-53-5301-0000	19.48
Electrical Supplies	154011	355496B	043.04.2017	60-000-000-53-5312-000C	20.11
Vendor Total:					129.48
00170                      Carquest Auto Parts					
Machinery Supplies	153928	2051-357930	042.04.2017	60-601-000-53-5315-000C	53.96
Machinery Supplies	153928	2051-357959	042.04.2017	60-601-000-53-5315-000C	66.49
Machinery Supplies	154167	2051-360663	051.05.2017	60-601-000-53-5315-000C	38.08
Vendor Total:					158.53
00179                      Chicagoland Turf					
T-Pass Early Order Chemical and Fertilizer Payr	154095	040117	044.04.2017	60-601-000-53-5335-000C	14,166.67
T-Pass Early Order Chemical and Fertilizer Payr	154170	050117	051.05.2017	60-601-000-53-5335-000C	14,166.67
Tebuconazole 3.6	153930	INV60539	042.04.2017	60-601-000-53-5335-000C	715.00
Eagle One Course Signage	154014	INV60699	043.04.2017	60-601-000-53-5342-000C	545.00
Tyler 21-0-0 AMS/Dimension 2EW 2.5 Gal/And	154169	INV60919	051.05.2017	60-601-000-53-5335-000C	2,401.75
Anderson DG 28-0-03 w/ 0.164% DIM & Acelej	154169	INV61024	051.05.2017	60-601-000-53-5335-000C	738.00
Vendor Total:					32,733.09
00183                      Tribune Publishing Company LLC					
Arrowhead Ad	153982	CTC1181466	042.04.2017	60-612-415-54-5426-000C	800.00
Vendor Total:					800.00
00187                      Christensen, Robert					
Mileage Reimbursement March 2017	0	033117	042.04.2017	60-000-000-54-5422-000C	77.04
Vendor Total:					77.04
00193                      City of Wheaton					
AGC Clubhouse 030917-040617	154096	0293553000_0417	044.04.2017	60-000-000-52-5264-000C	847.06
AGC Maintenance Building 030917-040617	154096	0293553100_0417	044.04.2017	60-000-000-52-5264-000C	178.16
Vendor Total:					1,025.22
00221                      DIRECTV					
Inv# 31226354884 AGC TV Service 04/21/17 - 154176		31226354884	051.05.2017	60-612-000-52-5210-000C	411.47
Vendor Total:					411.47
00248                      DuPage County Health Dept.					
Annual Category I Food Permit AGC	153937	IN0003780	042.04.2017	60-612-000-54-5429-000C	812.00
Vendor Total:					812.00
00269                      Euclid Beverage					
Inv# 331-367 Beer	153938	331-367	042.04.2017	60-000-000-14-1412-000C	1,177.50
Inv# 331-401 Beer	153938	331-401	042.04.2017	60-000-000-14-1412-000C	537.35
Inv# 331-436 Beer	154107	331-436	044.04.2017	60-000-000-14-1412-000C	1,208.45
Inv# 331-437 Beer	154023	331-437	043.04.2017	60-000-000-14-1412-000C	290.00

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 331-453 Beer	154107	331-453	044.04.2017	60-000-000-14-1412-000C	1,927.45
Vendor Total:					5,140.75
00275                      Faulks Bros. Construction Inc.					
Morris Fairway Sand	0	00235459	044.04.2017	60-601-000-53-5331-000C	2,226.22
Vendor Total:					2,226.22
00279                      Ferret					
Background Check - PT EE 3/1/17-3/31/17	154025	WHEAPD040117-1	043.04.2017	60-418-911-52-5208-000C	26.85
Background Check - PT EE 3/1/17-3/31/17	154025	WHEAPD040117-1	043.04.2017	60-418-902-52-5208-000C	26.85
Vendor Total:					53.70
00293                      Fortune Fish Company					
Inv# 400132 Seafood	0	400132	042.04.2017	60-000-000-14-1411-000C	180.89
Inv# 400137 Seafood	0	400137	042.04.2017	60-000-000-14-1411-000C	90.00
Inv# 402093 Seafood	0	402093	042.04.2017	60-000-000-14-1411-000C	150.13
Inv# 403733 Seafood	0	403733	042.04.2017	60-000-000-14-1411-000C	268.94
Inv# 406878 General Grocery (Less Returned It	0	406878	043.04.2017	60-000-000-14-1415-000C	825.54
Inv# 406878 Seafood	0	406878	043.04.2017	60-000-000-14-1411-000C	99.60
Inv# 406895 Seafood	0	406895	043.04.2017	60-000-000-14-1411-000C	91.69
Inv# 408098 Seafood	0	408098	043.04.2017	60-000-000-14-1411-000C	192.84
Inv# 411650 Seafood	0	411650	043.04.2017	60-000-000-14-1411-000C	253.69
Inv# 411650 General Grocery	0	411650	043.04.2017	60-000-000-14-1415-000C	412.23
Inv# 413151 Seafood	0	413151	043.04.2017	60-000-000-14-1411-000C	90.00
Inv# 413165 Seafood	0	413165	043.04.2017	60-000-000-14-1411-000C	398.28
Inv# 414849 Seafood	0	414849	044.04.2017	60-000-000-14-1411-000C	200.60
Inv# 416529 Seafood	0	416529	044.04.2017	60-000-000-14-1411-000C	67.66
Inv# 418267 Seafood	0	418267	044.04.2017	60-000-000-14-1411-000C	124.80
Inv# 420006 Seafood	0	420006	044.04.2017	60-000-000-14-1411-000C	180.71
Inv# 420006 General Grocery	0	420006	044.04.2017	60-000-000-14-1415-000C	41.22
Inv# 421665 Seafood	0	421665	044.04.2017	60-000-000-14-1411-000C	655.43
Inv# 423910 Seafood	0	423910	044.04.2017	60-000-000-14-1411-000C	335.00
Inv# 425172 Meat	0	425172	051.05.2017	60-000-000-14-1411-000C	124.38
Inv# 425172 General Grocery	0	425172	051.05.2017	60-000-000-14-1415-000C	1,063.75
Inv# 427051 Seafood	0	427051	051.05.2017	60-000-000-14-1411-000C	101.38
Inv# 430284 Seafood	0	430284	051.05.2017	60-000-000-14-1411-000C	259.94
Inv# 430284 General Grocery	0	430284	051.05.2017	60-000-000-14-1415-000C	1,311.32
Inv# 433789 Meat	0	433789	051.05.2017	60-000-000-14-1411-000C	32.44
Inv# 433789 Seafood	0	433789	051.05.2017	60-000-000-14-1411-000C	481.74
Inv# 433789 General Grocery	0	433789	051.05.2017	60-000-000-14-1415-000C	95.20
Inv# 434156 Seafood	0	434156	051.05.2017	60-000-000-14-1411-000C	28.40
Vendor Total:					8,157.80
00294                      Fox River Foods Inc.					
Custodial & Cleaning Supplies	153941	3482032	042.04.2017	60-612-000-53-5316-000C	1,281.04
Vendor Total:					1,281.04
00314                      Gear for Sports					
Pants	153944	41296330	042.04.2017	60-000-000-14-1431-000C	136.66
UA Pants 4 @ 34.00	154178	41309149	051.05.2017	60-000-000-14-1431-000C	144.65
Vendor Total:					281.31
00323                      Government Navigation Group					
Consulting Services April 2017	0	INV-0063	043.04.2017	60-000-000-52-5205-000C	1,000.00
Vendor Total:					1,000.00
00395                      Harris Motor Sports Inc					

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Invoice #02-175281 Misc Cart Parts	0	02-175281	042.04.2017	60-601-000-53-5315-000C	1,027.82
Invoice# 02-176487 Cart Parts	0	02-176487	043.04.2017	60-601-000-53-5315-000C	557.99
Invoice# 02-177457 Cart Parts	0	02-177457	043.04.2017	60-601-000-53-5315-000C	827.00
Vendor Total:					2,412.81
00406                      Commonwealth Edison					
AGC Residence 031517-041317	154016	6414619002_0417	043.04.2017	60-000-000-52-5260-000C	68.38
Vendor Total:					68.38
00417                      Constellation NewEnergy Inc.					
AGC Clubhouse 031517-041217	154101	0581101000_0417	044.04.2017	60-000-000-52-5260-000C	180.51
AGC Clubhouse 031517-041217	154173	6414622009_0417	051.05.2017	60-000-000-52-5260-000C	7,985.37
Vendor Total:					8,165.88
00419                      Consumers Packing Co.					
Inv# 326114 Meat	0	326114	042.04.2017	60-000-000-14-1411-000C	1,317.24
Inv# 326247 Consumers	0	326247	042.04.2017	60-000-000-14-1411-000C	1,496.65
Inv# 326356 Meat	0	326356	043.04.2017	60-000-000-14-1411-000C	1,657.58
Inv# 326470 Meat	0	326470	043.04.2017	60-000-000-14-1411-000C	2,256.54
Inv# 326585 Meat	0	326585	044.04.2017	60-000-000-14-1411-000C	1,355.51
Inv# 326599 Meat	0	326599	044.04.2017	60-000-000-14-1411-000C	24.64
Inv# 326748 Meat	0	326748	044.04.2017	60-000-000-14-1411-000C	1,961.48
Inv# 326749 Meat	0	326749	044.04.2017	60-000-000-14-1411-000C	2,031.39
Inv# 326845 Meat	0	326845	051.05.2017	60-000-000-14-1411-000C	834.95
Inv# 326894 Meat	0	326894	051.05.2017	60-000-000-14-1411-000C	343.68
Inv# 326978 Meat	0	326978	051.05.2017	60-000-000-14-1411-000C	2,101.40
Inv# 327084 Meat	0	327084	051.05.2017	60-000-000-14-1411-000C	3,287.27
Vendor Total:					18,668.33
00464                      Imperial Headwear Inc					
Kitchen Crew Hats	154036	123020	043.04.2017	60-612-902-53-5330-000C	216.37
Vendor Total:					216.37
00506                      J.W. Turf Inc.					
Parts	154038	P02535	043.04.2017	60-601-000-53-5315-000C	132.59
Vendor Total:					132.59
00532                      KRANZ INCORPORATED					
Inv# 1648738-00 Custodial & Cleaning Supplies 154186		1648738-00	051.05.2017	60-000-000-53-5316-000C	693.97
Inv# 1651219-00 Custodial & Cleaning Supplies 154186		1651219-00	051.05.2017	60-000-000-53-5316-000C	956.50
Vendor Total:					1,650.47
00578                      LOUIS GLUNZ WINES INC.					
Inv# G-1401744 Wine	154117	G-1401744	044.04.2017	60-000-000-14-1412-000C	163.00
Vendor Total:					163.00
00588                      MANAU CUTLERY INC.					
Inv# 175522 Cutlery Service	154044	175522	043.04.2017	60-612-000-52-5210-000C	40.00
Inv# 175538 Cutlery Service	154118	175538	044.04.2017	60-612-000-52-5210-000C	40.00
Inv# 175608 Cutlery Service	154188	175608	051.05.2017	60-612-000-52-5210-000C	40.00
Vendor Total:					120.00
00615                      MENARDS WEST CHICAGO					
Custodial and Cleaning Supplies	153954	23700	042.04.2017	60-000-000-53-5316-000C	34.59
Patio Heater	154045	23773	043.04.2017	60-612-902-53-5388-000C	399.00
Patio Heaters	154045	23808	043.04.2017	60-612-902-53-5388-000C	1,516.00



Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Custodial and Cleaning Supplies				153954	24061	042.04.2017	60-000-000-53-5316-000C	71.66
	Plumbing Supplies				154045	24254	043.04.2017	60-000-000-53-5311-000C	127.94
	Select Baskets Flowers				154122	24705	044.04.2017	60-601-000-53-5331-000C	47.22
									<hr/>
Vendor Total:									2,196.41
00618	MENARDS MONTGOMERY								
	Irrigation Supplies				154121	45748	044.04.2017	60-601-000-53-5343-000C	22.97
									<hr/>
Vendor Total:									22.97
00660	NATIONAL GOLF FOUNDATION								
	Annual Dues 6/1/17-5/31/18				154128	1029600	044.04.2017	60-000-000-54-5425-000C	250.00
									<hr/>
Vendor Total:									250.00
00680	Northern Illinois Gas Company								
	AGC Clubhouse 030117-040117				153960	2400503855_0317	042.04.2017	60-000-000-52-5261-000C	550.38
									<hr/>
Vendor Total:									550.38
00695	NRPA								
	CAPRA Application Fee				153961	041017	042.04.2017	60-000-000-54-5425-000C	33.34
									<hr/>
Vendor Total:									33.34
00702	OAK MILL BAKERY								
	Inv# W199511 Premium Banquet Service				153962	W199511	042.04.2017	60-612-901-52-5292-000C	209.05
	Inv# W199559 Premium Banquet Service				154049	W199559	043.04.2017	60-612-901-52-5292-000C	264.55
	Inv# W199559 General Grocery				154049	W199559	043.04.2017	60-000-000-14-1415-000C	67.90
	Inv# W199651 General Grocery				154049	W199651	043.04.2017	60-000-000-14-1415-000C	35.95
	Inv# W199704 General Grocery				154133	W199704	044.04.2017	60-000-000-14-1415-000C	99.85
	Inv# W199820 General Grocery				154193	W199820	051.05.2017	60-000-000-14-1415-000C	67.90
	Inv# W199820 Premium Banquet Service				154193	W199820	051.05.2017	60-612-901-52-5292-000C	259.00
	Inv# W199844 Premium Banquet Service				154193	W199844	051.05.2017	60-612-901-52-5292-000C	444.00
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Vendor Total:									1,448.20
00725	Park District Risk Mgmt Agency								
	Inv# 1485262326 Training AGC				153964	1485462326	042.04.2017	60-000-000-54-5432-000C	20.00
	Inv# 1485262346 Training AGC				153964	1485462346	042.04.2017	60-000-000-54-5432-000C	20.00
									<hr/>
Vendor Total:									40.00
00734	PAYCHEX MAJOR MARKET SERVICES								
	April 2017 Paychex ESR				0	16193539	141.04.2017	60-000-000-52-5211-000C	67.57
	04/14/17 Payroll Processing				0	57578	141.04.2017	60-000-000-52-5211-000C	290.47
	04/28/17 Payroll Processing				0	59007	141.04.2017	60-000-000-52-5211-000C	323.94
									<hr/>
Vendor Total:									681.98
00742	Pepsi Beverages Company								
	Inv# 08746701 Non-Alcoholic Beverages				153965	08746701	042.04.2017	60-000-000-14-1416-000C	353.72
	Inv# 94326001 Non-Alcoholic Beverages				154054	94326001	043.04.2017	60-000-000-14-1416-000C	703.99
	Inv# 94558901 Non-Alcoholic Beverages				154134	94558901	044.04.2017	60-000-000-14-1416-000C	990.48
	Inv# 96051451 Non-Alcoholic Beverages				154195	96051451	051.05.2017	60-000-000-14-1416-000C	1,771.25
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Vendor Total:									3,819.44
00776	RackM Up Distributors Inc.								
	Inv# 43108 Annual Lift Inspection Golf Mainten				153969	43108	042.04.2017	60-601-000-52-5210-000C	175.00
									<hr/>
Vendor Total:									175.00
00792	Reinders Inc								
	Machinery Supplies				0	1674676-00	042.04.2017	60-601-000-53-5315-000C	633.47

**Fund**  
**Vendor No**

**Description**  
**Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Machinery Supplies	0	1674676-01	042.04.2017	60-601-000-53-5315-000C	64.27
Machinery Supplies	0	1676056-00	042.04.2017	60-601-000-53-5315-000C	120.46
Machinery Supplies	0	1676056-01	042.04.2017	60-601-000-53-5315-000C	30.29
Machinery Supplies	0	1676642-00	042.04.2017	60-601-000-53-5315-000C	229.21
Machinery Supplies	0	1677486-00	042.04.2017	60-601-000-53-5315-000C	479.43
Vendor Total:					1,557.13
00825 Russo Hardware Inc					
Invoice #3940319 Machinery Supplies	154205	3940319	051.05.2017	60-601-000-53-5315-000C	56.24
Vendor Total:					56.24
00841 Schamberger Bros. Inc.					
Inv# 408348 Beer	154064	0000408348	043.04.2017	60-000-000-14-1412-000C	503.00
Inv# 408634 Beer	154207	0000408634	051.05.2017	60-000-000-14-1412-000C	697.00
Vendor Total:					1,200.00
00874 Southern Glazer's Wine And Spirits, LLC					
Inv# 1492430 Liquor	153976	1492430	042.04.2017	60-000-000-14-1412-000C	533.11
Inv# 1503070 Liquor	154148	1503070	044.04.2017	60-000-000-14-1412-000C	1,196.74
Inv# 1513449 Liquor	154148	1513449	044.04.2017	60-000-000-14-1412-000C	772.00
Inv# 1523999 Liquor	154210	1523999	051.05.2017	60-000-000-14-1412-000C	527.04
Inv# 5523972 Wine	154148	5523972	044.04.2017	60-000-000-14-1412-000C	618.00
Inv# 5523973 Wine	154148	5523973	044.04.2017	60-000-000-14-1412-000C	288.00
Vendor Total:					3,934.89
00911 Stuever & Sons Inc					
Inv# 0180351 Beer Line Cleaning AGC	154069	0180351	043.04.2017	60-612-000-52-5210-000C	105.00
Inv# 0182535 Beer Line Cleaning- Arrowhead C	154212	0182535	051.05.2017	60-612-000-52-5210-000C	85.00
Vendor Total:					190.00
00923 Superior Beverage Co. Inc.					
Inv# 647768 Beer	154150	647768	044.04.2017	60-000-000-14-1412-000C	922.65
Inv# 647833 Liquor	154215	647833	051.05.2017	60-000-000-14-1412-000C	445.00
Vendor Total:					1,367.65
00956 TITLEIST					
Titleist Logo Ball Buy 3 Get 1 Free	153981	903870604	042.04.2017	60-000-000-14-1432-000C	114.78
Vendor Total:					114.78
01023 Waste Management of Illinois Inc					
Arrowhead Golf Club 050117-053117	154219	12272113008_0517	051.05.2017	60-000-000-52-5263-000C	636.31
Vendor Total:					636.31
01043 Wheaton Sanitary District					
AGC Maintenance Building 030717-040717	154220	036235000_0417	051.05.2017	60-000-000-52-5264-000C	58.09
AGC Clubhouse 030717-040717	154220	036431000_0417	051.05.2017	60-000-000-52-5264-000C	415.78
Vendor Total:					473.87
01053 Wilson Sporting Goods Company					
Nexus Carry Bags & Nexus Classix	154155	4522101772	044.04.2017	60-000-000-14-1430-000C	864.00
Vendor Total:					864.00
01058 Windy City Distributing LLC					
Inv# 851787 Beer	153990	851787	042.04.2017	60-000-000-14-1412-000C	1,253.62
Inv# 857931 Beer	154079	857931	043.04.2017	60-000-000-14-1412-000C	257.14
Inv# 860943 Beer	154156	860943	044.04.2017	60-000-000-14-1412-000C	937.70

Fund	Description					
Vendor No	Vendor Name					
Line Item Description		Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 864090 Beer		154221	864090	051.05.2017	60-000-000-14-1412-000C	517.67
Vendor Total:						2,966.13
01095	Midwest Printing Inc					
Demo Days Postcards		154046	21262	043.04.2017	60-611-415-54-5426-000C	85.99
Milestone Post Cards		154123	21278	044.04.2017	60-612-415-54-5426-000C	1,006.03
Golf Cart Caddy Cards		154123	21282	044.04.2017	60-611-415-54-5426-000C	89.94
Vendor Total:						1,181.96
02231	Sysco-Chicago					
Inv# 124262535 Restaurant Supplies		0	124262535	043.04.2017	60-612-902-53-5388-000C	65.76
Inv# 124270497 Restaurant Supplies		0	124270497	043.04.2017	60-612-902-53-5388-000C	61.93
Inv# 124277949 Restaurant Supplies		0	124277949	043.04.2017	60-612-902-53-5388-000C	19.84
Inv# 124286874 Restaurant Supplies		0	124286874	043.04.2017	60-612-902-53-5388-000C	146.40
Inv# 124289218 Banquet Supplies		0	124289218	043.04.2017	60-612-901-53-5390-000C	43.51
Inv# 124308198 Custodial & Cleaning		0	124308198	042.04.2017	60-000-000-53-5316-000C	838.65
Inv# 124312287 Meat		0	124312287	042.04.2017	60-000-000-14-1411-000C	31.88
Inv# 124312287 Meat		0	124312287	042.04.2017	60-000-000-14-1411-000C	481.41
Inv# 124312287 General Grocery		0	124312287	042.04.2017	60-000-000-14-1415-000C	408.17
Inv# 124312287 General Grocery		0	124312287	042.04.2017	60-000-000-14-1415-000C	491.42
Inv# 124312287 Restaurant Supplies		0	124312287	042.04.2017	60-612-902-53-5388-000C	325.45
Inv# 124312287 Restaurant Supplies		0	124312287	042.04.2017	60-612-902-53-5388-000C	16.88
Inv# 124312287 Non-Alcoholic Beverages		0	124312287	042.04.2017	60-000-000-14-1416-000C	32.98
Inv# 124312287 General Grocery Damaged Item		0	124312287	042.04.2017	60-000-000-14-1415-000C	-38.49
Inv# 124312712 Meat		0	124312712	042.04.2017	60-000-000-14-1411-000C	376.00
Inv# 124312712 Meat		0	124312712	042.04.2017	60-000-000-14-1411-000C	316.48
Inv# 124312712 General Grocery		0	124312712	042.04.2017	60-000-000-14-1415-000C	774.68
Inv# 124312712 General Grocery		0	124312712	042.04.2017	60-000-000-14-1415-000C	720.68
Inv# 124312712 Restaurant Supplies		0	124312712	042.04.2017	60-612-902-53-5388-000C	130.22
Inv# 124320361 General Grocery		0	124320361	043.04.2017	60-000-000-14-1415-000C	24.50
Inv# 124323371 Meat		0	124323371	042.04.2017	60-000-000-14-1411-000C	512.23
Inv# 124323371 General Grocery		0	124323371	042.04.2017	60-000-000-14-1415-000C	326.92
Inv# 124323371 General Grocery		0	124323371	042.04.2017	60-000-000-14-1415-000C	1,021.68
Inv# 124323371 Restaurant Supplies		0	124323371	042.04.2017	60-612-902-53-5388-000C	272.60
Inv# 124323371 Restaurant Supplies		0	124323371	042.04.2017	60-612-902-53-5388-000C	268.97
Inv# 124323371 Produce		0	124323371	042.04.2017	60-000-000-14-1413-000C	46.62
Inv# 124323371 Non-Alcoholic Beverages		0	124323371	042.04.2017	60-000-000-14-1416-000C	126.95
Inv# 124326016 Restaurant Supplies		0	124326016	043.04.2017	60-612-902-53-5388-000C	19.84
Inv# 124331052 Meat		0	124331052	042.04.2017	60-000-000-14-1411-000C	154.34
Inv# 124331052 General Grocery		0	124331052	042.04.2017	60-000-000-14-1415-000C	167.85
Inv# 124331052 General Grocery		0	124331052	042.04.2017	60-000-000-14-1415-000C	376.54
Inv# 124331052 Restaurant Supplies		0	124331052	042.04.2017	60-612-902-53-5388-000C	171.30
Inv# 124331052 Custodial & Cleaning		0	124331052	042.04.2017	60-612-000-53-5316-000C	79.11
Inv# 124331052 Produce		0	124331052	042.04.2017	60-000-000-14-1413-000C	46.62
Inv# 124332329 Meat		0	124332329	043.04.2017	60-000-000-14-1411-000C	222.19
Inv# 124332329 Meat		0	124332329	043.04.2017	60-000-000-14-1411-000C	601.60
Inv# 124332329 Meat		0	124332329	043.04.2017	60-000-000-14-1411-000C	612.09
Inv# 124332329 General Grocery		0	124332329	043.04.2017	60-000-000-14-1415-000C	306.49
Inv# 124332329 General Grocery		0	124332329	043.04.2017	60-000-000-14-1415-000C	678.58
Inv# 124332329 Non-Alcoholic Beverages		0	124332329	043.04.2017	60-000-000-14-1416-000C	59.13
Inv# 124332329 Restaurant Supplies		0	124332329	043.04.2017	60-612-902-53-5388-000C	88.75
Inv# 124342822 Dairy		0	124342822	043.04.2017	60-000-000-14-1414-000C	59.97
Inv# 124342822 Meat		0	124342822	043.04.2017	60-000-000-14-1411-000C	451.63
Inv# 124342822 General Grocery		0	124342822	043.04.2017	60-000-000-14-1415-000C	867.75
Inv# 124342822 General Grocery		0	124342822	043.04.2017	60-000-000-14-1415-000C	961.34
Inv# 124342822 Restaurant Supplies		0	124342822	043.04.2017	60-612-902-53-5388-000C	167.12
Inv# 124342822 Restaurant Supplies		0	124342822	043.04.2017	60-612-902-53-5388-000C	650.00
Inv# 124342822 Non-Alcoholic Beverages		0	124342822	043.04.2017	60-000-000-14-1416-000C	94.27

**Fund**  
**Vendor No**

**Description**  
**Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 124347270 Meat	0	124347270	043.04.2017	60-000-000-14-1411-000C	39.17
Inv# 124347270 Meat	0	124347270	043.04.2017	60-000-000-14-1411-000C	366.41
Inv# 124347270 General Grocery	0	124347270	043.04.2017	60-000-000-14-1415-000C	317.66
Inv# 124347270 General Grocery	0	124347270	043.04.2017	60-000-000-14-1415-000C	626.72
Inv# 124347270 Restaurant Supplies (Less Return)	0	124347270	043.04.2017	60-612-902-53-5388-000C	457.27
Inv# 124347270 Custodial & Cleaning	0	124347270	043.04.2017	60-612-000-53-5316-000C	29.76
Inv# 124347270 Restaurant Supplies	0	124347270	043.04.2017	60-612-902-53-5388-000C	49.86
Inv# 124347270 Produce	0	124347270	043.04.2017	60-000-000-14-1413-000C	46.62
Inv# 124347270 Non-Alcoholic Beverages	0	124347270	043.04.2017	60-000-000-14-1416-000C	134.23
Inv# 124348209 Dairy	0	124348209	044.04.2017	60-000-000-14-1414-000C	23.54
Inv# 124348209 Meat	0	124348209	044.04.2017	60-000-000-14-1411-000C	564.00
Inv# 124348209 Meat	0	124348209	044.04.2017	60-000-000-14-1411-000C	218.30
Inv# 124348209 General Grocery	0	124348209	044.04.2017	60-000-000-14-1415-000C	720.52
Inv# 124348209 General Grocery	0	124348209	044.04.2017	60-000-000-14-1415-000C	574.06
Inv# 124348209 Restaurant Supplies	0	124348209	044.04.2017	60-612-902-53-5388-000C	133.23
Inv# 124348209 Non-Alcoholic Beverages	0	124348209	044.04.2017	60-000-000-14-1416-000C	146.49
Inv# 124348210 Meat	0	124348210	044.04.2017	60-000-000-14-1411-000C	200.01
Inv# 124348210 Meat	0	124348210	044.04.2017	60-000-000-14-1411-000C	392.55
Inv# 124348210 General Grocery	0	124348210	044.04.2017	60-000-000-14-1415-000C	1,592.24
Inv# 124348210 General Grocery	0	124348210	044.04.2017	60-000-000-14-1415-000C	521.60
Inv# 124348210 Restaurant Supplies	0	124348210	044.04.2017	60-612-902-53-5388-000C	134.19
Inv# 124348210 Produce	0	124348210	044.04.2017	60-000-000-14-1413-000C	36.46
Inv# 124348210 Non-Alcoholic Beverages	0	124348210	044.04.2017	60-000-000-14-1416-000C	79.92
Inv# 124355728 Restaurant Supplies	0	124355728	051.05.2017	60-612-902-53-5388-000C	2,310.73
Inv# 124355728 Banquet Supplies	0	124355728	051.05.2017	60-612-901-53-5390-000C	2,310.73
Inv# 124356324 General Grocery	0	124356324	044.04.2017	60-000-000-14-1415-000C	29.15
Inv# 124356324 Restaurant Supplies	0	124356324	044.04.2017	60-612-902-53-5388-000C	2,318.64
Inv# 124358559 Dairy	0	124358559	044.04.2017	60-000-000-14-1414-000C	59.78
Inv# 124358559 Meat	0	124358559	044.04.2017	60-000-000-14-1411-000C	24.51
Inv# 124358559 Meat	0	124358559	044.04.2017	60-000-000-14-1411-000C	815.32
Inv# 124358559 Meat	0	124358559	044.04.2017	60-000-000-14-1411-000C	569.16
Inv# 124358559 General Grocery (Less Return)	0	124358559	044.04.2017	60-000-000-14-1415-000C	1,219.54
Inv# 124358559 General Grocery	0	124358559	044.04.2017	60-000-000-14-1415-000C	976.01
Inv# 124358559 Restaurant Supplies	0	124358559	044.04.2017	60-612-902-53-5388-000C	443.41
Inv# 124358559 Restaurant Supplies	0	124358559	044.04.2017	60-612-902-53-5388-000C	45.91
Inv# 124358559 Non-Alcoholic Beverages	0	124358559	044.04.2017	60-000-000-14-1416-000C	113.51
Inv# 124358559 Produce	0	124358559	044.04.2017	60-000-000-14-1413-000C	46.62
Inv# 124362679 Meat	0	124362679	051.05.2017	60-000-000-14-1411-000C	347.57
Inv# 124362679 General Grocery	0	124362679	051.05.2017	60-000-000-14-1415-000C	627.79
Inv# 124362679 General Grocery	0	124362679	051.05.2017	60-000-000-14-1415-000C	726.75
Inv# 124362679 Restaurant Supplies	0	124362679	051.05.2017	60-612-902-53-5388-000C	243.14
Inv# 124362679 Custodial & Cleaning	0	124362679	051.05.2017	60-612-000-53-5316-000C	118.70
Inv# 124362679 Restaurant Supplies	0	124362679	051.05.2017	60-612-902-53-5388-000C	65.65
Inv# 124362679 Non-Alcoholic Beverages	0	124362679	051.05.2017	60-000-000-14-1416-000C	32.98
Inv# 124363634 Meat	0	124363634	051.05.2017	60-000-000-14-1411-000C	1,527.46
Inv# 124363634 General Grocery	0	124363634	051.05.2017	60-000-000-14-1415-000C	662.80
Inv# 124363634 General Grocery	0	124363634	051.05.2017	60-000-000-14-1415-000C	571.51
Inv# 124363634 Restaurant Supplies	0	124363634	051.05.2017	60-612-902-53-5388-000C	268.18
Inv# 124363634 Restaurant Supplies	0	124363634	051.05.2017	60-612-902-53-5388-000C	10.62
Inv# 124363634 Non-Alcoholic Beverages	0	124363634	051.05.2017	60-000-000-14-1416-000C	321.29
Inv# 124374006 Dairy	0	124374006	051.05.2017	60-000-000-14-1414-000C	77.47
Inv# 124374006 Meat	0	124374006	051.05.2017	60-000-000-14-1411-000C	922.36
Inv# 124374006 General Grocery	0	124374006	051.05.2017	60-000-000-14-1415-000C	688.86
Inv# 124374006 General Grocery	0	124374006	051.05.2017	60-000-000-14-1415-000C	1,199.27
Inv# 124374006 General Grocery (Less Shortage)	0	124374006	051.05.2017	60-000-000-14-1415-000C	182.68
Inv# 124374006 Restaurant Supplies	0	124374006	051.05.2017	60-612-902-53-5388-000C	111.18
Inv# 124374006 Produce	0	124374006	051.05.2017	60-000-000-14-1413-000C	46.62
Inv# 124374006 Non-Alcoholic Beverages	0	124374006	051.05.2017	60-000-000-14-1416-000C	127.25

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 124374007 Custodial & Cleaning	0	124374007	051.05.2017	60-000-000-53-5316-000C	960.60
Inv# 124377408 General Grocery	0	124377408	051.05.2017	60-000-000-14-1415-000C	60.72
Inv# 124377408 General Grocery	0	124377408	051.05.2017	60-000-000-14-1415-000C	52.60
Inv#124378332 Meat	0	124378332	051.05.2017	60-000-000-14-1411-000C	143.85
Inv#124378332 Meat	0	124378332	051.05.2017	60-000-000-14-1411-000C	196.65
Inv#124378332 General Grocery	0	124378332	051.05.2017	60-000-000-14-1415-000C	436.40
Inv#124378332 General Grocery	0	124378332	051.05.2017	60-000-000-14-1415-000C	779.25
Inv#124378332 Restaurant Supplies	0	124378332	051.05.2017	60-612-902-53-5388-000C	154.34
Inv#124378332 Restaurant Supplies	0	124378332	051.05.2017	60-612-902-53-5388-000C	99.72
Inv#124378332 Produce	0	124378332	051.05.2017	60-000-000-14-1413-000C	46.62
Vendor Total:					45,179.54
02235 Highland Baking Co					
Inv# 1318552 General Grocery	154111	0001318552	044.04.2017	60-000-000-14-1415-000C	37.46
Inv# 1329823 General Grocery	153947	0001329823	042.04.2017	60-000-000-14-1415-000C	28.49
Inv# 1330799 General Grocery	153947	0001330799	042.04.2017	60-000-000-14-1415-000C	142.87
Inv# 1332225 General Grocery	153947	0001332225	042.04.2017	60-000-000-14-1415-000C	88.75
Inv# 1332726 General Grocery	154032	0001332726	043.04.2017	60-000-000-14-1415-000C	136.91
Inv# 1333364 General Grocery	154032	0001333364	043.04.2017	60-000-000-14-1415-000C	113.12
Inv# 1334013 General Grocery	154032	0001334013	043.04.2017	60-000-000-14-1415-000C	35.77
Inv# 1335609 General Grocery	154032	0001335609	043.04.2017	60-000-000-14-1415-000C	53.43
Inv# 1335896 General Grocery	154032	0001335896	043.04.2017	60-000-000-14-1415-000C	34.20
Inv# 1337098 General Grocery	154032	0001337098	043.04.2017	60-000-000-14-1415-000C	146.27
Inv# 1338241 General Grocery	154032	0001338241	043.04.2017	60-000-000-14-1415-000C	181.08
Inv# 1338836 General Grocery	154032	0001338836	043.04.2017	60-000-000-14-1415-000C	21.12
Inv# 1338980 General Grocery	154111	0001338980	044.04.2017	60-000-000-14-1415-000C	81.60
Inv# 1339326 General Grocery	154111	0001339326	044.04.2017	60-000-000-14-1415-000C	156.84
Inv# 1340239 General Grocery	154111	0001340239	044.04.2017	60-000-000-14-1415-000C	62.91
Inv# 1341660 General Grocery	154111	0001341660	044.04.2017	60-000-000-14-1415-000C	109.25
Inv# 1342014 General Grocery	154111	0001342014	044.04.2017	60-000-000-14-1415-000C	92.06
Inv# 1343029 General Grocery	154111	0001343029	044.04.2017	60-000-000-14-1415-000C	109.05
Inv# 1343030 General Grocery	154111	0001343030	044.04.2017	60-000-000-14-1415-000C	214.87
Inv# 1344093 General Grocery	154111	0001344093	044.04.2017	60-000-000-14-1415-000C	143.21
Inv# 1345096 General Grocery	154181	0001345096	051.05.2017	60-000-000-14-1415-000C	76.86
Inv# 1345358 General Grocery	154181	0001345358	051.05.2017	60-000-000-14-1415-000C	171.21
Inv# 1346389 General Grocery	154181	0001346389	051.05.2017	60-000-000-14-1415-000C	83.17
Inv# 1347852 General Grocery	154181	0001347852	051.05.2017	60-000-000-14-1415-000C	85.52
Inv# 1348050 General Grocery	154181	0001348050	051.05.2017	60-000-000-14-1415-000C	70.73
Inv# 1349245 General Grocery	154181	0001349245	051.05.2017	60-000-000-14-1415-000C	144.76
Inv# 1350437 General Grocery	154181	0001350437	051.05.2017	60-000-000-14-1415-000C	316.12
Inv# 1351277 General Grocery	154181	0001351277	051.05.2017	60-000-000-14-1415-000C	69.03
Inv# 1351437 General Grocery	154181	0001351437	051.05.2017	60-000-000-14-1415-000C	28.42
Vendor Total:					3,035.08
02245 Heritage FS Inc.					
74.1 Gallons Unleaded Gasoline	153946	70446	042.04.2017	60-601-000-53-5348-000C	137.78
Vendor Total:					137.78
02263 Heritage Wine Cellars Ltd.					
Inv# 1192698 Wine	154031	1192698	043.04.2017	60-000-000-14-1412-000C	503.00
Inv# 1197661 Wine	154110	1197661	044.04.2017	60-000-000-14-1412-000C	384.00
Vendor Total:					887.00
02289 Covered Affairs					
Inv# 54836 Premium Banquet Service	154017	54836	043.04.2017	60-612-901-52-5292-000C	437.00
Inv# 54837 Premium Banquet Service	154017	54837	043.04.2017	60-612-901-52-5292-000C	106.00
Inv# 54872 Premium Banquet Service	154017	54872	043.04.2017	60-612-901-52-5292-000C	85.00

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 54882 Premium Banquet Service	154017	54882	043.04.2017	60-612-901-52-5292-0000	1,260.50
Inv# 54932 Premium Banquets	154102	54932	044.04.2017	60-612-901-52-5222-0000	119.00
Inv# 54951 Premium Banquets	154102	54951	044.04.2017	60-612-901-52-5292-0000	158.00
Inv# 54952 Premium Banquets	154102	54952	044.04.2017	60-612-901-52-5222-0000	401.00
Vendor Total:					2,566.50
02480                      Salerno, Danielle					
Mileage Reimbursement March 2017	154062	033117	043.04.2017	60-000-000-54-5422-0000	40.87
Vendor Total:					40.87
02622                      Stitts Stitchery					
Inv# 6147 Premium Banquets AGC	154068	6147	043.04.2017	60-612-901-52-5292-0000	200.00
Vendor Total:					200.00
02669                      Chicago Bride Magazine					
Chicago Bride Customer Renewal	154013	10378	043.04.2017	60-612-415-54-5426-0000	1,940.00
Vendor Total:					1,940.00
02978                      Petritis Group Inc.					
Inv #P-2017-4 Consulting Fees	154136	P-2017-4	044.04.2017	60-612-000-52-5205-0000	376.07
Vendor Total:					376.07
03011                      Weddingpages Inc.					
Full Page Ad and Storefront Featured Vendor Lis	154078	INV00330962	043.04.2017	60-612-415-54-5426-0000	6,351.45
Vendor Total:					6,351.45
03113                      Airgas National Carbonation					
Bulk CO2	0	33719733	042.04.2017	60-612-000-52-5220-0000	95.41
Bulk CO2	0	33732001	051.05.2017	60-612-000-52-5220-0000	105.25
Vendor Total:					200.66
03163                      ProGro Inc.					
VGM 2016 Year End Credit	154140	CM1005681	044.04.2017	60-601-000-53-5331-0000	-1,493.05
Supercal SO4 Gypsum	154057	SO0582563	043.04.2017	60-601-000-53-5335-0000	918.00
USGA 60/20/20	154140	SO591529	044.04.2017	60-601-000-53-5331-0000	4,250.00
Pureformance Fairway Blend	154057	SO591901.2	043.04.2017	60-601-000-53-5331-0000	490.00
Vendor Total:					4,164.95
03400                      Chicago Sweet Connection					
Inv# 421566 General Grocery Easter	154094	421566	044.04.2017	60-000-000-14-1415-0000	1,243.95
Vendor Total:					1,243.95
03481                      Tressler LLP					
Services through March 31 2017	0	381043	044.04.2017	60-000-000-52-5207-0000	1,516.67
Services through March 31 2017	0	381043	044.04.2017	60-000-000-52-5207-0000	1,516.66
Vendor Total:					3,033.33
03513                      GPS Industries LLC					
Maintenance Agreement April 2017	154029	MAI0008034	043.04.2017	60-611-000-52-5211-0000	917.73
Vendor Total:					917.73
03754                      Comcast Cable					
AGC Clubhouse 041417-051317 and Service Ca	154015	87712049102197_05	043.04.2017	60-000-000-52-5211-0000	249.90
AGC Clubhouse 050117-053117	154099	877120494278_0517	044.04.2017	60-612-000-52-5210-0000	2.11
Vendor Total:					252.01

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
03808                      Classic Staffing Services Inc					
Inv# 60-471859 Food and Beverage Temp Staff	154098	60-471859	044.04.2017	60-612-000-52-5210-000C	299.45
				Vendor Total:	299.45
04109                      Power Up Batteries LLC.					
Invoice# 487-283657 Cart Batteries	154056	487-283657	043.04.2017	60-601-000-53-5315-000C	283.85
				Vendor Total:	283.85
04121                      UMB Bank N.A.					
Pastries for Event	0	0159_1703020000	171.04.2017	60-000-000-14-1415-000C	39.76
Corn for Restaurant	0	0159_1703040000	171.04.2017	60-000-000-14-1413-000C	24.00
Breakfast for Staff Training	0	0159_1703140000	171.04.2017	60-000-000-54-5432-000C	34.99
Pizza for Staff Training	0	0159_1703140000	171.04.2017	60-000-000-54-5434-000C	71.00
Cheese for Event	0	0159_1703180000	171.04.2017	60-000-000-14-1414-000C	11.98
Cucumbers Shorted on Delivery	0	0159_1704010000	171.04.2017	60-000-000-14-1413-000C	27.86
Strawberries for Wedding	0	0159_1704010000	171.04.2017	60-000-000-14-1413-000C	15.00
Bathroom Faucets (4)	0	0191_1703290000	171.04.2017	60-000-000-53-5311-000C	556.00
Building Supplies	0	0256_1703020000	171.04.2017	60-000-000-53-5313-000C	360.10
Parts for Trailer	0	0256_1703070000	171.04.2017	60-000-000-53-5313-000C	70.56
Building Supplies	0	0256_1703090000	171.04.2017	60-000-000-53-5313-000C	378.20
Deposit Halfway House Trailer	0	0256_1703130000	171.04.2017	60-612-000-57-5706-000C	3,500.00
Plumbing Supplies	0	0256_1703300000	171.04.2017	60-000-000-53-5311-000C	139.00
Yelp Premium Listing for AGC	0	0280_1703010000	171.04.2017	60-612-415-54-5426-000C	375.00
Yelp Contract for April AGC	0	0280_1704010000	171.04.2017	60-612-415-54-5426-000C	375.00
CMS Text Monthly Fee	0	0306_1703020000	171.04.2017	60-612-415-54-5426-000C	63.90
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	60-611-415-54-5426-000C	175.00
Constant Contact Email Marketing	0	0306_1703020000	171.04.2017	60-612-415-54-5426-000C	175.00
Logo Pens for Event	0	0306_1703070000	171.04.2017	60-612-415-54-5426-000C	326.28
N2 Publishing Ad for AGC	0	0306_1703150000	171.04.2017	60-612-415-54-5426-000C	225.00
Seminar Cancelled	0	0331_1703020000	171.04.2017	60-000-000-54-5432-000C	-50.00
CCTV Security Cameras	0	0331_1703100000	171.04.2017	60-000-000-53-5312-000C	3,914.40
TV for Demo Day Raffle	0	0331_1703220000	171.04.2017	60-611-415-54-5426-000C	299.99
Scent Air Cartridges March 2017	0	0349_1703010000	171.04.2017	60-000-000-53-5302-000C	267.00
Safety Manuals/ Updated Policy Sheets	0	0349_1703210000	171.04.2017	60-000-000-52-5235-000C	581.10
Scent Air Cartridges April 2017	0	0349_1704010000	171.04.2017	60-000-000-53-5302-000C	267.00
Chef Emergency Produce	0	0389_1703050000	171.04.2017	60-000-000-14-1413-000C	-69.51
Chef Emergency Produce	0	0389_1703050000	171.04.2017	60-000-000-14-1413-000C	69.00
Chef Emergency Produce	0	0389_1703050000	171.04.2017	60-000-000-14-1413-000C	69.51
Chef Emergency Diary	0	0389_1703080000	171.04.2017	60-000-000-14-1414-000C	3.49
Sweet Table at Wedding Reception	0	0389_1703110000	171.04.2017	60-612-901-53-5390-000C	65.42
Sales Leads Eventective	0	0389_1703110000	171.04.2017	60-612-415-54-5426-000C	100.00
Wedding Reception Late Night Snack	0	0389_1703130000	171.04.2017	60-612-901-53-5390-000C	172.50
Client Candy Drop Offs	0	0389_1703140000	171.04.2017	60-612-901-53-5390-000C	18.98
Unused Product Return	0	0389_1703140000	171.04.2017	60-612-901-53-5390-000C	-6.22
2 Replacement Modules	0	0389_1703140000	171.04.2017	60-612-901-53-5390-000C	128.00
Wedding Season Linen Replacement.	0	0389_1703180000	171.04.2017	60-612-901-52-5222-000C	304.08
Cupcake Tree for Buffets	0	0389_1703280000	171.04.2017	60-612-901-53-5390-000C	40.00
Syrups and Pumps for Coffee Stations	0	0389_1703290000	171.04.2017	60-612-901-53-5390-000C	51.91
Pens for New Hire Orientation	0	0447_1703090000	171.04.2017	60-000-000-54-5434-000C	102.34
Ex Director & Pond Lease Holder Meeting	0	0455_1703020000	171.04.2017	60-000-000-54-5438-000C	12.88
Ex Director and New Commissioner Orientation	0	0455_1703150000	171.04.2017	60-000-000-54-5401-000C	24.52
Best of Western Suburbs Plaque	0	0463_1703060000	171.04.2017	60-000-415-54-5442-000C	614.00
Executive Director & Executive Asst Standing D	0	0463_1703080000	171.04.2017	60-000-000-53-5302-000C	329.41
Ex Asst Office Chair	0	0463_1703110000	171.04.2017	60-000-000-53-5302-000C	99.66
Ex Director/Director of Parks & Planning Legis	0	0463_1703130000	171.04.2017	60-000-000-54-5432-000C	66.00
Ex Asst Office Chair Credit Price Adjustment	0	0463_1703150000	171.04.2017	60-000-000-53-5302-000C	-33.33
AGC Job Postings	0	0470_1703020000	171.04.2017	60-418-000-54-5426-000C	129.00
KidsFirst Job Fair at North Central	0	0470_1703020000	171.04.2017	60-418-000-54-5426-000C	187.50

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Job Fair Sticky Note Give-a-ways	0	0470_1703080000	171.04.2017	60-418-000-54-5426-000C	106.34
Job Fair Pens Split between Parks and AGC.	0	0470_1703170000	171.04.2017	60-418-000-54-5426-000C	166.80
Candy for Job Fair	0	0470_1703210000	171.04.2017	60-418-000-54-5426-000C	19.98
Balloons for Job Fair	0	0470_1703210000	171.04.2017	60-418-000-54-5426-000C	6.00
Pens for Restaurant	0	0488_1703100000	171.04.2017	60-612-000-53-5302-000C	322.21
Lunchbox for Lucky Lunchbox	0	0488_1703130000	171.04.2017	60-612-000-53-5302-000C	8.46
Pulled Pork	0	0488_1703160000	171.04.2017	60-000-000-14-1411-000C	157.16
Sour Cream for Kitchen	0	0488_1703190000	171.04.2017	60-000-000-14-1414-000C	11.98
Wedding Wire Conference Travel	0	0488_1703220000	171.04.2017	60-612-000-54-5432-000C	209.40
Wedding Wire Conference Travel	0	0488_1703220000	171.04.2017	60-612-000-54-5432-000C	209.40
Paper for POS Printers	0	0488_1703290000	171.04.2017	60-612-000-53-5302-000C	307.00
Receipt Paper for POS Stations	0	0488_1703290000	171.04.2017	60-612-000-53-5302-000C	159.95
Receipt Paper for POS Stations	0	0488_1703290000	171.04.2017	60-612-000-53-5302-000C	93.66
Corona for Wedding	0	0488_1703310000	171.04.2017	60-000-000-14-1412-000C	51.80
Cubs Tickets for Lucky Lunchbox Promotion	0	0488_1703310000	171.04.2017	60-612-000-53-5302-000C	88.00
Painting Class	0	0488_1704010000	171.04.2017	60-612-000-53-5302-000C	120.00
Craigslist.Org Cooks Posting	0	0489_1703080000	171.04.2017	60-418-000-54-5426-000C	10.00
Craigslist.Org Cooks Posting	0	0489_1703080000	171.04.2017	60-418-000-54-5426-000C	45.00
Craigslist.Org Dishwasher Posting	0	0489_1703080000	171.04.2017	60-418-000-54-5426-000C	45.00
Supplies for Job Fair	0	0489_1703100000	171.04.2017	60-418-000-54-5426-000C	4.99
Workable-AGC Positions	0	0489_1703140000	171.04.2017	60-418-000-54-5426-000C	39.60
Bulbs and Electrical for Parking Lot Lights	0	0546_1703070000	171.04.2017	60-000-000-53-5312-000C	133.00
Electrical Parts	0	0546_1703090000	171.04.2017	60-000-000-53-5312-000C	78.79
Vendor Total:					17,096.78
04221                      Plug & Pay Technologies					
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	60-611-000-52-5239-000C	20.55
03/17 Plug N Pay Gateway Fees	0	033117	141.04.2017	60-612-000-52-5239-000C	15.00
Vendor Total:					35.55
04267                      Martin Whalen Group Inc					
AGC Clubhouse 043017-052917	0	70548_0517	051.05.2017	60-611-000-52-5211-000C	25.12
AGC Clubhouse 043017-052917	0	70549_0517	051.05.2017	60-000-000-52-5211-000C	5.35
Arrowhead- Maintenance 043017-052917	0	70559_0517	051.05.2017	60-000-000-52-5211-000C	20.55
AGC Clubhouse 043017-052917	0	70561_0517	051.05.2017	60-612-000-52-5211-000C	16.60
AGC Clubhouse 043017-052917	0	70563_0517	051.05.2017	60-601-000-52-5211-000C	5.98
AGC 043017-052917	0	MW82279_0517	051.05.2017	60-000-000-52-5211-000C	827.91
Vendor Total:					901.51
04274                      Columbus Data Services LLC					
03/17 ATM ICHG Trans Service Fee	0	033117	141.04.2017	60-000-000-52-5214-000C	15.85
Vendor Total:					15.85
04287                      Global Payments Inc					
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	60-611-000-52-5239-000C	3,392.86
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	60-612-000-52-5239-000C	6,750.17
Vendor Total:					10,143.03
04292                      American Express					
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	60-611-000-52-5239-000C	47.24
03/17 Merchant CC Processing Fees	0	033117	141.04.2017	60-612-000-52-5239-000C	975.18
Vendor Total:					1,022.42
04296                      Culligan DuPage Soft Water Service Inc					
Salt Delivery- Arrowhead	154018	261958_0317S	043.04.2017	60-000-000-52-5210-000C	145.00
Drinking Water- Arrowhead	154018	261958_0317W	043.04.2017	60-000-000-52-5210-000C	164.10
Water Cooler Rental April 2017	154018	261958_0417R	043.04.2017	60-000-000-53-5313-000C	18.00



Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Water Softener Rental April 2017	154018	261958_0417RS	043.04.2017	60-000-000-53-5313-000C	45.00	
Water Softener Rental April 2017	154018	261958_0417RS	043.04.2017	60-000-000-53-5313-000C	55.00	
Vendor Total:					427.10	
04374	Wheaton Bank and Trust Company					
03/17 Bank Analysis Service Charges that Excee 0		033117	141.04.2017	60-000-000-52-5214-000C	233.17	
ATM Replenishment for 04/2017	0	042617	141.04.2017	60-000-000-10-1011-000C	16,000.00	
Vendor Total:					16,233.17	
04508	Get Fresh Produce Inc.					
Credit for Inv# 02444578 Produce	0	00348022	042.04.2017	60-000-000-14-1413-000C	-18.00	
Credit for Inv# 02472944 Produce	0	00349893	042.04.2017	60-000-000-14-1413-000C	-25.00	
Credit for Inv# 02489726 Produce	0	00351603	042.04.2017	60-000-000-14-1413-000C	-22.80	
Inv# 02493637 Dairy	0	02493637	042.04.2017	60-000-000-14-1414-000C	112.40	
Inv# 02493637 Produce	0	02493637	042.04.2017	60-000-000-14-1413-000C	214.40	
Inv# 02494733 Dairy	0	02494733	042.04.2017	60-000-000-14-1414-000C	398.22	
Inv# 02494733 Produce	0	02494733	042.04.2017	60-000-000-14-1413-000C	521.75	
Inv# 02495797 Dairy	0	02495797	042.04.2017	60-000-000-14-1414-000C	402.28	
Inv# 02495797 Produce	0	02495797	042.04.2017	60-000-000-14-1413-000C	340.40	
Inv# 02496022 Produce	0	02496022	042.04.2017	60-000-000-14-1413-000C	24.00	
Inv# 02496159 Produce	0	02496159	042.04.2017	60-000-000-14-1413-000C	54.00	
Inv# 02497017 Dairy	0	02497017	043.04.2017	60-000-000-14-1414-000C	79.95	
Inv# 02497017 Produce	0	02497017	043.04.2017	60-000-000-14-1413-000C	118.65	
Inv# 02497986 Dairy	0	02497986	043.04.2017	60-000-000-14-1414-000C	102.57	
Inv# 02497986 Produce	0	02497986	043.04.2017	60-000-000-14-1413-000C	306.04	
Inv# 02498930 Dairy	0	02498930	043.04.2017	60-000-000-14-1414-000C	24.25	
Inv# 02498930 General Grocery	0	02498930	043.04.2017	60-000-000-14-1415-000C	3.45	
Inv# 02498930 Produce	0	02498930	043.04.2017	60-000-000-14-1413-000C	142.20	
Inv# 02499553 General Grocery	0	02499553	043.04.2017	60-000-000-14-1415-000C	47.90	
Inv# 02499553 Dairy	0	02499553	043.04.2017	60-000-000-14-1414-000C	277.04	
Inv# 02499553 Produce	0	02499553	043.04.2017	60-000-000-14-1413-000C	580.34	
Inv# 02501079 Dairy	0	02501079	043.04.2017	60-000-000-14-1414-000C	124.38	
Inv# 02501079 General Grocery	0	02501079	043.04.2017	60-000-000-14-1415-000C	31.35	
Inv# 02501079 Produce	0	02501079	043.04.2017	60-000-000-14-1413-000C	365.50	
Inv# 02501998 Dairy	0	02501998	043.04.2017	60-000-000-14-1414-000C	352.01	
Inv# 02501998 Produce	0	02501998	043.04.2017	60-000-000-14-1413-000C	516.39	
Inv# 02502390 Dairy	0	02502390	043.04.2017	60-000-000-14-1414-000C	46.70	
Inv# 02503360 Produce	0	02503360	044.04.2017	60-000-000-14-1413-000C	396.00	
Inv# 02503360 Dairy	0	02503360	044.04.2017	60-000-000-14-1414-000C	436.20	
Inv# 02503360 General Grocery	0	02503360	044.04.2017	60-000-000-14-1413-000C	31.35	
Inv# 02504415 Produce	0	02504415	044.04.2017	60-000-000-14-1413-000C	225.98	
Inv# 02504415 Dairy	0	02504415	044.04.2017	60-000-000-14-1414-000C	335.58	
Inv# 02504415 General Grocery	0	02504415	044.04.2017	60-000-000-14-1415-000C	28.20	
Inv# 02505141 General Grocery	0	02505141	044.04.2017	60-000-000-14-1415-000C	43.00	
Inv# 02505192 General Grocery	0	02505192	044.04.2017	60-000-000-14-1415-000C	5.60	
Inv# 02505192 Dairy	0	02505192	044.04.2017	60-000-000-14-1414-000C	200.80	
Inv# 02505192 Produce	0	02505192	044.04.2017	60-000-000-14-1413-000C	196.05	
Inv# 02505195 Produce (Less Shortage)	0	02505195	044.04.2017	60-000-000-14-1413-000C	635.50	
Inv# 02505195 Dairy	0	02505195	044.04.2017	60-000-000-14-1414-000C	1,172.52	
Inv# 02505208 Produce	0	02505208	044.04.2017	60-000-000-14-1413-000C	31.10	
Inv# 02505620 Produce	0	02505620	044.04.2017	60-000-000-14-1413-000C	41.25	
Inv# 02506387 Dairy (Less Return)	0	02506387	044.04.2017	60-000-000-14-1414-000C	24.80	
Inv# 02506387 Produce	0	02506387	044.04.2017	60-000-000-14-1413-000C	306.70	
Inv# 02506388 Produce	0	02506388	044.04.2017	60-000-000-14-1413-000C	477.00	
Inv# 02506959 Dairy	0	02506959	044.04.2017	60-000-000-14-1414-000C	427.72	
Inv# 02506959 General Grocery	0	02506959	044.04.2017	60-000-000-14-1415-000C	38.60	
Inv# 02506959 Produce	0	02506959	044.04.2017	60-000-000-14-1413-000C	783.45	
Inv# 02508729 Dairy	0	02508729	044.04.2017	60-000-000-14-1414-000C	439.89	

**Fund**                      **Description**  
**Vendor No**              **Vendor Name**

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 02508729 Produce	0	02508729	044.04.2017	60-000-000-14-1413-000C	513.90
Inv# 02508771 Dairy	0	02508771	044.04.2017	60-000-000-14-1414-000C	47.25
Inv# 02509853 Dairy	0	02509853	051.05.2017	60-000-000-14-1414-000C	198.04
Inv# 02509853 Produce	0	02509853	051.05.2017	60-000-000-14-1413-000C	207.64
Inv# 02509854 General Grocery	0	02509854	051.05.2017	60-000-000-14-1415-000C	50.25
Inv# 02510877 Dairy	0	02510877	051.05.2017	60-000-000-14-1414-000C	147.52
Inv# 02510877 General Grocery	0	02510877	051.05.2017	60-000-000-14-1415-000C	7.20
Inv# 02510877 Produce	0	02510877	051.05.2017	60-000-000-14-1413-000C	227.05
Inv# 02511511 Dairy	0	02511511	051.05.2017	60-000-000-14-1414-000C	303.09
Inv# 02511511 Produce	0	02511511	051.05.2017	60-000-000-14-1413-000C	354.75
Inv# 02511761 Dairy	0	02511761	051.05.2017	60-000-000-14-1414-000C	52.43
Inv# 02512738 General Grocery	0	02512738	051.05.2017	60-000-000-14-1415-000C	23.75
Inv# 02512738 Dairy	0	02512738	051.05.2017	60-000-000-14-1414-000C	78.75
Inv# 02512738 Produce	0	02512738	051.05.2017	60-000-000-14-1413-000C	168.30
Inv# 02513971 Dairy	0	02513971	051.05.2017	60-000-000-14-1414-000C	249.32
Inv# 02513971 Produce	0	02513971	051.05.2017	60-000-000-14-1413-000C	310.79
Inv# 02514432 Produce	0	02514432	051.05.2017	60-000-000-14-1413-000C	80.75
Inv# 02514953 General Grocery	0	02514953	051.05.2017	60-000-000-14-1413-000C	5.60
Inv# 02514953 Dairy	0	02514953	051.05.2017	60-000-000-14-1414-000C	133.19
Inv# 02514953 Produce	0	02514953	051.05.2017	60-000-000-14-1413-000C	450.20
Inv# 02515170 Produce	0	02515170	051.05.2017	60-000-000-14-1413-000C	19.00
Inv# 02515342 Produce	0	02515342	051.05.2017	60-000-000-14-1413-000C	35.25
Vendor Total:					15,061.68
05076                      Occupational Health Centers of Illinois PC					
Golf Maintenance Back Evals 3/21/17-3/27/17	0	1009982614	042.04.2017	60-418-912-52-5208-000C	157.50
Restaurant Back Evals 3/21/17-3/27/17	0	1009982614	042.04.2017	60-418-902-52-5208-000C	105.00
Back Evaluations-AGC Restaurant	0	1009994765	043.04.2017	60-418-902-52-5208-000C	315.00
Back Evaluations-AGC Maintenance	0	1009994765	043.04.2017	60-418-912-52-5208-000C	105.00
AGC-Back Evaluation 04/11/17-04/13/17	0	1010030103	051.05.2017	60-418-901-52-5208-000C	52.50
Banquet-Back Evaluation 04/11/17-04/13/17	0	1010030103	051.05.2017	60-418-912-52-5208-000C	52.50
Vendor Total:					787.50
05160                      Ameriscape Inc.					
Palletized Pine Straw	154082	51473	044.04.2017	60-601-000-53-5331-000C	3,669.12
Vendor Total:					3,669.12
05281                      Wiley, Alexis					
Mileage Reimbursement February 2017	153988	022817	042.04.2017	60-000-000-54-5422-000C	44.19
Mileage Reimbursement March 2017	153988	033117	042.04.2017	60-000-000-54-5422-000C	62.65
Vendor Total:					106.84
05401                      Great Lakes Turf LLC					
Raider Plus	154109	28623	044.04.2017	60-601-000-53-5335-000C	185.00
Vendor Total:					185.00
05480                      Dunbar Armored Inc.					
04/2017 Armored Services for AGC ATM	0	3957212	044.04.2017	60-000-000-52-5214-000C	81.54
Vendor Total:					81.54
05491                      Reach Sports Marketing Group Inc.					
Inv# 43192 Software Service for Food/Bev 5/5/1 154142		43192	044.04.2017	60-612-000-52-5210-000C	1,536.00
Inv# 48431 Software Service for Food/Bev 5/5/1 154142		48431	044.04.2017	60-612-000-52-5210-000C	1,536.00
Vendor Total:					3,072.00
05530                      Rampion USA Inc.					
Invoice# UINV014130 194 Pairs	154059	UINV014130	043.04.2017	60-000-000-14-1431-000C	2,797.00

**Fund**                      **Description**  
**Vendor No**            **Vendor Name**

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						2,797.00
05536	Tervis Tumbler Company					
100 Tervis Mugs		153980	7305906	042.04.2017	60-612-901-53-5390-000C	1,150.00
Vendor Total:						1,150.00
05711	Brook Electrical Supply					
Outdoor Flood LED		154090	S006365440.001	044.04.2017	60-000-000-53-5312-000C	992.00
Vendor Total:						992.00
05713	Vanguard Energy Services L.L.C.					
AGC Clubhouse 030117-033117		154075	2400503855_0317	043.04.2017	60-000-000-52-5261-000C	1,980.16
Vendor Total:						1,980.16
05737	Best Sand Corporation					
Tour Grade Signature Sand		153922	3545285 RI	042.04.2017	60-601-000-53-5331-000C	1,153.22
Tour Grade Signature Sand		154007	3575448 RI	043.04.2017	60-601-000-53-5331-000C	1,144.37
Tour Grade Signature Sand		154007	3575449 RI	043.04.2017	60-601-000-53-5331-000C	1,182.26
Vendor Total:						3,479.85
05743	Advanced Intelligence Engineering					
Labor - Surface Pro Tablets/Configure & Mount 0		5793		043.04.2017	60-611-000-52-5210-000C	675.00
Labor - New Computer/GolfNow Application In. 0		5795		043.04.2017	60-611-000-52-5210-000C	567.00
Computer Hardware and Software for New Tee 0		5795		043.04.2017	60-611-000-52-5210-000C	4,047.46
Labor - GolfNow Phone Setup/Surface Pro Table 0		5797		043.04.2017	60-611-000-52-5210-000C	324.00
Labor - Surface Pro Tablets/Mount Outdoor Acc: 0		5810		043.04.2017	60-611-000-52-5210-000C	108.00
Vendor Total:						5,721.46
05750	Bones Transportation Inc.					
Signature Tour Grade Sand		154165	07008	051.05.2017	60-601-000-53-5331-000C	1,132.28
Tour Grade Sand Shipping		153924	90785	042.04.2017	60-601-000-53-5331-000C	1,141.04
Vendor Total:						2,273.32
05757	Republic Services Inc.					
AGC 050117-053117		154204	0128491_0517	051.05.2017	60-000-000-52-5263-000C	102.50
Vendor Total:						102.50
05765	Law Offices of Schirott, Luetkehans & Garner LLC					
Services through March 31 2017		154159	19	044.04.2017	60-000-000-52-5207-000C	1,190.41
Vendor Total:						1,190.41
05772	Windstream Holdings Inc.					
AGC May 2017		153989	Contract 4520_0517	042.04.2017	60-000-000-52-5211-000C	128.00
Vendor Total:						128.00
05803	Gibson, Brittiny					
Mileage Reimbursement March 2017		154028	033117	043.04.2017	60-000-000-54-5422-000C	49.54
Vendor Total:						49.54
05810	US Bank Equipment Finance					
AGC Clubhouse April 2017		154073	82279_0417	043.04.2017	60-000-000-52-5211-000C	568.04
Vendor Total:						568.04
05816	Breakthru Beverage Illinois, LLC					
Inv# 1013704894 Liquor		154009	1013704894	043.04.2017	60-000-000-14-1412-000C	1,610.64
Inv# 1013731886 Wine and Liquor		154089	1013731886	044.04.2017	60-000-000-14-1412-000C	2,770.53

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Inv# 1013746111 Liquor	154089	1013746111	044.04.2017	60-000-000-14-1412-0000	611.55
								Vendor Total:	4,992.72
05842	First Communications LLC			AGC Clubhouse March 2017	153940	00047521_0317	042.04.2017	60-612-902-52-5262-0000	79.11
				AGC Clubhouse March 2017	153940	00047521_0317	042.04.2017	60-612-901-52-5262-0000	76.79
				AGC Clubhouse March 2017	153940	00047521_0317	042.04.2017	60-611-000-52-5262-0000	76.79
								Vendor Total:	232.69
05846	Loudmouth Golf LLC			Loudmouth Skort #2 Order	154116	US251632	044.04.2017	60-000-000-14-1431-0000	707.34
								Vendor Total:	707.34
05879	ANPI Business LLC			Golf Maintenance 040117-043017	153920	111390_0417	042.04.2017	60-601-000-52-5262-0000	64.37
				Golf 040117-043017	153920	111390_0417	042.04.2017	60-611-000-52-5262-0000	203.25
				Marketing 040117-043017	153920	111390_0417	042.04.2017	60-000-415-52-5262-0000	98.24
				Banquet 040117-043017	153920	111390_0417	042.04.2017	60-612-901-52-5262-0000	226.96
				Ski 040117-043017	153920	111390_0417	042.04.2017	60-613-000-52-5262-0000	20.33
				Restaurant 040117-043017	153920	111390_0417	042.04.2017	60-612-902-52-5262-0000	216.80
								Vendor Total:	829.95
05943	COEO SOLUTIONS LLC			AGC 040117-043017	153932	11000057_0417	042.04.2017	60-000-000-52-5211-0000	954.86
								Vendor Total:	954.86
05951	Reed, Kimmie			Mileage Reimbursement March 2017	153971	033117	042.04.2017	60-000-000-54-5422-0000	60.03
								Vendor Total:	60.03
05984	BCN Telecom Inc.			AGC Banquets 041517-051417	154086	BOC04598_0517	044.04.2017	60-612-901-52-5262-0000	200.19
				AGC Golf 041517-051417	154086	BOC04598_0517	044.04.2017	60-611-000-52-5262-0000	200.20
				AGC Restaurant 041517-051417	154086	BOC04598_0517	044.04.2017	60-612-902-52-5262-0000	206.26
								Vendor Total:	606.65
06027	DeEtta's Bakery Inc			Inv# 1737 Premium Banquet Service	154174	1737	051.05.2017	60-612-901-52-5292-0000	450.00
								Vendor Total:	450.00
06134	Utle, Laura Fako			Easter Sunday April 16 2017 Entertainment at A	153984	041617	042.04.2017	60-612-902-52-5225-0000	600.00
								Vendor Total:	600.00
06152	DeLuca, Russel T			Entertainment May 5 2017 Arrowhead	154175	050517	051.05.2017	60-612-902-52-5225-0000	600.00
								Vendor Total:	600.00
								Fund Total:	287,239.21
70	Information Technology ISF			04121 UMB Bank N.A.					
				Virtual Private Server Renewal Go Daddy 2018-	0	0422_1703130000	171.04.2017	70-000-000-16-1636-0000	1,799.64
				Virtual Private Server Renewal Go Daddy 2017	0	0422_1703130000	171.04.2017	70-000-000-52-5240-0000	449.91
				Godaddy.Com Renewal of Multiple Domains	0	0489_1703200000	171.04.2017	70-000-000-53-5305-0000	118.53

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									2,368.08
05743	Advanced Intelligence Engineering								
Battery Back Up Replacement for AP Computer 0					5780		043.04.2017	70-000-000-53-5305-0000	61.00
Vendor Total:									61.00
05879	ANPI Business LLC								
IS&T 040117-043017					153920	111390_0417	042.04.2017	70-000-000-52-5262-0000	20.32
Vendor Total:									20.32
Fund Total:									2,449.40
75	Health Insurance ISF								
00270	Flexible Benefit Service Corp.								
Flex Benefits 3/1/17-3/31/17					154108	618947	044.04.2017	75-000-000-52-5274-0000	160.00
Vendor Total:									160.00
00725	Park District Risk Mgmt Agency								
Retiree Premium 05-2017					154194	050117	051.05.2017	75-000-000-21-2137-0000	1,127.45
Retiree Premium 05-2017					154194	050117	051.05.2017	75-000-000-21-2137-0000	646.95
Retiree Premium 05-2017					154194	050117	051.05.2017	75-000-000-21-2137-0000	643.65
WDSRA%					154052	March 2017	043.04.2017	75-000-000-12-1222-0000	398.52
Foundation%					154052	March 2017	043.04.2017	75-000-000-12-1221-0000	232.19
Group Term Life Insurance					154052	March 2017	043.04.2017	75-000-000-52-5230-0000	1,284.22
Health/Dental Insurance					154052	March 2017	043.04.2017	75-000-000-52-5231-0000	139,535.03
Vendor Total:									143,868.01
Fund Total:									144,028.01
Report Total:									1,151,220.91

TO: Building and Grounds Committee

FROM: Rob Sperl, Director of Parks & Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Cosley Zoo Animal Welcome Center / Quarantine Facility

DATE: April 28, 2017

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**SUMMARY:**

Work on the Cosley Zoo Quarantine Facility continues to progress and is nearing completion. The contractor, Kandu Construction, has brought a few items to the district's attention that are outside of the original contract.

- The permitted plans called for the water meter to be located in the conditioned crawl space. The City Water Department later informed the District that the meter could not be located in that space by code, therefore the meter was moved to a location on the first floor. The contractor provided a proposal for moving the meter at a cost of \$1,152.80

**PREVIOUS COMMITTEE/BOARD ACTION:**

Kmiecik Architects were approved in September 2015 to design this facility for the amount of \$30,000

Construction contract with Kandu Construction was approved in September 21, 2016 for the amount of \$558,108 with a 10% contingency.

Change order 1 in the amount of \$5,573.04 was approved at the February 15, 2017 Board meeting.

Change order in the amount of \$16,076.39 was approved at the April 19, 2017 Board meeting.

**REVENUE OR FUNDING IMPLICATIONS:**

A summary of expenses is as follows:

Item	Amount
Kmiecik Architects	\$30,000.00
Kandu Construction	\$558,108.00
Change Order 1	\$5,573.04
Change Order 2	\$16,076.39
Owner Supplied Equipment	\$10,000.00
Permit Fee	\$5,150.00
<b>Total</b>	<b>\$624,907.43</b>

A 10% contingency (\$55,810.80) was approved at the time of the contract. If the current change order is approved the remaining contingency would be \$33,008.57.

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

Legal counsel prepared standard bidding and contracting documents.

**ATTACHMENTS:**

Kandu Construction cost estimates

Kmiecik Architects recommendation letter

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve a change order #3 with Kandu Construction for the Cosley Zoo Quarantine Facility in the amount of \$1,152.80.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Community Center Air Handler Coil Replacement

DATE: May 11, 2017

---



**SUMMARY:**

During the startup of the chiller at the Community Center, it was discovered that an air handler coil had frozen over winter causing significant damage that required replacement. Due to the potential concern of warm temperatures and the impact on our patrons, this was determined to be an emergency repair at the April 19, 2017 board meeting.

Two quotes were obtained for the work:

Company	Installation	10 Day Shipping	5 Day Shipping	Total with 5 Day
Oak Brook Mechanical	\$24,750	\$1,200	\$2,400	\$27,150
EHMS	\$28,656	\$2,799	\$5,722	\$34,378

In addition, we received a cost for the coil only from the manufacturer of \$16,312. This was more than the equipment cost of the other quotes received. In addition, they did not offer a quick ship option and indicated that they could not be competitive on the installation due to their existing workload.

**PREVIOUS COMMITTEE/BOARD ACTION:**

This was discussed at the April 19, 2017 board meeting with preliminary costs identified.

**REVENUE OR FUNDING IMPLICATIONS:**

The cost for this work will be allocated in the savings from the Building Envelope repair project in account 40-800-846-57-5701-0000.

**STAKEHOLDER PROCESS:**

Not applicable

**LEGAL REVIEW:**

Our standard small projects contract was used.



**ATTACHMENTS:**

Contract and quote from Oak Brook Mechanical

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's ratify the agreement with Oak Brook Mechanical for the Community Center Air Handler Coil Replacement with five day shipping in an amount not to exceed \$27,150.

## **AGREEMENT FOR MECHANICAL SERVICES**

This Agreement for Mechanical Services (the "Agreement"), made this 21<sup>st</sup> day of April, 2017, by and between the Wheaton Park District, an Illinois park district (the "Park District") with its principal place of business at 102 E. Wesley Street, Wheaton, Illinois, and Oak Brook Mechanical Services, an Illinois corporation (the "Contractor"), with its principal place of business at 961 S. Route 83, Elmhurst, IL 60126-4993, collectively referred to as the "Parties" or individually as "Party."

### **WITNESSETH**

That the Park District and Contractor, for the consideration hereinafter named, agree as follows:

#### **1. Labor and Materials**

The Contractor shall provide all labor, equipment and materials required to complete the following work: Coil Replacement (the "Work"), as indicated in Contractor's **Proposal**, dated April 18, 2017, attached to and incorporated as part of this Agreement as **Exhibit A** (the "Contractor's Proposal").

#### **2. Term**

The term of this Agreement shall be commence on April 21, 2017 and expire on May 26, 2017, (the "Term") unless terminated earlier pursuant to the terms of this Agreement.

#### **3. Performance of Work**

Contractor agrees to perform in a good and workmanlike manner and to the best of Contractor's ability, experience, and talents, in accordance with generally-accepted HVAC practices in the Greater Chicago area, all of the duties that are described in Contractor's Proposal or as otherwise required by the express and implicit terms of this Agreement, to the satisfaction of the Park District. Contractor's duties may be specified and modified from time to time by the Park District in writing.

The Park District reserves the right to evaluate Contractor's performance of the Work, its employees and agents and, in the event such Work or performance are not in conformity with the requirements of this Agreement, as determined by the Park District, the Park District shall have the option to terminate this Agreement in accordance with Section 8 of this Agreement. Should the Park District reasonably determine that the performance of an employee or contractor of Contractor is inadequate or that said employee's or contractor's continued presence is in any way inconsistent with the policies and practices of the Park District, Contractor shall remove or reassign said employee or contractor immediately upon receipt of notice from the Park District.

Contractor shall not interfere in any way with and shall cooperate fully with other contractors used by Park District for any other work at the Project sites.

#### **4. Contract Sum**

The Park District agrees to pay Contractor for the proper and timely performance of the Work in strict accordance with the Agreement for the Term of this Agreement as follows:

Scope of Work per Proposal Time and Materials Not to Exceed	\$24,750
5 Working Day Shipping Time	\$ 2,400

#### **5. Payment**

Payment shall be made by the Park District to the Contractor upon the Park District's receipt of a monthly invoice itemizing the Work properly performed, as determined by the Park District, for the period covered by the invoice. Payments of all invoices, and any late payment penalties, shall be governed by the Local Government Prompt Payment Act (5 ILCS 505/1 *et seq.*).

#### **6. Cleaning Up**

The Contractor shall keep the project site and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement.

#### **7. Safety of Persons and Property**

- A. The Contractor shall take reasonable precautions for the health and safety of, and shall provide reasonable protection to prevent damage, injury or loss to:
  - 1. employees engaged in the Work and other persons who may be affected thereby; and
  - 2. the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors.
- B. The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
- C. The Contractor shall promptly remedy damage and loss to Park District property caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible, except damage or loss attributable to acts or omissions of the Park District or anyone directly or indirectly employed by Park

District, or by anyone for whose acts Park District may be liable, and not attributable to the fault or negligence of the Contractor.

## **8. Termination**

- a. The Park District may, at any time, terminate the Agreement in whole or in part for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to the Contractor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination, the Contractor shall immediately, in accordance with instructions from the Park District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the Work; (4) terminate all subcontracts and orders to the extent they relate to the Work terminated; (5) proceed to complete the performance of Work not terminated; and, (6) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the terminated Work. The Contractor shall recover payment for approved and properly performed Work completed prior to the effective date of termination and for proven, out-of-pocket costs with respect to materials and equipment ordered but not used by Contractor for the Work prior to receipt of the notice of termination. Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

- b. Park District may terminate the Agreement, in whole or in part, for cause as follows:

- (i) In the event Contractor breaches any of the provisions of this Agreement, Park District may terminate the Agreement immediately upon written notice to Contractor, if Contractor shall not have cured such breach within forty eight (48) business hours after Park District shall have first notified Contractor of such breach in writing or, if by its nature the breach is not capable of being cured within said forty-eight (48) business hours, Contractor shall not have commenced such cure within said forty-eight (48) business hours and diligently pursued the same to completion; provided, however, that if Contractor shall have repeatedly breached the same or other provisions previously, Park District may terminate the Agreement immediately without affording Contractor an opportunity to cure the breach, upon written notice to Contractor. Failure of Contractor to maintain required insurance coverage shall be cause for immediate termination of the Agreement, or the immediate suspension of the Agreement until such insurance has been obtained and satisfactory proof thereof provided to Park District.

In the event the Park District terminates this Contract in accordance with this Section 8(b)(i), the Park District may enter into an agreement with another Contractor or Contractors to provide the Work. In such event, Contractor shall be liable to the Park District and shall pay the Park District promptly upon demand the increased cost to the Park District of obtaining the Work from the substitute Contractor(s), including, without

limitation, the cost of labor and materials associated with the preparation of bid documents, advertising and attorney's fees plus.

(ii) In the event Contractor shall have: (a) filed a voluntary petition in bankruptcy or made an assignment for the benefit of creditors; or (b) consented to the appointment of a receiver or trustee for all or a part of its property; or (c) an involuntary petition in bankruptcy shall have been filed in regard to Contractor and the same shall not have been dismissed within thirty (30) days of such filing, then the Park District may, without prejudice to any other right or remedy, immediately terminate the retention of Contractor and/or finish or cause to be finished the Contractor's Work required under this Contract by whatever method and by whichever persons the Park District deems expedient. In such case, Contractor shall not be entitled to receive any payment until the Work is completed. If the unpaid balance of the Contract Sum exceeds (1) the expenses of completing the Work, including compensation for additional managerial and administrative services, plus (2) the Park District's losses and damages because of Contractor's default, such excess shall be paid to Contractor. If such expense plus the Park District's losses and damages shall exceed such unpaid balance, Contractor shall pay the difference to the Park District promptly on demand and the Park District may resort to any other rights or remedies the Park District may have by law or under this Contract.

Upon termination of this Agreement for any reason, the rights and obligations of the Parties shall cease automatically except for the rights and obligations of the Parties accruing but unsatisfied prior to termination, including but not limited to the Park District's right to collect sums due from Contractor under this Agreement and remedies for breach of this Agreement and Contractor's obligations to make such payments and compensate Park District for such breach.

#### **9. Insurance**

Contractor will procure and maintain during the Term the insurance coverages provided in **Exhibit B**, attached to and incorporated by this reference in this Agreement, or such other insurance coverages as shall be required by the Park District's insurer or the risk management agency of which the Park District is a member.

#### **10. Indemnification**

Contractor shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents in accordance with **Exhibit B**.

#### **11. No Liability**

The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Contractor's employees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Contractor's Services and obligations under this Agreement. The Park District is not liable for acts or omissions of Contractor or any of Contractor's employees, contractor's, agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of Contractor.

#### **12. Compliance with Laws and Permits**

Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the Work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under this Agreement. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement. Contractor's Compliance and Certification Attachment is attached to and incorporated as **Exhibit C** to this Agreement.

#### **13. Choice of Law and Venue**

This Agreement is governed by the laws of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the Circuit Court of DuPage County, Illinois, but only after exhausting all possible administrative remedies. In any suit or action arising under this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs of litigation. Contractor, its successors or assigns shall maintain no suit or action against the Park District on any claim based upon or arising out of this Agreement or out of anything done in connection with this Agreement unless such action shall be commenced within one year of the termination of this Agreement. Contractor acknowledges that each provision of this Agreement is important and material to the business and success of the Park District, and agrees that any breach of any provision of this Agreement is a material breach of the Agreement and may be cause for immediate termination of this Agreement. In the event of a breach, Contractor shall also pay to the Park District all damages (including, but not limited to, compensatory, incidental, consequential, and punitive), which arise from the breach, together with interest, costs, and the Park District's reasonable attorneys' fees.

#### **14. No Third Party Beneficiary**

This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Park District and/or Contractor, and/or any of their respective officials, officers and/or employees.

**15. No Waiver**

Waiver of any of the terms of this Agreement shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Agreement or require performance by opponent of any of the provisions, shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Agreement. Waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach of the Agreement.

**16. Independent Contractor**

Contractor acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Agreement; that it, as well as any persons or agents as it may employ, are not employees of the Park District; and that neither this Agreement, nor the administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.

**17. Non-Assignment**

This Agreement is non-assignable in whole or in part by the Contractor, and any assignment shall be void without prior written consent of the Park District.

**18. Notices**

All notices required or permitted to be given under this Agreement shall be deemed given when such notice is hand delivered; or when such notice is sent by facsimile transmission provided such transmission together with fax machine generated confirmation of such transmission is also sent on the transmission date to the other Party by United States mail, with postage therewith prepaid; or when such notice is deposited in the United States mail, with postage thereon prepaid, addressed to the other party at the following addressees:

If to Park District:	Wheaton Park District 102 E. Wesley Street Wheaton, IL 60187 (Fax) 630-665-5880 Attention: Executive Director
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If to Licensee:	Oak Brook Mechanical Services 961 S. Route 83 Elmhurst, IL 60126-4993 (Fax) 630-941-0294 Attention: Tom Ward
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**19. Entire Agreement; No Amendment**

This Agreement contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party to the agency of either Party that is not contained in this written Agreement shall be valid or binding. No modification of this Agreement shall be effective unless in writing dated a date subsequent to the date of this Agreement and signed by an authorized representative of each Party.

**20. Headings**

The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.

**21. Severability**

The invalidity of any section, paragraph or subparagraph of this Agreement shall not impair the validity of any other section, paragraph or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be deemed severable and the Agreement may be enforced with such provision severed or as modified by such court.

IN WITNESS WHERE OF the Parties hereto have set their respective hands and seals the day and year first above written.


**WHEATON PARK DISTRICT**

By:



**CONTRACTOR**

By:

  
One Brosse Mechanical





961 S. Route 83 \* Elmhurst, IL 60126-4993  
Phone 630-941-3555 \* Fax 630-941-0294

April 18, 2017

Wheaton Park District  
102 E. Wesley Street  
Wheaton, Illinois 60187

Regarding: Wheaton Park District Coil Replacement

Attention: Rob Sperl

Oak Brook Mechanical Services, Inc. is submitting a proposal for the chilled water coil replacement for the air handler serving the community room at the Wheaton Park District project. Our proposal will include the following:

**Scope of Work**

- **Removal and disposal of the (2) existing chilled water coils.**
- **Furnish and install (2) new chilled water coils.**
- **Provide necessary rigging and hoisting for removal and installation of coils.**
- **Installation of new headers and re connect to chilled water coils. We will provide new circuit setters on the return and shut offs on the supply.**
- **Re insulate chilled water piping as required.**
- **Furnish and install new stainless steel drain pan.**

**Not Included**

- **Bonds/Permits/Fees, Sales tax**

Oak Brook Mechanical Services, Inc. proposes to complete the above mentioned scope of work for the time and material not exceed sum of \$ 24,750

Lead time on coils is 4 weeks

Add \$ 2,400 for 5 working day ship  
Add \$ 1,200 for 10 working day ship.

Sincerely,  
Oak Brook Mechanical Services, Inc.  
*Tom Ward*  
Project Manager

**EXHIBIT B**  
**INSURANCE AND INDEMNIFICATION REQUIREMENTS**

**I.     Insurance**

**A.   Commercial General and Umbrella Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or at Owner's sole option on a more current ISO form or a substitute form providing at least equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing at least equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. If the additional insured have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the Contractor's liability under this insurance policy shall not be reduced by the existence of such other insurance.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

**B.   Business Auto and Umbrella Liability Insurance**

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing at least equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage at least equivalent to that provided in the 1990 and later editions of CA 00 01.

**C.   Workers Compensation Insurance**

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the CGL using ISO additional insured

endorsement CG 20 10 or a substitute endorsement acceptable to Owner under the Commercial General and Umbrella Liability Insurance required in this Agreement, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's and Architect's work.

**D. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, and such other evidence of insurance as shall be requested by Owner, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested. Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the Contract site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this Agreement at Owner's option. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested. Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.

**2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

**3. Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

**4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as

respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **5. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

### **I. Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's obligations pursuant to this Agreement, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission, by the Contractor, any subcontractor, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Park District's officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of breach of any of their obligations under, or default of, any provision of the Agreement.

**EXHIBIT C**  
**CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT**

**Note: The following certifications form an integral part of the Agreement between the Park District and Contractor. Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by the Park District.**

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
  - B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; and 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds.
  - C. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
  - E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Park District, immediately in writing, if it occurs prior to entering into the Contract therewith.
  - F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.
  - G. (i) Contractor's proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Park District has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Park District and the Park District's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Park District and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
  - I. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois
-

Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.

- K. Contractor is not barred from contracting with the Park District because of any delinquency in the payment of any tax administrated by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Park District, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- L. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.
- M. Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et. seq.*) and, upon request of the Wheaton Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

OAK BROOK Mechanical Services, INC  
CONTRACTOR

By: Thomas Ward

Its: President Manager

STATE OF IL )  
                                  )SS

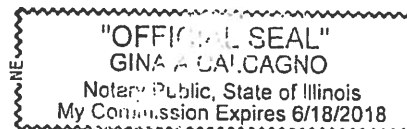
COUNTY OF DuPage

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that Thomas Ward appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: 4-21-17

(SEAL)

Gina A. Calcagno  
(Notary Public)



TO: Wheaton Park District Board of Park Commissioners  
FROM: Rita A. Trainor  
THROUGH: Mike Benard  
RE: 2018 Budget Cycle Finance Policy Revision Recommendations  
DATE: May 17, 2017

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**SUMMARY:** In 2009 the District instituted a best practice of reviewing and revising their Finance Policies as part of the budget cycle. This process has become part of our culture and is something that staff considers year round.

**PREVIOUS COMMITTEE/BOARD ACTION:** The proposed changes were reviewed by the Finance Committee at their May 3<sup>rd</sup> meeting and with two changes are presented for the board's approval attached to this memo. The two changes are: the removal of the redlined notations for typographical corrections and font changes; and including all of the policies in the version for the full board's review. This latter change was requested last year during the budget review cycle.

**REVENUE OR FUNDING IMPLICATIONS:** N/A

**STAKEHOLDER PROCESS:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:** A summary page immediately follows that outlines the proposed policy changes. Following that page is the table of contents and all of the District's Financial Policies.

**ALTERNATIVES:** N/A

**RECOMMENDATION:** That the board review the recommended policy revisions and adopt them.

## **Summary of Policy Amendment Recommendations**

### **2018 Budget Cycle**

Staff has prepared recommendations of changes to board policies for the board's consideration as part of the 2018 budget cycle. Amendments to four of the existing finance policies are being proposed as well as the addition of one new policy, a Whistleblower Policy.

The bidding, cell phone, investment and petty cash policies are being revised.

- The Bidding Policy's proposed revision is to include a cross reference to section A in section C. This is to specify what procedures section C is referring to regarding rebidding a project.
- The Cell Phone Policy's proposed revisions are to reflect changes made to same in the personnel manual. In particular, in Rules for use (d) i. we are proposing revising the wording to require that employees must pull off to the side of the road before placing or accepting a call.
- The Investment Policy's proposed revision is to add to G. 1. d. a paragraph requiring the District's primary banking institution, as well as any safekeeping institution to provide the District with a copy of their Service Organization Control reports. This suggestion came from a training session that staff attended in the past year.
- The Petty Cash Policy's proposed revision is to change the limit to \$200 from \$100.
- The proposed Whistleblower Policy is a new policy that staff is proposing. The policy being presented was modeled largely after the Naperville Park District's policy, which we obtained through our new auditors, Lauterbach and Amen.



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The District is on a calendar year.

- A. Each department director is responsible for preparing a yearly budget for his/her department.
- B. The Executive Director reviews each department budget and discusses it with each department director, and makes revisions, as appropriate.
- C. The Executive Director, administrative staff and Park Board or committee established thereof review the entire proposed budget, including capital projects, in an annual Budget Workshop.
- D. After the Board approves the budget, it becomes a blueprint of fiscal operations for the following year. The budget of the Park District is not to be construed as a legal document; it is a working tool. The Budget and Appropriation Ordinance, however, is a legal document and may not be amended without a two-thirds vote of the Board of Commissioners.

The budget is reviewed continuously throughout the fiscal year; as changes in programs are made, modifications, alterations or improvements are noted, plans are, even at that time, being formulated for the upcoming budget. Formal computation of the annual budget actually begins in June, seven months prior to the beginning of the fiscal year. Compilation of the budget is a total staff project involving the cooperation, planning and foresight of many members of the staff.

The budget is produced in electronic form and posted on the District's website. Detailed budget input is available thru the District's financial software for the use of staff. The current Budget and Appropriations Ordinance is also on file at the Wheaton Public Library for all interested taxpayers.

- I. The financial audit of the Park District is conducted by an independent, certified public accounting firm on an annual basis.
- II. As part of the annual audit, the accounting firm will review the Park District's internal controls and will make recommendations for improvement.
- III. The annual audit report must be filed with the County Clerk's office within six months after the end of the fiscal year and with the Illinois Comptroller 180 days after the fiscal year end.
- IV. A copy of the annual audit report is available on the District's website and at the Wheaton Public Library for reference purposes.
- v. The district will prepare a request for proposal for audit services every 3 years. The audit terms of the negotiated agreement will specify that the audit agreement may be terminated at the District's convenience.

## **Purpose**

The Budget should be balanced which means that current expenditures/expenses should not exceed current revenues and funding sources. The priorities to be used in balancing the budget are:

- Improve productivity,
- Improve revenues,
- Use available fund balances,
- Lastly, reduce or eliminate programs or services.

The District may require as a bid surety a certified check or bid bond equal to ten percent or greater of the contract amount as a proposal guarantee. Such requirement shall be made on construction projects and in other bidding procedures where it is to be determined to be in the best interest of the District. Bid Sureties shall be returned to the bidders within ten days following the acceptance or rejection of bids by the Board of Commissioners. However, the Bid Surety of the successful bidder shall be returned only after the receipt of an acceptable Performance Bond, if required. If a Performance Bond is not required, the Bid Surety will be held by the Finance Department until the project is completed.

## **BIDDING POLICY**

A. Purchase of goods or services estimated to exceed in value the legal limits set by Illinois statutes shall follow these bidding procedures:

1. The Wheaton Park District shall award contracts for supplies, materials and labor in excess of the legal limit to the lowest responsible bidder after proper advertisement and receipt of sealed bids. Exclusions include professional services, computer hardware and software and utility services including telecommunications and interconnect equipment, software and services. Contracts for professional services exempted include those for services where the individuals possess a high degree of professional skill where the ability or fitness of the individual plays an important part. All of these independent contractors are required to have a significant level of training and expertise in their specific area of service, whether it's sports aptitude or ability, coaching experience, licensing, certifications, or other requirements. In other words, the individual abilities and experience of the independent contractor are of the utmost concern in the contracting process.

2. A bidder's responsibility may be based on financial stability, past transactions, experience, adequacy of equipment, ability to perform, time limits, and other necessary considerations.

3. The Park District reserves the right to accept or reject any or all bids or portions thereof, in the best interest of the District and in compliance with Chapter 105 8.1,C of the Illinois Revised Statutes.

4. A legal advisement shall be placed in publications which will give notice of the Park District's request for bids to those organizations best qualified to provide the goods or services.

5. Specifications shall be prepared and made available to all interested parties.

6. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.

7. The nature of construction projects necessitates more clearly defined conditions. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees.

8. Following the issuance of Specifications and Instructions to bidders, bids received prior to the time and date specified will be opened publically and contracts awarded in conformity with Bid Opening Procedures.

#### *B. Bid Opening Procedures*

1. The location date and time of the bid shall be a part of the legal advertisement for bidders.

2. Bids shall be opened at a public location open to the public.

3. Bids shall be opened and an acknowledgement made of the receipt of each bid.

4. A recommendation shall be made by staff to the Park Board of Commissioners. After the Board approval, staff shall notify the approved bidder and finalize the project deadline.

5. Bids received after the date and/or time indicated shall be returned, unopened, to the bidder with a notation on the bid envelope or packet stating that it was a late bid, noting the date and the hour it was received, and signed by a representative of the Park District.

#### *C. Rebidding*

In the event that all bids are rejected by the Board of Commissioners, the project may be rebid following Bidding Procedures outlined in section A above. However, specifications shall be sufficiently altered to prevent reliance upon information

obtained from the former bidding process which may be used to unfair advantage in the rebidding process.

*D. Notification to Bidders*

If bids are rejected, staff shall notify all bidders and establish a new bid opening date. After a new bid opening date has been established, the procedures outlined above shall be followed.



The purpose of this policy is to establish what records are to be retained by the District, who is responsible for retaining them and documentation of compliance for same.

*Compliance Officer Is Responsible for Records.* The Secretary of the District is designated as the keeper of all records of the District with respect to the Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

*Closing Transcripts.* For each issue of Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Obligations, including without limitation (a) the proceedings of the District authorizing the Obligations, (b) any offering document with respect to the offer and sale of the Obligations, (c) any legal opinions with respect to the Obligations delivered by any lawyers, and (d) all written representations of any person delivered in connection with the issuance and initial sale of the Obligations.

*Arbitrage Rebate Liability.* The Compliance Officer shall review the agreements of the District with respect to the Obligations and shall prepare a report for the Board stating whether or not the District has any rebate liability to the U.S. Treasury, and setting forth any applicable exemptions that the Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board. See District's Debt Policy for additional information.

*Recommended Records.* The Compliance Officer shall review the records related to the Obligations and shall determine what requirements the District must meet in order to maintain the qualification of the Build America Bonds as "build America bonds." The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the Build America Bonds qualify as "build America bonds." Notwithstanding any other policy of the District, such retained records for all debt obligations of the District shall be kept for as long as the Obligations relating to such records (and any obligations issued to refund the Obligations) are outstanding, plus three years, and shall at least include:

- a) Complete copies of the bond transcripts delivered when any issue of Obligations is initially issued and sold;
- b) Copies of account statements showing the disbursements of all bond proceeds for their intended purposes;
- c) Copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Obligations has been held;
- d) Copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any tax-exempt or build America bond obligations, including any swaps, swaptions, or other financial derivatives entered into with respect to any tax-exempt obligations or build America bonds in order to establish that such instruments were purchased *at fair market value*;

- e) Copies of any subscriptions to the U.S. Treasury for the purchase of State and Local Government Series (SLGS) obligations;
- f) Any calculations of liability for *arbitrage rebate* that is or may become due with respect to any issue of tax-exempt obligations or build America bonds, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the U.S. Treasury together with any applicable IRS Form 8038-T; and
- g) Copies of all contracts of the District, including any leases, with respect to the use of any property owned by the District and acquired or financed with the proceeds of tax-exempt obligations or build America bonds, any part of which property is used by a private person at any time when such bonds are or have been outstanding.
- h) Retain documentation to support that the Comprehensive Annual Financial Report and any required continuing disclosures were filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA).

*IRS Examination.* In the event the Internal Revenue Service ("*IRS*") commences an examination of any Obligations, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination.

The purpose of this policy is to establish a dollar limit and useful life limit criteria for assets that are to be treated as capital assets, rather than expended as acquired.

All expenditures for capital assets over the capitalization thresholds depicted in the table below, with a useful life no less than three years are maintained on a computer capital asset system. The system records all pertinent asset information such as Tag#, location, description, and cost and date purchased/acquired. Assets are categorized by infrastructure, land, land improvements, building, building improvements, machinery, equipment & vehicles. Due to accounting guidelines for Proprietary Funds, the assets of enterprise funds (a type of proprietary fund), such as Arrowhead Golf Club, and internal service funds (a type of proprietary fund), such as Information Systems and Telecommunications, are segregated from the general capital assets of the Park District.

ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$1
Construction in Progress	N/A
Machinery, Equipment & Vehicles	\$10,000
Land Improvements	\$25,000
Building Improvements	\$25,000
Buildings	\$50,000
Infrastructure	\$50,000

## **PURPOSE**

The purpose of this policy is to establish the principles and parameters by which the projected end-of-year FUND BALANCE target will be defined at the beginning of each budget period. Each year, the budget document will include a discussion of the fund targets established in this policy and an explanation of any FUND BALANCE constraints or NET ASSETS restrictions. FUND BALANCE targets are established for governmental funds and NET ASSETS targets are established for proprietary funds.

The parameters established in this policy provide a range of acceptable amounts of end-of-year SPENDABLE FUND BALANCES for different types of governmental funds. In addition to establishing these targets, the policy intends that the District shall also maintain like targets in the proprietary funds. In proprietary funds however, the target is for the CASH & INVESTMENTS BALANCE. The reason for this requirement is that Net Assets of the proprietary funds don't represent spendable currency that could be used to pay the District's obligations. Establishing a policy that looks to both balances ensures that there is not a disparity between when financial resources actually become available to make payments and when they are needed.

The policy provides guidance to District staff who monitor the District's fiscal activity and who are responsible for proposing plans to meet the Park Board of Commissioners' goals.

The District will not propose a budget that would create a SPENDABLE FUND BALANCE in excess of the maximum parameters or less than the minimum parameters set forth in this policy, unless the Park Board of Commissioners resolves that it is in the best interest of the District to do so.

## **DEFINITIONS**

CAPITAL ASSETS are long-lived, high-cost assets or improvements, needing additional investment once within a period of several years. The District's capitalization threshold for assets whose initial acquisition is \$5,000 or greater and whose useful life is no less than three years.

CASH & INVESTMENTS BALANCE is the sum of the account balances in cash and investments. The estimate of the cash balance, as of the last day of the fiscal year, will be used as a target for budgeting for the fiscal year.

FUND BALANCE is represented in the annually audited financial reports for governmental funds and represents the amount of current resources available. It equals the beginning of year balance, plus all revenues and other financing sources accrued to the fund, minus all expenditures and other financing uses accrued to the fund during the year.

NET ASSETS is the amount remaining after subtracting total liabilities from total assets on a full accrual basis.

OPERATING EXPENSES This term refers to the total amount of budgeted expenses used for regular operations, less the amounts budgeted for CAPITAL ASSETS. This term is used by proprietary funds where transactions are recorded on a full accrual basis and the measurement focus is on changes in economic resources.

**OPERATING EXPENDITURES** This term refers to the total amount of budgeted expenditures used for regular operations, less the amounts budgeted for Capital Assets. This term is used by governmental funds where transactions are recorded on a modified accrual basis and the measurement focus is on changes in current financial resources.

**NONSPENDABLE FUND BALANCE** amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

**SPENDABLE FUND BALANCE** represents that portion of FUND BALANCE that is in spendable form. Examples of assets that are considered “spendable” are cash, current investments, property taxes receivable. Examples of assets that would not be considered spendable would be inventory and prepaid items.

**RESTRICTED FUND BALANCE** amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

**COMMITTED FUND BALANCE** amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

**ASSIGNED FUND BALANCES** are amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

According to GAAP, Enterprise-type funds do not have “fund balance.” For enterprise funds **UNRESTRICTED NET ASSETS** is a comparable figure.

**UNRESTRICTED NET ASSETS** is that portion of NET ASSETS that has not been restricted for a specific purpose.

## **GUIDING PARAMETERS**

A target **SPENDABLE FUND BALANCE** is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below under “Minimum Targets”. The District’s flow assumption for Fund Balance is to spend first Restricted, then Committed and then Assigned Fund Balances.



The following parameters will be used as part of the budget process to establish targets for the following funds:

**General Fund** –The General Fund target limits the General Fund Spendable Fund Balance to a specific range based on OPERATING EXPENDITURES. The target range is three to four months of annual OPERATING EXPENDITURES. Balances above the maximum are transferred to other funds for capital projects.

**Recreation Fund** – The Recreation Fund’s Spendable Fund Balance target is a minimum based upon OPERATING EXPENDITURES. It will be no less than two months of OPERATING EXPENDITURES. No maximum is established for this fund as any amounts in excess of the minimum may be transferred to any other fund at the discretion of the Board of Commissioners.

**Museum, Insurance, Audit, FICA and IMRF Funds** – These funds Spendable Fund Balance targets are no less than three months and no more than six months of OPERATING EXPENDITURES. These funds will be monitored and the taxes levied to support them will be adjusted to ensure that they operate within the target levels.

**Special Recreation Fund** – No target is established for this fund. All amounts levied are transferred to the Western DuPage Special Recreation Association (WDSRA) to provide for the recreational needs of our special needs population.

**Debt Service Fund** – The only activities in this fund are recording the taxes received to pay debt, paying debt and recording the small interest earned. 100% of a Debt Service Fund’s Fund Balance is restricted for Debt Service. Because DuPage County has historically been so reliable for disbursing tax receipts, this fund’s Spendable Fund Balance target is \$5,000. This assumes that the debt service payments due in June follow the traditional pattern of being interest only, and less than 50% of the total debt service for the year and that we will receive DuPage taxes on June 1<sup>st</sup> and 15<sup>th</sup> more than sufficient to cover the June debt service. The \$5,000 is intended to cover the other expenses of the fund, such as paying agent fees.

**Capital Projects Fund** – The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project type fund is 100% restricted or assigned for Construction and Development. Also, all of the expenditures in these funds are for CAPITAL ASSETS. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

**Golf Fund** – The target for this fund is bifurcated; there is a target established to accumulate the resources in Cash and Investments of at least \$1,000,000 and no more than \$10,000,000 for CAPITAL ASSETS for replacement of significant facility components, such as a portion of the roof of the Facility. This component will be reevaluated and may be revised as a long-term capital plan is developed for the Arrowhead facilities. This component will be tracked in the General Ledger and recorded as Designated Net Assets. Per this policy, no amount may be recorded as Designated unless there is a like amount of CASH & INVESTMENTS available for the designated purpose. If the CASH & INVESTMENTS balance declines in subsequent period, the amount recorded as designated must be reduced accordingly. In order to begin accumulating these

funds, the District will take 40% of its bottom line annually and designate it for this use. 12% of the 40% is to be designated for the Golf side and 28% for the Food & Beverage side, commensurate with their respective contributions to the bottom line.

The second component of this fund's target is the target for the UNRESTRICTED NET ASSETS and a like amount of CASH & INVESTMENTS. This target is a minimum of two months OPERATING EXPENSES and a maximum of four months of OPERATING EXPENSES. Once these two components have been satisfied, any remaining dollars are to be transferred to the Capital Projects Fund to support the capital needs of the District, consistent with the goal of this fund to support the District.

**Internal Service Funds** – No target is established for these funds as they are funded 100% by transfers from other funds. They exist to allow the District to independently track the amounts being expended for health and information systems & telecommunications.

**REPORTING** - Staff will prepare and include in the budget document a schedule that shows the status of the District's balances compared to the targets outlined in this policy. The Executive Director of the Wheaton Park District is given authority within this policy to assign fund balance to specific projects or planned expenditures.

**MINIMUM TARGETS** - Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. Further, in the interest of being transparent staff will prepare a monthly report identifying the relative fund balance positions for the governmental funds with such targets and the cash and investment position for the Golf Fund. During the year, if revenue projections suggest that revenue will not meet expectations and the fund target(s) will not be met by yearend, the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review expenses with Directors,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Present to the Board of Park Commissioners other expenditure control options, including those that might modify the goals established in the adopted budget.

**EXCEPTIONS TO THE POLICY** - If the Board of Park Commissioners adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a three-year period.

**Cellular Phone Policy** *(This policy is also in section 9-411.1 of the Personnel Manual)*

The Wheaton Park District recognizes that its employees' ability to communicate to supervisors, co-workers, vendors and others is sometimes essential to the efficient delivery of services to residents, and that such communication may occur through the use of a cellular phone ("cell phone") The purpose of this Cellular Phone Policy is to provide direction and parameters for approval and use of cell phones by Park District employees for Park District business.

**Criteria for Use of a Park District Cell Phone to Conduct Park District Business**

The Park District understands that employees may use a personal cell phone to perform responsibilities on behalf of the Park District. In addition, the Park District, at its own discretion, may issue a cell phone to an employee if such a cell phone is required to conduct his or her duties on behalf of the Park District. In all circumstances, a Park District-issued cell phone will be issued to an employee by the employee's Department Director upon the recommendation of the employee's immediate supervisor. The Department Directors will determine which package plan will be given for each position in his or her department, depending upon the need and responsibilities of the position. Generally, criteria that will be considered whether a Park District cell phone will be issued to an employee includes the following:

- (a) The job function of the employee requires considerable time outside of his/her assigned office or work area and, in order to effectively perform his or her job, ~~the, the~~ employee must be accessible during such times ~~or needs~~ needs constant access to emails and other electronic information;
- (b) The job function of the employee requires him/her to be accessible to the Park District outside of scheduled or normal working hours on a recurring basis;
- (c) The employee is a critical decision maker, as determined by his or ~~her~~ Department ~~Department~~ Director;
- (d) The employee has a position that requires him or her to be an emergency contact, part of a response team, or has multiple scheduling responsibilities; or
- (e) An employee that is required to be highly responsive to citizens, staff members, customers, service providers, contractors, vendors, and any others that support or service the Park District outside of normal business hours.

The Park District reserves the right to modify the criteria required for an employee to be issued a Park District cell phone, periodically review an employee's position to determine if a cell phone is still needed by the employee to perform his or her job, utilize other factors in determining whether to issue a cell phone to an employee or whether to continue to allow an employee to



retain a cell phone, change the cellular or data plan, or revoke the approved use of a Park District cell phone at any time, with or without notice, in the Park District's sole discretion.

**Use of Park District-Issued Cell Phones**

(a).— Unless the employee agrees to pay for personal usage of the Park District cell phone, a Park District-issued cell phone is intended to be used for official Park District business only and employees are not to use the cell phone for any personal reasons.

(b).— Subject to the terms of this Policy, an employee issued a Park District cell phone may use the cell phone for personal use if he or she agrees to deduct an amount specified by the Human Resources Manager, based on current plan prices, on the first two pay cycles of each month for said personal usage. An employee wishing to use his or her Park District issued cell phone for personal use should contact ~~the Human Resources Manager~~payroll for current rates for the same.

(c).— Employees are responsible for the safe-keeping of a Park District issued cell phone and must not allow the cell phone to be used by an unauthorized party. If an employee believes a breach of security has occurred with respect to his or her cell phone, or discovers another employee has misused said cell phone, he/she must notify the Executive Director immediately.

(d).— Employees are to use care and caution when downloading a web application or any other program on the Park District issued cell phone. The costs associated with the downloading of unauthorized web applications and any other unauthorized downloads are the responsibility of the employee and prior approval must be obtained.

(e).— Employees whose personal cellular phone usage is excessive, resulting in additional expense to the Park District, may be required to reimburse the Park District for phone charges for personal, non-business related long distance, or other charges that exceed the Park District's contracted package allocations.

(f).— A cell phone assigned to an employee may be revoked at any time at the discretion of the Department Director or Executive Director, with or without notice.

**Use of Personal Cell phones to Conduct Park District Business**

An employee who is eligible for a Park District issued cell phone based on the criteria set forth in 9.4 11.1 above may choose to opt out of using a Park District issued cell phone and use their personal cell phone for Park District business as set forth herein.

In the event an employee eligible to receive a Park District issued cell phone opts to use his or her own personal phone, the employee will obtain a contract of their choosing at their sole

expense and the Park District will issue the employee a stipend for the employee's use of his or her personal cell phone for Park District business. The stipend will be established by the Park District, will be paid the first two pay cycles of each month, and will appear on the employee's paycheck. The plan chosen by the employee for their personal cell phone will have no bearing on the level of stipend provided. The employee is responsible for all charges associated with their personal use of the cell phone ~~—beyond the Park District stipend.~~ The stipend shall terminate on the last paycheck upon termination or if the employee's privileges for the stipend are withdrawn.

Employees receiving a stipend must maintain their account in good standing and shall notify their Department Director immediately if for any reason their personal cell phone becomes inoperative. With respect to cell phone use, the employee must also agree to publish their personal phone number in the internal Park District phone directory.

#### **Rules for Use of Cell Phones**

Employees are expected to behave in a professional and courteous manner while using a cell phone to perform Park District business and shall comply with all Park District policies and procedures contained in the Park District's Personnel Employee Manual in said use, including but not limited to the Park District's policies against sexual or other harassment. Therefore, an employee shall not create, send or receive any intimidating, hostile, or offensive communications or materials concerning race, color, religion, sex, age, national origin, disability, or any other protected class on his or her cell phone. Additionally:

~~\_\_\_\_\_~~ (a). ~~\_\_\_\_\_~~ Cell phone use is discouraged when a desktop phone is available and can be used. While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of Park District desktop phones. Personal calls should be brief and limited in nature.

(b). ~~\_\_\_\_\_~~ Any employee who engages in excessive, frivolous or inappropriate texting, emailing, telephoning, or other activities with a cell phone during working hours is not being attentive to his/her work duties, and, at the discretion of the Executive Director, the employee may be subject to disciplinary action up to and including termination of employment, loss of privilege of District-owned phone, or financial liability for the costs associated with the employee's improper use of Park District equipment and resources.

~~\_\_\_\_\_~~

(c). — Any communication sent by a personal cell phone regarding Park District business is also subject to disclosure under the Freedom of Information Act (FOIA) and release pursuant to a discovery request in the event of litigation. As such, employees using cell phones, whether Park District issued or personal, for Park District business, shall not delete and shall take the necessary steps to protect access to and archive Park District information contained in emails, texts, internet, and any other electronic communication on the employee's cell phone.

(d). — Regardless whether an employee is using a personal, or Park District-issued, cell phone, he/she is expected to perform his/her duties in a professional and safe manner and, while is prohibited from use of mobile technology while operating a motor vehicle on behalf of the Park District, is expected to comply with all state and federal laws regarding the use of cell phones.

i. — Employees using cellular phones for Park District business purposes are expected to refrain from making or answering work related calls while driving on Park District business for safety purposes. Employees ~~are strongly encouraged to must~~ pull off to the side of the road prior to placing or accepting a call. ~~If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions, and keep their eyes on the road.~~ Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

ii. — No employee may operate a motor vehicle on a roadway while using an electronic communication cell phone to compose, send, or read an electronic message. The definition of an "electronic message" includes, but is not limited to, a text message, an instant message, or a command or request to access an internet site.

iii. — In compliance with state law, no employee may operate a motor vehicle in a **SCHOOL** or on a highway **CONSTRUCTION** zone while using a cell phone without the use of a hands-free cell phone. 625 ILCS 5/12-610.1

Any employee that uses a cell phone to conduct Park District business in violation of this Policy shall be subject to discipline, up to and including dismissal.

#### **No Expectation of Privacy**

Employees have no expectation of privacy in the contents of any data stored on, sent to, sent from, or received from a cell phone issued by the Park District. Wheaton Park District reserves

the right to audit and monitor the use of any Park District-issued cell phone, including any data that has been sent, received, or stored on the cell phone, including but not limited to, all web browsing, phone calls, text messages, e-mails, pictures, videos and other images.

Any communication sent by a personal cell phone regarding Park District business is also subject to disclosure under FOIA and release pursuant to a discovery request in the event of litigation.

#### **Repair, Replacement and Removal of Cell phones**

An employee in possession of a Park District-issued cell phone is expected to take reasonable precautions to protect the equipment from loss, damage, or theft. If an employee's cell phone is not operating properly, he/she should notify his/her supervisor before taking any steps to repair or replace the cell phone. If the cell phone needs service or replacement due to normal wear and tear, the Park District will decide whether to repair or replace the cell phone and such cost shall be at the expense of the Wheaton Park District.

If the Park District-issued cell phone is damaged due to the employee's carelessness, the employee is responsible for paying the expense of having the cell phone repaired or replaced. In such an instance, the Park District will determine whether the cell phone will be repaired or replaced. Likewise, the employee shall pay the expense of replacing his/her Park District-issued cell phone if the cell phone is lost or stolen.

The employee bears sole responsibility for the cost of any repairs or replacement if a personal cell phone is damaged or lost while the employee is performing responsibilities on behalf of the Park District.

A Park District-issued cell phone is the property of the Wheaton Park District and as such may be removed from the employee's possession at any time. Upon resignation or termination of employment, or at any time upon request, the employee must produce the cell phone for return or inspection. Employees who do not present the cell phone in good working condition within the requested time period may be required to pay the cost of its replacement.

The Park District has the right to amend this policy at any time, with or without notice.

## CONTRACTS

The Park District shall award and enter into contractual agreements with vendors for completion of construction projects and for the procurement of goods and services for other than construction projects (such as service agreements) if it is determined to be in the best interest of the District. Said contract shall be dated and signed by the Executive Director of the Park District and by an officer of the contracting organization and filed in the Administrative Offices of the District and stored electronically attached to the applicable vendor within the District's licensed financial software.

## I. PURPOSE AND GOALS

The Wheaton Park District developed this Debt Management Policy to help ensure the District's creditworthiness and to provide a functional tool for debt management and capital planning. The Wheaton Park District faces continuing capital infrastructure requirements to meet the increasing needs of its residents. The District limits long-term debt to only those capital improvements that cannot be financed from current revenues. The District does not use long-term debt to fund operating programs.

Consequently, the District needs to anticipate increases in debt levels based upon historical data. With these increases, the effects of decisions regarding the type of issue, method of sale, and payment structure become ever more critical to the District's financial well-being. To help ensure the District's credit worthiness, an established program of managing the District's debt becomes essential.

The purpose of this policy is to provide a functional tool for debt management and capital planning, as well as enhancing the District's reputation for managing its debt in a conservative and prudent manner.

### GOALS RELATED TO THE ISSUANCE OF GENERAL OBLIGATION AND REVENUE BOND DEBT

In following this policy, the District shall pursue the following goals when issuing debt:

- Maintain at least an A2 credit rating for each rated general obligation debt issue.
- Take all practical precautions to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
- Consider market timing.
- Determine the amortization (maturity) schedule which will best fit with the overall debt structure of the District's general obligation debt and related tax levy at the time the new debt is issued. The District may choose to delay principal payments or capitalize interest during project construction. For issuance of revenue bonds, the amortization schedule which will best fit with the overall debt structure of the enterprise fund and its operating cash flow will be considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
- Consider the impact of such new debt on overlapping debt and the financing plans of local governments which overlap, or underlie the District.
- Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, grants, revolving loans or other state/federal aid.
- Minimize debt interest costs.
- Level or declining debt service shall be employed unless operational matters dictate otherwise, or except to achieve overall level debt service with existing bonds. The District shall be mindful of the potential benefits of bank qualification and will strive to limit its annual issuance of debt to \$10 million or less when such estimated benefits are greater than the benefits of exceeding the bank qualification limit. Should subsequent changes in the law alter this limit, the District policy will be reevaluated.

## II. DEBT ISSUANCE IN GENERAL

### A. Authority and Purposes of the Issuance of Debt

The laws of the State of Illinois authorize the issuance of debt by the District. The Local Bond Law confers upon park districts the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the District may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.



## B. Types of Debt Issued

1. Short-Term. (three years or less) The District may issue short-term debt to finance the purchase of non-capital equipment having a life exceeding one year or provide increased flexibility in financing programs. The District will have no more than 10% of its outstanding general obligation debt in short term debt.
2. Long-Term. (more than three years) The District may issue long-term debt which may include, but not be limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds, double barreled bonds, and municipal bonds. The District may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

## C. Capital Improvement Program

The Capital Improvement Program (CIP), prepared by staff, and must be approved by the Board, and shall determine the District's capital needs. The program shall be a five-year plan for the acquisition, development and/or improvement of the District's capital assets. Projects included in the CIP shall be prioritized; and the means for financing each shall be identified. The first year of the program shall be the Capital Budget. If the current resources are insufficient to meet the needs identified in the Capital Budget, the Board may consider incurring debt to fund the shortfall. The Board, upon advice from a District's municipal advisor, may also consider funding multiple years of the Capital Improvement Program by incurring debt. The CIP should be revised and supplemented each year in keeping with the District's policies on debt management.

## D. Structure of Debt Issues

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and moderate the impact to the taxpayer. In keeping with the stated goals of this debt management policy, the District shall structure each general obligation issue (except refunding issues) to comply with the rapidity of debt repayment provisions in Section III. E. 1. (see below).

## E. Sale of Securities

All debt issues should be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless Board deems a negotiated sale the most advantageous to the District.

## F. Credit Enhancements

The District may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the District with access to credit under terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Board.

## G. Inclusion of Local Institutions

In the interest of promoting Wheaton, whenever practical and in the best interests of the

Wheaton Park District, local financial institutions are to be offered the opportunity to bid on debt instruments.

### **III. LEGAL CONSTRAINTS AND OTHER LIMITATIONS ON THE ISSUANCE OF DEBT**

#### **A. State Law**

30 ILCS 305/0.0 I, et. seq.: the short title is "The Bond Authorization Act."

#### **B. Authority for Debt**

The District may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Board.

#### **C. Debt Limitation**

The debt limitations of the bond laws restrict the District to issues such that the aggregate principal indebtedness of the District does not exceed 2.875% of the taxable real property within the District.

#### **D. Methods of Sale**

Bonds will be sold in accordance with 30 ILCS 350/10 by means of a public or private sale as determined appropriate by the Board of Park Commissioners. The District may issue short-term notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

1. Bonds. All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than three years from the dated date of the bonds.

2. Municipal Advisor. To ensure independence, the Municipal Advisor retained by the District will not bid on nor underwrite any District debt issues on which it is advising.

#### **E. Credit Implications**

When issuing new debt, the District should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

##### **1. Rapidity of Debt Service Repayment**

The District's general obligation bond issues should be structured whereby 100% of the debt will be retired within twenty years. It is also desirable to structure the District's general obligation bond issues so that at least 50% of the principal will be retired within 10 years.

##### **2. Current General Fund Cash Reserve**

The District should maintain a General Fund cash and investments balance equal to no less than three months of total annual expenditures, exclusive of capital expenditures (assumed to be expenditures that would be discretionary should the economy take a nosedive). The Recreation Fund should maintain a cash and investments balance equal to no less than two months of total annual expenditures, exclusive of capital expenditures. Such calculations, including a projection to December 31<sup>st</sup> (of the current fiscal year), shall be made on an annual basis by the Finance Director during the budget process.

### **IV. DEBT ADMINISTRATION**

#### **A. Financial Disclosures**

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



laws and regulations. For more details on these disclosures, please refer to the District's Disclosure Policy.

#### **B. Review of Financing Proposals**

All capital financing proposals that involve a pledge of the District's credit shall be referred to the Finance Director/Treasurer who shall determine the financial feasibility and impact on existing debt of such proposal, and shall make recommendations accordingly to the Executive Director.

#### **C. Refunding Policy**

The District should consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.

#### **D. Investment of Borrowed Proceeds**

The District acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the District. The management of public funds should enable the District to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns.

#### **E. Annual Evaluation of Refinancing Opportunities**

The District shall on an annual basis ensure that an evaluation of the outstanding debt issues is performed to ascertain whether a refinancing is appropriate for any of the outstanding issues.

### **V. GLOSSARY OF TERMS**

**Ad Valorem Tax** - A direct tax based "according to value" of property.

**Advanced Refunding Bonds** - Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advanced refunding bonds are deposited in escrow with a fiduciary, invested in United States Treasury Bonds or other authorized securities, and used to redeem the underlying bonds at maturity or call date.

**Amortization** - the process of paying the principal amount of an issue of bonds by periodic payments either directly to bondholders or to a sinking fund for the benefit of bondholders.

**Arbitrage** - Usually refers to the difference between the interest paid on the tax-exempt securities and the interest earned by investing the proceeds in higher yielding taxable securities. Internal Revenue Service regulations govern arbitrage (reference I.R.S. Reg. 1.103-13 through 1.103-15).

**Arbitrage Bonds** - Bonds which are deemed by the I.R.S. to violate federal arbitrage regulations. The interest on such bonds becomes taxable and the bondholders must include this interest as part of gross income for federal income tax purposes (I.R.S. Reg. 1.103-13 through 1.103-15).

**Assessed Value** - An annual determination of the just or fair market value of property for purposes of ad valorem taxation.

**Basis Point** - 1/100 of one percent.

**Bond** - Written evidence of the issuer's obligation to repay a specified principal amount on a date certain, together with interest at a stated rate, or according to a formula for determining that rate.

**Bond Anticipation Notes (BANS)** - Short-term interest bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

**Bond Counsel** - An attorney retained by the District to render a legal opinion whether the District is authorized to issue the proposed bonds, has met all legal requirements necessary for issuance, and whether interest on the bonds is, or is not, exempt from federal and state income taxation.

**Bonded Debt** - The portion of an issuers total indebtedness represented by outstanding bonds.

**Direct Debt or Gross Bonded Debt** – Is the sum of the total bonded debt and any unfunded debt of the issuer.

**Net Direct Debt or Net Bonded Debt** – Is the Direct debt less sinking fund accumulations and all self-supporting debt.

**Total Overall Debt** – Consists of Net direct debt plus the issuer's applicable share of the direct debt of all overlapping jurisdictions.

**Net Overall Debt** - Net direct debt plus the issuer's applicable share of the net direct debt of all overlapping jurisdictions.

**Overlapping Debt** - The issuer's proportionate share of the debt of other local governmental units which either overlap or underlie it

**Callable Bond** - A bond which permits or requires the issuer to redeem the obligation before the stated maturity date at a specified price, called the call price, usually at or above par value.

**Capital Appreciation Bonds (CAB)** - A long-term security on which the investment return is reinvested at a stated compound rate until maturity. The investor receives a single payment at maturity representing both the principal and investment return.

**Certificates of Participation** - Documents, in fully registered form, that act like bonds. However, security for the certificates is the government's intent to make annual appropriations during the term of a lease agreement. No pledge of full faith and credit of the government is made. Consequently, the obligation of the government to make basic rental payments does not constitute an indebtedness of the government.

**Commercial Paper** - Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank.

**Coupon Rate** - The annual rate of interest payable on a coupon bond (a bearer bond or bond registered as to principal only, carrying coupons evidencing future interest payments), expressed as a percentage of the principal amount.

**Debt Limit** - The maximum amount of debt an issuer is permitted to incur under constitutional, statutory or charter provision.

**Debt Service** - The amount of money necessary to pay interest on an outstanding debt, the serial maturities of principal for serial bonds, and the required contributions to an amortization or sinking fund for term bonds.

**Demand Notes (Variable Rate)** - A short-term security which is subject to a frequently available put option feature under which the holder may put the security back to the issuer after giving specified notice. Many of these securities are floating or variable rate, with the put option exercisable on dates on which the floating rate changes.

**Double Barreled Bonds (Combination Bonds)** - A bond which is payable from the revenues of a governmental enterprise and are also backed by the full faith and credit of the governmental unit.

**Enterprise Funds** - Funds that are financed and operated in a manner similar to private business in that goods and services provided are financed primarily through user charges.

**General Obligation Bond** - A bond for whose payment the full faith and credit of the issuer has been pledged. More commonly, but not necessarily, general obligation bonds are payable from ad valorem property taxes and other general revenues.

**Lease Purchase Agreement (Capital Lease)** - A contractual agreement whereby the government borrows funds from a financial institution or a vendor to pay for capital acquisition. The title to the asset(s) normally belongs to the government with the lessor acquiring security interest or appropriate lien therein.

**Letter of Credit** - A commitment, usually made by a commercial bank, to honor demands for payment of a debt upon compliance with conditions and/or the occurrence of certain events specified under the terms of the commitment.

**Level Debt Service** – An arrangement of serial maturities in which the amount of principal maturing increases at approximately the same rate as the amount of interest declines.

**Long-Term Debt** - Long-term debt is defined, for purposes of this policy, as any debt incurred whose final maturity is more than three years.

**Maturity** - The date upon which the principal of a municipal bond becomes due and payable to bondholders.

**Mini-bonds** - A small denomination bond directly marketed to the public.

**Net Interest Cost (NIC)** - The traditional method of calculating bids for new issues of municipal securities. The total dollar amount of interest over the life of the bonds is adjusted by the amount of premium or discount bid, and then reduced to an average annual rate. The other method is known as the true interest cost (see "true interest cost").

**Offering Circular** - Usually a preliminary and final document prepared to describe or disclose to investors and dealers information about an issue of securities expected to be offered in the primary market. As a part of the offering circular, an official statement shall be prepared by the District describing the debt and other pertinent financial and demographic data used to market the bonds to potential buyers.

**Other Contractual Debt** - Purchase contracts and other contractual debt other than bonds and notes. Other contractual debt does not affect annual debt limitation and is not a part of indebtedness within the meaning of any constitution or statutory debt limitation or restriction.

**Par Value or Face Amount** - In the case of bonds, Par Value or Face Amount is the amount of principal which must be paid at maturity.

**Parity Bonds** - Two or more issues of bonds which have the same priority of claim or lien against pledged revenues or the issuer's full faith and credit pledge.

**Principal**- The face amount or par value of a bond or issue of bonds payable on stated dates of maturity.

**Ratings** - Evaluations of the credit quality of notes and bonds, usually made by independent rating services, which generally measure the probability of the timely repayment of principal and interest on municipal bonds.

**Refunding Bonds** - Bonds issued to retire bonds already outstanding.

**Registered Bond** - A bond listed with the registrar as to ownership, which cannot be sold or exchanged without a change of registration.

**Reserve Fund** - A fund which may be used to pay debt service if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements.

**Self Supporting or Self Liquidating Debt** - Debt that is to be repaid from proceeds derived exclusively from the enterprise activity for which the debt was issued.

**Short-Term Debt** - Short-term debt is defined for purposes of this policy as any debt incurred whose final maturity is three years or less.

**Spread** - The income earned by the underwriting syndicate as a result of differences in the price paid to the issuer for a new issue of municipal bonds, and the prices at which the bonds are sold to the investing public, usually expressed in points or fractions thereof.

**Tax-Exempt Bonds** - For municipal bonds issued by the District tax-exempt means interest on the bonds are not included in gross income for federal income tax purposes; the bonds are not items of tax preference for purposes of the federal, alternative minimum income tax imposed on individuals and corporations; and the bonds are exempt from taxation by the State of Illinois.

**Term Bonds** - Bonds coming due in a single maturity.

**True Interest Cost (TIC)** - Also known as Canadian Interest Cost. A rate which, when used to discount each amount of debt service payable in a bond issue, will produce a present value precisely equal to the amount of money received by the issuer in exchange for the bonds. The TIC method considers the time value of money while the net interest cost (NIC) method does not.

**Yield to Maturity** - The rate of return to the investor earned from payments of principal and interest, with interest compounded semiannually and assuming that interest paid is reinvested at the same rate.

**Zero Coupon Bond** - A bond which pays no interest, but is issued at a deep discount from par, appreciating to its full value at maturity.

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."

In response to these interests, the District hereby adopts the following policies and procedures (the "*Disclosure Policy*"):

(a) *Disclosure Officer*. The Finance Director of the District (the "*Disclosure Officer*") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "*Disclosure Procedures*").

(b) *Disclosure Procedures: Official Statements*. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "*Working Group*") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.



2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however*, that the use of the Official Statement must be ratified, approved and authorized by the Board of Park Commissioners of the District.

(c) *Disclosure Procedures: Annual Financial Information.* The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By June 29 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part

of the Annual Financial Information (the “*Financial Statements*”). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer’s reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(d) *Disclosure Procedures: EMMA Notices.* Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer’s reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(e) *Additional Responsibilities of the Disclosure Officer.* The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board of Park Commissioners of the District as to whether revisions or modifications to this Disclosure Policy are appropriate.

(f) *General Principles.*

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.



- A. The Park District Disposal Policy establishes the guidelines to follow in disposing of all assets whose original acquisition cost was \$5K or greater. The disposal of computers is to follow this policy, even though when their value is less than \$5K.
- B. Illinois statutes require that any property of the District must be declared excess by its governing board. This is formally accomplished by the passage of a property disposal ordinance. Such disposal ordinance must be approved by three-fifths (3/5) vote of the Board of Commissioners. [70ILCS 1205/8-22]. The statute does not establish any dollar limit for what must be declared surplus.
- C. The property disposal ordinance will identify the asset(s) being disposed of, as well as the method of disposal. In disposing of equipment determined to be no longer needed by the district, the Executive Director may advertise for the disposal of surplus equipment and/or supplies.
- D. Acceptable venues for selling these assets include the city's annual auction, the DuPage County Mayors' and Manager's auction and online services such as EBay.
- E. Unless previously approved by the Board of Commissioners, purchases involving the replacement of assets currently owned by the District, shall not include trade-in arrangements. Instead, it is the policy of the District to dispose of the old property by selling it at the most advantageous value, as either a usable asset or for scrap. The determination of which assets are to be disposed of and by what method will originate in the area using the asset. The recommendation of the department is to be reviewed by the department head and the Executive Director.

Employee expense advances may be provided for training or programs. In the interest of ensuring that there is strict accountability for these funds, there is a limit of \$500 per advance. The advance must be requested and approved 30 days before the advance occurs, and proper documentation must be turned in within 60 days of the date of occurrence. If the employee did not spend the total amount of the advance, the remainder of the money must be returned with accompanying receipts. If the employee spent more money than the advance that was given, a reimbursement request must be made and turned in within 60 days along with proper documentation of all funds spent. Further, a second advance may not be issued prior the first advance being settled. Settlement consists of submitting receipts to Finance for the expenditure of the advance and a return of the unspent amount, or a completed purchase order requesting reimbursement for any funds spent in excess of the advance. These advances shall be recorded in an Employee Receivables account which will identify all outstanding advances by date and amount. Any exceptions to this policy must be approved by the Executive Director.

Consistent with IRS Publication 463, reimbursements must be submitted within 60 days of being incurred for such reimbursements to be considered made under an accountable plan and not subject to taxation. Any reimbursements submitted subsequent to 60 days will be paid through accounts payable and reported on their next paycheck and subject to taxation in compliance with IRS regulations.

*A. Purpose*

The purpose of this policy is to justify the means of determining fees and charges on a systematic basis by identifying program costs, classifying programs and the type of clientele served, and the relationship of these factors to one another.

*B. Procedures of Approval*

Each year the Recreation Department and Special Facilities will submit a budget report to the Executive Director for his/her approval. The report will include revenues and expenses for the programs for the budget year(s), the current year and prior year, as applicable.

*C. Identify and Define Cost*

1. **Direct costs** are costs, which are directly attributed to a particular program and would cease to exist if the program were not offered. Direct costs may include program leadership, program supplies and equipment, field maintenance and lining, contractual expenses, and specific promotional costs such as postage, posters and flyers.
2. **Indirect costs** are costs which are not directly attributed to any specific program. Indirect costs may include administrative and supervisory salaries, office support staff, registration resources, park services staff and supplies, finance and human resources staff and supplies, general utilities, postage, quarterly brochure costs, and promotional expenses such as flyer, film and paid advertising not for a specific program or event.
3. **Developmental costs** are costs which are directly attributed to a specific program over an extended period of one to three years. Developmental costs may include major equipment such as a balance beam, ballet mirrors and pool furniture.

*D. Fees and Charges*

**1. General Policy**

The Park Board reserves the right to annually review and approve, separate from the budget process, the rates for:

- Greens Fees at the Arrowhead Golf Club
- Pool Passes and Daily Admissions at the pools
- Parks Plus Fitness Membership Rates

The board delegates to the Executive Director the authority to establish other fees and charges using the guidelines below. The Board will approve the impact of such fees and charges in the Budget and Appropriation Ordinance.

In order to provide maximum benefit for each tax dollar paid to the Park District, it is the general policy of the Wheaton Park District that fees will be determined by the Executive Director in accordance with the following general policies:

- a. Organized activities for residents of the District will attempt to be self-supporting.
- b. Nonresident participants will be expected to pay higher fees sufficient to reimburse the District for all costs involved in providing Park District programs for their participation.
- c. Fees for activities will be set so that, with the minimum number of participants expected, direct costs will be recovered, with a larger proportion of costs recovered as enrollment increases.
- d. Fees may be waived for certain special events or services which are deemed to be in the best interest of our residents or for which the charging of a fee would be prohibitive.
- e. Fees should be kept low enough that the majority of residents would not be precluded from participation because of inability to pay.
- f. All residents of School District #200 may register at resident rates for those Park District programs conducted in or on school property.
- g. Cooperative programs with public and private agencies may be offered for which nonresident fees may be waived.
- h. Fees for use of Park District revenue-producing facilities such as the golf lessons, water park and/or pools programs, and the fitness center, will be established with the following in mind:
  1. Rates competitive with similar public and private facilities.

2. Maximize revenues without excluding the majority of residents due to an inability to pay.
3. Nonresidents are expected to pay 50 percent higher fees than residents. From time to time, the Board, at their discretion may direct this amount to be reduced.
4. Maximum service, maintenance and quality of product combined with minimum drain on operational budgets. Fees meeting the above criteria will be recommended by the Executive Director and must be approved by the Board.

## **2. Program Classification Guidelines for Setting Fees**

- a. Classification "A": Programs and services that are primarily considered a community service. Programs subsidized by the park district with no fee or a nominal fee which is less than the direct cost of providing the program. Some examples are: Cosley Zoo, special events, some senior programs.  
New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year.) At the end of this time period, these programs are moved to another classification or eliminated from the program offerings.
- b. Classification "B": Services that directly benefit only the individual participant. The user fee for these programs will be set to cover all direct program expenses plus a minimum of 30 percent of the direct expenses in order to cover indirect program costs. Minimum enrollments will be established for each program with a larger portion of the indirect costs being recovered as enrollment increases, this is true because some of the direct expenses are fixed in nature (they do not increase or decrease based on the number of participants). Programs which fall under Classification "B": which do not meet the guidelines set forth in Classification "B" will be evaluated by the department director on an individual basis, and may or may not be run, depending upon the unique circumstances involved. The vast majority of Wheaton Park District programs fall into this classification.
- c. Classification "C": Services that directly benefit only the individual participant. These programs or services are

contracted by the Park District with an outside agency or individual to provide a service in a facility not owned or operated by the Park District in which the District will be charged on a per-person or percentage basis. The user fee for these programs will cover all direct program expenses with a minimum of 30% markup to cover indirect program costs.

**3. Nonresident Fees**

All nonresidents will pay a user fee, which is a maximum of 50 percent higher than the resident rate, except that all residents of School District #200 may register at resident rates for those programs conducted in or on school property. This fee may be waived from time to time due to unique or unusual circumstances. The Park Board, at their discretion, may direct staff to make the nonresident fee the same as the resident fee or any amount up to 50% higher than the resident fee.

Access to Wheaton Park District programs, services and facilities shall not be denied to any person because of lack of sufficient funds. The District has established financial assistance opportunities for those with demonstrable financial need.

## **1. Purpose**

The District shall maintain an environment conducive to good internal control.

## **2. Definitions**

Internal Control comprises the plan of organization and all of the coordinated methods and measures adopted within the District to safeguard its assets, check the accuracy and reliability of its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. (This is the broad definition, recognizing that a “system” of internal control extends beyond those matters which relate directly to the accounting and finance functions.)

This broad definition can be subdivided into two components; accounting and administrative, as follows:

- a. Accounting controls comprise the plan of organization and all the methods and procedures that are concerned mainly with, and relate directly to, the safeguarding of assets and the reliability of the financial records.
- b. Administrative controls comprise the plan of organization and all the methods and procedures that are concerned mainly with operational efficiency and adherence to managerial policies and usually relate only indirectly to the financial records.

This policy is concerned primarily with the “Accounting Controls” and when the terms “internal controls” or “controls” are used, it is meant as Accounting Controls.

## **3. Responsibilities**

The Accounting Department is responsible for designing appropriate controls for the departments and the departments are responsible for implementation. Inherent in these responsibilities is the recognition that the cost of internal control should not exceed the benefits expected to be derived. Also, internal controls may become inadequate as conditions change, thus requiring review and modification.

## **4. Objectives**

To provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management’s authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles (GAAP).

## **5. Basic Elements of Internal Control**

### **a. Personnel**

Objectives are dependent on competence and integrity of personnel, independence of assigned functions, and their understanding of prescribed procedures.



**b. Computer Data Processing**

Control over development, modification, and maintenance of computer programs; control over use and changes to data maintained on computer files; application controls, for example, edits that verify vendor numbers for check writing.

**c. Segregation of Duties**

Procedures designed to detect errors and irregularities should be performed by persons other than those who are in a position to perpetrate them.

**d. Execution of Transactions**

There is reasonable assurance that transactions are executed as authorized.

**e. Recording and Reporting of Transactions**

To permit preparation of financial statements, transactions are recorded in the proper period, amounts, and classification. The District will prepare its external financial reports in conformance with applicable statutes and GAAP. A Comprehensive Annual Financial Report (CAFR) will be prepared annually.

**f. Access to Assets**

Both direct physical access and indirect access through preparation/processing of documents that authorize the use or disposition of assets be limited to authorized personnel.

**g. Comparison of Recorded Accountability with Assets**

Comparison of actual assets with the recorded accountability, such as bank reconciliations and physical inventories.

Accounting will utilize these basic elements of internal control in formulating departmental plans suitable to each department's needs. An annual review of the plans will be performed and modifications made as required (or as a result of internal or external audits).

*A. Scope of Investment Policy*

This investment policy applies to the investment activities of all funds of the Wheaton Park District (the “District” or the “Park District”). All financial assets shall be administered in accordance with the provisions of this policy.

*B. Responsibility for the Investment Program*

The establishment of investment policies is the responsibility of the Board. Management and administrative responsibility for the investment program is hereby delegated to the Executive Director and the Finance Director/Treasurer of the District. These two are the **investment officials** of the District. No person, unless authorized by the Executive Director and the Finance Director/Treasurer, shall make investment transactions on behalf of the Park District.

The Executive Director and the Finance Director/Treasurer shall be responsible for: 1) all investment transactions undertaken; 2) establishing a system of internal controls and written procedures consistent with this policy (see Section F.2) to regulate the activities in the portfolio; and 3) amending the internal controls and the written procedures from time to time as approved by the Executive Director in a manner not inconsistent with this policy or with State law.

*C. Objectives of Investment Policy*

The purpose of this policy is to establish investment guidelines for Park District officials who are responsible for the safekeeping of public funds. The Park District’s funds must be invested in compliance with the requirements of the Public Funds Investment Act (30 ILCS 235/0.05 *et seq.*).

1. Generally

The District’s investment portfolio shall be managed in a manner to avoid any transaction that might impair public confidence in the District. Investments shall be made with judgment and care, not for speculation but for investment, considering the probable safety of the principal first and the probable income to be derived second.

2. Risk Management

Safety of principle is the foremost objective of the Investment Policy of the Park District. Each transaction shall first ensure that principal losses, whether through defaults or erosion of value via fluctuations in market prices, are avoided. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The Park District will minimize credit risk, or the risk of loss due to the failure of the security issuer or backer, by diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The Park District will minimize the risk that the market value of securities in the portfolio will fall due to changes in the general interest rates by:

- i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
- ii. Investing funds primarily in shorter-term securities, money-market mutual funds, or similar investment pools.

3. Liquidity

The District's investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements. This is accomplished by structuring the portfolio so that investment maturities meet the District's cash flow needs.

4. Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking

into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principal.
- b. A security swap that would improve the quality, yield, or target duration in the portfolio, may be executed, subject to restrictions applicable by law or contract.
- c. Liquidity needs of the portfolio require that the security be sold; provided the Finance Director shall report to the Executive Director prior to and immediately following said sale.

#### *D. Standard of Care*

##### 1. Prudent Person Standard

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officials shall at all times exercise due diligence and shall act in accordance with this Investment Policy and all applicable legal procedures. Investment officials shall promptly report any material change in an individual security credit risk or market price change. All sales of security shall be executed in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering first the probable safety of their capital and second the probable income to be derived."

##### 2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that have the potential to conflict with the proper execution and management of the investment program, or that have the potential to impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District. All officers and employees involved in the investment process shall maintain strict compliance with the Park District's Ethics Ordinance (Ordinance No. 2009-2).

*E. Investment Selection*

While striving to achieve the objectives of this investment policy and in accordance with Section 2 of the Public Funds Investment Act (30 ILCS 235/2)), the Park District has approved the following for investment of public funds (for purposes of this policy, the term "public funds" shall mean current operating funds, special funds, interest and sinking funds and funds of any kind or character belonging to or in the custody of the Park District, provided that funds accruing from any sale of the Park District's bonds, notes, warrants or other securities may be further restricted):

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities. The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, Fannie Mae, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under

the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing times deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in 1 or 2 of this section of this policy.
5. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the Park District or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
6. Investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation. The Park District may invest any public funds in short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the District's Board of Park Commissioners (the "Board") , the public funds so invested



will be required for expenditure by the Park District. The expressed judgment of the Board as to the time when any public funds will be required for expenditure or be redeemable is final and conclusive. The District may invest any public funds in dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

7. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The Park District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
8. Purchase or invest in repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued thereunder. The government securities, unless registered or inscribed in the name of the Park District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

All investments must be denominated in U.S. dollars.

#### *F. Collateral*

The Park District shall require that funds on deposit or placed in investments in excess of insured limits be secured by a form of collateral in accordance with applicable law. The District will accept any of the following assets as collateral:

1. U.S. Government Securities
2. Obligations of Federal Agencies

3. Obligations of the State of Illinois
4. General Obligation municipal bonds rated “A” or better issued by a governing body in the State of Illinois

The amount of collateral provided shall not be less than 110 percent of the fair market value of the net amount of District funds on deposit at each financial institution.

Pledged collateral shall be held by the Wheaton Park District, the Federal Reserve or kept in a safekeeping account by a third party and evidenced by a safekeeping agreement and receipt.

*G. Safekeeping and Custody*

1. Qualifying Financial Institutions

a. Institution Security

With respect to bank accounts maintained at financial institutions, it shall be the policy that the Park District will not maintain funds on deposit in any financial institution that is not a member of the F.D.I.C.

All institutions in which the District makes investments must be designated as approved depositories by the District’s Board of Park Commissioners.

b. Location

The Wheaton Park District will maintain operating and investment accounts in financial institutions within the Wheaton Park District whenever possible.

c. Statement of Condition

All depository institutions shall provide a current statement of condition in compliance with Section 6 of the Public Funds Investment Act.



d. SAS Report

The institution serving as the District's primary banking institution as well as any safekeeping institution(s) providing safekeeping services as explained in Section F above, shall annually provide a copy of their most recent report on internal controls – Service Organization Control Reports (formerly 70, or SAS70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011).

If, for any reason the information furnished is considered by the Finance Director/Treasurer to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of Park District funds.

2. Internal Controls

The investment officials are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points:

- a. Best efforts will be made to separate responsibilities of transaction authority from accounting and recordkeeping;
- b. Custodial safekeeping;
- c. Avoidance of physical-delivery securities;

- d. Clear delegation of authority to subordinate staff members;
- e. Purchase or sale of all certificates of deposit or treasuries must be authorized by any two of the following employees, Executive Director, Finance Director, Assistant Finance Director or Revenue Manager;
- f. Written confirmation of telephone transactions for investments and wire transfers;
- g. Development of a wire transfer agreement with the lead bank or third party custodian.

Compliance should be assured through the Park District's annual independent audit.

3. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

*H. Investment Parameters*

**Maturity**

The maximum maturity of individual securities will be 4 years from the settlement date. The maximum weighted average maturity of the portfolio will not exceed 2.5 years (can be less).

The District may hire an outside Investment Manager to manage all or some portion of the District's portfolio. Any investment manager retained by the District shall notify the District if any security held in the portfolio under the

manager's direction is downgraded below the minimum rating set forth in this policy and shall advise the District as to a recommended course of action.

1. Diversification

The Park District's investment objective is to make productive use of reserves while limiting credit and interest rate risk. Therefore, the following limitations are in force:

- a. No individual issuer shall account for more than 5% of the value of the portfolio (direct obligations of the US Treasury, FDIC insured obligations, and money market funds).
- b. At least quarterly, any outside investment managers must furnish a detailed list of holdings so that the District can be assured that the limitations established here have not been violated.

*I. Reporting*

1. Methods

The Finance Director/Treasurer will prepare an investment schedule quarterly. This report should be provided to the Board. The report will indicate:

- a. Listing of individual securities held at the end of the reporting period by fund;
- b. Listing of investments by maturity date;
- c. Interest rate of each investment;
- d. Amortized book value of each investment;
- e. Par value of each investment; and

2. Marking to Market

The market value of the portfolio shall be calculated at least annually.

*J. Selection of Investment Advisors, Money Managers and Financial Institutions*

To the extent that the Park District requires advice concerning its investments, the Park District's Finance Director/Treasurer and Executive Director may, from time to time, recommend contracting with investment advisors or money managers. Any such investment advisor or money manager shall provide the Finance Director/Treasurer and Executive Director with audited financial statements, proof of state registration, certification of having read this Investment Policy, and references of previous clients. The Finance Director/Treasurer and Executive Director shall review the proposals of such individuals or firms, and shall make a recommendation to the Board concerning a contract.

No investment advisor, money manager or financial institution shall be retained except by contract approved by the Board.

*K. Annual Review*

The District's Finance Director/Treasurer and Executive Director shall review this policy on an annual basis, and make any recommendations for amendments to the Board. No amendment shall be effective unless approved by the Board.

The successful contractor shall furnish a Performance Bond in an amount equal to 110 percent or greater of the contract awarded and in payment of all obligations thereof. Bond form shall be AIA-311 or an equivalent acceptable to the Park District. Failure to supply required bonds within ten days after the bid acceptance, or within such extended period as the Park District may grant, shall constitute a default and the Park District may award the contract to the next responsible bidder or may elect to re-advertise for bids. A defaulting bidder may be deemed liable for the difference between the bid actually accepted and the amount for which the contract was subsequently awarded.

Revolving funds for petty cash purposes are kept at the Leisure Center offices, under the supervision of the Leisure Center Manager.

All purchases made with these funds shall be authorized by the Leisure Center Manager.

The fund balance will never exceed \$100.

All purchases will be supported with a receipt.

A brief description of each purchase will be provided on the purchase order prepared for reimbursement of the fund. These funds are not intended to be used to reimburse employees for travel or mileage reimbursements. Those expenses are to be reimbursed as per the District's Travel Policy.

The fund will be reimbursed as needed, but no more frequently than bimonthly. No cash funds are maintained for petty cash purposes at any other location as the District relies upon the purchasing cards that the District has contracted for.

Government exists only to provide services to its taxpaying residents of the type that they cannot provide for themselves individually or in their separate capacities. It would be impossible for most individuals to maintain a park with recreation facilities, a community center, a golf course, or a water park. It is, therefore, necessary for people within a community to develop a local government, or more specifically a park and recreation system, to provide these services.

Government officials are elected and charged with these responsibilities. Citizens expect to pay for these services at a nominal cost and expect a full accounting of the propriety of the assessments or tax levies which pay for these services.

If government is expected to provide services at a nominal cost, it therefore follows that a government is a not-for-profit operation. Citizens do not intend that government should generously profit from its operations.

The intent of the Wheaton Park District, however, is to provide the maximum benefit possible from the revenues available, including taxes, fees and charges, for the citizens who use our facilities and services. In order to establish a relationship between expenditures and revenues, and to establish control over expenditures and related tax levies, the Park District relies on budgets; budgets are orderly plans which define financial objectives. These are imperative to effective government. Realistic budgets are mandatory if there is to be a basis for establishing the propriety of appropriations and tax levies.

- A. The Park District Purchasing Policy establishes the guidelines under which all purchases are made. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. This policy is governed by the Park District Code, Sec 8-1c.
- B. All purchases are to be made by authorized Park District personnel under the guidelines established in this policy and are required to follow Purchase Order Procedures or Purchase Card Procedures when procuring goods or services on behalf of the District.
- C. All items purchased will be in the best interest of the Park District. The District will endeavor to purchase from local vendors and merchants when prices are equal (see also section D Qualified Local Businesses below for more on this).
  - 1. For budgeted purchases greater than \$5,000, written price quotes must be obtained from at least three vendors or merchants.
  - 2. The purchasing decision should take advantage of the most competitive price without compromising the quality of the product or service.
  - 3. An electronic copy of all written price quotes must be attached to the electronic purchase order when the purchase order is prepared.
  - 4. Any assets being disposed of must follow the District's Disposal Policy.
- D. Qualified Local Businesses
  - 1. To the extent not prohibited by state statute, it shall be the policy of the District to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:
    - a. Business must be located within limits of the District.
    - b. Employs year round staff located at the business within the District.
    - c. Is current with all payments to the District.
    - d. Has adequately qualified/trained staff to service the bid item.
  - 2. If the lowest responsible quote is not from a qualified local business and if a qualified local business has submitted a quote which is within the applicable percentage (as hereinafter set forth) of the lowest responsible quote for an item, the qualified local business shall be given written notice by the District to that effect and shall, within ten (10) days from the date of such notice, provide written confirmation to the District that it will match the price of the business that provided the lowest responsible quote. Should a qualified local business fail to provide such confirmation within the time allowed its quote shall be considered as originally submitted.
  - 3. When more than one qualified local business is within the applicable percentage of the lowest responsible quote, only the qualified local business submitting the lowest local quote shall be given the opportunity to match the lowest responsible quote. It shall, where the quote is an aggregate of separate price components, reduce the price of each subcomponent of its aggregate bid by the same percentage that was used to match the quote of the business with the lowest responsible quote.



4. The applicable percentage is set forth on the table below:

Amount of Quote	Preference Provision
Up to \$10,000	5%
\$10,001 to \$19,999	3%

5. The District may reject any and all quotes and award the purchase to someone other than the lowest responsible business or a qualified local business who matches the lowest responsible bid upon a two-thirds (2/3) vote of the District Park Board members then holding office.
- E. Purchase guidelines shall be followed and approved for all repairs, services, supplies, and capital items procured for Park District purposes. Exceptions include utilities, bonds, insurance premiums; certain contractual services (i.e. individuals possessing professional skills such as attorneys, architects and engineers), monthly service agreements which must obtain new quotes at least every two years, payroll and some payroll related expenditures, such as payroll taxes and utility services including telecommunications and interconnect equipment, software and services. Also, any purchases made using the state contracts or any purchasing consortium as permitted by applicable state statute.
- F. Unless the Purchase Card is used for payment, applicable Purchase Order Procedures are:
1. A purchase order shall be created in the purchase order module of the district's financial software. The information to be included will be as directed by the Finance Department and may change from time to time. This process and subsequent approval **must** be completed **prior** to any purchase.
  2. In the event that an item is substituted for the item on the purchase order and provided that said substitutions is determined to be acceptable by the District, the department making the purchase shall do a change order to the original purchase order in the purchase order module of the district's financial software.
  3. Purchase orders shall be created for specific items and purposes. No additional items will be authorized, nor will charges be authorized which will significantly increase the cost of the purchase. In the event a change is required, a change order will be made to the original purchase order in the purchase order module of the district's financial software and it will go through the same approval process as the original purchase order.
- G. Purchase Card Procedures:
1. To facilitate the purchasing process, authorized Park District personal may be issued a corporate credit card upon the approval of the appropriate Department Head. Any purchases made under the Purchase Card Program are subject to the purchasing guidelines and approval authorization amounts set forth in this policy. Personal purchases, cash advances, and alcohol are not allowed to be charged to the District's expense.
  2. Individual transaction limits and overall card limits are determined by the appropriate Department Head. All purchases and subsequent approvals are subject to the same dollar thresholds established in Section F-Purchase Authorization Amounts, of this policy.
  3. An employee's transaction limit and or credit limit may be temporarily extended to allow them to complete an approved budgeted purchase beyond their regular spending limits.

These temporary extensions must be approved by the Department Head and potentially the Finance Director and Executive Director based upon the purchase authorization amounts outlined in Section H of this policy.

4. The District will employ an online management tool to coordinate the approval, processing, and coding of Purchase Card Transactions. All activity will be imported and posted to the District's financial software.

#### H. Purchase Authorization Amounts:

1. Although any employee of the District may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below.
2. For budgeted purchases less than \$1,000, only the purchaser's approval is required.
3. For budgeted purchases between \$1,000 and \$4,999.99, the purchaser and the Department Head's approval are required. In instances where the Department Head is unable to approve, their designee (see #5 below) or the Finance Director may also authorize the purchase.
4. For budgeted purchases greater than \$4,999.99, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases greater than \$9,999.99 board approval, excluding contracts not adapted to award by competitive bidding which are exempt from this requirement, must be obtained prior to the purchase. Bids must be taken for any purchases in excess of \$24,999.99, public notice provided and board approval obtained for staff recommended bid. These procedures are described in the Bidding Policy.
5. From time to time, staff may be absent from their office during a time when a purchase order or purchase card transaction need approval. To facilitate the smooth operation of the District's business, any employee with approval authority as outlined above may designate another employee to have temporary signature authority in their absence. This authority is limited to the levels specified above and must be documented. The recommended method of documenting is to send an email from the employee who is designating the temporary signature authority to the Finance Department, it may also be sent to all users. This designation should indicate the beginning and ending dates of the designation of the temporary signature authority. Finance Department staff will retain a PDF copy of this email in a folder in the finance drive for the auditors review in the annual external audit. Once the audit is complete, that year's temporary signature authority files may be deleted.
6. A purchase for any item or service which has not been budgeted, no matter what the amount, requires the approval of the Department Head. It is the responsibility of the purchaser to know if an item is included in the budget.
7. Products purchased for resale in the District's gift shops do not require board approval.
- 7.8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is in excess of \$9,999.99 is needed, this policy

permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of same. Executive Director shall make every reasonable effort to contact each commissioner within five business days. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).

8.9. Sole source purchases are sometimes required as the vendor is the only provider. For this to be permitted, the department must submit this request for sole source designation to the Finance Director for approval, prior to making the purchase.

I. Payment of Invoices:

1. On a monthly basis at the regular Board Meeting, the Checks Approval Document detailing all checks processed during the monthly period will be presented to the Board of Commissioners with a recommendation for acceptance.
2. For weekly checks, the invoices, authorized Purchase Orders and supporting documentation must be submitted to the Finance Department by noon on Wednesday for processing on the following Wednesday's check run.
3. Purchase Orders must have the appropriate authorization per the Purchase Authorization Amounts section of this Purchasing Policy in order for payment to be processed.
4. Payment will be made only from invoices or digital images of invoices not from statements.
5. All payments are processed on the computer system. Manual checks will not be issued. Check registers and invoice processing reports are generated.
6. The checks are signed electronically with the signatures of the Executive Director and the Finance Director.
7. Invoices will be paid in accordance with the Illinois Prompt Payment Act.

## **Purpose**

The District will strive to diversify its revenue base to minimize any disruption in operations due to economic downturn or a loss of or a significant decline in any single revenue source. In the event that there are spendable resources available that are from restricted, limited or assigned sources(as defined in Statement #54 of the Governmental Accounting Standards Board), it is the intent of the District to spend first those resources from restricted sources, then limited sources and finally from assigned sources.

The District will avoid dependence on temporary revenues to fund mainstream District services. One-time revenues will generally be used only for one-time expenditures.

The District will establish and maintain pricing in any of its Enterprise operations (e.g. Arrowhead Golf Club) that is sufficient to ensure that the operations are self-supporting, including the costs of operations, asset maintenance, debt service and depreciation. Enterprise operations for the District are established with the express intent of providing an additional funding source for the District. They are intended to be profitable. Those profits, in turn, are to be used to finance the maintenance of the District's infrastructure and to help reduce the District's dependence on taxes. This policy does recognize that any new or significantly expanded operation may require a few years to become established and during this brief start up period (no more than 3 years), such operations may not be completely self-supporting.

The Board of Commissioners recognizes the need to:

- Protect the Park District from financial loss due to risk exposure, and
- Provide a safe working environment for both the district staff and the users of the district's facilities and programs.

The Executive Director shall be responsible for the design and implementation of a risk management plan with sufficient insurance coverage to prevent unbearable financial loss to the District, subject to approval of the Board. As a part of that risk management plan, the Park District will implement a comprehensive loss prevention program and a safety training program.

The risk management plan will be reviewed annually. Renewal date and changes in coverage or carriers will be made when needed or when financially desirable.

The first step in establishing tax rates in the Park District involves assessing the value of real property. The Township Assessor assesses, for taxing purposes, all real property located within the Park District Boundaries. In Wheaton the assessed value is approximately 33 percent of the real or market value of the property.

The assessed values are published by the Appeals Board of the Township in the late summer or early fall. A property owner then has two weeks to enter a protest to the assessed value of the property. The protest is reviewed by the Board of Appeals, and if it is justified, the Board of Appeals may grant a revision of the assessment value. In order to equalize the assessed value throughout the state and allow for judgment errors on the part of the assessors, the Illinois Department of Revenue issues an equalization factor for each township. The equalization factor is multiplied by the assessed valuation to calculate the Equalized Assessed Valuation (E.A.V.).

One of the most important actions taken by the Board of Park Commissioners is the adoption of the Tax Levy Ordinance. This ordinance indicates the amount to be levied for the various funds of the Park District. It indicates the amount of money required for the District's operations which must be received from tax funds. The tax levy ordinance must be adopted and filed with the County Clerk's office no later than the last Tuesday in December. (It should be noted that the tax levy does not have a relationship to the Budget and Appropriation Ordinance of the same fiscal year.)

The County Clerk then allocates the tax monies to all taxing bodies and establishes the tax rates. This tax rate is established by dividing the amount levied (or the total amount requested by the Park District) by the total Equalized Assessed Valuation. The Property Tax Limitation legislation of 1991 limits the total amount extended to either five percent or the Consumer Price Index over the past tax year, whichever is the smaller amount. Some funds have mandated legal tax rate limits per Illinois state statutes.

The tax bills are calculated by the County Clerk based on the individual property assessed valuation and total tax rate of all taxing bodies in which the property is located. Taxes are paid to the County Treasurer who forwards accumulated tax dollars to each taxing body via an electronic transfer.

After the first six months of any fiscal year, the Board of Commissioners may, by a two-thirds vote, transfer unexpected funds from any appropriation item to any other appropriation item.



The purpose of this policy is to establish guidelines for employees and elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area and for the use of District owned vehicles. For employees, the immediate supervisor and department head must approve all business travel in advance and include related expenses in the annual operating budget. For elected officials, the Board of Park Commissioners must approve attendance and budgeted travel expenses in advance on a case by case basis.

*Expenditure Limit:* Consistent with the requirements of the Local Government Expense Control Act, the District may establish an expenditure limit for travel expenses incurred. By establishing said limit, the board would not have to approve each employee's attendance prior to said attendance. Instead they would approve all such expenditures via the budget and appropriation ordinance. However, in the event that an employee desires to attend some event that would cost in total in excess of the limit established, that attendance would have to be approved by the board in one of their noticed public meetings PRIOR to attendance. This policy is establishing the District's limit as \$2,500 per staff member per conference/event attended. The Act does not permit the reimbursement for any entertainment expense.

*Elected Official:* The Act **does not permit any elected official to attend without obtaining prior approval**, even if the expenses to be incurred are below the established limit. Any such expenses incurred by an elected official of the District must be approved before incurrence, by roll call vote at an open meeting of the governing board of the District. Any elected official incurring expenses under this policy is required to submit documentation of an estimate of said expenses prior to incurring them. Before travel, meals or lodging expenses may be approved under the Act the Documentation as specified in the "Documentation Required" section below must be submitted in writing to the governing board. In this instance, where the exact amount of the actual expenses to be incurred for some expenses, such as meals and travel may be unknown, such expenses may be estimated. Once the expenses have been incurred, the elected official must also complete the expense report form as noted in the "Documentation Required" section below.

It is expected that employees and elected officials attend educational sessions when attending conferences.

The District's objectives are to permit travel arrangements that:

- Conserve travel expenses
- Provide uniform treatment for employees
- Allow for Board oversight
- Adhere to the plan adopted in the budget
- Result in prompt approval and recording of District expenses

*Personal Travel/Travel Companions:* A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional expenses arising from such non-business travel are the responsibility of the employee or the elected official.



**Covered Expenses:** When approved, the actual costs of conference or convention registrations, participation in professional organizations, technical meetings and the travel, meals, lodging and other expenses directly related to accomplishing business travel objectives can be either:

- charged to the District's procurement card (if one has been issued to employee or elected official traveling) or
- reimbursed by the District

**Documentation Required:** Per the Local Governmental Expense Control Act: travel, meal and lodging expenses must, whether above or below the Expenditure Limit established above, be documented in an expense report. The form of this report can be found on the G drive under District Forms\Expense Reports.

### Expense Report Form effective October 2016

G: » DISTRICT FORMS » Expense Reports

These must be

completed for each attendee. The report must indicate:

- An estimate of the cost of travel, meals or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred;
- The name of the individual who received or is requesting the travel, meal or lodging expense;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- the date or dates and nature of the official business in which the travel, meals or lodging expense was or will be expended.

In either case, original receipts or equivalent evidence must be provided to support the expenses incurred. These receipts must be turned in within 60 days of the date the purchase was incurred. It is expected that staff and elected officials will be cost-conscious when spending District funds, and make all reasonable efforts to minimize their expenses related to travel, lodging, and meals. The maximum daily limit for meals and incidental expenses is \$74. Further, it is expected that Supervisors and Department Heads will be looking over their staff's charges even when the individual charges do not exceed the employee's approval limit as the travel costs may be broken into multiple charges that individually do not exceed the employee's approval limit but in total for a given trip would exceed that limit.

**Alcohol:** Consistent with the District's personnel manual direction, no alcohol purchases will be paid for by the District. Receipts for dining establishments must be provided in sufficient detail to document that no alcoholic beverages are being paid for by the District.

**Accidents:** Employees or elected officials who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor or the executive director.

**Vehicle Use:** District vehicles are used for official business and may be kept overnight in certain instances only when authorized by the Executive Director. Any employee provided

a vehicle by the district shall not be authorized to use their private vehicle and receive reimbursement for travel, except on approval of the Executive Director.

Effective January 1, 2017, it is the policy of the Wheaton Park District to provide its Executive Director with a monthly vehicle stipend in a manner that is non-contributory to his or her Pension Calculation. The amount of the vehicle stipend will be voted on by the Board of Commissioners and reviewed and updated periodically. No other district employee shall be granted a vehicle stipend without the approval of the Board of Commissioners.

No employee may operate a district vehicle without having in his/her possession a valid driver's license. District vehicles shall not be used to transport unauthorized passengers such as hitchhikers.

All accidents involving district vehicles must be reported in writing to the administrative office within twenty-four (24) hours of the accident. The report shall include the names and addresses of available witnesses and principals. All accidents involving district vehicles are to be reported to the police immediately and at the site of the accident. A police report must be submitted to the administrative office as soon as available from the police department in order to submit claims to the insurance company.

**Mileage Reimbursement:** Mileage reimbursement is made for the use of personal motor vehicles for District business at the current rate allowed by the Internal Revenue Service. Employees and elected officials are required to track their mileage and submit the mileage logs to the Finance Department with the appropriate approval signatures in order to get reimbursement as outlined in the District's purchasing policy.

*Issues/Abuse:* Employees should contact their supervisor or the Finance Department for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

*Exceptions:* Where this policy does not cover a specific situation, the Executive Director retains the sole right to authorize exceptions to the policy related to employees only. Exceptions related to elected officials shall be referred by the Executive Director to the entire Board for resolution.

**Timeliness:** Consistent with IRS Publication 463, reimbursements must be submitted within 60 days of being incurred for such reimbursements to be considered made under an accountable plan and not subject to taxation. Any reimbursements submitted subsequent to 60 days will be paid through accounts payable and reported on their next paycheck and subject to taxation in compliance with IRS regulations.

The Wheaton Park District requires directors, supervisors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Wheaton Park District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### *Reporting Responsibility*

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Wheaton Park District can address and correct inappropriate conduct and actions. It is the responsibility of all board members, directors, supervisors, employees and volunteers to report concerns about violations of the Wheaton Park District's code of ethics or suspected violations of law or regulations that govern the Wheaton Park District's operations.

#### *No Retaliation*

It is contrary to the values of the Wheaton Park District for anyone to retaliate against any board member, director, supervisor, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of The Wheaton Park District. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

#### *Reporting Procedure*

The Wheaton Park District has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or any member of the board. Directors and supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the Wheaton Park District's Executive Director, who has the responsibility to investigate all reported complaints. If the suspected violation potentially includes the Executive Director, the issue should be reported to the board President.

#### *The Executive Director*

The Wheaton Park District's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will notify the Board of Directors of all complaints and their resolution and will report at least annually to the Finance Subcommittee on compliance activity relating to accounting or alleged financial improprieties.

#### *Accounting and Auditing Matters*

The Wheaton Park District's Executive Director shall immediately notify the Finance Subcommittee of any concerns or complaint regarding District's finance policies, internal controls or auditing and work with the committee until the matter is resolved.

*Acting in Good Faith*

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

*Confidentiality*

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

*Handling of Reported Violations*

The Wheaton Park District's Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.  
Compliance Officer: Mike Benard



TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Owen O'Reilly, Fleet Manager

THROUGH: Michael Benard, Executive Director

RE: Ballfield Groomer Equipment Purchase over \$10,000

DATE: May 11, 2017

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**SUMMARY:**

Staff is seeking to replace the Sand Pro Smithco ballfield groomer. After review of similar types of equipment, an 18hp Zero Turn Machine from API attachments was selected as the least costly option that meets the needs of our staff.

ABI Attachments 18hp Zero Turn Machine	\$14,664.00
John Deere 1200 Hydro Rake	\$15,343.55
Toro Sand Pro 3040	\$17,326.78

**PREVIOUS COMMITTEE/BOARD ACTION:**

This purchase was reviewed at the May 2017 finance subcommittee.

**REVENUE OR FUNDING IMPLICATIONS:**

\$18,000 is budgeted in 40-000-187-57-5706-0000

**STAKEHOLDER PROCESS:**

Not applicable.

**LEGAL REVIEW:**

Not applicable

**ATTACHMENTS:**

Proposals

**ALTERNATIVES:**

Not applicable

**RECOMMENDATION:**

Staff recommends the purchase of an 18hp Zero Turn Machine from ABI Attachments in the amount \$14,664.



ABI Attachments, Inc.  
520 S Byrkit Ave  
Mishawaka IN 46544  
United States

# Quote

#QO271318

ID #: 172972 Wheaton Park District, 03/02/2017

**Bill To**  
Owen O Reilly  
Wheaton Park District  
630-917-4834  
1000 Manchester Rd  
Wheaton IL 60187  
United States

**Ship To**  
Wheaton Park District  
630-917-4834  
1000 Manchester Rd  
Wheaton IL 60187  
United States  
Trevor Van Kampen  
630-908-9891 Tvankampen@wheatonparks.org

Product Specialist	Payment Method	Quote Expiration
1st: Casey Weaver, 2nd:		03/12/2017

Shipping Method	Freight Accessorials
Blue Grace - XPO	- Residential - - Call Ahead - - Liftgate -

Quantity	Item	Weight	Amount
1	<b>ABI-S360</b> ABI Force - 18hp Zero Turn Machine (w/Hydraulic Spring Mid-Mount System, Rippers, & Multi-function Rake) (Base Unit)	1,350	\$15,500.00
1	<b>ABI-S360SPTRF</b> .ABI FORCE SPORTS TURF DECAL	0	\$0.00
1	<b>IR-PB</b> .Profile Blades For ABI Force & Infield Rascal (Set of 2 Blades)	42	\$195.00
1	<b>IR-VFD-5-3800</b> .VibraFlex 5' Infield Drag 3800	75	\$495.00
1	<b>10-99029</b> .ABI Force Mini-Box Blade (Solid) Complete (assembly required)	80	\$275.00
1	<b>IR-RGDRGMTLVBR</b> .Rigid Drag Mat & Level Bar for Infield Rascal/Force 6' (assembly required)	70	\$345.00
1	<b>FRCREHYDLFT</b> .Rear Hydraulic Lift for the ABI Force	50	\$445.00

Product Subtotal	\$17,255.00
Tool Discount (-)	(\$2,591.00)
Shipping Charge	\$288.46
Shipping Discount (-)	(\$144.23)
Premium Freight Discount (-)	(\$144.23)
Tax Total (%)	\$0.00

**Total \$14,664.00**



QO271318



ABI Attachments, Inc.  
520 S Byrkit Ave  
Mishawaka IN 46544  
United States

# Quote

## #QO271318

ID #: 172972 Wheaton Park District, 03/02/2017

### Notes

### Special Notice

Thank you for your interest! All payments must be received in US dollars. Payment in full before shipment is required, unless otherwise approved for financing through one of our partners, or approved for corporate/government terms with ABI. If state and local sales or use taxes are not included on your quote, you may still be responsible to pay taxes on this purchase. Please consult with your tax advisor or the Department of Revenue for any tax liabilities. Review the "Freight Assesorials" section above to ensure appropriate offloading services have been ordered for your situation. Additional services may increase costs. All orders are subject to management approval. Product(s) sold with condition of stated limited warranties, standard return policy, and (when applicable) a conditional money back guarantee. Return Policy: [abiattachments.com/policy/return/](http://abiattachments.com/policy/return/) If you have questions about this quote, please call your product specialist at 877-788-7253.



QO271318



JOHN DEERE

JW TURF

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**Quote Summary**

**Prepared For:**

Wheaton Park District  
1000 Manchester Rd  
Wheaton, IL 60187  
Business: 630-688-2590  
ahannemann@wheatonparks.org

**Prepared By:**

Ryan Gilmore  
J. W. Turf, Inc.  
180 Corporate Drive  
Elgin, IL 60123  
Phone: 847-683-4653  
Mobile: 847-894-5268  
rgilmore@jwtrurf.com

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**Quote Id:** 14994233  
**Created On:** 27 March 2017  
**Last Modified On:** 27 March 2017  
**Expiration Date:** 30 April 2017

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<b>Equipment Summary</b>	<b>Suggested List</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE 1200 Hydro Rake Ballfield Rake	\$ 19,833.00	\$ 15,343.55 X	1 =	\$ 15,343.55

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<b>Equipment Total</b>	<b>\$ 15,343.55</b>
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**Quote Summary**

Equipment Total	\$ 15,343.55
SubTotal	\$ 15,343.55
Total	\$ 15,343.55
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 15,343.55</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

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*Confidential*





JOHN DEERE

## Selling Equipment

JW TURF

Quote Id: 14994233

Customer: WHEATON PARK DISTRICT

JOHN DEERE 1200 Hydro Rake Ballfield Rake				
Hours:			Suggested List	
Stock Number:			\$ 19,833.00	
			Selling Price	
			\$ 15,343.55	
Code	Description	Qty	Unit	Extended
1055TC	1200 Hydro Rake	1	\$ 18,248.00	\$ 18,248.00
Standard Options - Per Unit				
001A	US/Canada	1	\$ 0.00	\$ 0.00
6445	Less Rear Attachment	1	\$ -834.00	\$ -834.00
Standard Options Total				\$ -834.00
Dealer Attachments				
8-510A	Professional Infield Finisher	1	\$ 1,033.00	\$ 1,033.00
8-505-A	Infield Scarifier with Vertical Blades	1	\$ 1,286.00	\$ 1,286.00
Dealer Attachments Total				\$ 2,319.00
Other Charges				
	Freight	1	\$ 100.00	\$ 100.00
Other Charges Total				\$ 100.00
Suggested Price				\$ 19,833.00
Customer Discounts				
Customer Discounts Total			\$ -4,489.45	\$ -4,489.45
Total Selling Price				\$ 15,343.55

Confidential



Acct #: 365414  
Wheaton Park District  
1000 Manchester Road  
Wheaton, IL 60187

Attn: Owen O'Reilly

Whitey Anderson, SCPS  
Territory Manager  
3816 Carnation St.  
Franklin Park, Illinois 60131  
Cell (630) 251-4832  
Fax (847) 678-5511  
[wanderson@reinders.com](mailto:wanderson@reinders.com)

<b>Quote ID</b>	<b>Quotes Good for 30 Days</b>
<b>Quote Date</b> 3/10/17	<b>Tax Not Included In Quote</b>

**PRICE QUOTATION**

<b>Qty</b>	<b>Model #</b>	<b>Description</b>	<b>MSRP</b>	<b>Total</b>
1	08703	Toro Sand Pro 3040	\$17,799.00	\$13,918.82
1	08714	Manual Blade (40")	\$1,599.00	\$1,250.42
1	08754	QAS Finish Grader (Box Rake)	\$2,759.00	\$2,157.54
			Sub-Total	\$17,326.78
			Sales Tax	\$0.00
			Total	\$17,326.78

## Proposal Summary and Agreement

I am pleased to submit the attached proposal for your consideration

This is a proposal on the goods named, subject to the following conditions: The prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the seller. All proposals and agreements are contingent on availability of product from the manufacturer. Typographical errors are subject to correction.

All prices quoted include delivery to your facility unless otherwise stated. The preceding pricing is valid for 30 days unless otherwise stated. Prices include assembly where applicable and accessibility to parts and service manuals. Timing at delivery may vary and is subject to manufacturer's availability. Purchaser is responsible for applicable taxes. All financed items will require lease documentation be returned to the finance company and approved for shipment by the lessor before delivery can be completed.

### **ORDER ACCEPTANCE AGREEMENT**

By signing below, I am authorizing Reinders, Inc. to proceed with fulfilling the product order based on the quote I.D.# noted and that I have reviewed the quote in its entirety. Unless otherwise indicated I agree to accept delivery on the earliest date that this product can be shipped to our location(s). Any and all trades associated with this order will be ready for pick up at time of delivery of this order. A 2.5% service fee will apply for all credit card transactions.

Quote I.D. # \_\_\_\_\_ Accepted Equipment Delivery Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

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

Whitey Anderson, SCPS  
Territory Manager  
Reinders, Inc.

TO: Board of Commissioners

FROM: Steve Hincee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Scottdale Playground Equipment

DATE: April 28, 2017



### **SUMMARY:**

Staff has requested bids for the replacement of playground equipment that was originally installed in 1998 at Scottdale Park.

Staff has developed a process for bidding playground equipment that allows for various manufacturers to submit proposals that fit within the budgeted amount. This was employed in 2008 and has since proven to provide more competition and creativity in the designs submitted.

The first step was to conduct a survey of neighbors surrounding the park to see what types of equipment is desired. 660 neighbors were notified of the survey. Additionally it was posted on the Capital Projects page of the park district website. Staff received 75 completed surveys and compiled the results.

Staff then developed a set of criteria by which the new playground equipment would be rated. The criterion was incorporated into bid specifications. Bidders were asked to submit proposals that were within a budgeted dollar amount and met the goals outlined in the bid documents. Bidders were allowed to submit two proposals for each bid item.

Plans and specifications were prepared by staff. Bids were solicited on March 13, 2017 and they were opened on March 31, 2017. The results were as follows:

<i>Contractor</i>	<i>5-12Yrs. Proposal A</i>	<i>5-12 Yrs. Proposal B</i>	<i>2-5 Yrs. Proposal A</i>	<i>2-5 Yrs. Proposal B</i>	<i>Swings Proposal A</i>	<i>Swings. Proposal B</i>	<i>Discount for all equipment</i>
Play Illinois	\$41,839.00	\$40,227.00	\$15,738.00	\$16,495.00	\$5,149.00	\$5,149.00	Yes 1, 2
Zenon	\$51,498.00	\$41,000.00	\$16,537.00	\$16,000.00	\$3,601.00	\$3,601.00	Yes 3, 4
Parkreation	\$54,128.00	\$54,942.00	\$20,510.00	\$20,891.00	\$5,177.00	\$5,177.00	Yes 5, 6
Cunningham	\$39,410.71	\$39,565.20	\$17,829.22	\$17,829.22	\$6,566.98	\$6,566.98	Yes 7, 8
Nutoys	\$43,000.00	\$43,000.00	\$16,000.00	\$16,000.00	\$4,450.00	\$4,450.00	No
Reese Rec.	\$43,000.00	\$43,000.00	\$16,000.00	\$16,000.00	\$3,800.00	\$3,800.00	No
Play & Park	\$40,948.16	\$40,667.73	\$15,524.14	\$15,943.14	\$3,998.67	\$3,998.67	Yes 9

1 Proposal A (-\$2,561)  
 2 Proposal B (-\$1,818)  
 3 Proposal A (-\$8,836)  
 4 Proposal B (-\$601)

5 Proposal A (-\$17,295)  
 6 Proposal B (-\$18,305)  
 7 Proposal A (-\$1,213.78)  
 8 Proposal B (-\$1,187.63)

9 -\$200 off swings

It is important to note that our specifications emphasized the quality of design as long as it was within the budget amount. This is the reason that many of the bids are similar dollar amounts. This also means that the bids are likely discounted from the “catalog” prices.

A committee of 8 staff members who are directly responsible for various aspects of playground installation, maintenance and safety met to review the various proposals. Information provided by references was reviewed, and staff’s experience with various manufacturers and representatives was discussed at the meeting as well. The members of the committee then rated the proposals individually according to the criteria. Individual ratings were compiled and averaged to determine a finalist.

The preferred proposal based on budget and staffs rating were from NuToys. Staff has been pleased with their product and the references provided.

If approved, playground equipment is anticipated to arrive in August. The existing playground will be donated to Kid’s Around the World, an organization that refurbishes playgrounds for countries outside the United States that do not have the means to provide these types of amenities. Recent equipment donations were used to build playgrounds in Haiti and in Zambia.

**PREVIOUS COMMITTEE/BOARD ACTION:**

NA

**REVENUE OR FUNDING IMPLICATIONS:**

\$160,000 is budgeted within the current fiscal year (40-800-845-57-5701-0000). This includes playground equipment and any other necessary site work such as concrete sidewalks and curbs. Unitary safety surfacing will be bid separately after the site design is complete. Half of the surfacing is budgeted in this account, with the other half being drawn from accessibility funding\* (40-000-000-12-1224-0000). The projects crew will perform all removals, site work and installation of the equipment. The anticipated costs are as follows:

Item	Cost
Equipment	\$71,300.00
Surfacing	*\$87,500.00
Removals	\$2,100.00
Site Furniture	\$3,200.00
Landscape	\$2,500.00
Misc. Site Work	\$5,000.00
<b>Total</b>	<b>\$171,600.00</b>

**STAKEHOLDER PROCESS:**

N/A

**LEGAL REVIEW:**

Contract documents were provided by our legal counsel and they have provided previous favorable opinions of this bidding process.

**ATTACHMENTS:**

Recommended playground equipment design

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve a contract with NuToys for the Scottdale Playground Equipment in the amount of \$63,450.

Staff may request the vendors make minor revisions to the equipment proposed to ensure the District receives equipment that is well suited to the site and the desires of the neighborhood. Any modifications to the proposals will remain within the budget for equipment described above.

Existing Playground Equipment at Scottsdale???





# Scottsdale Park - Option 1 5-12 Area





# Scottsdale Park - Option 2 2-5 Area



TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Community Center Building Exterior Improvements Project

DATE: April 28, 2017

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**SUMMARY:**

The Community Center, initially constructed in 1990, has seen some deterioration over the past 25 years. While staff has done their best to maintain the physical infrastructure, several building components have reached their useful life. Williams Architects, the original designer of the building was hired to complete an assessment of the structure and developed plans and specifications that were used to bid work related to a number repairs to the building's exterior. The following bids were received at the April 27 bid opening.

Contractor	Base Bid
RC Wegman	\$1,048,000
Kee Construction	\$1,214,000
CJ Morse	\$1,778,000

**PREVIOUS COMMITTEE/BOARD ACTION:**

The Building and Grounds committee has reviewed the assessment of the building and some design alternatives.

**REVENUE OR FUNDING IMPLICATIONS:**

Account	Amount
40-800-846-57-5701-0000	\$822,500
40-800-846-53-5301-0000	\$570,000
<b>Total</b>	<b>\$1,392,500</b>

**STAKEHOLDER PROCESS:**

We will work with facility staff to schedule construction in a way that minimizes disruption.

**LEGAL REVIEW:**

Contract documents were provided by our legal counsel.

**ATTACHMENTS:**

Recommendation letter from William Architects

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve the agreement with RC Wegman for the Community Center Exterior Improvements in the amount of \$1,048,000 and a 7.5% contingency for possible changes reviewed by Buildings & Ground subcommittee during construction.



2 May 2017

Mr. Steve Hinchee, Superintendent of Planning  
Wheaton Park District  
1000 Manchester Road  
Wheaton, IL 60187

**Re: Summary of Bid Analysis / Contractor Interviews**  
**Wheaton Park District Community Center Exterior Improvements**  
**WA Project #2016-011**

Dear Mr. Hinchee:

Williams Architects administered the bid opening for the **Wheaton Park District Community Center Exterior Improvements** project on April 27, 2017. The bid results are attached, and we are pleased to report that the bid results have come in under our preliminary cost estimates. Our preliminary cost estimate including contingency allowances was a range between \$1,230,000 and \$1,462,500, and the apparent low bid including contingency allowances is \$1,048,000.

Four general contractors and various roofing and masonry companies attended the pre-bid conference, and three general contractor bids were received for the work. The apparent low bidder for the project is R.C. Wegman Construction Company of Aurora, IL. We received positive references from other architects and owners who have worked with this company in the past, and the company has extensive experience in large public sector projects, including for the Fox Valley Park District. Additionally, we interviewed Doug Bohr of the company prior to preparing this recommendation. R.C. Wegman Construction Company stated that their bid is complete as submitted with no limitations or exclusions. They will utilize Anthony Roofing of Aurora for the metal roofing scope of work and propose to use Petersen Aluminum Corporation roofing materials as specified. They propose to use Bruno's Tuckpointing of Hazel Crest for the masonry repairs. R.C. Wegman has extensive experience in public agency work, has indicated the ability to finish the project on schedule assuming no delays in material procurement, and will provide the bonds and insurance required by the Park District.

We find no reason to believe that R.C. Wegman Construction Company is not the responsive and responsible low bidder for the Project. Therefore, subject to receipt of evidence of all required insurance coverage and payment/performance bonds as required by the Contract Documents, we find no reason why the contract should not be awarded to R.C. Wegman Construction Company of Aurora, IL in the amount of ONE MILLION FORTY EIGHT THOUSAND DOLLARS (\$1,048,000).

Very truly yours,



Andrew R. Dogan, ALA, NCARB, LEED AP  
Senior Project Manager / Associate

Attachments: Bid Tabulation, 27 April 2017  
Project Memorandum - Contractor Interview with R.C. Wegman, 2 May 2017  
Copy of R.C. Wegman Bid, Certifications, and References



# Bid Tabulation

**Project:** Wheaton Park District Community Center Exterior Improvements

**Bid Date:** 27 April 2017



Bidder / Location	Addm #1 Rec'd?	Bid Bond?	References & Certifications?	Base Bid	Comments
Kee Construction / Chicago, IL	YES	YES	YES	\$ 1,214,000.00	
LJ Morse Construction / Aurora, IL	YES	YES	YES	\$ 1,778,000.00	
RC Wegman Construction Co. / Aurora, IL	YES	YES	YES	\$ 1,048,000.00	

## Project Memorandum

**Re:** Contractor Interview – R.C. Wegman Construction Company  
Wheaton Park District Community Center Exterior Improvements  
WA Project #2016-011

**Date:** 2 May 2017

**By:** Andy Dogan, Williams Architects

**Telephone Conversation With:** Doug Bohr, Estimator – 630.844.3000 x 210

Is your bid complete as submitted?

**Yes.**

Is there anything not on the documents that you know you will need to do and that you have not accounted for in your bid?

**No.**

Have you included the allowances in the total amount of \$100,000 in your bid?

**Yes.**

Subcontractors and materials proposed:

**Anthony Roofing and PAC-CLAD products for metal roofing.**

**Bruno's Tuckpointing will perform masonry repairs.** (This company was the only mason to attend the pre-bid conference)

Schedule review:

**Schedule will be tight given lead times for materials and 2-3 months anticipated for roofing.**

Any concerns about the scope of work?

**Occasional closure of entrances will be required when work is being done in the area above. Contractor will coordinate and give advance notice to WPD.**

**Contractor asked whether we would consider using new brick instead of re-using existing brick in areas of repair. WA stated we would consider new brick if an acceptable match was found.**

**End of Project Memorandum**



PROPOSAL TO THE WHEATON PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
FOR THE PROVISION AND INSTALLATION OF  
WPD COMMUNITY CENTER EXTERIOR IMPROVEMENTS

The undersigned Bidder agrees that should this bid be accepted by the Owner, the undersigned will be bound to the Wheaton Park District Board of Park Commissioners to furnish and deliver all materials, tools and equipment, and perform all work necessary for the Wheaton Park District to complete the construction of all items detailed in the written Specifications for the amounts set forth as follows (Please complete in ink or type):

**BID PROPOSAL**

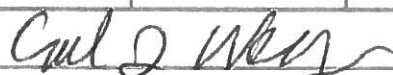
(Please complete in ink, and print or type)

Item	Amount
Base Bid	one million forty eight thousand dollars \$ 1,048,000

This is a lump sum bid. The quantities provided by Owner in the Bid Form are estimated and provisional, and are given for the Bidder's convenience as well as provide a common basis for bidding. The Bidder is responsible for verifying all estimated quantities and/or perform his or her own quantity take off of work items.

Addendum # 1, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, have been received and acknowledged.

The Bidder further certifies that the official name or title and the business address of the Bidder to be considered as of the making of this bid is as follows:

<b>COMPANY NAME:</b>	R.C. Wegman Construction Company				
<b>NAME OF BIDDER (please print):</b>	Carl L. Wegman				
<b>TITLE:</b>	President				
<b>ADDRESS OF BIDDER:</b>	750 Morton Avenue				
<b>CITY, STATE and ZIP:</b>	Aurora, IL 60506	<b>FAX NUMBER:</b>	630.844.3003		
<b>PHONE NUMBER:</b>	630.844.3000	<b>E-MAIL:</b>	bid@rcwegman.com		
<b>CELL PHONE NUMBER:</b>	630.779.5819				
<b>DATED THIS</b>	27th	<b>DAY OF</b>	April	<b>2017</b>	
<b>SIGNATURE:</b>					

PROJECT: WPD COMMUNITY CENTER EXTERIOR IMPROVEMENTS

**ALTERNATE BID PROPOSAL**

(Please complete in ink, and print or type)

Alternate bids shall be considered either an *Add* or a *Deduct* from the base bid amount. Bidder shall indicate either *Add* or *Deduct* by circling either one, and providing the dollar amount to be added or deducted from the base bid.

Alternate Bids	Circle One	Amount
<u>No alternate bid items.</u>	<i>Add</i> <i>Deduct</i>	\$ N/A

Addendum # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, have been received and acknowledged.

The Bidder further certifies that the official name or title and the business address of the Bidder to be considered as of the making of this bid is as follows:

<b>COMPANY NAME:</b>					
<b>NAME OF BIDDER</b> <i>(please print):</i>					
<b>TITLE:</b>					
<b>ADDRESS OF BIDDER:</b>					
<b>CITY, STATE and ZIP:</b>			<b>FAX NUMBER:</b>		
<b>PHONE NUMBER:</b>			<b>E-MAIL:</b>		
<b>CELL PHONE NUMBER:</b>					
<b>DATED THIS</b>		<b>DAY OF</b>		<b>2017</b>	
<b>SIGNATURE:</b>					
<b>COMPANY NAME:</b>					



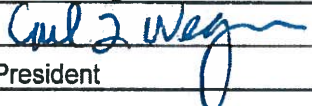
PROPOSAL TO THE WHEATON PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
FOR THE PROVISION AND INSTALLATION OF  
WPD COMMUNITY CENTER EXTERIOR IMPROVEMENTS

By submission of its bid, the Bidder acknowledges, agrees, represents, declares and warrants:

- A. That he has carefully examined the written Specifications and Drawings and is thoroughly familiar therewith, and that he has visited the site of the proposed Work to arrive at a clear understanding of the conditions under which the Work is to be done, and that he has compared the site with the Drawings and Specifications and has satisfied himself as to all conditions affecting the execution of the Work;
- B. That all modifications have been submitted with this bid;
- C. That he has checked carefully the bid figures and understands that he shall be responsible for any errors or omissions based on these Specifications and alternates as submitted on the Bid Proposal Form;
- D. That it is understood and agreed that the Wheaton Park District reserves the right to accept or reject any or all bids, or to combine or separate any section or work, and to waive any technicalities;
- E. To hold the bid open for sixty (60) days subsequent to the date of the bid opening;
- F. To enter into and execute a Contract with the Owner within ten (10) days after the date of the Notice of Award, if awarded on the basis of this bid, and in connection therewith to:
  - (a) Furnish all bonds and insurance required by the Contract Documents;
  - (b) Accomplish the Work in accordance with the Contract Documents; and
  - (c) Complete the Work within the time requirements as set forth in the Bid Documents.
- G. That if this bid is accepted, the Bidder is to provide all of the necessary equipment, tools, apparatus, labor, and other means of construction, and to do all of the Work and to furnish all of the materials specified in the Bid Documents in the manner and at the time therein prescribed, and in accordance with the requirements set forth;
- H. To commence Work as specified in the Instructions to Bidders, and to prosecute the Work in such a manner, and with sufficient materials, equipment and labor as will ensure its completion within reasonable time, it being understood and agreed that the completion within such reasonable time is an essential part of this Contract;
- I. That the Bidder shall have full responsibility for coordinating, expediting, and managing payment requests, and administering the Project and subcontractors;
- J. That the Bidder has submitted, in order to be considered eligible for this job, a list of all projects of similar size and scope within the past three years; and

K. That Bidder has submitted an executed Contractor Compliance and Certification Attachment.

Submitted this 27th day of April, 2017.

Name: R.C. Wegman Construction Company  
By: Carl L. Wegman  
Signature:   
Title: President

SUBSCRIBED AND SWORN TO before me  
this 27th day of April, 2017.



Notary Public

STATE OF ILLINOIS     )  
                                      )  
COUNTY OF DUPAGE    )



## PROJECT: WPD COMMUNITY CENTER EXTERIOR IMPROVEMENTS

### CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT

**Note: The following certifications form an integral part of the Agreement between the Owner and Contractor. Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.**

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.
- C. All contracts for this Project are subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the wage determination included with the Contract Documents and any subsequent determinations issued by the Illinois Department of Labor which shall supersede the determination included in the Contract Documents, all in accordance with applicable law. Contractor is responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act.
- D. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor

is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.

- F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.
- G. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- H. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- I. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- J. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administrated by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.

- K. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.
- L. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.
- M. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and, upon request of the Wheaton Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

CONTRACTOR

By: Carl L. Wegman Carl L. Wegman  
 Its: President

STATE OF Illinois )  
 )SS  
 COUNTY OF Kane )

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that Carl L. Wegman appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: April 27, 2017

[Signature]  
 (Notary Public)

(SEAL)



SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq., ("Act") prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor, Subcontractor [circle one], by its undersigned representative, hereby certifies and represents to the Wheaton Park District that [Contractor/Subcontractor must complete either Part A or Part B below]:

A. The Contractor, Subcontractor [circle one] has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. [Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]

R.C. Wegman Construction Company  
Name of Contractor/Subcontractor (print or type)

Carl L Wegman, President  
Name and Title of Authorized Representative (print or type)

Carl L Wegman Dated: April 27, 2017  
Authorized Representative

Signature of  
Carl L Wegman

B. The Contractor/Subcontractor [circle one] has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq.

\_\_\_\_\_  
Name of Contractor/Subcontractor (print or type)

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative Dated: \_\_\_\_\_

## **R.C. Wegman Construction**

### **Policy Statement**

#### **Drugs, Alcohol and Other Prohibited Behaviors**

##### **Prohibited Behaviors:**

The use, bringing onto company property or job site, possession, concealment, transportation, promotion or sale of the following substances or items by any employee as well as our subcontractors and their employees of the below items:

- a. Illegal drugs, unauthorized controlled substances, look-a-likes, designer, synthetic or any other drug which may affect an employee's motor functions or alter a person's perception working
- b. Prescription drugs/over the counter medication except under the following conditions:
  - 1. The employee shall inform his supervisor prior to using any prescription drug or over the counter medication and receive written permission to possess such drug while working on the job.
  - 2. The prescription vial shall be labeled by the dispensing pharmacy and the label shall show the employees name, physician, prescription number, date the prescription was filled and the dosage rate. Prescriptions more than 30 days old will not be allowed.
  - 3. The over the counter medication will be in its original package or container.
  - 4. The employee may only possess enough medication for his normal shift.
- c. Alcoholic beverages.
- d. Firearms, weapons, explosives, and ammunition.
- e. Unauthorized items such as stolen property or drug paraphernalia.

As a means of enforcement, to the extent allowed by law, all employees will be subject to searches and inspections of their person, vehicle and personal effects for the presence the above prohibited items.

##### **Drug Free Work Place Policy:**

Because the type of work we perform can result in serious injury if employees are not capable of focusing not only on their job task, but their surroundings, and others with whom they work, it is our policy to hire only persons free from any evidence of illegal use of controlled substances or other drugs including alcohol.

scheduled employee fitness-for-duty medical examination. Additionally, this test will be given there is a concern that an employee is incapable of performing his or her assigned duties.

**Reasonable Suspicion:** an employee must submit to drug testing when there is a belief drawn from specific objective and articulable facts and reasonable inferences that the employee is illegally using or has illegally used a controlled substance or other drugs. This will only be required upon the recommendation of a supervisor who has had training in this type of detection.

**Random or periodic:** conducted, as permitted by statute or regulation. These tests will be without cause, suspicion, detectable performance problems, or the occurrence of an accident, incident or safety violation.

**Note: Laboratory Testing:**

The selected laboratory will perform substance testing on blood or urine specimens in accordance with standards set forth by the National Institute for Drug Abuse. Employees may be asked by collection site personnel to indicate whether there is the potential that they will test positive for prescription or other substances. A consent form and information sheet will be provided. If the employee fails to provide an acceptable urine specimen, one of the following steps will be taken:

1. the employee's stay will be extended at the designated collection site, if feasible, until an acceptable specimen can be collected.
2. the test may be rescheduled due to unusual circumstances, i.e. post-operative situations.
3. the employee will be disciplined up to and including termination on the first offense for failing to cooperate or refusing to provide an acceptable specimen.

All positive urine specimen test results for employees on active status will be confirmed by standard laboratory procedures, generally gas chromatography/mass spectrometry (GC/MS), using a portion of the same specimen. In case of testing by means other than urine (i.e. breath or other samples), reliable laboratory or instrument testing procedures will be followed.

**Note: Non-Lab Testing:**

A visual one-step panel immunoassay for the simultaneous, qualitative detection of multiple drugs and metabolites in human urine may be used for the purpose of administering Random, Post Accident and For Cause drug screens in the field.

1. In the event of a positive reading, the specimen will be sealed and a chain of custody form will be completed and it will be sent to a NIDA certified lab for GC/MS analysis.
2. If the additional test results are positive, or if the employee fails or refuses execute the Chain of Custody forms as directed, termination will result.
3. If the additional drug screen results are negative, the employee will be returned to work and compensated for time lost from the job.





**R.C. WEGMAN  
CONSTRUCTION COMPANY**

Phone: (630) 844-3000  
Fax: 3003  
www.RCWegman.com

April 27, 2016

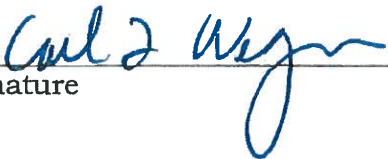
**Wheaton Park District – Community Center Exterior Improvements**

“List all administrative proceedings and litigation filed by or against Bidder in the past five (5) years.”

R.C. Wegman Construction Company has been involved in none.

Sincerely,  
**R.C. Wegman Construction Company**

Carl L. Wegman  
President

  
\_\_\_\_\_  
Signature

April 27, 2017  
\_\_\_\_\_  
Date



**R.C. WEGMAN  
CONSTRUCTION COMPANY**

Phone: (630) 844-3000  
Fax: 3003  
www.RCWegman.com

April 27, 2016

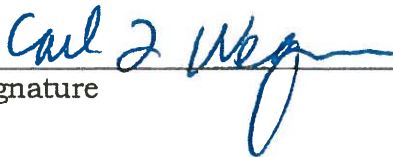
**Wheaton Park District – Community Center Exterior Improvements**

“Indicate all instance in which Bidder has been rejected for not being a responsible bidder.”

R.C. Wegman Construction Company has been involved in no such instances.

Sincerely,  
**R.C. Wegman Construction Company**

Carl L. Wegman  
President

  
\_\_\_\_\_  
Signature

April 27, 2017  
\_\_\_\_\_  
Date



**R.C. WEGMAN  
CONSTRUCTION COMPANY**

Phone: (630) 844-3000  
Fax: 3003  
www.RCWegman.com

April 27, 2016

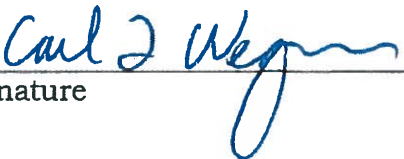
**Wheaton Park District – Community Center Exterior Improvements**

“Provide a list of all contracts to which you were a party and with respect to which you were declared to be in breach of one or more provisions.”

R.C. Wegman Construction Company has been involved in no such breach of contracts.

Sincerely,  
**R.C. Wegman Construction Company**

Carl L. Wegman  
President

  
\_\_\_\_\_  
Signature

April 27, 2017  
\_\_\_\_\_  
Date

**REFERENCES - MUST SUBMIT FIVE (Within the past three 3 years)**

1.	Project Name/Address:	Fox Valley Park District - Cole Center Remodel 101 W Illinois Avenue, Aurora, IL		
	Date:	2016 - 2017	Phone:	630.897.0516
	Owner Contact:	Jeff Palmquist		
	Description of Project	Interior warehouse buildout into offices, outbuilding storage building		
2.	Project Name/Address:	Wayside Cross Ministries 215 E New York Street, Aurora, IL		
	Date:	2016	Phone:	630.723.3423
	Owner Contact:	James Lukose		
	Description of Project	Elevated walkway connecting two structures		
3.	Project Name/Address:	Batavia Public Library 10 S Batavia Avenue, Batavia IL		
	Date:	2016	Phone:	630.879.1393
	Owner Contact:	George Scheetz		
	Description of Project	Sitework component repairs		
4.	Project Name/Address:	Fox Valley Family YMCA 3875 Eldamain Road, Plano IL		
	Date:	2015	Phone:	630.552.4100
	Owner Contact:	Andrew Bobbitt		
	Description of Project	Locker room and fitness area remodel		
5.	Project Name/Address:	Mooseheart School Gymnasium Addition		
	Date:	2016	Phone:	630.360.1806
	Owner Contact:	John Lochbaum		
	Description of Project	School gymnasium addition		

## Projected, Current & Completed Projects

Projected Jobs					
PROJECT NAME	OWNER/CONTACT	ARCHITECT/ CONTACT	START DATE	CONSTRUCTION COST	% WITH OWN FORCES
Aurora Fire Department Fire Station #7	Aurora Fire Department Deputy Chief Tom Greiner 630.256.4000	Dewberry Architects Inc. Jonathan Tallman 847.695.5840	2017	\$ 3,700,000.00	TBD
Aurora Central Catholic H.S. STEM School Academy	Aurora Central Catholic High School Rev. F. William Etheredge 630.907.0095 ext. 105	Cordogan Clark & Associates Mike Konopka 630.896.4678	2017	\$ 4,900,000.00	TBD
Rolling Meadows Fire Department 2 New Stations	Rolling Meadows Fire Department Chief Scott Franzgote 847.397.3352	Healy Bender Cliff Bender 630.904.4300	2017	\$ 7,000,000.00	TBD
Prisco Community Center Renovation	Fox Valley Park District Jeff Palmquist 630.897.0516	Cordogan Clark & Associates Mike Konopka 630.896.4678	2017	\$ 3,500,000.00	TBD

Current Jobs					
PROJECT NAME	OWNER/CONTACT	ARCHITECT/ CONTACT	COMPLETION DATE	CONSTRUCTION COST	% WITH OWN FORCES
Fermilab Wilson Hall 13th Floor Renovation	Fermi National Accelerator Laboratory Jerry King 630.840.4312	Gastinger Walker Lisa Kincaid 312.236.3993	2018	\$ 3,287,000.00	TBD
Fox Metro Water Reclamation District Building W	Fox Metro Water Reclamation District Tom Muth 630.892.4378	Walter E. Deuchler Associates, Inc. Andrew Deitchman 630.897.4651	2018	\$ 2,229,000.00	TBD
Rush Copley Parking Garage Expansion	Rush Copley Medical Center Kirk Kruse 630.499.2313	DESMAN, Inc. Dennis Williams 312.263.8400	2017	\$ 6,307,000.00	TBD
Fermilab C0 Detector Hall Upgrade	Fermi National Accelerator Laboratory Johnathan Hunt 630.840.4312	Fermi National Accelerator Laboratory Johnathan Hunt 630.840.4312	2017	\$ 850,000.00	TBD
Cole Center Outbuilding and Remodeling	Fox Valley Park District Jeff Palmquist 630.897.0516	Kluber Architects + Engineers Clayton Haldeman 630.406.1213	2017	\$ 682,000.00	TBD
Sheet Metal Local 265 Pension Fund Bulding Remodel	Sheet Metal Local 265 Pension Fund Charles Ruegge 630.668.0110	Allen + Pepa Architects Lane Allen 630.346.4469	2016	\$ 580,000.00	TBD
Wayside Cross Ministries Building Link	Wayside Cross Ministries James Lukose 630.723.3423	Silva Architects Steve Silva 847.841.1500	2016	\$ 900,000.00	TBD



Completed Jobs in the Last Five Years					
PROJECT NAME	OWNER/CONTACT	ARCHITECT/ CONTACT	COMPLETION DATE	FINAL CONSTRUCTION COST	% WITH OWN FORCES
Waubonsee Community College Rush Copley Remodel	Waubonsee Community College Dan Larsen 630.466.7900	Cordogan, Clark and Associates Michael Brown 630.896.4678	2016	\$ 4,000,000.00	20%
Mooseheart School Addition	Mooseheart Int'l & Child City & School John Lochbaum 630.360.1806	Hestrup & Associates Architects Joel Hestrup 630.363.8181	2016	\$ 3,974,000.00	20%
NPD Tactical Training, Ammunition Storage Addition	City of Naperville Joann Griessler 630.420.6111	Kluber Architects + Engineers Christopher Hansen 630.406.1213	2016	\$ 450,000.00	10%
Batavia Public Library Sitework Component Repairs	Batavia Public Library George Scheetz 630.879.1393 x 350	Building Technology Consultants, PC Patrick Reicher 847.454.8816	2016	\$ 888,352.00	10%
City of Aurora Conference Room Remodel	City of Aurora Jolene Coulter 630.256.3552	Cordogan, Clark and Associates Mike Konopka 630.896.4678	2016	\$ 129,000.00	10%
Grundfos Various Office Remodel	Yocmans Chicago Corporation Mike Franzen 630.499.6931	Design/ Build	2016	\$ 35,230.00	10%
Wayside Cross Ministries - Phase 1	Wayside Cross Ministries James Lukose 630.723.3423	Steven W. Hansen Architect 630.466.8021	2015	\$ 6,400,000.00	20%
Richard and Gina Santori Public Library	Aurora Public Library John Savage 630.450.0788	Cordogan, Clark and Associates Mike Konopka 630.896.4678	2015	\$ 28,000,000.00	10%
American Heartland Bank + Trust	American Heartland Bank Dick Adamson 630.466.3551	Studio GC Brian Otte 312.253.3400	2015	\$ 4,405,000.00	10%
Holiday Inn Express + Suites	Midwest Management, Inc. Rocky Pintozzi 630.896.9562	James Darin Claxton Project Architect 765.453.2244	2015	\$ 628,000.00	10%
Plano YMCA Locker Room + Fitness Area Remodel	Fox Valley Family YMCA Andrew Bobbitt 630.552.4100	Design/ Build	2015	\$ 246,405.00	10%
Fermi MI-52 Building Addition	Fermi National Accelerator Laboratory Kate Sienkiewicz 630.840.4313	Fermi National Accelerator Laboratory Kate Sienkiewicz 630.840.4313	2015	\$ 292,000.00	20%
Coilplus Building Addition	Coilplus Illinois, Division of Coilplus, Inc. Pat Soris, Owners Rep psoris@coilplus.com	Knights E/A, Inc. Hugo Mascote 708.336.7082	2014	\$ 5,130,900.00	10%
Stuart Sports Complex	Fox Valley Park District Jeff Palmquist 630.897.0516	Smithgroup JJR Paul Wiese 312.641.0510	2014	\$ 9,350,000.00	10%

PROJECT NAME	OWNER/CONTACT	ARCHITECT/ CONTACT	COMPLETION DATE	FINAL CONSTRUCTION COST	% WITH OWN FORCES
<b>RiverEdge Park Music Venue</b>	City of Aurora Stefane Phifer 630.256.3080	Muller & Muller David Steele 312.432.4180	2013	\$ 13,280,000.00	20%
<b>Marie Wilkinson Food Pantry Addition</b>	Marie Wilkinson Food Pantry Diane Renner 630.897.5431	Steven W. Hansen Architect 630.466.8021	2013	\$ 194,850.00	20%
<b>Genon Support Building</b>	Genon Wholesale Generation James Brown 814.446.7114	Steven W. Hansen Architect 630.466.8021	2013	\$ 249,000.00	20%
<b>Lippold Park</b>	Fox Valley Park District Nate Troia 630.897.0516	Fox Valley Park District Nate Troia 630.897.0516	2013	\$ 814,500.00	40%
<b>Aurora Area Interfaith Food Pantry</b>	Aurora Area Interfaith Food Pantry Marilyn Weisner 630.897.2127	Themes Architecture Ted Mesiascos 630.617.5630	2013	\$ 350,900.00	20%
<b>Argonne Building 46 Fuel Island</b>	Argonne National Laboratory Jim Frego, Project Manager 630.252.3037	Bailey Edward 312.440.2300	2013	\$ 192,600.00	20%
<b>Virgil Gilman Shared-Use Path Bridge</b>	Fox Valley Park District Mike Erickson 630.897.0516	Engineering Enterprises, inc. Bob Walker 630.466.9350	2012	\$ 1,274,000.00	10%
<b>Cole Center</b>	Northern Illinois University Jeff Dauer, Owner's Rep 815.753.5468	Cordogan Clark & Associates Andrea Briggs-Dolter 630.896.4678	2012	\$ 7,500,000.00	10%
<b>Fox Metro P-3 Laboratory</b>	Fox Metro Water Reclamation District Tom Muth 630.892.4378	Walter E. Deuchler Associates, Inc. John Frerich 630.897.4651	2012	\$ 5,000,000.00	10%
<b>Aurora Police Department Demo/Wilder Promenade</b>	City of Aurora Mark Anderson, Owner's Rep 630.256.3490	Shive Hattery Architects & Engineers 630.390.7444	2012	\$ 672,625.00	10%
<b>Greene Farm Barn Restoration</b>	DuPage County Forest Preserve Jessica Ortega 630.407.6700	Teng & Associates, Inc. 312.616.0000	2012	\$ 1,078,000.00	10%
<b>Blackberry Farm Adventureland Playground</b>	Fox Valley Park District Nate Troia 630.897.0516	Fox Valley Park District Nate Troia 630.897.0516	2012	\$ 794,000.00	20%
<b>Cool Acres</b>	Fox Valley Park District Mike Erickson 630.897.0516	Fox Valley Park District Mike Erickson 630.897.0516	2011	\$ 579,000.00	20%
<b>Copley Park II</b>	Fox Valley Park District Mike Erickson 630.897.0516	Fox Valley Park District Mike Erickson 630.897.0516	2011	\$ 400,000.00	20%

# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE R.C. Wegman Construction Company  
750 Morton Avenue, Aurora, IL 60506

as Principal, hereinafter called the Principal, and Travelers Casualty and Surety Company of America  
One Tower Square, Hartford, CT 06183

a corporation duly organized under the laws of the State of CT

as Surety, hereinafter called the Surety, are held and firmly bound unto Wheaton Park District  
102 E. Wesley Street, Wheaton, IL

as Oblgee, hereinafter called the Oblgee, in the sum of Ten Percent of Amount Bid

Dollars (\$ 10% ),  
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,  
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Wheaton Park District Community Center Exterior Improvements

NOW, THEREFORE, if the Oblgee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblgee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblgee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblgee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 27th day of April, 2017

[Signature]  
(Witness)

R.C. Wegman Construction Company  
(Principal)

(Seal)

By: Carl J. Wegman, PRESIDENT  
(Title)

[Signature]  
(Witness)



Travelers Casualty and Surety Company of America  
(Surety)

(Seal)

By: R. L. McWethy  
Attorney-in-Fact R.L. McWethy (Title)





POWER OF ATTORNEY

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company

Surety Bond No. Bid Bond

Principal: R.C. Wegman Construction Company

OR

Project Description: Wheaton Park District Community Center  
Exterior Improvements

Obligee: Wheaton Park District

**KNOW ALL MEN BY THESE PRESENTS:** That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc. is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **R.L. McWethy** of the City of **Westmont**, State of **IL**, their true and lawful Attorney-in-Fact, to sign, execute, seal and acknowledge the surety bond(s) referenced above.

**IN WITNESS WHEREOF**, the Companies have caused this Instrument to be signed and their corporate seals to be hereto affixed, this **24<sup>th</sup>** day of **June, 2016**.

Farmington Casualty Company  
Fidelity and Guaranty Insurance Company  
Fidelity and Guaranty Insurance Underwriters, Inc.  
St. Paul Fire and Marine Insurance Company  
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
Travelers Casualty and Surety Company  
Travelers Casualty and Surety Company of America  
United States Fidelity and Guaranty Company



State of Connecticut

City of Hartford ss.

By:

  
Robert L. Raney, Senior Vice President

On this the **24<sup>th</sup>** day of **June, 2016**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing Instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

**In Witness Whereof**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2021**.



  
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of Indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the seals of said Companies this 27th day of April, 2017.

*Kevin E. Hughes*

Kevin E. Hughes, Assistant Secretary



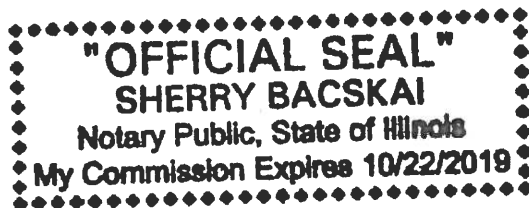
To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at [www.travelersbond.com](http://www.travelersbond.com). Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

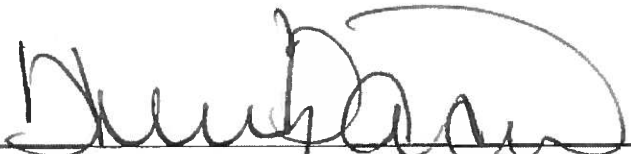
STATE OF Illinois

SS.:

COUNTY OF WILL

On this 27th day of April, 2017, before me  
personally appeared R. L. McWethy, to me known, who,  
being by me duly sworn, did depose and say: that he reside(s) at \_\_\_\_\_  
New Lenox, Illinois; that he is/are the Attorney-in-fact  
of Travelers Casualty and Surety Company of America, the corporation described  
in and which executed and annexed instrument; that he know(s) the corporate seal of said  
corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed  
by order of the Board of Directors of said corporation; that he signed the same name(s)  
thereto by like order; and that the liabilities of said corporation do not exceed its assets as  
ascertained in the manner provided by law.



  
(Notary Public in and for the above County and State)

Surety  
Company  
Acknowledgment

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Wheaton Sanitary District Northside Interceptor Project

DATE: May 10, 2017



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**SUMMARY:**

We have received an additional easement agreement from the Wheaton Sanitary District for their Northside Interceptor project. These are for three small parcels within the Lincoln Marsh that are solely owned by the Wheaton Park District. Two are adjacent to the prairie path at the bridge over Winfield Creek and the other is south of Rosie's on Gary Avenue.

**PREVIOUS COMMITTEE/BOARD ACTION:**

The board granted the Wheaton Sanitary District a License Access agreement in February 2015 to engineer portions of this project.

Easements for Atten Park and Roosevelt and Hazelton were approved in November 2016 and a license agreement in conjunction with the Forest Preserve District for property in the Lincoln Marsh was approved in January 2017.

**REVENUE OR FUNDING IMPLICATIONS:**

The sanitary district will be restoring the areas impacted with native plants rather than the existing trees and turf grass. They will compensate us for our direct costs in establishing these areas for up to three years or as required by permit.

**STAKEHOLDER PROCESS:**

We will need to work jointly with the WSD and FPDDC on communicating this projects impacts and benefits to the neighboring properties and residents.

**LEGAL REVIEW:**

A summary and recommendation has been provided by our attorney.

**ATTACHMENTS:**

Attorney Recommendation  
Easement agreement

**ALTERNATIVES:**

N/A at this time

**RECOMMENDATION:**

It is recommended that the Wheaton Park District approve “Sanitary Sewer Services Easement Agreement for Two Parcels on Harrison Avenue near Carlton Avenue and a Parcel Commonly Known as 0N109 Gary Avenue, Wheaton, Illinois” with the Wheaton Sanitary District.

This Instrument Prepared by:

Roger A. Ritzman  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.  
221 East Illinois Street  
P. O. Box 564  
Wheaton, Illinois 60187

After Recording Mail to:

Roger A. Ritzman  
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.  
221 East Illinois Street  
P. O. Box 564  
Wheaton, Illinois 60187

**SANITARY SEWER SERVICES EASEMENT AGREEMENT  
Wheaton Park District and Wheaton Sanitary District**

**Northside Interceptor Project**

**Two Parcels on Harrison Avenue near Carlton Avenue and a Parcel Commonly Known as  
0N109 Gary Avenue, Wheaton, Illinois**

This Sanitary Sewer Services Easement Agreement ("Agreement") is effective \_\_\_\_\_, 2017 by and between the Wheaton Park District, an Illinois park district ("WPD"), and the Wheaton Sanitary District, an Illinois sanitary district ("WSD"), which hereinafter may be referred together as the "Parties" or individually as a "Party."

**RECITALS**

**WHEREAS**, WPD is the owner of the following three (3) parcels of real property:

- a. A parcel of real property commonly known as 0N109 Gary Avenue, Wheaton, Illinois;  
and
- b. Two parcels of real property on Harrison Avenue near Carlton Avenue commonly known as 818 Carlton Avenue, Wheaton, Illinois;

**WHEREAS**, said three (3) parcels (collectively "**Subject Properties**") are legally described on the attached Group Exhibit A; and

**WHEREAS**, installation of a new sanitary interceptor on the Subject Properties is part of a much larger project undertaken by WSD, said larger project known as the Northside Interceptor Sewer (**NSI**); and

**WHEREAS**, WSD has an existing sanitary interceptor within previously granted permanent easements 30 feet in width located on the Subject Properties, said easements hereafter referred to as "**Permanent Easements**" as depicted on Exhibit B; and

**WHEREAS**, WSD requests the granting of non-exclusive temporary construction easements 70 feet in width on property adjacent to the **Permanent Easements** in order to construct and maintain certain sanitary sewer improvements within the **Permanent Easements** as part of the **NSI**, said non-exclusive temporary construction easements hereinafter referred to as **Temporary Easements** which are depicted on the attached Exhibit B and legally described in the attached Group Exhibit C; and

**WHEREAS**, access to the **Temporary Easements** includes all access and all work activities commonly used in constructing and installing sanitary sewers, including, without limitation, excavating, filling, stockpiling of materials, storage of equipment and materials, storage and removal of excess or unneeded materials, and post completion restoration work (hereinafter referred to as "**Work Activities**"); and

**WHEREAS**, Section 8-11 of the Park District Code authorizes WPD to grant easements to municipalities, corporations or persons for the construction, operation and maintenance of facilities upon, under or across any park district property for various utilities, including for sewer services; and

**WHEREAS**, WPD has determined that it is in the public's interest to grant to WSD the **Temporary Easements** and to permit WSD's **Work Activities** subject to the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the Parties' intergovernmental cooperation and easements granted on other properties, the receipt and sufficiency of which is expressly acknowledged by WSD and WPD, the Parties agree as follows:

1. Recitals Incorporated. The foregoing recitals are incorporated herein by reference as though fully set forth.

2. Construction of Improvements. WSD shall design, permit, construct and maintain the **NSI**. All **Work Activities** shall be performed in substantial conformity with the plans and drawings ("**Plans**") prepared by Baxter and Woodman, Inc. and dated April 17, 2017 (Project No.

140197) and in conformity with generally accepted engineering practices.

At all reasonable times, WPD shall have access to the **Plans** for review of same and may obtain copies as deemed relevant by WPD to the **Work Activities** affecting the **Subject Properties**. It is understood that the **Plans** will be supplemented from time to time including, without limitation, working plans and specifications and landscaping plans. No substantial or material modifications or amendments shall be made to the **Plans** without WPD's prior approval.

3. Grant of Temporary Easements. WPD hereby grants to WSD, and any of WSD's officers, agents, representatives, employees, licensees, successors or assigns, non-exclusive **Temporary Easements** for the right, privilege and authority to enter upon the **Temporary Easements** from time to time as WSD, in its reasonable discretion deems necessary, or as otherwise specified pursuant to Paragraph 6 of this Agreement, in order to perform the Work Activities.

4. Right of Access. WSD shall have the right of access to and on the **Temporary Easements** for workers and equipment as necessary to perform the **Work Activities**.

5. Consideration. WSD agrees to pay ten dollars (\$10.00) and other valuable consideration to WPD as consideration for the easement rights granted pursuant to this Agreement. Other valuable consideration includes reciprocal transfer of easement rights from time to time in the spirit of good faith and cooperation between WSD and WPD as two units of local government.

6. Easement Conditions. The **Temporary Easements** and ancillary rights given to WSD under this Agreement shall be subject to the conditions that:

(a) WPD reserves the right of access to and use of the **Temporary Easements** in any manner not inconsistent with the rights granted to WSD under this Agreement, including but not limited to the right to install structures, landscaping, gardens, shrubs, driveways, sidewalks, parking lots and ingress and egress roadways on the **Temporary Easements** that do not then or later conflict with the sanitary sewer improvements or the easement rights granted hereunder;

(b) WSD shall notify WPD in writing at least thirty (30) days prior to the commencement of any excavation, construction, repair, maintenance or any other **Work Activities** on the **Temporary Easements**. The Parties shall reasonably cooperate with respect to the commencement, timing and location of the **Work Activities** so as to protect the public at large and to avoid any interference with WPD's use of the **Temporary Easements**;

(c) All of the **Work Activities** conducted by any entity on the



**Temporary Easements** shall be performed in a safe and sound manner and in accordance with all applicable federal, state and local laws, including the ordinances and regulations of the City of Wheaton;

(d) WSD shall be responsible for the payment of all costs associated with the **Work Activities**;

(e) WSD shall restore the **Temporary Easements** with a native seed mix of forbs and grasses appropriate to the conditions at the site. Plans for this restoration including species, soil conditions, and planning methods will be developed by WSD for written approval by WPD prior to installation. WSD shall similarly restore any other real estate damaged or otherwise disturbed in connection with the **Work Activities**. All restoration shall be completed within thirty (30) days after the **NSI** is complete or, if due to weather conditions or other circumstances which would make any such restoration inadvisable, then within such later time period as WPD shall request. WSD shall be solely responsible for all costs associated with said restoration of the **Temporary Easements** and other real estate damaged or otherwise disturbed as provided herein. WPD reserves the right to perform restoration work at WSD's expense if, after notice and an opportunity to cure, WSD fails to perform the required restoration work. Upon completion of the restoration work, WPD will contract for maintenance of the restored areas in order to establish and maintain the native seeds for a period of up to three (3) years (or as required by permitting authorities), with all actual and documented costs being promptly reimbursed by WSD to WPD which costs are estimated by WPD to be no more than a few thousand dollars each year.

7. Notice of Commencement; Safety. WSD shall notify WPD in writing at least thirty (30) days prior to commencement of any of the **Work Activities** on the **Temporary Easements**, and the Parties shall reasonably cooperate with respect to the commencement, timing and location of the **Work Activities** so as to protect the public at large and to avoid interference with any of WPD's activities on the **Temporary Easements**.

8. Maintenance and Repair. WSD shall maintain any and all improvements within the **Permanent Easements** and the **NSI** in such a manner so as to ensure that the **NSI** remains in good working order and repair at all times, and will further ensure that the **NSI** complies at all times with applicable federal, state and local laws, including the ordinances and regulations of the City of Wheaton. In the event that WPD determines that WSD is not in compliance with any term, condition, duty or obligation imposed on WSD under this Agreement, WPD shall provide WSD written notice of said non-compliance. Upon receipt of said notice, WSD shall have thirty (30) days to commence the necessary measures to cure said non-compliance. Notwithstanding the above thirty (30) day cure period, WSD shall take immediate action to cure said non-

compliance in the case of an emergency likely to cause immediate harm, damage or danger to surrounding property or to the public or private health, safety or welfare. In the event that WSD fails to commence the necessary measures to cure said non-compliance at the expiration of the periods set forth herein, or otherwise exhibits an unwillingness to cure said non-compliance, WPD shall have the right, but not the obligation, to take all steps necessary to bring the sanitary sewer and any other improvements installed as part of the **Work Activities** within the **Permanent Easements** and the **NSI** into good working order and repair and to ensure compliance with all applicable federal, state and local laws, including the ordinances and regulations of the City of Wheaton, and WSD shall be responsible for paying for or reimbursing WPD for all costs and expenses incurred by WPD in connection with same, including reasonable attorneys' fees and costs.

9. **Hazardous Materials.** No explosives or flammable or hazardous materials of any kind shall be transported across, brought upon, stored or deposited on the **Temporary Easements** (except as needed for vehicles or equipment for the **Work Activities** provided that WSD and its contractors shall be liable for any damage to or contamination of the **Temporary Easements** or any other property owned by WPD resulting from such activity or use). As used in this Agreement, "hazardous materials" means any hazardous or toxic substances, materials or wastes, including, but not limited to solid, semi-solid, liquid or gaseous substances which are toxic, ignitable, corrosive, carcinogenic or otherwise dangerous to human, plant or animal health or well-being and those substances, materials, and wastes listed in the United States Department of Transportation Table (49 CFR 972.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and amendments thereto or such substances, materials, and wastes regulated under any applicable local, state or federal law including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) designated as "Hazardous substances" pursuant to Section 1251 *et. seq.* (33 U.S.C. Section 1321) or listed pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 *et. seq.* (42 U.S.C. Section 6903), or (vi) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601 *et. seq.* (42 U.S.C. Section 9601) or any other applicable environmental law.

10. **Liens.** WSD shall not permit or suffer any lien to be imposed upon or to accrue against WPD or the **Temporary Easements**. WSD shall indemnify, defend and hold harmless WPD from and against any liens and encumbrances arising out of any **Work Activities**. In the event that any such lien shall arise or accrue against WPD or the **Temporary Easements**, WSD shall promptly cause such lien to be released of record by payment thereof or posting a bond with WPD in a form and amount which is reasonably satisfactory to WPD.

11. **Indemnification.** To the fullest extent permitted by law, WSD agrees to indemnify, defend and hold harmless WPD, its agents and employees, and all other persons or entities acting at the direction of WPD, from and against any and all liabilities, claims, losses, or demands for personal injury or property damage arising out of or caused by any act or omission of WSD, any

of its contractors or subcontractors, anyone directly or indirectly employed or engaged by any of them, or anyone for whose acts any of them may be liable, arising from the **Work Activities** or any other WSD activity or WSD's exercise of the easement rights granted under this Agreement.

12. Insurance. WSD shall maintain, and shall require any of its contractors or subcontractors hired to perform any **Work Activities** to maintain liability insurance with reputable companies and in coverage amounts as are reasonably acceptable to WPD and/or the risk management association of which WPD is a member, to protect WPD and WSD against claims arising directly or indirectly out of or in connection with WSD's **Work Activities** pursuant to this Agreement. WSD shall name and shall require any contractor, subcontractor or other individual or entity accessing or using the **Temporary Easements** or hired to perform any work on the **Temporary Easements** to name WPD, its elected and appointed officials, officers, employees and agents as an additional insured and prior to commencing any such activity, shall provide to WPD a copy of a Certificate of Insurance evidencing the same.

13. Term. The **Temporary Easements** granted herein shall automatically expire upon completion of the **Work Activities** provided that WSD has reasonable access to the **Temporary Easements** after completion of the **Work Activities** to assure that the portion of the **NSI** which traverses the Subject Properties is operating properly. WSD's right of access to the **Temporary Easements** shall automatically terminate upon completion of the **NSI**.

14. Notice of Completion. WSD shall provide WPD with prompt written notice upon the completion of the **Work Activities**, specifying the date of completion. WSD shall thereafter provide WPD with prompt written notice upon the completion of the **NSI**, specifying the date of completion.

15. Exceptions. The **Temporary Easements** granted herein shall be subject to all covenants, easements and restrictions of record, building and zoning ordinances, resolutions and regulations, and to all questions of survey and the rights of any parties which would be revealed by a physical inspection of the **Temporary Easements**.

16. Entire Agreement. This instrument contains the entire agreement between the Parties relating to the rights granted herein and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force and effect, and any modifications to this Agreement must be in writing and must be signed by all Parties to this Agreement.

17. Severability. Invalidity by judgment or court order of any one or more of the covenants or restrictions contained herein shall in no way affect any other provisions which shall remain in full force and effect.

18. Law Governing. The laws of the State of Illinois shall govern the terms of this Agreement both as to interpretation and performance.

19. Captions and Paragraph Headings. Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

20. Notices. All notices provided for herein shall be served upon the Parties by personal delivery, fax or certified United States mail, return receipt requested, at the following locations, or at such other location or locations as the Parties may from time to time designate in writing:

Notice to WSD:

Executive Director  
Wheaton Sanitary District  
15649 Shaffner Road  
P.O. Box 626  
Wheaton, IL 60189

Notice to WPD:

Executive Director  
Wheaton Park District  
102 East Wesley Street  
Wheaton, IL 60187

Notices shall be deemed given when received by the Party to whom it was sent.

21. No Waiver of Tort Immunity. Nothing contained in this Agreement shall constitute a waiver by WPD and WSD of any right, privilege or defense which they have under statutory or common law, included but not limited to the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10.

22. No Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and entity who is not a party to this Agreement or to acknowledge, establish, or impose any legal duty to any third party.

23. Enforcement. In any action to enforce this Agreement, the prevailing Party shall be entitled to recover its reasonable attorneys' fees and costs of litigation.

24. Recording. Upon full execution of this Agreement, it shall be promptly recorded by WSD with the DuPage County Recorder's Office at WSD's sole expense, with WSD promptly providing WPD with a recorded copy.

25. Board Approval. This Agreement is subject to the approval by the respective

Boards of WPD and WSD.

26. Counterpart Signatures. This Agreement shall be executed in triplicate, and may be executed by counterpart signatures. WPD and WSD shall each retain an original, with the third original being recorded as set forth in paragraph 24 of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

**[SIGNATURES CONTINUED ON NEXT PAGE]**

**WHEATON SANITARY DISTRICT**

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

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

ATTEST:

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

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

**WHEATON PARK DISTRICT**

WHEATON PARK DISTRICT

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

Dated Signed: \_\_\_\_\_

ATTEST:

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

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

RAR:flh 11/8/16

M:\WHEATONSANITARYDISTRICT\Sanitary Sewer Services Easement Agreement CLEAN 11-7-16.docx

**WHEATON SANITARY DISTRICT'S ACKNOWLEDGMENT**

STATE OF ILLINOIS            )  
  ) SS:  
COUNTY OF DuPAGE        )

I, the undersigned, a Notary Public in and for the said County, in the State aforesaid, DO HERBY CERTIFY THAT \_\_\_\_\_ and \_\_\_\_\_ personally known to me to be the same persons whose names are subscribed to the forgoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

My Commission expires: \_\_\_\_\_

**WHEATON PARK DISTRICT'S ACKNOWLEDGMENT**

STATE OF ILLINOIS            )  
  ) SS:  
COUNTY OF DuPAGE        )

I, the undersigned, a Notary Public in and for the said County, in the State aforesaid, DO HERBY CERTIFY THAT \_\_\_\_\_ and \_\_\_\_\_ personally known to me to be the same persons whose names are subscribed to the forgoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

My Commission expires: \_\_\_\_\_

### **Legal Description**

\*\*\*THAT PART OF THE NORTHWESTERLY 200.00 FEET OF LOT 1 IN SCHMITT'S ASSESSMENT PLAT, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 1, 1947 AS DOCUMENT NUMBER 518263 (MEASURED PARALLEL TO THE SOUTHEASTERLY LINE OF LOT 2 IN SAID ASSESSMENT PLAT), WHICH IS SOUTHEASTERLY OF AND ADJOINING LOT 2, AND LYING SOUTHWESTERLY OF A LINE PARALLEL WITH AND 50.00 FEET NORTHEASTERLY (MEASURED AT RIGHT ANGLES) OF THE NORTHEASTERLY LINE OF SAID LOT 2 AS EXTENDED SOUTHEASTERLY, BEING A PART OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN (EXCEPTING THEREFROM THAT PART THEREOF FALLING WITHIN THE PUBLIC HIGHWAY KNOWN AS GARY AVENUE, AS THE SAME WAS CONSTITUTED IN THE YEAR 1942) IN DUPAGE COUNTY, ILLINOIS.\*\*\*

PERMANENT REAL ESTATE INDEX NO. 05-08-414-027

Commonly known as: ON109 Gary Avenue  
Wheaton Illinois

**Group Exhibit A**

**Parcel 1 of 3**

**Sanitary Sewer Services Easement Agreement  
Wheaton Park District and Wheaton Sanitary District  
Northside Interceptor Project**



## **Legal Description**

\*\*\*A PARCEL OF LAND IN THE NORTH HALF OF SECTION 17, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN BOUNDED AS FOLLOWS: COMMENCING AT THE POINT IN THE NORTH LINE OF SAID SECTION 17 145.8 FEET WEST OF THE QUARTER SECTION CORNER IN SAID NORTH LINE; THENCE EAST 458 FEET TO THE WEST LINE OF THE RIGHT OF WAY OF UNION DRAINAGE DISTRICT NO. 2 OF THE TOWNS OF MILTON AND WINFIELD; THENCE SOUTH ALONG SAID WEST LINE 324.5 FEET TO THE EAST LINE OF THE RIGHT OF WAY OF THE AURORA, ELGIN AND CHICAGO RAILROAD COMPANY; THENCE NORTH 54 DEGREES, 0 MINUTES, 0 SECONDS WEST 552 FEET ALONG THE EAST LINE OF THE RIGHT OF WAY OF SAID RAILROAD COMPANY TO THE PLACE OF BEGINNING, SITUATED IN DUPAGE COUNTY, ILLINOIS, EXCEPT THAT PART THEREOF LYING WEST OF THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 17.\*\*\*

PERMANENT REAL ESTATE INDEX NO. 05-17-200-001

Commonly known as: 818 Carlton Avenue, Wheaton, Illinois

## **Group Exhibit A**

### **Parcel 2 of 3**

**Sanitary Sewer Services Easement Agreement  
Wheaton Park District and Wheaton Sanitary District  
Northside Interceptor Project**

### Legal Description

\*\*\*THAT PART OF THE NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 38 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT A STONE ON THE NORTHWEST CORNER OF BLOCK 5 OF NOAH E. GARY'S FIRST ADDITION TO WHEATON 33 FEET SOUTH OF THE NORTH LINE OF SAID SECTION 17 AND RUNNING THENCE SOUTH 89 DEGREES WEST, 33 FEET FROM AND PARALLEL WITH SAID SECTION LINE 86 FEET FOR A POINT OF BEGINNING; THENCE SOUTH 9 MINUTES EAST ON THE WEST LINE OF CARLTON AVENUE 153 FEET; THENCE SOUTH 80 DEGREES 7 MINUTES WEST, 923.2 FEET TO THE NORTHEASTERLY LINE OF THE RIGHT OF WAY OF THE AURORA, ELGIN AND CHICAGO RAILROAD, WHERE SAID LINE INTERSECTS THE EAST LINE OF UNION DRAINAGE DISTRICT NUMBER 2 OF THE TOWNS OF MILTON AND WINFIELD; THENCE NORTH ON SAID EAST LINE OF SAID UNION DRAINAGE DISTRICT NUMBER 2, 295.6 FEET TO A POINT 33 FEET SOUTH OF THE NORTH LINE OF SAID SECTION 17; THENCE NORTH 89 DEGREES EAST ON A LINE 33 FEET SOUTH OF AND PARALLEL WITH SAID SECTION LINE 909.2 FEET TO THE POINT OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.\*\*\*

PERMANENT REAL ESTATE INDEX NO. 05-17-200-002

Commonly known as: 818 Carlton Avenue, Wheaton, Illinois

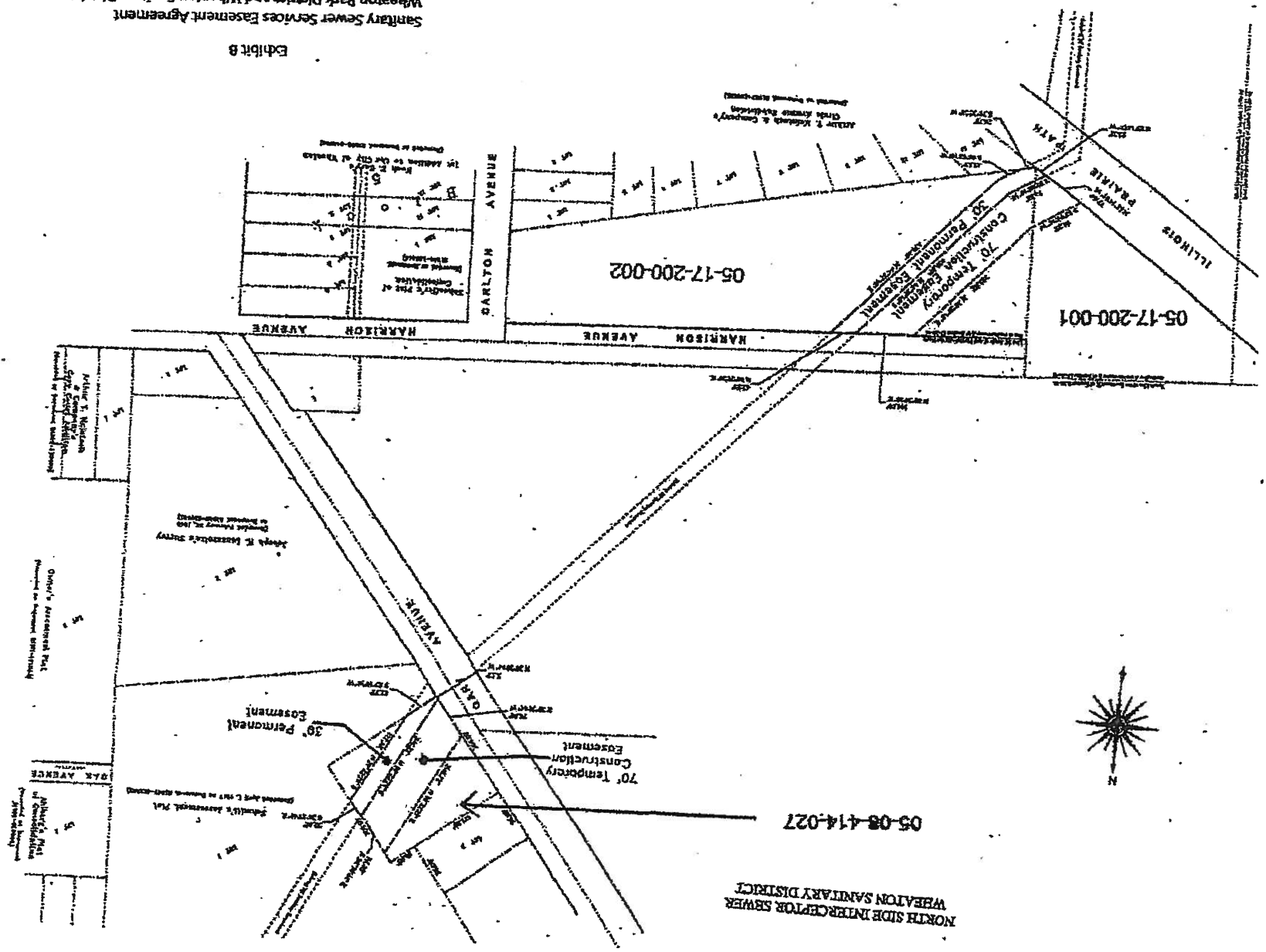
### Group Exhibit A

### Parcel 3 of 3

Sanitary Sewer Services Easement Agreement  
Wheaton Park District and Wheaton Sanitary District  
Northside Interceptor Project

**NORTH SIDE INTERCEPT SEWER  
WHEATON SANITARY DISTRICT**

05-08-414-027



**Sanitary Sewer Services Easement Agreement  
Wheaton Park District and Wheaton Sanitary District  
Northside Intercept Project**

Exhibit B

## Temporary Construction Easement—Legal Description

THAT PART OF THE NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:  
COMMENCING AT THE NORTHWESTERLY CORNER OF ARTHUR T. MCINTOSH AND COMPANY'S CIRCLE AVENUE SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT R1923-169325;  
THENCE NORTH 55 DEGREES 14 MINUTES 07 SECONDS WEST ALONG THE NORTHERLY LINE OF THE AURORA, ELGIN AND CHICAGO RAILROAD RIGHT OF WAY, 23.32 FEET TO THE POINT OF BEGINNING;  
THENCE CONTINUING NORTH 55 DEGREES 14 MINUTES 07 SECONDS WEST ALONG SAID NORTHERLY LINE, 77.44 FEET;  
THENCE NORTH 60 DEGREES 05 MINUTES 16 SECONDS EAST, 94.34 FEET TO A POINT ON THE EAST LINE OF UNION DRAINAGE DISTRICT NUMBER 2 OF THE TOWNS OF MILTON AND WINFIELD;  
THENCE SOUTH 0 DEGREES 32 MINUTES 56 SECONDS EAST ALONG SAID EAST LINE, 80.32 FEET TO THE POINT OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

PERMANENT REAL ESTATE INDEX NO. 05-17-200-001

Commonly known as: 818 Carlton Avenue, Wheaton, Illinois

### Group Exhibit C

#### Parcel 1 of 3

Sanitary Sewer Services Easement Agreement  
Wheaton Park District and Wheaton Sanitary District  
Northside Interceptor Project

# Temporary Construction Easement—Legal Description

THAT PART OF THE NORTHEAST QUARTER OF SECTION 17, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:  
COMMENCING AT THE NORTHWESTERLY CORNER OF ARTHUR T. MCINTOSH AND COMPANY'S CIRCLE AVENUE SUBDIVISION, ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT R1923-169325;  
THENCE NORTH 00 DEGREES 32 MINUTES 56 SECONDS WEST ALONG THE EAST LINE OF UNION DRAINAGE DISTRICT NUMBER 2 OF THE TOWNS OF MILTON AND WINFIELD, 24.19 FEET TO THE POINT OF BEGINNING;  
THENCE CONTINUING NORTH 00 DEGREES 32 MINUTES 56 SECONDS WEST ALONG SAID EAST LINE, 80.32 FEET;  
THENCE NORTH 60 DEGREES 05 MINUTES 16 SECONDS EAST, 3.93 FEET;  
THENCE NORTH 44 DEGREES 37 MINUTES 16 SECONDS EAST, 320.62 FEET, MORE OR LESS TO A POINT ON A LINE 33 FEET SOUTH OF AND PARALLEL WITH THE NORTH LINE OF SAID NORTHEAST QUARTER;  
THENCE NORTH 88 DEGREES 26 MINUTES 36 SECONDS EAST ALONG SAID 33 FEET PARALLEL LINE, 101.09 FEET;  
THENCE SOUTH 44 DEGREES 37 MINUTES 16 SECONDS WEST, 403.07 FEET, MORE OR LESS;  
THENCE SOUTH 60 DEGREES 05 MINUTES 16 SECONDS WEST, 52.82 FEET TO A POINT ON THE EAST LINE OF UNION DRAINAGE DISTRICT NUMBER 2 OF THE TOWNS OF MILTON AND WINFIELD TO THE POINT OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

PERMANENT REAL ESTATE INDEX NO. 05-17-200-002

Commonly known as: 818 Carlton Avenue, Wheaton, Illinois

## Group Exhibit C

### Parcel 2 of 3

Sanitary Sewer Services Easement Agreement  
Wheaton Park District and Wheaton Sanitary District  
Northside Interceptor Project

## Temporary Construction Easement—Legal Description

THAT PART OF THE NORTHWESTERLY 200.00 FEET OF LOT 1 IN SCHMITT'S ASSESSMENT PLAT, ACCORDING TO THE PLAT THEREOF RECORDED APRIL 1, 1947 AS DOCUMENT 518263, BEING PART OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:  
COMMENCING AT THE SOUTHERN CORNER OF LOT 2 IN SCHMITT'S ASSESSMENT PLAT;  
THENCE SOUTH 36 DEGREES 39 MINUTES 44 SECONDS EAST ALONG THE NORTHEASTERLY LINE OF GARY AVENUE, 118.27 FEET TO THE POINT OF BEGINNING;  
THENCE NORTH 29 DEGREES 22 MINUTES 29 SECONDS EAST, 246.22 FEET;  
THENCE SOUTH 36 DEGREES 39 MINUTES 44 SECONDS EAST, 76.60 FEET;  
THENCE SOUTH 29 DEGREES 22 MINUTES 29 SECONDS WEST, 246.22 FEET TO A POINT ON THE NORTHEASTERLY LINE OF GARY AVENUE;  
THENCE NORTH 36 DEGREES 39 MINUTES 44 SECONDS WEST ALONG SAID NORTHEASTERLY LINE, 76.60 FEET TO THE POINT OF BEGINNING, IN DUPAGE COUNTY, ILLINOIS.

PERMANENT REAL ESTATE INDEX NO. 05-08-414-027

Commonly known as: 0N109 Gary Avenue  
Wheaton Illinois

### Group Exhibit C

#### Parcel 3 of 3

Sanitary Sewer Services Easement Agreement  
Wheaton Park District and Wheaton Sanitary District  
Northside Interceptor Project

**Day Robert & Morrison, P.C.**

---

ATTORNEYS AT LAW

300 E. 5th Avenue  
Suite 365  
Naperville, Illinois 60563  
630-637-9811  
Fax 637-9814  
www.drm.law

SCOTT M. DAY  
RACHEL K. ROBERT  
CHRISTINA M. MORRISON

ROBERT G. BLACK  
KELLI M. SMITH  
*Of Counsel*

April 26, 2017

**VIA EMAIL AND REGULAR MAIL**

rsperl@wheatonparks.org

Mr. Rob Sperl  
Director of Parks and Planning  
Wheaton Park District  
1000 Manchester Road  
Wheaton, Illinois 60187

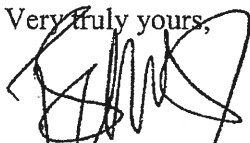
RE: Wheaton Park District/Wheaton Sanitary District Northside Interceptor Project  
Legal Review of Two Parcels on Harrison Avenue near Carlton Avenue and a Parcel  
Commonly Known as 0N109 Gary Avenue, Wheaton, Illinois

Dear Rob:

This letter will confirm that as legal counsel for the Wheaton Park District, we have negotiated and reviewed the Sanitary Sewer Services Easement Agreement (Harrison/Carlton/Gary) (DRM date 04-20-17) to be executed between the Wheaton Park District and the Wheaton Sanitary District. The final easement with exhibits is enclosed with this correspondence. By this letter I hereby confirm that I believe the agreement is in a proper form, and I recommend that it be approved and executed by the Wheaton Park District Board of Commissioners.

Should you have any questions or require anything further, please let me know.

Very truly yours,



Rachel K. Robert

RKR:kg  
Enclosure

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: 2017 Fence Projects

DATE: May 3, 2017



---

**SUMMARY:**

Staff worked with the Recreation Department and Youth Baseball to determine their needs for the replacement of the (3) three backstops at Kelly/Edison Park. The new backstops will be taller and have higher sideline and dugout fences which will provide greater safety for the players and patrons at the park. The Bids were solicited on April 19, 2017 and they were opened on May 3, 2017. The results were as follows:

Contractor	Kelly/Edison Park Backstops
Classic Fence	\$115,392.00
Arena Fence	\$128,200.00
Action Fence	\$197,775.00

Classic Fence has successfully completed projects for the park district in the past.

**PREVIOUS COMMITTEE/BOARD ACTION:**

N/A

**REVENUE OR FUNDING IMPLICATIONS:**

The FY2017 Budget that will be used to pay for fencing projects is as follows:

Item	Budgeted Amount	Account #
Kelly/Edison Park Backstops	\$105,000	40-800-820-57-5701-0000

The lowest bid came in over budget by \$10,392.00. After the budget amount was determined the design of the backstops was changed to make them safer and have a longer lifecycle. These changes have increased the construction costs. Additionally, several contractors have stated that fence material prices have recently increased.

**STAKEHOLDER PROCESS:**

Staff consulted with the Recreation Department and Youth Baseball in the design of the new backstops. Staff also discussed the new backstops with District 200 Athletic staff.

**LEGAL REVIEW:**

Our legal counsel provided the front end bid documents and sample legal agreement that will be used with the selected bidder.



**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's accept the bid from Classic Fence for \$115,392.00.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks & Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: WDSRA Rec & Roll at Central Drop-off Lane

DATE: April 26, 2017



---

**SUMMARY:**

Permits for the WDSRA Rec & Roll space at the Central Athletic Complex have been obtained. Staff requested quotes for the drop off lane based on plans developed by Cage Engineering. The following quotes were received.

Contractor	Amount
Evans & Son	\$21,858.00
Brothers Asphalt	\$24,908.00
V3 Companies	\$32,000.00
Abbey Paving	\$36,410.00

Evans & Son have performed work on several projects in the past.

**PREVIOUS COMMITTEE/BOARD ACTION:**

Approved Civil Engineering contract in December 2016

**REVENUE OR FUNDING IMPLICATIONS:**

A summary of proposed FY 2017 funding is as follows:

Item	Account #	Budgeted Amount
50% of Construction (WPD Capital)	40-800-813-57-5706-0000	\$50,000
50% of Construction (WDSRA)	90-000-F00-57-5701-0000	\$50,000
<b>Total</b>		<b>\$100,000</b>

To date, we have spent \$23,100 for this project.

**STAKEHOLDER PROCESS:**

WDSRA staff was consulted during the concept design.

**LEGAL REVIEW:**

Our standard agreement provided by legal counsel will be used.

**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioner's approve a contract with Evans & Son for the Central Rec & Roll Drop-off Lane in the not to exceed amount of \$21,858.



# VISION96

9550 W. Higgins Rd., 8th Floor | Rosemont, IL 60018 | [www.vision96.com](http://www.vision96.com)

**Date:** April 24, 2017

**Topic:** IT Governance, Information Security Policy and Compliance

**Recommendation:** Hire Secure Compliance Solutions (SCS) to advise and write policy, procedure and practices

## EXECUTIVE SUMMARY

Over the last two years, I have become intimately knowledgeable about the operations and technology needs for the park district. One area that is a challenge across the park district is operating efficiently and securely while utilizing and improving technology use. Park District employees are resourceful and ambitious while proactively taking measures to do their jobs better and serve the community as best they can. At times, this comes at a cost that exposes the park district to unintended risks and consequences. This initiative enables the park district to use subject matter experts in IT Governance, Policy, Security to help operate within best practices providing a framework to maintain structure and security while using technology.

Specifically, the park district has needs and requirements around safe guarding information. One large area of concern and obligation is PCI (Payment Card Industry) Data Security Standards and Compliance. SCS will review, augment and write policy, procedures and practices as it pertains to not only PCI Standards but help formulate an entire Information Security Strategy. This is well outlined in the SCS Statement Of Work. SCS will work with park district employees, as well as the IT staff and any other specific personnel that are deemed pertinent to encapsulate the specific needs of the park district. Part of this initiative is communicating within the park district staff to educate and train how we can all help maintain appropriate levels of risk mitigation while handling sensitive data.

By composing an Information Security Strategy, the park district will be able to operate, make decisions, technology changes, and increase communication while mitigating risk and exposure. Cyber Security and Cyber Threats are ever increasing as technology consumption and use increases. Having a strong strategy with well thought out policies, procedures and training will ultimately help the park district save time, money and lessen the possible exposure to the risks associated with Cyber Threats.

I'm happy to make myself available to explain in further detail and answer questions about the relevance and importance of this initiative and using subject matter experts such as Secure Compliance Solutions.

IT Governance & Security Comparison	Price	Provider Note
Secure Compliance Solutions	\$15,000.00 - \$18,000.00	Project can be managed not to exceed <b>\$16,000.00</b>
Incyber Security	\$16,000.00	
Note 1: Secure Compliance Solutions is the recommendation.		
Note 2: Incyber Security could likely have adjustments after more detailed vetting. Proposal was vague in some areas.		

Regards,

Adam Nirenberg

vCIO – Wheaton Park District



## Introduction

This proposal is for Secure Compliance Solutions (SCS) to develop an information security and security governance strategy for Wheaton Park District in support of the Payment Card Industry-Decision Security Standard (PCI-DSS) requirements. As part of this proposal, SCS will augment, and in some cases, write new policies and procedures to guide the organization's information security practices. SCS will make general governance recommendations to Park District leadership and will develop training materials and presentations to educate the Park District's Officers and Managers on the importance of a strong cybersecurity program, and to define their roles and responsibilities with respect to protecting the assets of the organization. SCS will develop and facilitate delivery of mandatory Security Awareness Training (SAT) to Wheaton Park District employees to facilitate widespread awareness of emerging cybersecurity risks that threaten the well-being of Park District operations every day. Finally, SCS will write an Information Security Risk Assessment Report, prioritizing action items that should be remediated, and which are not included in the scope of this engagement.

## Opportunity Statement

The Wheaton Park District is a municipal government agency that provides leisure and recreational services to the city of Wheaton, IL. Wheaton Park District takes payment for services in the form of payment cards, and thus is subject to the Payment Card Industry-Data Security Standard (PCI-DSS) regulations. Among the many requirements, the organization is required to maintain an information security strategy and a governance structure to ensure oversight of, and accountability for information security risk management.

The Wheaton Park District Chief Information Officer has requested that Secure Compliance Solutions submit this Statement of Work to describe the scope, terms of service and price for the information security strategy assessment and augmentation of applicable policies and procedures. These activities are part of Wheaton Park District's ongoing desire to improve security and are focused on identifying the risk level Wheaton Park District is currently exposed to so an appropriate response to those threats can be developed.

## Scope

SCS will offer the following security services:

- Complete an Information Security Policy and procedure review and IT risk assessment complete with observations, key areas of risk, and opportunities, that will become the basis of the strategic planning and define the focus of policy and procedure development;
- Determine the level of awareness of cybersecurity risk throughout the organization;
- Security Strategic Plan development – Interview Wheaton Park District's management to understand short- and long-term strategic business objectives. Explain the benefits of an aligned Information Security strategy. Develop a strategic plan to implement security solutions and controls that will protect the organization's information assets, provide visibility into system and process changes, and align to the Park District's objectives and regulatory requirements. Included in the plan will be a description of



security roles and responsibilities to drive accountability for, and oversight of, information security activities.

- Conduct a review of formal and informal IT operations practices. Develop and/or update IT and Information Security Policies and procedures to complement existing Administrative Policies and formalize IT Operations practices.
- Training Preparation and Administration – SCS will develop, and facilitate delivery of, an organization-wide Security Awareness Training program that educates all system users on security issues, appropriate handling of organizational security risk and assurance of data integrity.

### Out of Scope

- SCS will not remediate vulnerabilities as part of this statement of work.

### Terms and Conditions

Secure Compliance Solutions will provide the professional certified Security specialist and supporting staff to complete the scoped work

### Tasks and Deliverables

SCS will provide the following deliverables as part of this engagement:

#	Task/Deliverable	Description	Est. Hours
1	Project Plan	SCS shall provide a detailed Project Plan to complete the engagement, to include: <ul style="list-style-type: none"><li>1. Change Control Log</li><li>2. A detailed project approach</li><li>3. Stakeholder register</li><li>4. Roles and responsibilities</li><li>5. Risk register</li><li>6. Assumptions and Constraints</li><li>7. Task list / schedule</li></ul>	16-20
2	Kickoff Meeting	SCS shall facilitate a Kickoff Meeting with key stakeholders to review project objectives, the project plan and to discuss other general requirements. The discussion may lead to Project Plan revisions, which will be submitted to the client within 3 business days of the Kickoff Meeting.	4
3	Cybersecurity Risk Assessment Report	<ul style="list-style-type: none"><li>• Determine long- and short-term organizational objectives, based on interviews with organizational stakeholders</li><li>• Conduct an Information Security controls review and determine organizational cybersecurity risk</li></ul>	32-36

		<ul style="list-style-type: none"> <li>Draft Risk Assessment Report, including prioritized issues requiring corrective action in support of PCI-DSS compliance</li> </ul>	
4	Draft new, and/or update existing Security Policies and procedures**	<ul style="list-style-type: none"> <li>Review policies in accordance with organizational objectives and regulatory requirements</li> <li>Determine coverage gaps between current and target policy set</li> <li>Execute revisions, rewrites and/or complete new drafts of policies to ensure full coverage.</li> </ul>	32-36
5	Information Security Strategic Plan	<ul style="list-style-type: none"> <li>Establish target state cybersecurity profile.</li> <li>Draft a strategic plan for implementation of governance structure, addition of information security controls and increased organizational awareness.</li> <li>Develop an Information Security Roadmap, along with timing to reach target state</li> </ul>	16-24
6	Project Management	<ul style="list-style-type: none"> <li>Administrative tasks / status reporting</li> </ul>	6-8
	<b>Total Hours</b>		<b>100-128</b>

**\*\*Note:** The following list is a typical set of Security Policies and Procedures that form the basis of a comprehensive Information Security Strategy. During analysis, SCS will prioritize categories and draft many, but not all, of the following documents.

1. General Information Security Policy – defines overall security strategy and organizational governance of security
2. Acceptable Use of Technology Policy
3. Access Control Policy and Procedures
4. Identity and Authorization Policy and Procedures
5. Vendor Management (Security) Policy and Procedures
6. Awareness & Training Policy
7. IT Risk Management Policy and Procedures
8. Personnel Security Policy and Procedures
9. System Maintenance Policy and Procedures – this is around maintenance windows and standards for patching, upgrades, anti-virus and anti-malware, etc.
10. System and Communication Protection – This is the use of encryption and other protective controls to the network and boundary, data at rest, in process and in transit
11. Records Retention Policy & Media Sanitization
12. Incident Response Policy and Plan
13. Disaster Recovery Plan (to include contingency scenarios) – may be combined with a Business Continuity Plan
14. Configuration Management Policy, procedures and standards
15. Regulatory Policies that describe the impact or requirements for security controls





### **Performance of Services**

Initial and additional consulting or other optional custom Services and related Deliverables must be documented and signed by authorized representatives of both parties.

Any additional proposals will include at a minimum: (i) a description of the Services and Deliverables; (ii) the parties' responsibilities.

Changes: Any changes to the obligations of either party, or to any other material aspect of this Proposal will require a written change order signed by authorized representatives of both parties that describes the changes and any related cost or schedule adjustments.

### **Key Project Staffing**

Secure Compliance Solutions shall provide a Senior Project Manager and Senior Information Security Compliance Consultant to fulfill the project requirements.

### **Site and Resource Access**

If required and approved, Wheaton Park District shall provide to Secure Compliance Solutions personnel access to facilities via badges, keys, and /or escorts in order to perform the agreed work. Wheaton Park District will assist in the identification and ensure access to key staff and availability to work with SCS. Any project delays related to site access and or resource access.

All work shall be performed at Wheaton Park District facilities and Secure Compliance Solutions offices.

### **Proposal Assumptions**

- All time frames and milestones are estimates. Factors outside of the SCS control can/ will impact estimates and include but are not limited to:
  - Wheaton Park District team response times to requests, operational limitations, omitted information and business decisions.
  - Third party vendor performance
- All applicable technical specifications and current documentation and regional feedback is provided to SCS in a timely manner.
- All documentation provided in this engagement will be provided in English only.
- This SOW does not include subsequent phases with actions such as:
  - Assistance to fully address/ remediate all vulnerabilities identified
  - Determine software to purchase and the set-up of managed information security services going forward
  - Building a program to proactively manage system vulnerabilities

### **Professional Service Fees**

SCS will provide these services on a time and materials basis at a rate of \$150/hour.

**Project Estimate: \$15,000-\$18,000**



By mutual agreement, Wheaton Park District shall pay all applicable approved travel charges which includes reasonable and customary travel and living expenses incurred in the performance of Services. Unless otherwise specified in this Proposal, any applicable travel charges will be billed at actual costs as incurred by Secure Compliance Solutions.

**Payments**

Wheaton Park District will be invoiced on a monthly basis for the work performed in support of this Statement of Work. Payment shall be in U.S. dollars and will be due thirty (30) days from the date of each invoice. Payments made later than the due date are subject to and may incur accrued interest from the date due to the date paid up to the maximum percentage allowed by applicable law. If a payment is late, SCS shall be entitled to suspend performance of the Services and, at its option, terminate the Proposal on written notice.

**Agreed to:**  
Secure Compliance Solutions

**Agreed to:**  
Wheaton Park District

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

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

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

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

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



# Wheaton Park District Cybersecurity Proposal

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Proposed by



May 2017

inCyber Security  
222 Merchandise Mart Plaza  
Suite 1212  
Chicago, IL 60654

[erik@incybersecurity.com](mailto:erik@incybersecurity.com)

[www.incybersecurity.com](http://www.incybersecurity.com)

844-446-2923 x701

## Introduction

The Wheaton Park District is looking to develop a framework of policies and procedures to mature their cybersecurity posture. The policies will be heavily PCI compliance minded and include end user awareness, vendor due diligence, and mature incident response plans. During the engagement, inCyber will advise in all PCI compliance guidelines to ensure they are up to date with all current regulatory standards. As part of the engagement, inCyber will guide the client through the SAQ to properly identify their Merchant Level and prepare the policies accordingly.

## Policy & Procedures Review, Updating, and Creation (\$14,000)

inCyber will work directly with every required department and vendor to create the written policies and procedures. They will work directly with the Park District to evaluate the environment and ensure all PCI compliance needs are captured in consideration to their Merchant Level. The policies included will be:

- Written Information Security Policies (WISP)  
This document(s) will include all relevant policies related to the park district, including *but not limited to*:
  - Infrastructure maintenance procedures
  - End user awareness and acknowledgement
  - Vendor expectations
  - Social media / clean desk
  - Configuration management
  - PCI data classification
- Computer Security Incident Response Plan (CSIRP)  
This document is intended to layout a framework of expected responses from all involved teams / departments in the event of a security incident. The sections include, *but are not limited to*:
  - Identification and classification of threats
  - Tiered response plans
  - Legal / federal actions required
  - Forensics
- Business Continuity Plan / Disaster Recovery  
This document is written to ensure an organizational understanding of continuing operation in the event of a disaster. InCyber will work with the current infrastructure department to tune existing documentation, or draft a new document.

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## Cyber Security Awareness Training (\$2,000)

InCyber prides itself on creating a specialized and relevant end user awareness training programs. This means that Park District receives a unique variation of training that is applicable to their culture and environment. We will conduct 2 on-site live sessions which give end users the ability to get more involved, as well as provide a video to be used on an on-going basis. The training will include topics such as:

- Cyber security in the past year
- Common attack tactics
  - Phishing
  - Malware
  - Network infiltration
- End user protection against individual tactics
- Anatomy of modern day cyber attacks
- Cyber security anecdotes relatable to the field

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## Timeline

Current Policy Review: 2-3 weeks

Policy Updates & Drafts: 3-4 weeks

Official Policy Creation: 2-3 weeks

Cyber Security Awareness Training: 1-2 weeks (live sessions & recorded video)

Total Estimated Time of Engagement: 2-3 months\*

\*Times are based on inCyber resources and built-in response times when expecting replies/meetings/requests from Park District resources.

## inCyber Security & Wheaton Park District Agreement

This Agreement is made effective as of \_\_\_\_\_, by and between Wheaton Park District, \_\_\_\_\_ and inCyber Security LLC, of 222 Merchandise Mart Plaza, #1212, Chicago, Illinois, 60654. In this Agreement, the party who is contracting to receive services shall be referred to as "Client", and the party who will be providing the services shall be referred to as "Provider". The parties agree as follows:

1. DESCRIPTION OF SERVICES. Upon signing of this agreement, Provider will provide the services (collectively, the "Services") selected on previous page of this agreement. All services can be executed concurrently as deemed effective by inCyber Security.
2. PAYMENT. Half of the total is due upon contract signing. Remainder due upon completion of policies and training.
3. RELATIONSHIP OF PARTIES. It is understood by the parties that Provider is not an employee of Client. Provider employees, if any, who perform services for Client under this Agreement shall also be bound by the provisions of this Agreement.
4. CONFIDENTIALITY. Provider will protect the Information of Client and treat it as strictly confidential until it is publicly released. Client agrees to keep confidential methods of Provider's work. A violation of this paragraph shall be a material violation of this Agreement. Additional NDA available upon request.
5. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
6. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of Illinois.
7. LIABILITY. Provider assesses and implements cyber security and cyber compliance in accordance to best practices and regulations for each particular business. We do not guarantee your systems will not be breached within any time frame. We do not guarantee a "passing" audit from any regulatory, governing or competing entity.
8. INTERRUPTION OF SERVICE. Provider will work within Clients time restraints and comply with temporary halt requests. Client agrees that Provider will not be liable for any temporary delay, outages or interruption of services.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Client Company

\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_



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VISION96

9550 W Higgins Rd., 8th Floor | Rosemont, IL 60018 | www.vision96.com

Date: April 25, 2017

Topic: Managed Security Services Provider

Recommendation: Hire Secure Compliance Solutions (SCS) to provide ongoing advanced security services

### EXECUTIVE SUMMARY

In 2015, there were indications of possible data (security) being compromised within the park district. During this time, several areas of Information Technology were identified as areas needed for improvement. See the table below for actions taken. One area and line item that we have identified for further improvements is around ongoing cyber security threat management. Protecting private information is of utmost importance and takes added steps and specialized talent. Relying on subject matter experts that can do so as a service is an economical approach that adds a significant value to the health and integrity of the park district. I am recommending that the park district hires a Managed Security Services Provider in this capacity.

INFORMATION SECURITY RECOMMENDATIONS Q3 2015	
COMPLETED	Recommendation to engage legal counsel
ONGOING	Continue to improve Security Posture by:
PLANNED 2017	Use outside Security Firm for annual Compliance and Penetration testing
COMPLETED	Continued Oversight, Best Practices, IT Improvements Across
ONGOING	-- Oversight & Best Practices (2017 Governance Project)
ONGOING	--IT Improvements (2017 MSSP-Managed Security Services Provider)
COMPLETED	Change Network and PCI security practices
COMPLETED	Finish Installing Firewalls & Intrusion Protection Software across Wide Area Network
COMPLETED	Improve IT oversight with changing of IT Managed Service Provider (In Process)
COMPLETED	Improve desktop anti-virus (slated for change after iii is implemented)
COMPLETED	Improve email and web filtering (slated for change after iii is implemented)

The park district requirements around how to securely handle credit card data, personal information of employees and constituents and the process, controls and integrity around these data items is of utmost importance. There can be substantial fines, loss of revenue and poor publicity that can occur when cyber security threats turn into a data breach. Instead of spending hundreds of thousands of dollars on staff, hardware and software to support complex management of data security, we are well informed to turn to experts to do so as a service. We get the benefit of the full time IT Security experts with advanced analytics and deployment of hardware and software at a reasonable monthly cost.

My recommendation is to use SCS for this service. Please see the Statement of Work that describes this service in detail. This service costs \$2,375.00 per month. I'm happy to make myself available to explain in further detail and answer questions about the relevance and importance of this initiative and using subject matter experts such as Secure Compliance Solutions.

Managed Security Services	Monthly Price	3 Year Term Price
Secure Compliance Solutions	2,375.00	\$88,500.00
Masergy Security	\$5,093.00	\$183,348.00

\*Note: Secure Compliance Solutions has a one time \$3,000.00 install fee included in the \$88,500.00

Regards,

  
Adam Nirenberg

vCIO – Wheaton Park District

## MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT ("**Agreement**"), dated \_\_\_\_\_, 2016 (the "**Effective Date**"), is by and between SECURE COMPLIANCE SOLUTIONS, LLC, an Illinois limited liability company, having its principal place of business at 4415 W. Harrison Street, Suite 504, Hillside, Illinois 60162 ("**SECURE COMPLIANCE**"); and \_\_\_\_\_, a \_\_\_\_\_, having its principal place of business at \_\_\_\_\_ ("**CLIENT**" together with CLIENT, the "**Parties**" and individually, a "**Party**").

### RECITALS:

SECURE COMPLIANCE is engaged in the business of providing information security governance guidance; all associated documentation; security and risk assessment and testing; technical management; managed security services; and development Services for commercial, educational or government organizations. CLIENT is engaged in the business of [describe Client's business]. CLIENT desires to engage SECURE COMPLIANCE, and SECURE COMPLIANCE desires to accept such engagement, to provide certain services and deliverables subject to the terms and conditions of this Agreement.

### AGREEMENT:

#### SERVICES & DELIVERABLES

1. **ENGAGEMENT.** CLIENT hereby engages, and SECURE COMPLIANCE hereby accepts such engagement, (a) to provide the services as specifically defined on a Statement of Work attached hereto ("**Services**"); and (b) to prepare and deliver to CLIENT the deliverables specifically defined on a Statement of Work attached hereto ("**Deliverables**").
2. **STATEMENT OF WORK.** Each project will be defined and governed by this Agreement and a Statement of Work, which Statement of Work shall: (a) describe in reasonable detail the Services to be provided; (b) list and describe any specific Deliverables to be prepared and delivered by SECURE COMPLIANCE to CLIENT; (c) list and describe any contributions of feedback, access, personnel, input, assistance or participation of and from the CLIENT ("**CLIENT Contributions**") which is a condition to SECURE COMPLIANCE's performance of the Services and preparation and implementation of the Deliverables; (d) prescribe the total Compensation and expenses to be paid by CLIENT; (e) establish the dates such Services will be performed and Deliverables completed and delivered, including without limitation and the Project Start Date and Project End Date; (f) be effective, and effectively amended, only when signed by CLIENT and SECURE COMPLIANCE; and (g) be attached to this Agreement and made a part hereof. The first Statement of Work defining the initial Services and Deliverables shall be entitled **Statement of Work No. 1** attached hereto as **Attachment 1**. All future Statements of Work shall follow the same general outline as Statement of Work No. 1.
3. **PROJECT SCHEDULE; CHANGES.** Each Statement of Work will set forth the anticipated work estimates and schedule including the Project Start Date and the Project End Date. All statements and agreements concerning time are good faith estimates based upon information available and circumstances existing at the time made, and each Statement of Work is subject to equitable adjustment upon any material change in such information or circumstances, including, but not limited to, the occurrence of any Delaying Event (as provided herein) or upon modification of the scope, timing or level of work to be performed by SECURE COMPLIANCE. CLIENT may request changes to the Services or Deliverables by notifying SECURE COMPLIANCE of the requested change(s) in writing. Both Parties acknowledge that any such change(s) may increase the fees or charges payable to SECURE COMPLIANCE and/or the project schedule. Neither Party shall have any obligation respecting any change until an appropriate change order or amendment to the applicable Statement of Work is executed and delivered by both Parties.
4. **DEADLINES AND EXTENSIONS.** If (a) the CLIENT fails to comply with its CLIENT Obligations or breaches another obligation under this Agreement; or (b) if an event of Force Majeure impairs SECURE COMPLIANCE's ability to complete project in accordance with the Statement of Work (any such event in (a), (b) or (c) a "**Delaying Event**"), then SECURE COMPLIANCE may reasonably adjust or revise the Project End Date taking into account SECURE COMPLIANCE's then-current schedule and external obligations. "**Force Majeure**" means acts of God or

acts of extreme weather, civil disobedience, riots, rebellions, explosion, fire, flood, storm, acts of war or terrorism, Acts of God, disruption in electrical grid affecting installation of the Work, and similar occurrences.

5. **SECURE COMPLIANCE'S STAFF.** SECURE COMPLIANCE shall assign personnel who possess strong project management and subject matter expertise and shall be well qualified for their respective positions. The personnel who are initially assigned to staff a project hereunder will be listed on the applicable Statement of Work ("**Staffing Plan**"). Notwithstanding the foregoing, CLIENT understands that SECURE COMPLIANCE may have to reallocate its personnel from time to time for a variety of reasons, including termination or resignation of an employee. In the event SECURE COMPLIANCE does need to replace a person listed in the then current Staffing Plan, SECURE COMPLIANCE shall notify CLIENT, and shall work with CLIENT to identify a suitable replacement. Nothing contained in this Agreement shall be deemed to allow CLIENT to control or dictate SECURE COMPLIANCE's employment decisions. SECURE COMPLIANCE will be solely responsible for all payroll taxes or contributions, imposed by the Internal Revenue Code, Federal Social Security Act or any corresponding state law with respect to SECURE COMPLIANCE's employees, contractors and personnel.
6. **APPROVED THIRD PARTY SERVICES.** The Parties acknowledge that some Deliverables will include those Items sourced from third parties which are set forth on a Statement of Work or approved in writing by the CLIENT ("**Third Party Materials**"). CLIENT shall comply with the terms and conditions relating to any Third-Party Materials. SECURE COMPLIANCE does not separately warrant the performance of Third Party Materials or other, products or Deliverables which may be provided to CLIENT as part of an overall solution. However, SECURE COMPLIANCE will pass through to Purchaser all applicable third party warranties to the extent it has the right to do so.

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#### CLIENT OBLIGATIONS.

7. **CONTRIBUTIONS.** CLIENT acknowledges that SECURE COMPLIANCE is dependent on CLIENT's success at fulfilling its CLIENT Contributions. CLIENT will furnish all requested or necessary information, equipment or access to facilities, personnel, feedback or any other matter described in CLIENT Contributions in accordance with the deadlines and schedule set forth in the applicable Statement of Work. All information, equipment and access provided by CLIENT will be complete and sufficient to enable SECURE COMPLIANCE to perform the Services and provide Deliverables hereunder. Any failure to comply with the foregoing in this Section 7 will constitute a Delaying Event, may constitute breach of this Agreement (subject to Section 15) if not cured following notice and may result in additional charges for the Services and Deliverables.
8. **CLIENT'S PERSONNEL COMMITMENT.** As part of CLIENT Contributions, CLIENT will ensure that all of its personnel who may be necessary or appropriate for the successful performance of Services and delivery and implementation of Deliverables will, on reasonable notice, (a) be available to assist SECURE COMPLIANCE's personnel by answering business, technical and operational questions and providing requested documents, guidelines and procedures in a timely manner; (b) participate in the Services as outlined in the Statement of Work; (c) participate in progress and other Services related meetings; (d) contribute to system testing and data integrity testing; and (e) be available to assist SECURE COMPLIANCE with any other activities or tasks required to complete the Services in accordance with the Statement of Work.
9. **REDACTED, DEPERSONALIZED DATA.** In order to facilitate security controls testing, CLIENT may provide to SECURE COMPLIANCE Items for testing that simulate actual production data. CLIENT agrees that it will process all such Items to remove any personally identifiable information. Accordingly, CLIENT will provide Items for testing activities in which the following information has been redacted: (a) Names; (b) Postal address information (other than town or city, state, and zip code); (c) Telephone numbers; (d) Fax numbers; (e) Electronic mail addresses; (f) Social security numbers; (g) Medical record numbers; (h) Health plan beneficiary numbers; (i) Account numbers; (j) Certificate/license numbers; (k) Vehicle identifiers and serial numbers (including license plate numbers); (l) Device identifiers and serial numbers; (m) Web universal resource locators (URLs); (n) Internet protocol (IP) address numbers; (o) Biometric identifiers, including fingerprints and voiceprints; and (p) Full-face photographic images and any comparable images.

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#### COMPENSATION, EXPENSES AND PAYMENT

**10. SECURE COMPLIANCE's COMPENSATION.** In consideration for the performance of the Services and delivery of Deliverables described on a Statement of Work, CLIENT shall pay SECURE COMPLIANCE the compensation set forth in such Statement of Work ("**Compensation**").

**11. EXPENSES.**

- (a) **Out-of-Pocket Expenses.** CLIENT will reimburse SECURE COMPLIANCE for those reasonable out-of-pocket expenses incurred by SECURE COMPLIANCE in the course of providing Services which: (i) are described in a Statement of Work approved by both CLIENT and SECURE COMPLIANCE; (ii) are approved by CLIENT in writing; or (iii) are the direct result of: (A) CLIENT's breach of its obligations related to CLIENT Contributions or any other breach of this Agreement; or (B) CLIENT's written requests for services and/or deliverables which are above and beyond the scope of Services and Deliverables as set forth in the applicable Statement of Work.
- (b) **Third Party Charges.** CLIENT will reimburse SECURE COMPLIANCE for all charges imposed by third parties for Third Party Materials ("**Third Party Charges**").
- (c) **Reimbursement for Travel Expenses.** CLIENT will pay for all reasonable out-of-pocket traveling expenses (transportation, parking, meals, and hotels) of SECURE COMPLIANCE personnel performing regular duties on behalf of CLIENT for travel, provided that such expenses, and the number of people who are traveling, are approved by CLIENT in writing. SECURE COMPLIANCE personnel are expected to observe CLIENT's internal guidelines regarding class of travel and cost of accommodations, as such guidelines may be modified from time to time. If CLIENT fails to provide internal guidelines for travel and accommodations, SECURE COMPLIANCE will use best judgment. CLIENT will not be billed for any entertainment expenses relating to this Agreement.

**12. INVOICE AND PAYMENT.**

- (a) **Payment Due.** CLIENT shall pay SECURE COMPLIANCE for each invoice within thirty (30) days of the invoice's date. Any defaulted, returned or uncollected amounts due hereunder will bear interest at the greater of (i) ten percent (10%) per annum or (ii) five percent (5%) per annum plus the prime rate established by the Federal Reserve Bank of New York as of the date of the applicable invoice (or the maximum amount permitted by law). CLIENT will be liable for all expenses, including reasonable attorney's fees, relating to the collection of defaulted, returned or uncollected amounts due hereunder.
- (b) **Invoice Contents.** Each invoice shall (i) fairly and accurately describe (A) the actual Services performed or Deliverables delivered; (B) the persons or entities who performed such Services; (C) the dates on which such Services were performed; (D) the fees, hours and expenses payable by CLIENT for such Services and Deliverables; (ii) reference the Statement of Work and the project for which the expense was incurred; (iii) be accompanied by reasonable supporting documentation for any out-of-pocket or third party charges; and (iv) be rendered to CLIENT on a monthly basis or such other timely basis as is described on a Statement of Work.
- (c) **Taxes.** All prices specified herein do not include any costs of any sales, use, value added, excise, gross receipts, business and occupation or similar present or future taxes imposed by any governmental body on the sale, delivery, use or other handling of the Products or in connection with any related or contemplated transactions ("**Taxes**"). CLIENT will be responsible for reporting and payment of all Taxes as the same may become due.

TERM AND TERMINATION.

**13. TERM.** The term of this Agreement shall be two (2) years from the Effective Date (the "**Initial Term**"). Following the Initial Term, this Agreement will be renewed for successive one (1) year periods (each, a "**Renewal Term**" with the Initial Term, the "**Term**") automatically, and will continue in force until the earlier of (a) the mutual consent of Parties; or (b) a Party gives written notice of its intent to terminate this Agreement as otherwise permitted under this Agreement.

**14. RIGHTS TO TERMINATE.**



- (a) **For Convenience.** This Agreement may be terminated by either Party without Cause upon thirty (30) days prior written notice of the termination to the other Party. Termination will be effective 30 days after the receiving Party's receipt of such notice.
  - (b) **For Cause.** This Agreement may be terminated by either Party for Cause upon written notice of the termination to the other Party and the reasons therefor. Termination will be effective immediately upon the receiving Party's receipt of such notice.
- 15. EARLY TERMINATION CHARGES & FEE.** If this Agreement or a Statement of Work is terminated before any Project End Date by either Party for any reason, CLIENT shall reimburse and indemnify SECURE COMPLIANCE for all Third-Party Charges and any cancellation fees or penalties charged by third parties for early termination of Third Party Materials ("**Early Termination 3<sup>rd</sup> Party Charges**").
- 16. TERMINATION FEE.** If this Agreement or a Statement of Work is terminated before any Project End Date, by the Client without Cause or by SECURE COMPLIANCE with Cause, Client will pay Secure Compliance an early termination fee equal to eighty (80) hours of work at Secure Compliance's prevailing rate listed on the most recent Statement of Work or such other Early Termination Fee set forth on the most recent Statement of Work ("**Early Termination Fee**").
- 17. EFFECT OF TERMINATION.** After termination of this Agreement, (a) CLIENT shall, within ten (10) days of its receipt of SECURE COMPLIANCE's invoice, pay SECURE COMPLIANCE all compensation earned and expenses incurred as provided under this Agreement, any Early Termination Fees and any Early Termination 3<sup>rd</sup> Party Charges; (b) SECURE COMPLIANCE shall return to CLIENT all property and materials previously provided by CLIENT; and (c) Sections 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 30, 31, 32, 33, 34, 35, 37, 38, 39 and 40 will survive. For purposes of calculating "**compensation earned**" under fixed fee projects, the total fee will be allocated evenly over the project's duration. (For Illustration: A fixed fee of \$100,000 for a 10week project would be earned at a rate of \$10,000 per week. If canceled during the 5th week, the Client would owe Secure Compliance \$50,000 plus the Early Termination Fee.)

#### CONFIDENTIALITY & PRIVACY

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- 18. MUTUAL CONFIDENTIALITY.** The Parties agree that any Confidential Information exchanged between them in connection with or related to the subject matter of this Agreement, whether written, documentary, electronically held or oral, will be kept strictly confidential using the highest degree of care, diligence and protection and will not be disclosed or given to any third party by the Party receiving the Confidential Information (the "**Receiving Party**") without the prior written consent of the Party that supplied the information (the "**Disclosing Party**"), except that if the Receiving Party discloses or provides the Confidential Information to a third party in the course of exercising its rights or performing its obligations under this Agreement, the third party receiving the Confidential Information must have agreed in advance in writing to keep the Confidential Information confidential. The Parties further agree that neither will analyze the component parts of or reverse-engineer the other Party's Confidential Information.
- 19. PERSONAL INFORMATION.** SECURE COMPLIANCE may be provided Personal Information about CLIENT's employees, customers or agents. Such Personal Information is considered Confidential Information under this Agreement, regardless of how marked. Personal Information is deemed confidential in all circumstances and SECURE COMPLIANCE shall not release or use such information except as directed by CLIENT. SECURE COMPLIANCE shall maintain the confidentiality of Personal Information for so long as SECURE COMPLIANCE has such information or access to it. SECURE COMPLIANCE shall use Personal Information only for the purposes expressly and specifically authorized in this Agreement, if at all, and shall maintain appropriate safeguards to protect the security, confidentiality and integrity of any Personal Information provided to SECURE COMPLIANCE pursuant to this Agreement, and to meet the requirements of all applicable laws and regulations governing the protection, use and disclosure of Personal Information, SECURE COMPLIANCE further agrees that under no circumstances shall any Personal Information provided hereunder be sold, shared, copied, traded, rented, distributed or made available to any third parties. SECURE COMPLIANCE will restrict access, knowledge or use of Personal Information to its employees who have a need to know or access it for purposes directly related to services performed under this Agreement. SECURE COMPLIANCE will notify CLIENT as soon as possible in the event of an unauthorized use or accessing of Personal Information by SECURE COMPLIANCE employees or any third party.

The Parties acknowledge that this Section 19 will not limit any prior confidentiality or non-disclosure agreements entered into and currently in effect between the Parties.

- 20. PRIVACY LAWS.** Both parties shall comply with any and all statutes, ordinances, rules, and regulations enacted by the federal government, any State, municipal body, or political subdivision thereof, regarding the collection, maintenance, use, sharing and disposition of any Personally Identifiable Information and/or Personal Health Information, including the Privacy Act of 1974 (FAR 54.224-2); the Health Insurance Portability and Accountability Act of 1996 (HIPAA) - Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164); the Gramm-Leach-Bliley Act of 1999 (GLBA) - Financial Privacy Rule (15 U.S.C. §§ 6801-6809); the Fair Credit Reporting Act (FCRA) (15 U.S.C § 1681); and the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99), hereafter referred to as "Privacy Laws." To the extent that either Party determines in good faith the applicability and compliance requirements of Privacy Laws will adversely affect a Party ability to comply with its obligations under this Agreement, such Party shall give the other Party prompt written notice thereof. Thereupon, the Parties will work together in good faith to adjust the terms of this Agreement to comply with the Privacy Laws. Reference to any specific Privacy Laws shall not be deemed an exclusive recitation of any and all applicable Privacy Laws.

#### OWNERSHIP AND PROPRIETARY RIGHTS

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- 21. OWNERSHIP OF PRE-EXISTING MATERIALS.** CLIENT acknowledges and agrees that SECURE COMPLIANCE is the sole and exclusive owner of all rights, including but not limited to all patent rights, copyrights, trade secrets, trademarks, and other proprietary rights in the systems, programs, specifications, user documentation, and other materials used by SECURE COMPLIANCE in the course of its provision of services hereunder which were in existence prior to the execution of this Agreement (collectively "**SECURE COMPLIANCE's Materials**"). CLIENT also acknowledges and agrees that in entering into this Agreement, CLIENT acquires no rights in SECURE COMPLIANCE's Materials. CLIENT shall not copy, transfer, sell, distribute, assign, display, analyze the component parts of or reverse-engineer, or otherwise make SECURE COMPLIANCE's Materials available to third parties. CLIENT agrees to secure and protect each module, software product, piece of documentation, and every other portion of SECURE COMPLIANCE's Materials so as to protect all of SECURE COMPLIANCE's rights therein.
- 22. OWNERSHIP OF TANGIBLE WORK PRODUCT.** Intellectual property rights in only the parts of materials that are specifically and originally created by SECURE COMPLIANCE using proprietary materials and intellectual property provided by CLIENT pursuant to this Agreement ("**Work Product**") shall vest absolutely and unconditionally in CLIENT upon their creation without the need for any further act by CLIENT except as required by law. For clarification, the definition of Work Product will not include SECURE COMPLIANCE's Materials. SECURE COMPLIANCE acknowledges and agrees that all copyrightable Work Product will be considered works made for hire and owned by CLIENT. To the extent law does not permit a Work Product to be considered works made for hire, SECURE COMPLIANCE hereby assigns to CLIENT complete ownership of all copyright interests in such Work Product without the need for further consideration. SECURE COMPLIANCE hereby transfers and assigns any ownership interest to CLIENT to the extent law affords SECURE COMPLIANCE any ownership in Work Product.
- 23. LICENSE TO USE.** Notwithstanding the foregoing, CLIENT grants SECURE COMPLIANCE the limited, non-exclusive, terminable worldwide right to use CLIENT's trade name and registered or common law trademarks for the limited purposes of stating, announcing or otherwise disclosing, in connection with SECURE COMPLIANCE's marketing practices, that SECURE COMPLIANCE has supplied CLIENT with services, including without limitation the right to make such statements or announcements on SECURE COMPLIANCE's Web site, provided that such use will inure to CLIENT's exclusive benefit.
- 24. NO OTHER INTELLECTUAL PROPERTY RIGHTS.** With the exception of the right and licenses granted in Sections 22 and 23, no Party obtains any right or license under any copyrights, inventions, trade secrets, patents or other intellectual property rights now or hereafter owned or controlled by the other Party, and no Party will use any trade name, service mark, or trademark of or refer to the other Party in any promotional activity or material without first obtaining the prior written consent of that other Party.
- 25. NON-SOLICITATION.** CLIENT acknowledges that SECURE COMPLIANCE's personnel are an important asset to SECURE COMPLIANCE. CLIENT further acknowledges that CLIENT would receive substantial additional value, and SECURE COMPLIANCE would be deprived of the benefits of its work force, if CLIENT were to hire SECURE

COMPLIANCE's personnel after they have been introduced to CLIENT by SECURE COMPLIANCE. Without the prior written consent of SECURE COMPLIANCE, CLIENT shall not solicit for employment or retention or engagement as a consultant or independent contractor or hire, retain or engage any personnel of SECURE COMPLIANCE during the term of this Agreement and for one (1) year thereafter. Personnel of SECURE COMPLIANCE shall include all individuals employed, retained or engaged by SECURE COMPLIANCE (whether as employee, consultant, independent contractor, or otherwise) at any time during the term of this Agreement. Because the actual damages that SECURE COMPLIANCE would sustain if CLIENT breaches its obligation under this Section 25 are uncertain and would be impossible or very difficult to ascertain accurately, the Parties agree, in good faith, that the sum equal to such employee or consultant of SECURE COMPLIANCE's new salary or total fees chargeable by such person, if such person is compensated on a fee basis, and payable by CLIENT, for six (6) months, would be reasonable and just compensation for the harm caused by such breach. Therefore, CLIENT shall pay and SECURE COMPLIANCE agrees to accept that sum as liquidated damages, and not as a penalty, in the event of each breach of such obligation.

#### REPRESENTATIONS AND WARRANTY.

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- 26. REPS AND WARRANTIES OF SECURE COMPLIANCE.** SECURE COMPLIANCE hereby represents and warrants that (a) it shall provide the Services and the Deliverables in accordance with the schedule and specifications set forth in the applicable Statement of Work; (b) to the actual knowledge of SECURE COMPLIANCE, its performance of the Services and preparation and delivery of the Deliverables will not violate or infringe upon any intellectual property or proprietary rights of any third party, provided, however, that the foregoing representation and warranty does not apply with respect to any actions taken at the direction of CLIENT or to the use or implementation of any specifications or other Items provided by CLIENT; and (c) SECURE COMPLIANCE will comply with all applicable laws, rules, regulations and orders in performing its obligations under this Agreement. All warranty claims must be made in writing, contain full particulars and be submitted to SECURE COMPLIANCE within thirty (30) days after the cause giving rise to the warranty claim first came to CLIENT's attention. The sole remedy for a breach of this Section 26 will be Secure Compliance's replacement or repair of any affected Deliverables. OTHER THAN AS SET FORTH IN THIS SECTION 26, SECURE COMPLIANCE PROVIDES THE SERVICES AND DELIVERABLES WITHOUT ANY OTHER WARRANTY OR CONDITION, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE SPECIFICALLY DISCLAIMED.
- 27. REPS AND WARRANTIES OF CLIENT.** CLIENT hereby represents and warrants that (a) all Items provided by CLIENT to SECURE COMPLIANCE in connection with the Services are owned by CLIENT and SECURE COMPLIANCE's use thereof will not violate or infringe upon the intellectual property or proprietary rights of any third party or violate any law, rule or regulation; (b) all Items provided by CLIENT are accurate and complete and there is no omitted Item which makes the meaning of the provided Items misleading or inaccurate for the purposes of SECURE COMPLIANCE's provision of Services or Deliverables in accordance with this Agreement; (c) SECURE COMPLIANCE providing to CLIENT the Services will not violate any applicable law, rule or regulation or the rights of any third party; and (d) this Agreement and the performance of the Services by SECURE COMPLIANCE will not breach or violate any contracts, agreements or other obligations between CLIENT and a third party.
- 28. ANTI-BRIBERY.** Each of the Parties covenants and agrees that it will not offer, pay, promise to pay or authorize the payment of any money or anything of value to any person or entity for the purpose of illegally or improperly inducing a decision or obtaining or retaining business or any advantage in connection with the Agreement.
- 29. EXPORT LAWS.** The laws and regulations of the United States government regulate the export of products, services and technical data. CLIENT agrees that SECURE COMPLIANCE's obligation to grant rights and to disclose information to CLIENT is subject to the applicable laws and regulations of the United States; and CLIENT will comply with such laws insofar as they affect its right to manufacture, use and sell the Products. CLIENT also agrees that it will neither disclose any information received from SECURE COMPLIANCE, nor transfer possession of any product incorporating any of SECURE COMPLIANCE's information, to a third party in violation of such laws and regulations.

#### INDEMNIFICATION; INSURANCE; DISPUTES

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- 30. INDEMNITY.** Except as otherwise set forth in this Agreement, each Party will indemnify and hold the other Party and its successors, assigns, affiliates, employees, officers, directors, agents and representatives harmless from and against any and all claims, demands, lawsuits, liabilities, losses, damages, judgments, fines, settlements and expenses (collectively, "**Claims**") (including, without limitation, reasonable attorney's fees) to the extent directly arising out of or relating to (a) the breach by the indemnifying party or any of its affiliates of any of its representations, warranties, covenants or obligations under this Agreement or (b) the indemnifying party's or its affiliate's gross negligence or willful misconduct in connection with its activities pursuant to this Agreement. The foregoing indemnification obligations will apply whether the claim, suit or action is founded, stated or asserted in negligence, strict liability in tort, breach of contract or warranty or any other legal theory. The foregoing indemnification obligations will not be interpreted as waiving or negating any limitation of liability for work-related injuries to the indemnifying party's own employees.
- 31. PROCEDURE.** The indemnified party will provide prompt written notice to the indemnifying party upon becoming aware of a claim, and information and reasonable assistance, at the indemnifying party's expense, for the defense or settlement thereof. The indemnifying party will have sole control of the defense and settlement of any claim giving rise to an indemnification obligation hereunder, provided that the indemnifying party will not settle such claim or related action in a manner that imposes any obligation on or admits liability by the indemnified party without the prior written consent of the indemnified party (which consent will not be unreasonably withheld or delayed). The indemnified party will be entitled to engage counsel at its sole expense to consult with the indemnifying party with respect to the defense of the claim and related action; provided, however, that the failure by the indemnified party to provide such notice will reduce the indemnifying party's indemnification obligations hereunder only to the extent that the indemnifying party is materially prejudiced thereby.
- 32. LIMITATION OF ACTIONS.** No action whether in contract or tort, including negligence, arising out of the performance of either party under this Agreement may be brought by the other party more than two (2) years after the cause of the action has arisen.
- 33. DISCLAIMER.**
- (a) **Piracy, Viruses.** The Parties hereby acknowledge that as with any on-line interaction and electronic communication, there is an inherent risk involved in storing and transmitting any information by means of the Internet. SECURE COMPLIANCE cannot and does not guarantee that CLIENT's system, proprietary technology and content are free from hackers or viruses. SECURE COMPLIANCE specifically disclaims any responsibility for, and shall not be liable for, any claims, damages, losses or expenses arising out of or resulting from any piracy, viruses, infections or contamination of CLIENT's systems, data or content, provided that such claims, damages, losses or expenses do not result from SECURE COMPLIANCE's willful misconduct or gross negligence. In addition, CLIENT is responsible for ensuring that it has backed up its systems in the event of any piracy, viruses, infection or contamination.
  - (b) **Improper Use.** To the fullest extent permitted by applicable law, SECURE COMPLIANCE will not be liable for any defects in the Deliverables which are the result of: (A) improper use or mismanagement by CLIENT or use in a manner that is not reasonably contemplated by SECURE COMPLIANCE; (B) operation of the Deliverables other than in **accordance** with the documentation provided by SECURE COMPLIANCE or the third party who supplied the Deliverables; (C) use of the Deliverables with parts, components or materials that have not been approved for use by SECURE COMPLIANCE or the third party who supplied the Deliverables; (D) any modification or reinstallation of any part of the Deliverables not expressly authorized by SECURE COMPLIANCE or the third party who supplied the Deliverables; (E) or CLIENT's failure or refusal to install engineering changes or enhancements to the Deliverables as reasonably recommended by SECURE COMPLIANCE or the third party who supplied the Deliverables; or (F) any components incorporated into the Deliverables that are subject to a third party manufacturer's warranty or guarantee, which SECURE COMPLIANCE shall pass to CLIENT.
  - (c) **Industry Disclosure.** Secure Compliance may from time to time disclose anonymous server and system event log data to 3rd parties in the privacy and data security industry to collaborate on the analysis of potential security threats; and to more accurately diagnose security threats and prescribe remediation activities.
- 34. NOT LEGAL ADVICE.** CLIENT understands that, although SECURE COMPLIANCE's Compliance Services may discuss or relate to legal issues, SECURE COMPLIANCE does not provide legal advice or services, none of such

Services shall be deemed, construed as or constitute legal advice and that CLIENT is ultimately responsible for retaining its own legal counsel to provide legal advice. Furthermore, the Deliverables provided by SECURE COMPLIANCE in connection with any Compliance Services shall not be deemed to be legal opinions and may not and should not be relied upon as proof, evidence or any guarantee or assurance as to CLIENT's legal or regulatory compliance.

- 35. LIMITATION OF LIABILITY.** IRRESPECTIVE OF ANY FAULT OR NEGLIGENCE, NO PARTY WILL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES (INCLUDING WITHOUT LIMITATION DAMAGES FROM HARM TO BUSINESS, LOST REVENUES, LOST SALES, LOST SAVINGS, LOST PROFITS (ANTICIPATED OR ACTUAL), LOSS OF USE, DOWNTIME AND CLAIMS OF THIRD PARTIES), REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, WARRANTY, STRICT LIABILITY, OR TORT (INCLUDING WITHOUT LIMITATION NEGLIGENCE OF ANY KIND, WHETHER ACTIVE OR PASSIVE), OR ANY OTHER LEGAL OR EQUITABLE THEORY, ALL WHETHER OR NOT A PARTY HAS BEEN APPRISED OR NOTIFIED THAT SUCH DAMAGES OR LOSSES ARE POSSIBLE OR LIKELY, AND WHETHER OR NOT ANY PERMITTED REMEDY HAS FAILED ITS ESSENTIAL PURPOSE. Furthermore, notwithstanding any other provision of this Agreement, the liability of any party to the other parties arising out of this Agreement, whether under warranty, contract, tort (including negligent or willful acts), strict liability or otherwise will not in any case exceed the original invoiced cost of the Services and Deliverables with respect to that portion of the Services and Deliverables giving rise to the claim.
- 36. INSURANCE.** During the term of this Agreement, SECURE COMPLIANCE will maintain an insurance policy issued by a reputable insurance company, which policy will insure against SECURE COMPLIANCE's contractual liability as set forth in this Agreement in the amount of at least \$1,000,000 (U.S. dollars) per claim, and \$2,000,000 (U.S. dollars) for claims in the aggregate, an Employee Fidelity/Crime insurance in a minimum of One Million Dollars (\$1,000,000.00), as well as Workers Compensation insurance as prescribed by statutory limits.

#### INTERPRETATION AND ADMINISTRATION

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- 37. DISPUTE RESOLUTION.** This Agreement and any claim or dispute arising out of or related to this Agreement or the transactions contemplated hereby, whether in contract, tort or otherwise, shall be governed by and construed in accordance with the laws of the State of Illinois without giving effect to its conflicts of law principles. Any legal actions, suits or proceedings arising out of this Agreement (whether for breach of contract, tortious conduct or otherwise) shall be brought exclusively in the courts located in Chicago, Illinois, and the parties to this Agreement hereby accept and submit to the personal jurisdiction of these Illinois courts with respect to any legal actions, suits or proceedings arising out of this Agreement.
- 38. NOTICES.** Unless otherwise specified herein all notices, requests or other communications under or in connection with this Agreement to or upon the Parties shall be made to such addresses and to the persons designated on the signature page to this Agreement, or such other people and addresses as provided in writing by either of the Parties from time to time, and will be deemed to have been given hereunder as follows: (a) if delivered by overnight commercial delivery service, upon receipt as evidenced by the records of such service; (b) if sent by certified or registered mail, seven (7) Business Days after posting it; and (c) if sent by email, the receiving Party confirms its receipt by reply or other written communication.
- 39. RELATIONSHIP BETWEEN THE PARTIES.** Each Party is and will remain at all times an independent party. No Party is authorized to or will, whether through its employees, agents or representatives, at any time act or attempt to act on behalf of the other Party to bind the other Party to any obligations. No Party or its employees, agents or representatives may engage in any act which may lead any representative of the other Party to believe that such Party is an employee, agent or representative of the other Party. Each Party will be fully responsible for its personnel, agents, and actions.
- 40. MISCELLANEOUS.**
- (a) **Amendments.** No change, modification, alteration or addition to any provision, or waiver of any provision of this Agreement or any Statement of Work will be valid unless set forth in writing and signed by each Party.
  - (b) **Assignments; Transfers.** This Agreement and all the provisions hereof will be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns, provided that neither this Agreement nor any of the rights, interests or obligations hereunder will be assigned or transferred by any Party without the prior written consent of the other Party, which consent will

not be unreasonably withheld and any attempted assignment or transfer in violation of this Section will be void.

- (c) **No Waiver.** Any failure, delay, relaxation or indulgence by a Party in exercising any power or right conferred on that Party by this Agreement does not operate as a waiver of that power or right unless expressed in writing to be a waiver.
  - (d) **No Reliance.** In entering into this Agreement, the Parties have not relied on any representations or warranties about its subject matter except as provided in this Agreement.
  - (e) **Counterparts.** This Agreement may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument.
  - (f) **Survival.** In addition to the terms that will survive the termination or expiration of this Agreement as provided herein, any terms of this Agreement which by their nature may survive the termination or expiration of this Agreement, and any obligations in relation to any antecedent breach of this Agreement, will survive the termination or expiration of this Agreement.
  - (g) **Entire Agreement.** Other than with respect to any confidentiality or non-disclosure agreements still in effect between the Parties, this Agreement, including the body of the Agreement and the Recitals, Attachments and Schedules hereto including without limitation any and every Statement of Work entered into hereunder, contains the entire Agreement between the Parties hereto with respect to the transaction contemplated herein, supersedes all previous agreements, and may not be amended or modified except in writing signed by each of the Parties. In the event of any inconsistency between the terms and conditions of this Agreement and the terms and conditions of a Purchase Order, the terms and conditions of this Agreement will prevail.
  - (h) **Headings.** The headings to the Sections and Schedules are inserted for convenience of reference only and will be ignored in the interpretation of this Agreement.
  - (i) **Construction.** In this Agreement, unless the context otherwise requires: (a) references to Sections and Schedules are to the Sections of, and schedules annexed to, this Agreement; (b) words importing the plural will include the singular, and vice versa; and (c) references to a "person" will be construed as including references to an individual, company, enterprise, firm, partnership, joint venture, association or organization, whether or not having separate legal personality.
  - (j) **No Other Terms or Provisions.** SECURE COMPLIANCE HEREBY OBJECTS TO ALL TERMS OR CONDITIONS CONTAINED IN ANY PURCHASE ORDERS OR OTHER BUSINESS FORMS (OR WHICH CLIENT MAY PROPOSE) WHICH ARE IN ADDITION TO OR DIFFERENT FROM THE TERMS AND CONDITIONS IN THIS AGREEMENT. ANY ADDITIONAL OR DIFFERENT TERMS WILL BE OF NO FORCE OR EFFECT, UNLESS EXPRESSLY AGREED BY SECURE COMPLIANCE IN WRITING.
- 41. DEFINITIONS.** The following words and expressions will have the meanings given to them below when used in this Agreement:
- "Agreement"** means this Master Services Agreement between SECURE COMPLIANCE and CLIENT, and all Recitals, Attachments and Schedules attached hereto, including without limitation all Statements of Work entered into hereunder.
- "Business Day"** means a day (other than a Saturday, Sunday or public holiday) on which banks are open for ordinary banking business in the United States.
- "Cause"** means: a Party (a) breaches any term or provision of this Agreement and fails to cure such breach within ten (10) days of receipt of the other Party's written notice of such breach; (b) files a voluntary petition in bankruptcy under federal bankruptcy laws or other voluntary proceedings under any applicable state laws relating to settlement or extension of payment of its obligations, or has a third party file an involuntary petition in bankruptcy against it, which is not discharged in sixty (60) days; or (c) commences liquidation proceedings or an makes an assignment for the benefit of its creditors; or ceases doing business or ceases operations for a period longer than thirty (30) consecutive business days.
- "Claims"** has the meaning ascribed to it in Section 30.
- "CLIENT"** has the meaning ascribed to it in the banner to this Agreement.
- "CLIENT Contributions"** has the meaning ascribed to it in Section 2.
- "compensation earned"** has the meaning ascribed in Section 17.

**"Confidential Information"** means all business or technical information, data or know-how, whether oral, written, electronic or physical, considered proprietary or confidential by the Disclosing Party. Confidential Information will include, without limitation, patents, copyrights, trademarks, trade secrets, techniques, sketches, drawings, models, prototypes, inventions, know-how, processes, apparatus, equipment, software programs and software source documents, related to the current, future and proposed products and services of the Disclosing Party. Confidential Information will not include: (a) information which is already known to or obtained by independent means by the Receiving Party; (b) information within the public domain other than as a result of a breach of this Agreement; or (c) information which is required to be disclosed pursuant to law or an order of court or tribunal or the direction of a regulatory authority, provided that the Receiving Party will first wherever possible obtain the Disclosing Party's prior written consent to the content of such disclosure before making such disclosure.

**"Disclosing Party"** has the meaning ascribed to it in Section 18.

**"Early Termination Fee"** has the meaning ascribed to it in Section 16.

**"Early Termination 3<sup>rd</sup> Party Charges"** has the meaning ascribed to it in Section 15.

**"Effective Date"** means the date on which this Agreement has been executed by the Parties as set forth in the banner to this Agreement.

**"Force Majeure"** has the meaning ascribed to it in Section 4.

**"Initial Term"** has the meaning ascribed to it in Section 13.

**"Items"** means information, ideas, inventions, developments, intellectual property, proprietary rights, data, studies, forecasts, compilations, computer programs, paper, employee information and employee lists, customer information and customer lists, reports, interpretations, records, statements, documents and notes (whether oral, written or electronic).

**"Party"** or **"Parties"** has the meaning ascribed in the banner of this Agreement.

**"Personal Information"** means (a) any information by which the identity of a person could be revealed, including, but not limited to, a person's name, social security number, home address, telephone number or e-mail address; (b) any other non-public personal information about a person; or (c) any information about an employee or applicant relating to race, creed, color, religion, gender national origin, ancestry, age, marital status, veteran status, disability or other similar protected legal category.

**"Privacy Laws"** has the meaning ascribed to it in Section 20.

**"Project End Date"** has the meaning ascribed to it in the Statement of Work.

**"Project Start Date"** has the meaning ascribed to it in the Statement of Work.

**"Receiving Party"** has the meaning ascribed to it in Section 18.

**"Renewal Term"** has the meaning ascribed to it in Section 13.

**"SECURE COMPLIANCE"** has the meaning ascribed to it in the banner of this Agreement.

**"SECURE COMPLIANCE's Materials"** has the meaning ascribed to it in Section 21.

**"Taxes"** has the meaning ascribed to it in Section 12(c).

**"Term"** has the meaning ascribed to it in Section 13.

**"Termination Notification Date"** means the date on which either Party terminates this Agreement or any Statement of Work for any reason by written notice to the other Party.

**"Third Party Materials"** has the meaning ascribed to it in Section 6.

**"Work Product"** has the meaning ascribed to it in Section 22.

IN WITNESS WHEREOF, THE PARTIES HAVE AGREED TO THIS AGREEMENT.

<b>SECURE COMPLIANCE SOLUTIONS LLC</b>	
<b>Address:</b>	4415 West Harrison Street, Suite 504 Hillside, IL 60162
<b>Telephone:</b>	_____
<b>E-mail:</b>	<a href="mailto:asoodek@seccompsol.com">asoodek@seccompsol.com</a>
<b>Name:</b>	Andrew Soodek
<b>Title:</b>	Manager
<b>Date:</b>	_____
<b>Signed:</b>	_____

<b>[CLIENT]</b>	
<b>Address:</b>	_____ _____
<b>Telephone:</b>	_____
<b>E-mail:</b>	_____
<b>Name:</b>	_____
<b>Title:</b>	_____
<b>Date:</b>	_____
<b>Signed:</b>	_____



ATTACHMENT 1
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**STATEMENT OF WORK NO. 1**

This Statement of Work No. 1, executed in accordance with the terms of that certain Master Services Agreement dated <Insert Date> \_\_, 2017, between SECURE COMPLIANCE Solutions, LLC and CLIENT identified below is entered into by the parties and effective as of the date signed below.

<b>PROJECT TITLE:</b>	
<b>Scope of Work</b>	
<b>Project Duration</b>	The project(s) under this Statement of Work will begin on _____ ("Project Start Date") and will conclude on 8/15/16 or another date as the Parties agree to in writing ("Project End Date").

**PARTIES**

<b>SECURE COMPLIANCE SOLUTIONS, LLC</b>			
<b>Contact</b>	Andrew Soodek	<b>Contact</b>	
<b>Email:</b>	asoodek@seccompsol.com	<b>Email:</b>	
<b>Phone:</b>	847.951.3770	<b>Phone:</b>	
<b>Address</b>	4415 West Harrison Street, Suite 504Hillside, IL 60162	<b>Address</b>	

**SERVICES & DELIVERABLES**

<b>SERVICES</b>	<b>DESCRIPTION</b>	<b>DATE(S)</b>
<b>Documentation</b>	To include the deliverables listed in the deliverables section. Additional assembly and organization of supporting documentation, to include all required materials for the FSA FISMA submission, and cataloging of documentation, which may be called upon in future information security assessments. Wherever possible, documentation will utilize ERS tools and templates to ensure consistency with other standard documentation.	<b>See Below</b>
<b>Project Administration / Meeting Facilitation</b>	As required to update project status, and coordinate the efforts if ERS/URS resources in support of FISMA requirements. General documentation to facilitate future audit coordination (Project artifacts: Document Management Log, FISMA Documentation Tracker).	<b>10/7/15</b>
<b>Compliance with Department of Education contract</b>	Reference is made to that certain contract/order No. GS-23F-0291K/ED-FSA-09-O-0020, between Client and the U.S. Department of Education, dated July 1, 2009, as amended (hereinafter, and including all subsequent amendments, the "Contract") and the Statement of Work thereunder, as amended from time to time (the "SOW"). The Services in all respects performed by Secure Compliance hereunder will be performed in accordance with (i) the security	

	(including the requirements of Section 6.2 of the SOW), operational and all other requirements of the Contract including, clauses H.11 (Privacy Act), H.12 (Security Clearance and User ID Request) and H.13 (Removal from Project Access) and the SOW.	
DELIVERABLES	ESTIMATE (HOURS) – <i>[Inclusive of project administration / meeting facilitation, as described above.]</i>	DATE(S)
FY 2015 FISMA Reporting Metrics	15	9/30/15
System Security Plan	20	9/10/15
System Security Checklist <i>(Partial, Tech Lock will be responsible for a portion of the checklist)</i>	4	9/30/15
Configuration Management Plan	25	9/30/15
CMP Checklist <i>(Partial, Tech Lock will be responsible for a portion of the checklist)</i>	4	9/12/15
Business Impact Analysis	3	9/30/15
Data Sensitivity Worksheet	1	9/30/15
BIA Appendix	3	9/30/15
Contingency Plan	4	9/30/15
CP Checklist <i>(Partial, Tech Lock will be responsible for a portion of the checklist)</i>	2	9/14/15
Disaster Recovery Plan	20	9/30/15
Privacy Threshold Analysis	3	9/30/15
2014 SSP Sign-Off Sheet	1	9/30/15
Incident Response Plan	8	9/30/15
Privacy Impact Assessment	2	9/30/15
Security Assessment Report	2	9/30/15
Security Self-Assessment	24	9/30/15
System Authorization Boundary	6	9/30/15
2014 Risk/Role Audit	6	9/30/15
Internal Information Security Policies & Procedures	25	9/30/15
SafeNet inventory	6	9/30/15
Previous Risk Assessments and Audits within the last 3 years	1	9/30/15
Plan of Actions and Milestones		9/30/15
ATO Memo	0.1	9/30/15

Vulnerability Assessment (PEN test)	1	9/30/15
BC/DR Training & Tabletop Testing materials (documentation and facilitation)	8	9/25/15
TOTAL ESTIMATE (HOURS)	194.1	
TOTAL ESTIMATE (COST)	\$21,351	

#### CLIENT'S CONTRIBUTIONS

Client agrees to provide reasonable office and conference room accommodations for onsite project activities.

Client will provide human and technical resources to execute required activities to support compliance requirements. Human resources will include ERS project coordination and subject matter experts, who may contribute existing or select, new documentation. All documentation provided to Secure Compliance will be inspected and revised to ensure like quality of final deliverables.

Client will provide all documentation requested within mutually-agreed upon timeframes to facilitate timely end delivery of Deliverables.

#### COMPENSATION

Rates	\$110/HOUR	
Early Termination Fee	Per the terms of the Master Service Agreement.	

#### Expenses

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#### Payment Information

Bank Wire Information	Receiving Bank ABA Transit Routing# Account Name Account Number	TBD
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#### STAFFING PLAN

Resource	Andrew Soodek	
Home City	Evanston, IL	

This Statement of Work is made under the Master Services Agreement between SECURE COMPLIANCE Solutions, LLC and the CLIENT named below. This Statement of Work is effective only when signed by both parties. The parties may sign in counterparts.

SECURE COMPLIANCE SOLUTIONS LLC			
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____
	_____		_____
Telephone:	_____	Telephone:	_____
E-mail:	_____	E-mail:	_____
	_____		_____
Signed:	_____	Signed:	_____
Date:	_____	Date:	_____

# SERVICE LEVEL AGREEMENTS FOR SCS MANAGED SECURITY SERVICES

## Service Level Agreements (SLAs)

Managed Service	Security Incident Response	Managed Device Outage Notification	Standard Policy Change	Other Changes	Managed Device Replacement
Managed AlienVault USM Server (SIEM)	30 minutes	30 minutes	24 hours	3 business days	Virtual: 1 business day Physical Appliance: 3 business days
Managed AlienVault USM Remote Sensor	30 minutes	30 minutes	24 hours	3 business days	2 business days
Internal Vulnerability Scanner	30 minutes	30 minutes	24 hours	3 business days	1 business day
External Vulnerability Scanner	1 hour	Not Monitored	24 hours	3 business days	N/A
Managed Network and System Monitoring	30 minutes	30 minutes	24 hours	3 business days	1 business day
Managed Threat Analysis	30 minutes	30 minutes	24 hours	3 business days	1 business day

## Descriptions and Terms for Service Level Agreements (SLAs)

Secure Compliance Solutions LLC (SCS) agrees to provide the SLAs set forth in the table above in accordance with the following descriptions and terms:

### 1. Security Incident Response

For services in which SCS is providing real-time threat analysis, SCS will provide a notification to Client of a potential security compromise within 30 minutes of SCS' determination of such potential security compromise. If Client provided a notification policy to SCS prior to such potential security compromise, SCS will provide such notification according to that notification policy.

### 2. Managed Device Outage Notification

SCS will provide a notification to Client of an outage of a managed device within 30 minutes of SCS' determination of such outage. If Client provided a notification policy to SCS prior to such potential security compromise, SCS will provide such notification according to that notification policy.

### 3. Standard Policy Change

SCS will implement standard policy changes, standard signature tuning changes, standard configuration changes, and standard end user access changes within 24 hours of receipt of a properly authorized and authenticated policy change request.

- For AlienVault UTM™ Appliances or USM servers:



- Examples of Standard Change Requests:
  - Addition of new users to, or removal of users from, the AlienVault USM Server
  - Resetting user passwords for those users that no longer remember their passwords
  - Creation and/or modification of system-level dynamic lists

#### 4. Other Changes

SCS will implement other managed device and/or network configuration changes within three (3) business days, provided that at the time of the request, SCS has received all information necessary to make such change. This only applies to straightforward managed device and/or network configuration changes and does not apply to complex or time-intensive changes (such as new architectures or new systems).

- For AlienVault UTM™ Appliances or USM servers:
  - Updating of device configuration for currently deployed and supported devices
  - Adding all new content releases, including new or updated device support that AlienVault or SCS has made generally available.

#### 5. Managed Device Replacement

SCS will install a replacement managed device within one (1) business day of receipt from AlienVault.

- SCS cannot be held responsible for shipping delays due to major shipping providers not being open (e.g., Sundays and holidays)

For virtual appliances installed on existing Client-owned or managed servers, SCS will install a replacement virtual appliance within 3 days of the new server's availability, provided the Client has installed and prepared the server for AlienVault USM™ installation. Exceptions to this service level commitment will include:

- The virtual server is unavailable, because Client System Administrators are performing other maintenance on the host, or because the host has otherwise failed.
- The virtual server is unable to support the appliance, because configuration settings on the host have been inappropriately configured.
- The location where host equipment is installed is not accessible, and/or network service(s) prevent(s) SCS from accessing the host.

## Claims Process and Remedies for Service Level Agreements (SLAs)

The process for Client to make claims for any SLAs that are not met and the remedies in connection therewith are set forth below. Client agrees that its sole and exclusive remedy for any SLA that is not met is as set forth below.

1. **Claim Submission.** In order to receive a credit, Client must electronically submit a claim for the credit to [mss@securecompliance.co](mailto:mss@securecompliance.co) within seven (7) business days of the date on which the SLA was not met. The claim must contain the following information:
  - "SLA Credit Request" in the email subject line
  - Client name (Organization)
  - Client's contact information (Name, phone number, email address)
  - Description of the SLA not met and the date of such failure
2. **Claim Review and Determination.** SCS will make all credit determinations in its reasonable discretion and will notify the designated contact(s) in writing (which may be in the form of an email) of its decision. If any request is rejected, the notification from SCS will contain the reasons for such rejection.



- 3. Service Level Credit Exceptions.** Service level credits shall not be available to Client if failure to meet the SLAs set forth above results in any way from (i) Client's failure to meet its obligations set forth in its agreement or statement of work with SCS for the applicable service; (ii) Client's material impediment of SCS' efforts to meet the SLAs; (iii) the negligent acts or omissions of Client, its employees, contractors, agents or end users; (iv) the failure or malfunction of equipment, applications or systems not owned or controlled by SCS; (v) circumstances or causes beyond the control of SCS; or (vi) scheduled services maintenance, alteration, or implementation. In addition, service level credits shall be granted only if Client provides SCS full and free access to Client's facilities and personnel to make necessary repairs and perform necessary maintenance, testing, etc. to the managed device.
- 4. Maximum Credits.** In the event that Client is entitled to multiple service level credits arising on the same day, such service level credits shall not be cumulative, and Client shall be entitled to receive only a service level credit equal to no more than the pro-rated service charges for that day. Under no circumstances shall SCS be required to issue service level credits to Client in any one (1) calendar month totaling more than fifteen (15) days of service fees. A service level credit earned in a particular month may not be carried over to another month.

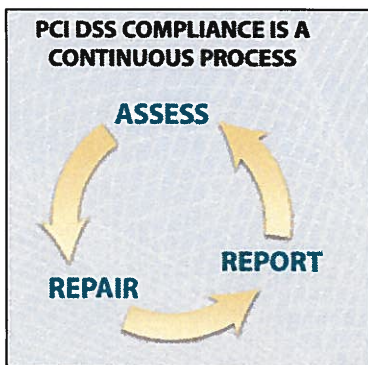


**Statement of Work**  
**Managed Security Services**  
**Wheaton Park District**  
**May 11, 2017**

### Introduction

This proposal is for Secure Compliance Solutions LLC (SCS) to provide Managed Information Security Services to Wheaton Park District for 36 months. The Wheaton Park District (Client) Chief Information Officer has identified the need for a managed security service to augment the IT Team's capabilities; assuming responsibility for continuous monitoring, providing Incident response support and providing vulnerability remediation guidance for systems within the Client's environment. The SCS Managed Security Service is designed to help clients improve their security posture and to comply with PCI-DSS requirements, which require organizations to implement and execute a continuous process defined as:

ASSESS – REPAIR – REPORT.



**ASSESS** – identify all locations of cardholder data, taking an inventory of your IT assets and business processes for payment card processing and analyzing them for vulnerabilities that could expose cardholder data

**REPAIR** – fix identified vulnerabilities, securely removing unnecessary cardholder data storage, and implementing secure business practices

**REPORT** – document assessment and remediation details, submitting compliance reports to the acquiring bank and card brands with whom you do business.

### SCS' Managed Security Service Provider (MSSP) Solution

SCS offers a Managed Information Security Service, powered by AlienVault's Unified Security Management™ (USM) software.

- SCS Security Engineers will provide security configuration guidance to your IT team(s) to ensure consistent defense hardening across your organization.
- Our SOC Technicians are dedicated to the monitoring, identification and analysis of cybersecurity incidents and events within our clients' information systems to limit the impact of threats to your defenses.
- We also closely monitor emerging cybersecurity issues and threats from 3<sup>rd</sup> party cybersecurity organizations, associations, trade groups and peer forums, which we use to fine tune configurations and alert notifications to provide early detection should they arise in client information systems.
- SCS uses artificial intelligence to correlate the security event findings within your environment, to quickly resolve potential incidents and provide advisories of known threats to all clients.



The specific services that we offer include, but are not limited to:

- **Security Incident and Event Monitoring (SIEM)** – Our systems capture, parse and correlate real-time log data from security and networking devices to increase network visibility into anomalies that may be indicators of compromise.
- **Behavioral Monitoring** – Includes NetFlow monitoring, packet capture, service availability and infrastructure monitoring to detect suspicious behavior that can provide early warning of malicious activity.
- **Intrusion Detection** – We regularly update Network Intrusion Detection (NIDS) signatures to detect the latest threats that may affect your environment. SCS will implement Host-Based Intrusion Detection (HIDS) agents on your most critical assets.
- **Asset Discovery** – Using both active and passive discovery methods. Active discovery loads network configuration to our correlation engine. Passive discovery watches network traffic and logs data in support of SIEM and Behavioral Monitoring.
- **Vulnerability Detection** – SCS continuously monitors network traffic comparing it to known vulnerabilities for immediate discovery of threats.
  - SCS will run monthly internal vulnerability scans utilizing tools provided by SCS.
  - SCS will run quarterly external scans (PCI-DSS requirement 11.2) on behalf of the Park District, utilizing the existing tool set provided by the Park District's payment processor.
  - SCS shall generate management reporting on existing vulnerabilities, prioritized by criticality of vulnerabilities; the criticality of system components affected by known vulnerabilities; and recommendations for resolution priorities.
    - SCS will provide management reporting to the Park District CIO and the incumbent IT Managed Service Provider upon completion of the system scans.
    - SCS will provision access to named, CIO-authorized agents of the incumbent IT Managed Service Provider to facilitate further analysis and investigation.
    - SCS assumes that the incumbent IT Managed Service Provider will assume responsibility for standard patching and upgrades of systems to mitigate vulnerability threats.
- **Incident Response & Vulnerability Remediation** – SCS will provide up to 5 hours per month of vulnerability remediation and/or security-related, Incident response activities. Unused hours may be applied to future months, up to a total of 24 hours (3 days) in a given month.
  - SCS shall make real-time analysis information available (via AlienVault USM reporting portal access) to the incumbent IT Managed Service Provider to facilitate Incident resolution.



The USM system shall be monitored by SCS Security Engineers and Technicians at our remote Security Operations Center (SOC), in Hillside, IL. SCS will make every attempt to leave confidential data in the client environment. SCS and AlienVault systems rely only on security related log data and configured alerts to monitor the security health or exceptions to “normal” security state of client information systems.

#### **Scope of Wheaton Park District Information Systems Environment**

SCS held preliminary discovery meetings with Park District information technology personnel to determine the service boundaries and number of endpoint devices requiring protection under the proposed SCS Managed Security Service. The scoping exercise was used by SCS to determine the necessary AlienVault USM™ components that must be deployed within the Client environment to provide defensive coverage.

The current proposed deployment assumes all systems infrastructure is hosted by the Wheaton Park District, within its own facilities. Future component additions or changes can support migration of services to “the cloud.” Changes to the service boundary will be executed in separate Statements of Work.

- See attached document titled Wheaton Park District-SCS AlienVault System Design

Based on the scoping exercise, SCS recommends the deployment of the following:

- AlienVault USM All-in-One Server
- 3 USM Remote Sensors

SCS will implement the primary AlienVault USM™ server as a virtual appliance. Wheaton Park District will be responsible for securing and implementing infrastructure and virtual appliance software to support the proposed environment. The specifications for the virtual environment is as follows:

Virtual Machine Requirement	USM All-in-One
# of Devices	1
Total Cores per Device	8
RAM (GB)	16
Storage (TB) Compressed / Uncompressed	5.0/1.0
Virtualization Environment	VMware ESXi Microsoft Hyper-V

#### **AlienVault USM™ Remote Sensors**

The AlienVault USM™ Remote Sensors will be installed on PCs, which will sit in the remote site environments on the Client network. SCS will furnish the PCs and install the necessary software components prior to onsite deployment. SCS Technician(s) will complete the final configuration and test the solution at the Client site.



### Wheaton Park District Responsibilities

To maximize the benefit of the MSSP service, Wheaton Park District will be responsible for the following:

- Provide direct access to the Park District's incumbent IT Managed Service Provider to facilitate immediate response to Incidents and to coordinate the remediation of system vulnerabilities.
- Authorize SCS to submit help desk tickets on the CIO's behalf to request remediation activities from the incumbent IT Managed Service Provider. The CIO shall hold appropriate parties accountable for required IT service work to maintain a secure posture that complies with Wheaton Park District Information Security Policy requirements.
- Authorize SCS to access the external scanning tool on behalf of Wheaton Park District to execute the quarterly scans to support PCI-DSS compliance.
- Wheaton Park District must furnish secure and environmentally stable, racked data center or wiring closet space to house the SCS devices.
- Wheaton Park District must provide a compatible Virtualization Environment for the installation of the AlienVault USM All-In-One server as specified above.

### Fees and Pricing

Secure Compliance Solutions will provide managed security services according to the following pricing, based on a 36-month contract term.

Item	Description	Monthly Cost	Annual Cost	36 Month Total
One-Time Setup Fee	• Installation and configuration of AlienVault USM for 4 Client locations (First Year Only)		\$3,000	\$3,000
AV License MRC	• AlienVault USM All-in-One Virtual Appliance • 3 USM Remote Sensors	\$746	\$8,955	\$26,865
SCS SOC Support	• 24x7x365 SOC monitoring of Wheaton Park District Information Systems • 5 hours/month Remediation Guidance or Remote Support**	\$1,628	\$19,541	\$58,624
<b>Total</b>		<b>\$2,375</b>	<b>\$31,496</b>	<b>\$88,489</b>

\*\* The 5 hours of monthly support may be carried over into future months, up to 24 hours (3 days in a month) total for use in vulnerability remediation and incident



response activities. SCS will provide security guidance and recommendations to resolve vulnerabilities in a timely fashion to ensure compliance with PCI-DSS requirements.

**Additional Services:**

- Each additional AV USM remote sensor in other locations will cost \$750 for installation and configuration, and will increase the MRC by \$100.
- SCS Information Security consulting, vulnerability remediation or Incident Response, above the included 5 hours/month, will be billed at a rate of \$175/hour on a Time and Materials (T&M) basis. SCS will not execute additional work without first receiving written authorization from the Wheaton Park District CIO.

**Terms and Conditions**

- This Statement of Work is subject to the terms and conditions defined in the Master Services Agreement between SCS and Wheaton Park District dated, **<Insert Date>**.
- Monthly billing will coincide with the start and end of the calendar month.
- Upon completion of the installation, SCS will submit an initial invoice for the installation and the prorated first month of managed security services.
- SCS will submit subsequent invoices electronically on the 5<sup>th</sup> of each month for the previous month's service.
- Invoice payments are due within 30 calendar days of issuance.

**About Secure Compliance Solutions LLC**

Secure Compliance Solutions LLC (SCS) was founded in 2015 to provide tailored security architecture, technical implementation, cybersecurity guidance and managed security services to small-medium businesses (SMB) and government entities, in line with industry best-practices and common cybersecurity frameworks. SCS designs and implements information security strategies that align with, and enable organizational mission and business objectives. Our consultants design tactical controls and procedures to ensure that security operations behave in a consistent and predictable manner. Finally, we implement, configure and support a wide range of information security and IT technologies to ensure protection against all manner of threats.

SCS maintains \$2M/occurrence and \$4M/aggregate general business and liability insurance underwritten by Hartford Insurance Company. SCS maintains a separate \$1M cybersecurity insurance policy underwritten by the Beazley Insurance Company.

**Agreed to:**

Secure Compliance Solutions

**Agreed to:**

Wheaton Park District

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

Authorized Signature

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

Authorized Signature



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

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

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

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

CONFIDENTIAL



# Technical Proposal for Unified Enterprise Security (UES) Wheaton Park District



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# 1. EXECUTIVE SUMMARY

Thank you for giving Masergy the opportunity to introduce Wheaton Park District to the benefits of Masergy Unified Enterprise Security (UES), a fully managed security service. Existing unmanaged and even managed technologies and point solutions, such as firewalls, IDS/IPS, SIEM and sandboxes etc., do provide a certain level of protection for specific threats, but cannot by themselves [and even with the addition of human intelligence] protect against the advanced threats that are so prevalent in today's threat landscape. This is not to mention the lack of resource within most organizations to oversee & correlate the huge volume of log and alert data created by all these systems, act on alerts in a timely manner and provide visibility and transparency to board members.

After gaining an understanding of Wheaton Park District's infrastructure, business model and cyber security & challenges, we have engineered the Masergy managed security service components to help Wheaton Park District elevate its security posture to a new level that addresses those specific challenges.

Masergy's managed security solution combines our patented technology platform with continuous expert monitoring to thwart even the most advanced persistent threats. The platform will apply advanced machine learning and big data analytics across all Wheaton Park District ingested data, from multiple sources, to generate a current prediction of normal behaviour for Wheaton Park District's unique network. Then, 24x7x365, Masergy's security experts will dissect all alerts and behavioural anomalies, block data exfiltration efforts and deliver only actionable remediation steps to the Wheaton Park District team. By combining the very best of machine intelligence and human intelligence, Masergy's clients repeatedly confirm that we become an extension of their team, delivering superior threat prediction, detection and protection.

The following describes what the service sets out to achieve, how it's configured, what specific benefits it offers to Wheaton Park District, its key differentiators and of course the associated commercials.

Kind Regards

*Andy Singleton*



## COMMERCIALS:

Managed Security Included Features	Monthly Subscription
<p>Intrusion Detection / Prevention and Integrated Vulnerability Scanning / Network Behavioral Analysis and Correlation / Advanced Persistent Threat (APT) Detection / Log Management &amp; Monitoring / Security Information Event Management (SIEM) / Security Threat Management &amp; Correlation / Network Access Policy Monitoring</p> <ul style="list-style-type: none"> <li>• 24x7 Network Security Monitoring, Ticketing, and Incident Response</li> <li>• Customized Security Alert Response Procedure (SARP) provides custom SLA</li> <li>• Network Behavioral Analysis &amp; Correlation / Advanced Persistent Threat (APT) Detection</li> <li>• Vulnerability Management &amp; Scanning (unlimited IPs and Scans)</li> <li>• Internal &amp; External Intrusion Detection + Prevention Sensors</li> <li>• Log Management &amp; Monitoring (SIEM) for up to 250 log sources including firewall monitoring and integration</li> <li>• Network Access Policy Monitoring</li> <li>• Web-based Unified Administration, Monitoring, &amp; Reporting Console</li> </ul>	
<b>TOTAL PRICE (MRC/NRC) plus applicable taxes (Based on 3yr. Term)</b>	<b>\$5,093.50/ \$0.00</b>

Location	Modules	Description	Qty	Monthly Fee	Install Fee
Community Center	ASM-2520	Physical 1U master unit	1	\$337.50	waived
	MCU-4000-V	VM based Master Control Unit	1	\$112.50	waived
	VSM-3001-V	VM based Vulnerability Scanning Module	1	\$562.50	waived
	SDM-6000-V	VM based Security Dashboard Module	1	112.50	waived
	BCM-5000-V	VM based Behavior Correlation Module	1	\$873.00	waived
	FSM-2800-V	VM based Firewall & Syslog Module (SIEM) /w 250 source licenses	1	\$1,408.50	waived
	DPM-2100-S	Dedicated Sensor for Server Ranges	1	\$1,687.50	waived

## 2. OBJECTIVES / TECHNICAL REQUIREMENTS

### WHEATON PARK DISTRICT OBJECTIVES

Further to our initial meeting with Wheaton Park District, Masergy has captured the following high-level cyber security objectives:

- Extensibility - ability to monitor North-South and East-West network traffic, especially inside cloud and virtual environments at a later date if required.
- Scalability – ability to scale up and monitor network traffic at all Wheaton Park District global locations. Special considerations for China will need to be discussed.
- Integration – integrate with the existing Wheaton Park District infrastructure and security components.
- Commercial & operational viability – identify a solution that aligns with the Wheaton Park District commercial and operational model.

### WHEATON PARK DISTRICT TECHNICAL REQUIREMENTS

- Ability to capture and analyze network traffic at every Internet ingress and egress point.
  - This will need to be discussed to better understand specific points of internet egress and risk.
- Ability to capture and analyze network traffic within virtual environments if necessary.
- Ability to capture and analyze network traffic between users and hosts.

### MASERGY OBJECTIVES

- Provide a system that scales out as well as up, covering areas such as cloud and virtual monitoring for possible future requirements.
- Understand Wheaton Park District's cyber security challenges and propose a fully managed solution as a service to address those challenges.
- Provide value for money and flexibility to help Wheaton Park District meet its goals and protect its critical assets.

### 3. SOLUTION OVERVIEW

Please find attached a visual representation of how we foresee Masergy's Unified Enterprise Security (UES) being deployed. This is a high level visual representation of how the Masergy UES solution overlays the Wheaton Park District network and is not meant to describe the Wheaton Park District network topology in any detail.

Per our initial meeting, the assumption has been made that network span sessions can be provided by Wheaton Park District to mirror network traffic to the UES sensors. No hardware TAPs have been included.

Traffic sensors have been strategically deployed to capture network traffic and monitor the environments that are important to Wheaton Park District. Should it be required, additional sensors can be deployed within the Wheaton Park District network to monitor additional traffic streams as deemed necessary by Wheaton Park District IT. Access to critical assets will be tracked by analyzing log data and by applying behavioural analysis as well as Wheaton Park District & Masergy created rule-sets to identify policy breaches or to simply be notified every time certain assets are accessed for instance. Adding traffic sensors to areas that cannot be monitored with the currently proposed architecture allows signature & behavioural analysis to identify any breaches that have not been covered with manual rules, further mitigating the risk of an undetected breach. This alludes to the flexibility and adaptability of the UES service to suit the Wheaton Park District environment.

Vulnerability scanners have been strategically deployed to efficiently run scans across the whole of the Wheaton Park District Trusted Computer Base. Discussion's on physical vs. virtual deployments will need to be reviewed.

Behavioural analysis has been included and is part of the core components. A physical 1U system is included for the Behavioural engine in anticipation of traffic load.

Based on our discussion around log sources, a SIEM(our FSM) capable of accepting syslogs from up to 250 log sources, has been included.

A Security Dashboard and Master Control Unit have been included, which offer operational control of the deployment and extensive management reporting, both of which are fully available to Wheaton Park District staff if required.

The solution has been architected in line with information gathered from Wheaton Park District thus far. The proposal itself and any commercials associated with it are therefore subject to change. Network diagrams displaying additional technical detail may be required to refine the technical proposal and meet Wheaton Park District's expectations. The technical proposal is also subject to final Masergy technical solution architect review.

## Assumptions

The focus for the proposal is to provide monitoring of traffic spans at all the internet ingress and egress locations.

The community center data center would house the main system stack for monitoring Wheaton Park District network wide.

Syslog data would funnel back to Masergy provided SIEM(FSM) at the community center and supports 250 syslog sources. Additional license's may be purchased as the need arises.

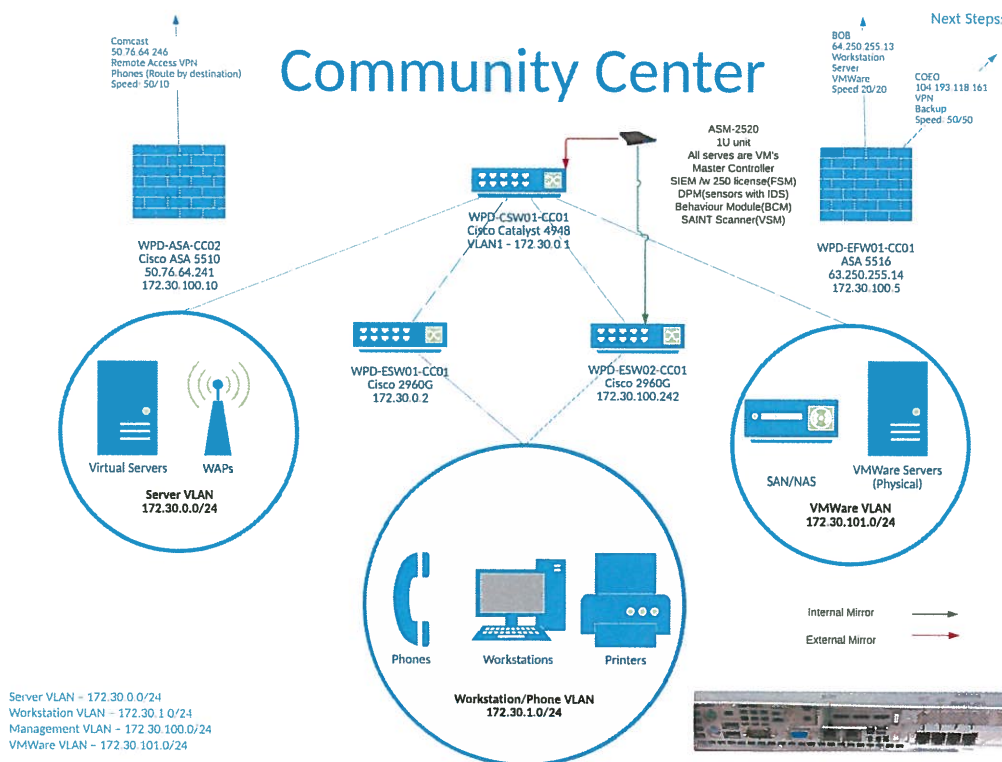
Traffic spans accounted for will come from:

Outside firewall span (a single span that covers any redundant firewalls will need to be provided)

Inside firewall span (a single span that covers any redundant switches on the trust side of the firewall)

Server vlan traffif span is recommended. Further discussion will need to be had around where server spans can be placed.

1U devices will be placed at Arrowhead and Prarie with IDS sensors inside and outside of the firewall's for each location.



## 4. UES KEY FEATURES & DIFFERENTIATORS

Here are the key service components & features to be reminded of, as they align to the Wheaton Park District security architecture, many of which we hope you will view as key differentiators between us and our competitors.

### CORE

- The **All in One Security Module (ASM)** is a *single* physical appliance. This appliance will host *all* core components associated with UES and will reside in Wheaton Park District Cogent DC. *Any* of the core components *can* however each live outside of the ASM should the solution need to scale upwards or outwards in the future.
- The **Master Control Unit (MCU)** encompasses a comprehensive range of system administration tools and enables the Masergy security analysts to perform their daily duties in respect of the monitoring, reporting, scanning and tuning of the system. This functionality in its *entirety* is available to Wheaton Park District, if desired.
- The **Security Dashboard Module (SDM)** provides visibility into the overall status of the Wheaton Park District infrastructure, providing *actionable* alerts, *minimal* false positives and systems status information for Masergy security analysts *and* Wheaton Park District's InfoSec/IT staff to review. This module also receives vulnerability feeds and Masergy Threat Intelligence updates as well as what we call global threats that have been correlated across the entire Masergy customer-base.

### VULNERABILITY SCANNING

- Included is a full featured, SCAP compliant **Vulnerability Scanning Module (VSM)** for vulnerability management, which can target the *entire* Wheaton Park District infrastructure of networks, servers, applications and databases, at the same time creating an inventory of known assets along with *correlated prioritization* of CVE remediation, which is fed into the SDM. The Masergy scanner can run local and distributed scans to keep WAN scan traffic to a minimum. In this proposal, the scan module will reside in the ASM as a VM at Wheaton Park District Cogent DC.

### BEHAVIOURAL ANALYSIS

- Masergy uses patented Adaptive Network Behavioural Analysis and Correlation within the **Behavioural Correlation Module (BCM)** across *all* data subsets to identify existing and new threats within the Wheaton Park District environment that *cannot* be identified with signatures alone. This module resides within the ASM, but is capable of running in its own appliance to scale upwards if demand requires it.

### SIEM

- UES also includes a **Firewall & Syslog Module (FSM)**, which is capable of ingesting logs from *all* critical and pertinent Wheaton Park District infrastructure systems, including firewalls, routers, switches, existing security appliances, servers, authentication systems, databases etc.... This module provides historical log data for forensic purposes and is also capable of blocking malicious traffic *automatically or* manually. This module resides within the ASM,

but is capable of running in its own appliance to scale upwards if demand requires it.

#### **DETECTION & PREVENTION**

- The **Detection & Prevention Modules (DPMs)** provide IDS/IPS functionality and are entirely passive in nature. These have been sized to accommodate the Wheaton Park District traffic volume assumptions. Sensors are however available in virtual format and are designed for deployment into various environments. Those environments include the likes of the Masergy Cloud, vSphere, AWS and Azure, ensuring that the UES service is scalable, flexible and agile, enabling it to morph in line with changes within the Wheaton Park District business.
- These modules use signatures that are *automatically correlated* with the integrated vulnerability scan results so that the correct signatures are deployed for Wheaton Park District's specific environment.

#### **THREAT INTELLIGENCE**

- The Masergy **Threat Intelligence Team** is continually investigating, probing and analyzing the deep web and the dark web to augment the UES service with valuable threat intelligence data. This service comes at part of every UES service and specific requests relating to Wheaton Park District-specific data can be investigated as part of that service.

#### **BENEFITS OF THREAT INTELLIGENCE**

##### **Tactical Uses**

- Proactively detect or defend against attacks before they happen<sup>2</sup>.
- Diagnose targeted/infected corporate systems.

##### **Strategic Uses**

- Helps to better understand the threat landscape.
- Critical for making good security decisions in an evolving environment.<sup>2</sup>
- Monitoring and tracking of advanced threat actors, campaigns and methods used.<sup>2</sup>
- Monitoring of threats targeting specific industries. (Ex. Transportation, Education, Government, Law)<sup>2</sup>
- Improves Overall Security Posture.
- Balances mitigation, detection & response.
- Focuses defensive efforts efficiently.<sup>2</sup>

#### **SOURCES AND METHODS**

##### **Open Source Collection**

- Monitor paste sites such as Paste-bin for dumps containing client information.<sup>2</sup>
- Monitor Twitter for threats against clients.<sup>2</sup>
- Collection of open source intelligence feeds.<sup>2</sup>

##### **Technical Collection**

- Collect anonymous intelligence from incidents across customer base.<sup>2</sup>
- Monitor exploit and vulnerability activity that relates to client environment.

- Extraction of intelligence from malware and phishing samples.

For example, Phishing attacks, and especially Spear Phishing, are very prevalent right now and are looking more and more authentic, increasing the chances of catching unsuspecting users off guard. Over 300 new domain names are created every second. Many of those are malicious in that specific names are created and used to mislead organizations' staff into unwittingly either clicking on links or even transferring money. The Masergy Threat Intelligence Team searches public DNS for such records and anything that would suggest future malicious activities being targeted towards Masergy customers. The team uses threat intelligence feeds to identify such cases and warns customers of possible pending attacks e.g. customerabc.com replacing customerabc.com; see the difference? It's often very difficult to detect when you're not being vigilant. Here's another example: rnasergy.com replacing masergy.com.

#### **PROFESSIONAL SERVICES (NOT INCLUDED WITH THIS PROPOSAL TO WHEATON PARK DISTRICT)**

Masergy is also able to provide security professional services, offering a number of traditional benefits. These can be purchased as one-off items or worked into a UES contract term for peace of mind that regular penetration & vulnerability testing, for instance, will remain in budget and on schedule. It is advisable, however, to use a separate professional services provider for security policy auditing and infrastructure design recommendations & implementation

- External vulnerability testing
  - Targets all active and non-active external, public IP address space, to identify any gaps in the Wheaton Park District perimeter security posture.
- External penetration testing
  - Targets all active and non-active external, public IP address space, to identify even the smallest of vulnerabilities and leverage them to penetrate the Wheaton Park District network perimeter and, for example, exfiltrate data or prove that data can be exfiltrated, with Wheaton Park District's permission and within an agreed scope of work.
- PCI DSS, HIPAA, SOX compliance auditing.
- Application static source code auditing.
- Infrastructure configuration auditing.
- Internal vulnerability and penetration testing.
- Social engineering.



## 5. SERVICE MANAGEMENT

### SERVICE & SUPPORT

- Masergy provides an *industry-leading* client experience
  - Our **24x7x365 Security Operations Centre (SOC)** will continually monitor the Wheaton Park District network 24 hours a day, 7 days a week, 365 days a year, produce regular & custom reports and respond to incidents in line with a custom **Security Alert & Response Procedure (SARP)** agreed with Wheaton Park District in advance of the service going live.
  - One of the greatest benefits of our managed security service is that it frees up your security staff from the time-consuming processes related to maintaining your existing security components e.g. running scans & prioritizing remediation activities, performing log analysis, monitoring events, researching threats, performing initial incident response and ensuring compliance is maintained.
  - Our security analysts perform thorough research into any suspicious alert in order to take the correct action. This research includes, but is not limited to: IP and domain name, TCP session data, payload, interpretation and customization of signature rules, analysis of behavioural alerts, general alert research, signature update review, scanner knowledgebase updates, log rule creation, system tuning and more.
  - The same analysts will be at the end of a telephone for any and all security-related queries from the Wheaton Park District InfoSec/IT support staff. This is where Masergy sees the true value in its *partnership* with Wheaton Park District and its this *key component* of our UES service that makes us **an extension of the Wheaton Park District team**.
- We are often asked about **service & support** options. To keep things simple and to ensure all Masergy customers receive the *very best* service, UES comes with full 24x7x365 hardware, software and telephone support for every customer. Please remember that UES is a service and is billed on a monthly basis. There is *no* capital outlay, there are *no* hidden costs, there is *no* system performance monitoring, trending, analysis & prediction for Wheaton Park District to track and there is *no* technology refresh planning or expenditure to worry over; this is *all included* within the service.

## 6. COMPLIANCE

Masergy's unique security architecture is customer premise based, integrates with hybrid infrastructure deployments (premise, cloud and virtualized) and stores all data on customer premises, abiding by local data privacy laws, should any be a requirement.

The features of the UES Masergy Managed Security Service all align with many regulatory bodies' requirements. Many of the regulatory bodies and standards organizations word requirements slightly differently. However, they are essentially aiming for very similar results. As an example, when comparing the ISO 27001 definition of Information Security to NIST's definition, both agree on "preservation of Confidentiality, Integrity and Availability of information", but NIST precedes this with "The protection of information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to preserve....". There are many similarities, but ISO is more focused on business risk, where NIST is more focused on Information Systems risk. Here are some specific examples and how they relate to Masergy UES Managed Security Services:

- The Professional Principles in the Legal Services Act 2007 include a duty to maintain client confidentiality as do most other governing & regulatory bodies.
  - UES will prevent data exfiltration for Wheaton Park District and is already doing so for existing Masergy customers.
- A new law is in the processes of being approved that will force critical infrastructure providers to report any data breaches and receive sanctions if they fail to do so. This extends to on-line companies such as Amazon and Google and it's only a matter of time before this filters down to other types of organization.
  - UES not only identifies attempted breaches, but prevents them from happening. However, in the unlikely event that a breach does occur, the UES Firewall & Syslog Module (a Security Incident and Event Management solution) retains all logs for as long as required by Wheaton Park District for use with forensics should that become necessary.
- There are many regulatory bodies and many standards. ISO 27001 is one of the most widely recognized and adopted of them all and is applicable to all modern industries, making it a key standard for Wheaton Park District. This standard is focused on Information Security. The Masergy UES Managed Security Service addresses all of the Cyber-related standards contained within it. To name a few:
  - It helps manage operational risk for Financial Institutions.
  - It protects healthcare records for healthcare organizations.
  - It protects intellectual property for hi-tech organizations.
- PCI/DSS compliance affects many retailers

- The Masergy UES Managed Security Service can aid with compliance in this area in various ways, but its main attribute is the ability to ensure PCI zones remain secure by providing monitoring, alerting, data loss prevention features, incident response and reporting.
- As a final and more expansive example, the National Institute of Standards and Technology (NIST) imposes twenty (20) critical controls which translate into the everyday business world and apply to many organizational standards:
  - Authorized and Unauthorized devices and applications (two (2) controls)
    - UES maintains an inventory of assets – devices and software, which is primarily used to identify potentially vulnerable targets, but can also be used to identify authorized and unauthorized components through network security zones
  - Secure Configuration for Hardware and Software
    - The Security Content Automation Protocol (SCAP) is something established by NIST. SCAP can enumerate product names and vulnerabilities (both software flaws and configuration issues), identify the presence of vulnerabilities and assign severity scores to software flaw vulnerabilities. The NIST SCAP Validation Program tests the ability of IT security products to use SCAP features and functionality. Independent NIST accredited laboratories conduct the SCAP Validation Program tests and deliver the results to NIST. Masergy's vulnerability scanning module (VSM) utilizes the Saint™ vulnerability scanning engine that has been validated through this process; this is published by NIST on the National Vulnerability Data (NVD) list of validated tools. The VSM includes SCAP supported FDCC and USGCB and DISA policies.
  - Continuous Vulnerability Assessment and Remediation
    - UES provides continuous vulnerability assessments and detailed remediation recommendations in both written format and through the Masergy SOC support services. This is further complimented by Masergy's Professional Services Team, which provides external vulnerability scanning and penetration testing services, which can be taken on an ad-hoc basis or built in to the Managed Service Master Service Agreement.
  - Malware Defenses
    - As described earlier, the UES service provides defense in depth through behavioural analytics, traditional signature-based IDS/IPS, custom signatures, 24x7x365 human monitoring by qualified security analysts and proactive & reactive interruption of the cyber kill chain.

- Application Software Security
  - Behavioural analysis will detect any anomalous traffic targeting the trusted computer based, including web application servers and all production server IP ranges. This utilizes multiple data points, identifies any abnormal behaviour, adapts to a changing environment and is customizable to suit each customer's specific requirements. In addition, the UES Firewall & Syslog Module (FSM), which is essentially a Security Information & Event Management solution, collects logs from all devices and system capable of producing syslog data. This is a critical piece of intelligence needed to further correlate events.

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- Wireless Device Control
  - UES will analyze network traffic and detect & report on new/foreign MAC addresses, including those belonging to wireless devices. The UES SFM will also collect, analyze and monitor logs from commercially available wireless access devices and/or Wireless Intrusion Detection Systems (WIDS). These logs can be analyzed in real time using custom policies used to enforce compliance.
- Data Recovery Capability
  - While UES does not directly enable data recovery, it does, through the FSM, provide centralized logs from the corporate backup solution, which can be used to monitor the success/failure of backup routines and provide forensic data for analytics.
- Security Skills Assessment & Appropriate Training to Fill Gaps
  - This focuses on the processes and tools to make sure an organization understands the technical skill gaps within its workforce, including an integrated plan to fill the gaps through policy, training, and awareness. The Masergy Managed Security Service is an extension of your team and as such can be proven to fill many gaps based around operational excellence and your ability to manage your security posture effectively.
- Secure Configurations for Network Devices such as Firewalls, Routers and Switches
  - While UES does not directly provision services to address this control, the FSM can be provisioned to monitor and enforce policy compliance. Incidents arising from non-compliance to policies (e.g. firewall rule policies, access policies, etc.) and perform alerting, ticketing, incident response, and reporting.
- Limitation & Control of Network Ports, Protocols and Services
  - UES behavioural analysis is designed to analyze network traffic, learn which

ports and protocols are used and detect anomalous traffic/emergent behaviours targeting the trusted computing base, including clients attempting to talk to servers or new ports for the first time. Anomalous traffic, suspicious traffic, malicious traffic and even instances where a new client source is identified will be detected & reported and incident response performed. Ports, protocols & services can be further controlled through the integration of the system with the existing firewall infrastructure.

- Controlled Use of Administrative Privileges
  - The UES FSM and BCM work together to enforce policy compliance by monitoring for changes in access privileges, such as privilege elevation, and detecting privilege abuse through behavioural analysis. Instances of non-compliance result in alerting, ticketing, Incident Response and reporting.
- Boundary Defense
  - This control focuses on the processes and tools used to detect, prevent & correct the flow of information between networks of differing trust levels e.g. the trusted corporate network, DMZs, third party networks and the Internet. Since UES is a fully integrated and multi-layered architecture, designed to overlay a customer's existing infrastructure, network access policy enforcement is a key component of its capabilities.
- Maintenance, Monitoring & Analysis of Security Audit Logs
  - The UES FSM delivers comprehensive log management, archival, monitoring, enforcement and policy compliance in true SIEM fashion and more.
- Controlled Access, Based on the Need to Know
  - The UES FSM monitors logs for compliance with defined access policies, including specific combinations of users, devices, time-of-day, location, etc. Incidents arising from non-compliance to policies result in alerting, ticketing, Incident Response and reporting.
- Account Monitoring & Control
  - The UES FSM can enforce policy compliance by monitoring for any account additions, deletions or changes, such as privilege elevation. Instances of non-compliance result in alerting, ticketing, Incident Response and reporting.
- Data Loss Prevention
  - UES can be provisioned and configured to support existing DLP signatures if required. IT can also integrate with existing DLP solutions, ingesting logs,

monitoring, ticketing and Incident Response. And it can prevent data loss based on customer-defined content within customs signatures and/or through behavioural analysis leading to detection of anomalous behaviour that preempts the exfiltration of customer data.

- Incident Response Capability
  - The Masergy UES Managed Security Service will not only provide machine monitoring, alerting and ticketing, but also Incident Response by qualified security analysts, who are available 24x7x365 to help our customers respond effectively and efficiently to security incidents. In addition, Masergy Professional Services are able to assist with the creation & maintenance of any related Incident Response processes, procedures and documentation and can be taken on an ad-hoc basis or built in to the Managed Service Master Service Agreement.
- Secure Network Engineering
  - This control is focused on ensuring a “secure by design” approach to network architecture design. Masergy UES is continuously and adaptively monitoring the network. As such, it can be used to provide a clear picture of before and after status in terms of change management, providing vulnerability assessment, penetration testing and access & policy enforcement. .
- Penetration Tests and Red Team Exercises
  - This can be provided by Masergy Professional Services and can be taken on an ad-hoc basis or built in to the Managed Service Master Service Agreement.

# **WHEATON PARK DISTRICT**



Financial Overview

**April, 2017**

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## AGC Month &amp; YTD Summary

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>60-Golf Fund</b>									
<b>000-Administration</b>									
4-Revenues	1,578,916	1,917	6,324	(4,407)	-69.68%	8,804	13,750	(4,946)	-35.97%
5-Expenses	(2,802,070)	(62,425)	(85,741)	23,316	27.19%	(304,859)	(301,231)	(3,628)	-1.20%
<b>000-Administration Total</b>	<b>(1,223,154)</b>	<b>(60,509)</b>	<b>(79,417)</b>	<b>18,909</b>	<b>23.81%</b>	<b>(296,055)</b>	<b>(287,481)</b>	<b>(8,574)</b>	<b>-2.98%</b>
<b>101-Parks Maintenance</b>									
5-Expenses	(25,048)	(1,132)	(1,633)	501	30.67%	(6,069)	(5,677)	(392)	-6.90%
<b>101-Parks Maintenance Total</b>	<b>(25,048)</b>	<b>(1,132)</b>	<b>(1,633)</b>	<b>501</b>	<b>30.67%</b>	<b>(6,069)</b>	<b>(5,677)</b>	<b>(392)</b>	<b>-6.90%</b>
<b>601-Golf Maintenance</b>									
4-Revenues	0	0	0	0	0.00%	0	0	0	0.00%
5-Expenses	(1,262,737)	(81,190)	(90,248)	9,058	10.04%	(275,183)	(267,737)	(7,445)	-2.78%
<b>601-Golf Maintenance Total</b>	<b>(1,262,737)</b>	<b>(81,190)</b>	<b>(90,248)</b>	<b>9,058</b>	<b>10.04%</b>	<b>(275,183)</b>	<b>(267,737)</b>	<b>(7,445)</b>	<b>-2.78%</b>
<b>611-Pro Shop/Golf Fees</b>									
4-Revenues	2,521,700	226,595	224,007	2,588	1.16%	501,538	481,523	20,015	4.16%
5-Expenses	(839,657)	(48,576)	(64,511)	15,935	24.70%	(174,052)	(149,160)	(24,892)	-16.69%
<b>611-Pro Shop/Golf Fees Total</b>	<b>1,682,043</b>	<b>178,020</b>	<b>159,496</b>	<b>18,524</b>	<b>11.61%</b>	<b>327,486</b>	<b>332,363</b>	<b>(4,877)</b>	<b>-1.47%</b>
<b>612-Food and Beverage</b>									
4-Revenues	5,795,029	413,264	363,895	49,369	13.57%	1,214,362	1,205,712	8,650	0.72%
5-Expenses	(4,733,382)	(304,204)	(402,630)	98,426	24.45%	(1,204,180)	(1,153,107)	(51,073)	-4.43%
<b>612-Food and Beverage Total</b>	<b>1,061,648</b>	<b>109,060</b>	<b>(38,735)</b>	<b>147,794</b>	<b>381.55%</b>	<b>10,182</b>	<b>52,605</b>	<b>(42,423)</b>	<b>-80.64%</b>
<b>613-Cross Country Skiing</b>									
4-Revenues	15,000	0	0	0	0.00%	0	0	0	0.00%
5-Expenses	(9,436)	(20)	(11)	(9)	-81.27%	(680)	(39)	(642)	-1645.36%
<b>613-Cross Country Skiing Total</b>	<b>5,564</b>	<b>(20)</b>	<b>(11)</b>	<b>(9)</b>	<b>-81.27%</b>	<b>(680)</b>	<b>(39)</b>	<b>(642)</b>	<b>-1645.36%</b>
<b>60-Golf Fund Total</b>	<b>238,316</b>	<b>144,229</b>	<b>(50,548)</b>	<b>194,777</b>	<b>385.33%</b>	<b>(240,319)</b>	<b>(175,966)</b>	<b>(64,353)</b>	<b>-36.57%</b>
<b>Grand Total</b>	<b>238,316</b>	<b>144,229</b>	<b>(50,548)</b>	<b>194,777</b>	<b>385.33%</b>	<b>(240,319)</b>	<b>(175,966)</b>	<b>(64,353)</b>	<b>-36.57%</b>

## Cosley Zoo Analysis

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>Cosley Zoo</b>									
<b>4-Revenues</b>									
41-Taxes	995,904	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	482,686	56,295	38,403	17,892	46.59%	101,555	79,506	22,049	27.73%
44-Rentals	54,000	3,857	4,438	(581)	-13.10%	13,788	10,673	3,116	29.19%
45-Product Sales	1,925	129	100	29	28.50%	321	486	(166)	-34.05%
46-Grants & Donations	40,500	851	394	456	115.78%	13,119	8,852	4,267	48.20%
47-Misc. Income	0	0	0	0	0.00%	336	313	23	7.44%
48-Interest Income	200	86	0	86	0.00%	584	106	478	450.57%
49-Transfers In	0								
<b>4-Revenues Total</b>	<b>1,575,215</b>	<b>61,217</b>	<b>43,335</b>	<b>17,882</b>	<b>41.26%</b>	<b>129,703</b>	<b>99,936</b>	<b>29,766</b>	<b>29.79%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(835,029)	(60,596)	(89,785)	29,189	32.51%	(273,635)	(264,962)	(8,673)	-3.27%
52-Contractual Services	(314,967)	(6,348)	(12,378)	6,029	48.71%	(76,684)	(76,032)	(652)	-0.86%
53-Supplies	(161,165)	(9,143)	(10,820)	1,677	15.50%	(32,592)	(26,336)	(6,256)	-23.75%
54-Other Charges	(51,690)	(4,146)	(2,017)	(2,129)	-105.58%	(13,851)	(15,053)	1,202	7.98%
57-Capital	(1,377)	0	0	0	0.00%	(344)	0	(344)	0.00%
59-Transfers Out	0								
<b>5-Expenses Total</b>	<b>(1,364,229)</b>	<b>(80,234)</b>	<b>(114,999)</b>	<b>34,765</b>	<b>30.23%</b>	<b>(397,106)</b>	<b>(382,382)</b>	<b>(14,724)</b>	<b>-3.85%</b>
<b>Cosley Zoo Total</b>	<b>210,986</b>	<b>(19,016)</b>	<b>(71,664)</b>	<b>52,647</b>	<b>73.46%</b>	<b>(267,403)</b>	<b>(282,446)</b>	<b>15,043</b>	<b>5.33%</b>
<b>Foundation</b>									
<b>Concessions</b>									
1-Concession Sales	63,000	6,053	7,390	(1,336)	-18.08%	7,431	9,378	(1,947)	-20.76%
2-Concession COGS	(18,500)	(2,976)	(2,606)	(370)	-14.19%	(1,597)	(1,984)	387	19.50%
3-Concession Supplies	(1,500)	(99)	(261)	162	62.15%	(99)	(242)	143	59.23%
<b>Concessions Total</b>	<b>43,000</b>	<b>2,979</b>	<b>4,522</b>	<b>(1,544)</b>	<b>-34.14%</b>	<b>5,735</b>	<b>7,151</b>	<b>(1,416)</b>	<b>-19.81%</b>
<b>Gift Shop</b>									
1-Gift Shop Sales	85,000	11,294	8,908	2,386	26.79%	22,425	19,479	2,946	15.12%
2-Gift Shop COGS	(31,500)	(3,882)	(3,598)	(284)	-7.89%	(12,411)	(12,946)	535	4.13%
<b>Gift Shop Total</b>	<b>53,500</b>	<b>7,412</b>	<b>5,310</b>	<b>2,102</b>	<b>39.59%</b>	<b>10,014</b>	<b>6,533</b>	<b>3,481</b>	<b>53.28%</b>
<b>Concession &amp; Gift Shop</b>									
4-Concession & Gift Shop									
Wages	(54,280)	(4,530)	(7,809)	3,279	41.99%	(15,995)	(17,273)	1,279	7.40%
<b>Concession &amp; Gift Shop Total</b>	<b>(54,280)</b>	<b>(4,530)</b>	<b>(7,809)</b>	<b>3,279</b>	<b>41.99%</b>	<b>(15,995)</b>	<b>(17,273)</b>	<b>1,279</b>	<b>7.40%</b>
<b>Foundation Total</b>	<b>42,220</b>	<b>5,861</b>	<b>2,023</b>	<b>3,837</b>	<b>189.69%</b>	<b>(246)</b>	<b>(3,589)</b>	<b>3,343</b>	<b>93.15%</b>
<b>Grand Total</b>	<b>253,206</b>	<b>(13,156)</b>	<b>(69,641)</b>	<b>56,485</b>	<b>81.11%</b>	<b>(267,649)</b>	<b>(286,035)</b>	<b>18,386</b>	<b>6.43%</b>

## Cash & Investments

Description	Current Month, Prior Year		
	Current Month	Prior Month	Year
<b><i>Operating Funds</i></b>			
10-General	2,323,368	2,521,796	2,149,081
20-Recreation	3,190,101	3,306,557	4,123,567
21-Special Recreation	29,651	29,639	18,008
22-Cosley Zoo	137,249	193,839	(2,432)
23-Liability	257,799	301,697	221,296
24-Audit	34,214	34,209	44,872
25-FICA	139,500	169,576	173,668
26-IMRF	270,043	343,949	301,550
30-Debt Service	843,131	843,827	845,266
60-Golf Fund	3,920,139	3,731,906	3,727,433
70-Information Technology ISF	(9,953)	18,211	(26,175)
75-Health Insurance ISF	296,205	428,426	339,971
<b>Total Operating Funds</b>	<b>11,431,447</b>	<b>11,923,632</b>	<b>11,916,107</b>
<b><i>Capital Funds</i></b>			
40-Capital Projects	8,164,472	8,383,928	7,117,475
<b>Total Capital Funds</b>	<b>8,164,472</b>	<b>8,383,928</b>	<b>7,117,475</b>
<b>Total District Funds</b>	<b>19,595,919</b>	<b>20,307,560</b>	<b>19,033,582</b>

**Fund Balance Target Analysis**  
**April, 2017**

	<b>General 10</b>	<b>Recreation 20</b>	<b>Cosley 22</b>	<b>Insurance Liability 23</b>	<b>Audit 24</b>	<b>FICA 25</b>	<b>IMRF 26</b>	<b>Debt Service 30</b>	<b>Golf 60</b>
<b>Basis of Measurement:</b>									
Budgeted expenditures less budget capital expenditures	3 to 4 months	> 2 months	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	\$5,000	2 - 4 months
<b>FY 2017 Budget Basis:</b>									
Budgeted expenditures less budgeted capital expenditures	4,154,961	9,055,750	1,362,851	585,313	30,264	581,788	796,680	4,093,072	9,225,657
<b>FY 2017 Targets</b>									
Target Minimum	1,038,740	1,509,290	340,710	146,330	7,570	145,450	199,170	5,000	1,537,610
Target Maximum	1,384,990	None	681,430	292,660	15,130	290,890	398,340	None	3,075,220
<b>Fund Balance as of April, 2017</b>									
Fund Balance as of 12/31/2016	3,309,439	2,718,242	425,584	401,200	34,225	278,955	424,226	845,559	
Net Profit (Loss) YTD thru April, 2017	(1,107,508)	(1,211,158)	(267,403)	(143,236)	8	(156,560)	(239,402)	(519)	
<b>Fund Balance as of April, 2017</b>	<b>2,201,930</b>	<b>1,507,084</b>	<b>158,181</b>	<b>257,964</b>	<b>34,233</b>	<b>122,395</b>	<b>184,824</b>	<b>845,040</b>	
<b>Cash &amp; Investments 12/31/2016</b>									1,688,579
<b>Cash &amp; Investments April, 2017</b>									3,920,139
<b>Analysis Results</b>									
	<b>Over Maximum Target by</b>	<b>Under Target by</b>	<b>Under Minimum Target by</b>	<b>Meets Target</b>	<b>Over Maximum Target by</b>	<b>Under Minimum Target by</b>	<b>Under Minimum Target by</b>	<b>Over Target Minimum by</b>	<b>Over Maximum Target by</b>
<b>Variances</b>									
Amount over maximum or (under minimum)	816,940		(182,529)	-	19,103	(23,055)	(14,346)		844,919
Amount over target or (under target)		(2,206)						840,040	

## All Funds

### Investment Report

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>1110-Certificates of Deposit</b>			
10-General	1,702,766	2,481,597	1,668,055
20-Recreation	2,818,503	3,553,503	3,369,424
21-Special Recreation	0	0	0
22-Cosley Zoo	0	0	21,182
23-Liability	49,940	125,866	107,180
24-Audit	9,038	10,290	960
25-FICA	162,116	237,328	104,841
26-IMRF	333,155	433,155	179,237
30-Debt Service	703,774	803,774	418,102
40-Capital Projects	6,235,600	5,707,938	4,947,295
60-Golf Fund	2,816,882	2,891,069	2,556,076
75-Health Insurance ISF	292,707	192,707	193,784
<b>Total Certificates of Deposit</b>	<b>15,124,482</b>	<b>16,437,228</b>	<b>13,566,137</b>
<b>1120-Treasuries</b>			
10-General	0	0	0
20-Recreation	0	0	0
23-Liability	0	0	0
24-Audit	0	0	0
30-Debt Service	0	0	0
40-Capital Projects	0	0	0
60-Golf Fund	0	0	0
<b>Total Treasuries</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1122-Agencies</b>			
10-General	0	0	0
20-Recreation	0	0	0
23-Liability	0	0	0
24-Audit	0	0	0
30-Debt Service	0	0	0
40-Capital Projects	0	0	0
60-Golf Fund	0	0	0
<b>Total Agencies</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Investments</b>	<b>15,124,482</b>	<b>16,437,228</b>	<b>13,566,137</b>

## General Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	620,602	40,199	481,026
11-Investments	1,702,766	2,481,597	1,668,055
12-Receivables	4,033,437	4,035,361	4,003,124
13-Interfund Receivables	0	0	0
14-Inventory	1,508	1,542	1,618
16-Prepaid/Deposits/Escrows	2,152	2,152	2,985
<b>Total Assets</b>	<b>6,360,466</b>	<b>6,560,851</b>	<b>6,156,808</b>
<b>Liabilities</b>			
20-ST Payables	(27,068)	(18,637)	(7,134)
21-Payroll Payables	(77,046)	(91,847)	(62,754)
22-Accruals	(55,604)	(55,604)	(62,494)
23-Interfund Payables	0	0	0
24-Unearned Revenues	(3,990,542)	(3,986,627)	(3,971,575)
25-Escheats and Facility Deposits	(8,276)	(8,276)	(12,138)
<b>Total Liabilities</b>	<b>(4,158,535)</b>	<b>(4,160,991)</b>	<b>(4,116,094)</b>
30-Fund Balance	(2,201,930)	(2,399,860)	(2,040,714)
<b>Liabilities and Fund Balance</b>	<b>(6,360,466)</b>	<b>(6,560,851)</b>	<b>(6,156,808)</b>

## Recreation BS

### Recreation Fund Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	371,598	(246,946)	754,144
11-Investments	2,818,503	3,553,503	3,369,424
12-Receivables	4,122,286	4,095,295	4,033,456
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	400	400	150
<b>Total Assets</b>	<b>7,312,787</b>	<b>7,402,252</b>	<b>8,157,173</b>
<b>Liabilities</b>			
20-ST Payables	(324,398)	(321,797)	(314,467)
22-Accruals	(119,214)	(119,214)	(89,112)
24-Unearned Revenues	(5,351,766)	(5,345,999)	(5,272,870)
25-Escheats and Facility Deposits	(10,325)	(21,937)	(34,347)
<b>Total Liabilities</b>	<b>(5,805,703)</b>	<b>(5,808,947)</b>	<b>(5,710,796)</b>
30-Fund Balance	(1,507,084)	(1,593,305)	(2,446,378)
<b>Liabilities and Fund Balance</b>	<b>(7,312,787)</b>	<b>(7,402,252)</b>	<b>(8,157,173)</b>

**Zoo BS****Zoo Fund  
Balance Sheet**

<b>Description</b>	<b>Current Balance</b>	<b>Prior Month Balance</b>	<b>Prior Year Balance</b>
<b>Assets</b>			
10-Cash & Cash Equivalents	137,249	193,839	(23,615)
11-Investments	0	0	21,182
12-Receivables	1,058,917	1,021,409	917,184
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
<b>Total Assets</b>	<b>1,196,165</b>	<b>1,215,249</b>	<b>914,752</b>
<b>Liabilities</b>			
20-ST Payables	0	0	0
22-Accruals	(28,716)	(28,716)	(25,007)
24-Unearned Revenues	(1,009,268)	(1,009,335)	(885,586)
<b>Total Liabilities</b>	<b>(1,037,984)</b>	<b>(1,038,051)</b>	<b>(910,593)</b>
30-Fund Balance	(158,181)	(177,197)	(4,159)
<b>Liabilities and Fund Balance</b>	<b>(1,196,165)</b>	<b>(1,215,249)</b>	<b>(914,752)</b>



## Debt BS

**Debt Service Fund**  
**Balance Sheet**

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	139,357	40,053	427,164
11-Investments	703,774	803,774	418,102
12-Receivables	4,288,554	4,288,554	4,308,766
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>5,131,685</b>	<b>5,132,380</b>	<b>5,154,032</b>
<b>Liabilities</b>			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	(4,286,645)	(4,286,645)	(4,308,766)
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(4,286,645)</b>	<b>(4,286,645)</b>	<b>(4,308,766)</b>
30-Fund Balance	(845,040)	(845,735)	(845,266)
<b>Liabilities and Fund Balance</b>	<b>(5,131,685)</b>	<b>(5,132,380)</b>	<b>(5,154,032)</b>

**Cap BS****Capital Projects Fund  
Balance Sheet**

<b>Description</b>	<b>Current Balance</b>	<b>Prior Month Balance</b>	<b>Prior Year Balance</b>
<b>Assets</b>			
10-Cash & Cash Equivalents	1,928,872	2,675,990	2,170,180
11-Investments	6,235,600	5,707,938	4,947,295
12-Receivables	21,775	45,232	8,406
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>8,186,247</b>	<b>8,429,160</b>	<b>7,125,881</b>
<b>Liabilities</b>			
20-ST Payables	(7,826)	(7,826)	(7,574)
21-Payroll Payables	0	0	0
22-Accruals	(4,960)	(4,960)	(3,451)
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(12,786)</b>	<b>(12,786)</b>	<b>(11,026)</b>
30-Fund Balance	(8,173,461)	(8,416,374)	(7,114,856)
<b>Liabilities and Fund Balance</b>	<b>(8,186,247)</b>	<b>(8,429,160)</b>	<b>(7,125,881)</b>

## AGC BS

**Arrowhead Golf Club Fund**  
**Balance Sheet**

<b>Description</b>	<b>Current Balance</b>	<b>Prior Month Balance</b>	<b>Prior Year Balance</b>
<b>Assets</b>			
10-Cash & Cash Equivalents	1,103,258	840,837	1,171,357
11-Investments	2,816,882	2,891,069	2,556,076
12-Receivables	1,597,660	1,593,891	1,571,840
13-Interfund Receivables	0	0	0
14-Inventory	147,894	146,312	151,231
15-Other Receivables	23,000	23,000	25,000
16-Prepaid/Deposits/Escrows	22,884	22,396	18,763
17-Other Assets	0	0	0
19-Capital Assets	18,130,628	18,130,628	18,181,982
<b>Total Assets</b>	<b>23,842,205</b>	<b>23,648,134</b>	<b>23,676,249</b>
<b>Liabilities</b>			
20-ST Payables	(1,345,587)	(1,334,833)	(1,256,831)
21-Payroll Payables	0	0	(7,905)
22-Accruals	(198,848)	(198,848)	(173,300)
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	(600,993)	(561,904)	(579,873)
26-Long-Term Debt	(6,713,197)	(6,713,197)	(7,851,766)
27-LT Vacation Accruals	(88,500)	(88,500)	(77,680)
<b>Total Liabilities</b>	<b>(8,947,124)</b>	<b>(8,897,281)</b>	<b>(9,947,356)</b>
30-Fund Balance	(14,895,081)	(14,750,853)	(13,728,893)
<b>Liabilities and Fund Balance</b>	<b>(23,842,205)</b>	<b>(23,648,134)</b>	<b>(23,676,249)</b>

## IST BS

**Information Technology**  
**Balance Sheet**

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	(9,953)	18,211	(26,175)
11-Investments	0	0	0
12-Receivables	0	0	0
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	5,487	3,687	3,936
17-Other Assets	0	0	0
19-Capital Assets	20,171	20,171	46,658
<b>Total Assets</b>	<b>15,705</b>	<b>42,069</b>	<b>24,418</b>
<b>Liabilities</b>			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
30-Fund Balance	(15,705)	(42,069)	(24,418)
<b>Liabilities and Fund Balance</b>	<b>(15,705)</b>	<b>(42,069)</b>	<b>(24,418)</b>

## Health BS

### Health Insurance Fund Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	3,498	235,719	146,187
11-Investments	292,707	192,707	193,784
12-Receivables	1,545	1,147	1,685
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>297,750</b>	<b>429,573</b>	<b>341,656</b>
<b>Liabilities</b>			
20-ST Payables	0	0	0
21-Payroll Payables	78	78	0
22-Accruals	4,540	4,540	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>4,618</b>	<b>4,618</b>	<b>0</b>
30-Fund Balance	(302,368)	(434,191)	(341,656)
<b>Liabilities and Fund Balance</b>	<b>(297,750)</b>	<b>(429,573)</b>	<b>(341,656)</b>

## Major &amp; Internal Service Funds

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>10-General</b>									
<b>4-Revenues</b>									
41-Taxes	3,952,666	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	275,200	24,198	45,702	(21,504)	-47.05%	96,477	131,428	(34,952)	-26.59%
43-Debt Proceeds	0								
44-Rentals	87,500	6,750	7,165	(415)	-5.79%	34,015	34,180	(165)	-0.48%
45-Product Sales	18,900	330	97	233	240.55%	914	650	265	40.70%
46-Grants & Donations	156,900	482	685	(203)	-29.66%	60,938	67,262	(6,324)	-9.40%
47-Misc. Income	5,700	16	313	(297)	-94.87%	1,840	1,033	807	78.15%
48-Interest Income	6,500	1,716	2,576	(860)	-33.39%	5,716	4,870	845	17.36%
49-Transfers In	0								
<b>4-Revenues Total</b>	<b>4,503,366</b>	<b>33,492</b>	<b>56,538</b>	<b>(23,046)</b>	<b>-40.76%</b>	<b>199,899</b>	<b>239,423</b>	<b>(39,524)</b>	<b>-16.51%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(2,165,154)	(162,105)	(223,522)	61,417	27.48%	(685,561)	(647,262)	(38,299)	-5.92%
52-Contractual Services	(1,242,125)	(34,909)	(37,020)	2,111	5.70%	(317,811)	(247,780)	(70,031)	-28.26%
53-Supplies	(511,067)	(23,974)	(20,139)	(3,835)	-19.04%	(83,825)	(71,915)	(11,910)	-16.56%
54-Other Charges	(236,616)	(10,435)	(7,929)	(2,506)	-31.60%	(48,959)	(49,673)	714	1.44%
57-Capital	(277,403)	0	0	0	0.00%	(20,904)	0	(20,904)	0.00%
59-Transfers Out	(601,391)	0	0	0	0.00%	(150,348)	(125,000)	(25,348)	-20.28%
<b>5-Expenses Total</b>	<b>(5,033,755)</b>	<b>(231,421)</b>	<b>(288,610)</b>	<b>57,188</b>	<b>19.82%</b>	<b>(1,307,408)</b>	<b>(1,141,630)</b>	<b>(165,778)</b>	<b>-14.52%</b>
<b>10-General Total</b>	<b>(530,389)</b>	<b>(197,930)</b>	<b>(232,072)</b>	<b>34,142</b>	<b>14.71%</b>	<b>(1,107,508)</b>	<b>(902,207)</b>	<b>(205,302)</b>	<b>-22.76%</b>
<b>20-Recreation</b>									
<b>4-Revenues</b>									
41-Taxes	3,900,913	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	5,133,992	408,416	399,175	9,241	2.32%	1,426,456	1,469,551	(43,096)	-2.93%
44-Rentals	238,085	17,762	19,579	(1,818)	-9.28%	85,487	75,444	10,043	13.31%
45-Product Sales	194,746	3,237	2,707	530	19.60%	7,511	11,531	(4,021)	-34.87%
46-Grants & Donations	27,795	31	305	(275)	-90.11%	15,926	15,685	242	1.54%
47-Misc. Income	71,141	5,998	4,700	1,299	27.63%	17,484	12,257	5,227	42.65%
48-Interest Income	20,000	3,968	4,039	(71)	-1.77%	4,764	7,283	(2,519)	-34.58%
49-Transfers In	148,000								
<b>4-Revenues Total</b>	<b>9,734,671</b>	<b>439,412</b>	<b>430,506</b>	<b>8,906</b>	<b>2.07%</b>	<b>1,557,628</b>	<b>1,591,751</b>	<b>(34,123)</b>	<b>-2.14%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(4,441,497)	(281,676)	(398,393)	116,717	29.30%	(1,270,471)	(1,211,377)	(59,095)	-4.88%
52-Contractual Services	(3,223,486)	(139,506)	(160,449)	20,943	13.05%	(741,042)	(692,493)	(48,549)	-7.01%
53-Supplies	(1,168,707)	(96,869)	(62,523)	(34,346)	-54.93%	(237,496)	(174,476)	(63,020)	-36.12%
54-Other Charges	(222,060)	(7,583)	(9,600)	2,017	21.01%	(72,850)	(52,542)	(20,308)	-38.65%
57-Capital	(8,436)	0	0	0	0.00%	(1,205)	0	(1,205)	0.00%
59-Transfers Out	(1,782,883)	0	0	0	0.00%	(445,721)	(500,000)	54,279	10.86%
<b>5-Expenses Total</b>	<b>(10,847,069)</b>	<b>(525,634)</b>	<b>(630,965)</b>	<b>105,331</b>	<b>16.69%</b>	<b>(2,768,786)</b>	<b>(2,630,888)</b>	<b>(137,898)</b>	<b>-5.24%</b>
<b>20-Recreation Total</b>	<b>(1,112,398)</b>	<b>(86,221)</b>	<b>(200,458)</b>	<b>114,237</b>	<b>56.99%</b>	<b>(1,211,158)</b>	<b>(1,039,137)</b>	<b>(172,021)</b>	<b>-16.55%</b>
<b>22-Cosley Zoo</b>									
<b>4-Revenues</b>									
41-Taxes	995,904	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	482,686	56,295	38,403	17,892	46.59%	101,555	79,506	22,049	27.73%
44-Rentals	54,000	3,857	4,438	(581)	-13.10%	13,788	10,673	3,116	29.19%
45-Product Sales	1,925	129	100	29	28.50%	321	486	(166)	-34.05%
46-Grants & Donations	40,500	851	394	456	115.78%	13,119	8,852	4,267	48.20%
47-Misc. Income	0	0	0	0	0.00%	336	313	23	7.44%
48-Interest Income	200	86	0	86	0.00%	584	106	478	450.57%
49-Transfers In	0								
<b>4-Revenues Total</b>	<b>1,575,215</b>	<b>61,217</b>	<b>43,335</b>	<b>17,882</b>	<b>41.26%</b>	<b>129,703</b>	<b>99,936</b>	<b>29,766</b>	<b>29.79%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(835,029)	(60,596)	(89,785)	29,189	32.51%	(273,635)	(264,962)	(8,673)	-3.27%
52-Contractual Services	(314,967)	(6,348)	(12,378)	6,029	48.71%	(76,684)	(76,032)	(652)	-0.86%
53-Supplies	(161,165)	(9,143)	(10,820)	1,677	15.50%	(32,592)	(26,336)	(6,256)	-23.75%
54-Other Charges	(51,690)	(4,146)	(2,017)	(2,129)	-105.58%	(13,851)	(15,053)	1,202	7.98%
57-Capital	(1,377)	0	0	0	0.00%	(344)	0	(344)	0.00%
59-Transfers Out	0								
<b>5-Expenses Total</b>	<b>(1,364,229)</b>	<b>(80,234)</b>	<b>(114,999)</b>	<b>34,765</b>	<b>30.23%</b>	<b>(397,106)</b>	<b>(382,382)</b>	<b>(14,724)</b>	<b>-3.85%</b>
<b>22-Cosley Zoo Total</b>	<b>210,986</b>	<b>(19,016)</b>	<b>(71,664)</b>	<b>52,647</b>	<b>73.46%</b>	<b>(267,403)</b>	<b>(282,446)</b>	<b>15,043</b>	<b>5.33%</b>

## Major &amp; Internal Service Funds

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>30-Debt Service</b>									
4-Revenues									
41-Taxes	4,286,646	0	0	0	0.00%	0	0	0	0.00%
43-Debt Proceeds	575,433	0	0	0	0.00%	0	0	0	0.00%
46-Grants & Donations	136,972	0	0	0	0.00%	0	0	0	0.00%
47-Misc. Income	0	0	0	0	0.00%	0	0	(0)	0.00%
48-Interest Income	4,000	29	161	(132)	-81.94%	456	501	(46)	-9.09%
49-Transfers In	0								
4-Revenues Total	5,003,050	29	161	(132)	-81.94%	456	501	(46)	-9.09%
5-Expenses									
52-Contractual Services	(5,006,263)	(725)	(725)	0	0.00%	(975)	(953)	(22)	-2.29%
54-Other Charges	0								
57-Capital	0								
59-Transfers Out	0								
5-Expenses Total	(5,006,263)	(725)	(725)	0	0.00%	(975)	(953)	(22)	-2.29%
<b>30-Debt Service Total</b>	<b>(3,213)</b>	<b>(696)</b>	<b>(564)</b>	<b>(132)</b>	<b>-23.39%</b>	<b>(519)</b>	<b>(452)</b>	<b>(67)</b>	<b>-14.90%</b>
<b>40-Capital Projects</b>									
4-Revenues									
41-Taxes	0								
42-Charges for Services	0								
43-Debt Proceeds	1,043,344	0	0	0	0.00%	0	0	0	0.00%
44-Rentals	42,885	0	34,198	(34,198)	-100.00%	32,024	38,502	(6,477)	-16.82%
45-Product Sales	10,400	0	3,200	(3,200)	-100.00%	2,370	4,060	(1,690)	-41.63%
46-Grants & Donations	750,350	0	0	0	0.00%	158,829	0	158,829	0.00%
47-Misc. Income	200	0	0	0	0.00%	376	970	(594)	-61.25%
48-Interest Income	15,000	5,036	1,566	3,470	221.59%	10,663	8,643	2,020	23.37%
49-Transfers In	2,384,274	0	0	0	0.00%	596,069	625,000	(28,932)	-4.63%
4-Revenues Total	4,246,453	5,036	38,964	(33,928)	-87.07%	800,330	677,174	123,156	18.19%
5-Expenses									
51-Salaries & Wages	(155,188)	(11,694)	(12,954)	1,260	9.73%	(53,456)	(39,065)	(14,391)	-36.84%
52-Contractual Services	(144,473)	(17,209)	(21,886)	4,677	21.37%	(40,950)	(38,227)	(2,723)	-7.12%
53-Supplies	(1,077,262)	(9,214)	(13,679)	4,465	32.64%	(16,496)	(26,770)	10,275	38.38%
54-Other Charges	(9,850)	(398)	(1,133)	735	64.90%	(1,222)	(2,697)	1,475	54.69%
57-Capital	(7,385,236)	(209,435)	(173,404)	(36,031)	-20.78%	(410,523)	(328,270)	(82,253)	-25.06%
59-Transfers Out	0								
5-Expenses Total	(8,772,009)	(247,949)	(223,055)	(24,894)	-11.16%	(522,646)	(435,031)	(87,616)	-20.14%
<b>40-Capital Projects Total</b>	<b>(4,525,555)</b>	<b>(242,913)</b>	<b>(184,091)</b>	<b>(58,822)</b>	<b>-31.95%</b>	<b>277,683</b>	<b>242,144</b>	<b>35,540</b>	<b>14.68%</b>
<b>60-Golf Fund</b>									
4-Revenues									
41-Taxes	1,565,716	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	2,166,872	202,239	197,197	5,042	2.56%	470,572	458,351	12,221	2.67%
44-Rentals	413,950	19,256	23,794	(4,538)	-19.07%	31,115	26,759	4,357	16.28%
45-Product Sales	5,717,907	417,527	364,209	53,318	14.64%	1,209,570	1,192,421	17,149	1.44%
46-Grants & Donations	0	0	0	0	0.00%	0	0	0	0.00%
47-Misc. Income	37,200	2,017	8,196	(6,179)	-75.39%	7,122	16,281	(9,158)	-56.25%
48-Interest Income	9,000	737	830	(93)	-11.25%	6,324	7,174	(850)	-11.85%
49-Transfers In	0								
4-Revenues Total	9,910,645	641,776	594,226	47,550	8.00%	1,724,703	1,700,985	23,718	1.39%
5-Expenses									
51-Salaries & Wages	(3,343,396)	(238,035)	(332,015)	93,979	28.31%	(979,744)	(928,188)	(51,557)	-5.55%
52-Contractual Services	(3,281,633)	(74,894)	(83,998)	9,104	10.84%	(400,874)	(403,021)	2,147	0.53%
53-Supplies	(2,304,054)	(157,470)	(199,570)	42,100	21.10%	(479,393)	(434,240)	(45,152)	-10.40%
54-Other Charges	(296,574)	(23,649)	(15,733)	(7,916)	-50.31%	(100,559)	(95,560)	(5,000)	-5.23%
57-Capital	(446,672)	(3,500)	(13,459)	9,959	74.00%	(4,452)	(15,942)	11,490	72.08%
59-Transfers Out	0								
5-Expenses Total	(9,672,329)	(497,548)	(644,774)	147,226	22.83%	(1,965,022)	(1,876,951)	(88,071)	-4.69%
<b>60-Golf Fund Total</b>	<b>238,316</b>	<b>144,229</b>	<b>(50,548)</b>	<b>194,777</b>	<b>385.33%</b>	<b>(240,319)</b>	<b>(175,966)</b>	<b>(64,353)</b>	<b>-36.57%</b>
<b>70-Information Technology ISF</b>									
4-Revenues									
42-Charges for Services	465,712	0	0	0	0.00%	116,428	87,033	29,395	33.78%
43-Debt Proceeds	0								
47-Misc. Income	10	0	0	0	0.00%	8	18	(10)	-53.94%
48-Interest Income	0								
49-Transfers In	0								

## Major &amp; Internal Service Funds

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues Total	465,722	0	0	0	0.00%	116,436	87,051	29,386	33.76%
5-Expenses									
52-Contractual Services	(345,372)	(25,340)	(19,463)	(5,878)	-30.20%	(116,436)	(115,171)	(1,264)	-1.10%
53-Supplies	(107,340)	(228)	(18,763)	18,535	98.78%	(33,102)	(23,550)	(9,552)	-40.56%
57-Capital	(13,000)	(797)	0	(797)	0.00%	(797)	0	(797)	0.00%
5-Expenses Total	(465,712)	(26,364)	(38,225)	11,861	31.03%	(150,334)	(138,721)	(11,613)	-8.37%
70-Information Technology ISF To	10	(26,364)	(38,225)	11,861	31.03%	(33,898)	(51,670)	17,773	34.40%
75-Health Insurance ISF									
4-Revenues									
42-Charges for Services	1,639,752	0	0	0	0.00%	407,861	438,851	(30,990)	-7.06%
47-Misc. Income	200,442	9,140	12,710	(3,570)	-28.09%	40,700	38,100	2,600	6.82%
48-Interest Income	500	17	49	(33)	-66.84%	968	176	791	449.69%
49-Transfers In	0								
4-Revenues Total	1,840,694	9,157	12,759	(3,603)	-28.24%	449,529	477,128	(27,599)	-5.78%
5-Expenses									
52-Contractual Services	(1,842,944)	(140,979)	(136,188)	(4,792)	-3.52%	(421,951)	(405,721)	(16,230)	-4.00%
5-Expenses Total	(1,842,944)	(140,979)	(136,188)	(4,792)	-3.52%	(421,951)	(405,721)	(16,230)	-4.00%
75-Health Insurance ISF Total	(2,250)	(131,823)	(123,428)	(8,394)	-6.80%	27,578	71,407	(43,828)	-61.38%
Grand Total	(5,724,493)	(560,735)	(901,051)	340,317	37.77%	(2,555,543)	(2,138,328)	(417,215)	-19.51%



## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>10-General</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	1,976,333	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	224,650	24,145	44,512	(20,367)	-45.76%	95,995	123,256	(27,261)	-22.12%
43-Debt Proceeds	0								
44-Rentals	81,000	6,750	6,750	0	0.00%	33,750	33,750	0	0.00%
45-Product Sales	16,200	280	0	280	0.00%	480	51	430	842.94%
46-Grants & Donations	0								
47-Misc. Income	700	16	50	(34)	-68.86%	807	645	163	25.23%
48-Interest Income	6,500	1,716	2,576	(860)	-33.39%	5,716	4,870	845	17.36%
49-Transfers In	0								
4-Revenues Total	2,305,383	32,907	53,888	(20,981)	-38.93%	136,748	162,571	(25,823)	-15.88%
5-Expenses									
51-Salaries & Wages	(541,085)	(41,022)	(62,158)	21,136	34.00%	(189,454)	(179,304)	(10,150)	-5.66%
52-Contractual Services	(613,576)	(20,123)	(14,641)	(5,481)	-37.44%	(167,950)	(93,079)	(74,871)	-80.44%
53-Supplies	(109,550)	(10,990)	(8,756)	(2,234)	-25.51%	(27,831)	(24,653)	(3,178)	-12.89%
54-Other Charges	(217,629)	(8,840)	(5,006)	(3,834)	-76.58%	(43,471)	(41,971)	(1,500)	-3.57%
57-Capital	(5,681)	0	0	0	0.00%	(517)	0	(517)	0.00%
59-Transfers Out	(601,391)	0	0	0	0.00%	(150,348)	(125,000)	(25,348)	-20.28%
5-Expenses Total	(2,088,912)	(80,974)	(90,562)	9,588	10.59%	(579,570)	(464,007)	(115,564)	-24.91%
<b>000-Administration Total</b>	<b>216,471</b>	<b>(48,067)</b>	<b>(36,674)</b>	<b>(11,393)</b>	<b>-31.07%</b>	<b>(442,822)</b>	<b>(301,435)</b>	<b>(141,387)</b>	<b>-46.90%</b>
<b>101-Parks Maintenance</b>									
4-Revenues									
41-Taxes	1,976,333	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	5,000	0	0	0	0.00%	0	0	0	0.00%
46-Grants & Donations	0								
47-Misc. Income	5,000	0	263	(263)	-99.81%	510	389	122	31.23%
49-Transfers In	0								
4-Revenues Total	1,986,333	0	263	(263)	-99.81%	510	389	122	31.23%
5-Expenses									
51-Salaries & Wages	(1,507,655)	(112,750)	(149,125)	36,374	24.39%	(459,136)	(431,549)	(27,587)	-6.39%
52-Contractual Services	(552,698)	(14,321)	(21,683)	7,361	33.95%	(135,791)	(140,861)	5,070	3.60%
53-Supplies	(382,841)	(12,870)	(11,059)	(1,811)	-16.38%	(54,012)	(44,243)	(9,768)	-22.08%
54-Other Charges	(11,000)	(469)	(2,921)	2,452	83.94%	(3,092)	(5,933)	2,842	47.90%
57-Capital	(271,205)	0	0	0	0.00%	(20,258)	0	(20,258)	0.00%
59-Transfers Out	0								
5-Expenses Total	(2,725,399)	(140,411)	(184,788)	44,376	24.01%	(672,289)	(622,587)	(49,702)	-7.98%
<b>101-Parks Maintenance Total</b>	<b>(739,066)</b>	<b>(140,411)</b>	<b>(184,525)</b>	<b>44,114</b>	<b>23.91%</b>	<b>(671,779)</b>	<b>(622,198)</b>	<b>(49,581)</b>	<b>-7.97%</b>
<b>430-Historical Museum</b>									
4-Revenues									
42-Charges for Services	45,550	53	1,190	(1,137)	-95.58%	482	8,172	(7,691)	-94.11%
44-Rentals	6,500	0	415	(415)	-100.00%	265	430	(165)	-38.37%
45-Product Sales	2,700	50	97	(47)	-48.58%	434	599	(165)	-27.60%
46-Grants & Donations	156,900	482	685	(203)	-29.66%	60,938	67,262	(6,324)	-9.40%
47-Misc. Income	0	0	0	0	0.00%	523	0	523	0.00%
4-Revenues Total	211,650	585	2,388	(1,803)	-75.49%	62,641	76,463	(13,822)	-18.08%
5-Expenses									
51-Salaries & Wages	(116,413)	(8,332)	(12,239)	3,907	31.92%	(36,971)	(36,409)	(562)	-1.54%
52-Contractual Services	(75,851)	(464)	(696)	231	33.23%	(14,070)	(13,840)	(230)	-1.66%
53-Supplies	(18,676)	(114)	(323)	210	64.91%	(1,982)	(3,019)	1,036	34.33%
54-Other Charges	(7,987)	(1,126)	(2)	(1,124)	-56186.50%	(2,396)	(1,769)	(627)	-35.44%
57-Capital	(517)	0	0	0	0.00%	(129)	0	(129)	0.00%
5-Expenses Total	(219,444)	(10,036)	(13,260)	3,224	24.32%	(55,548)	(55,036)	(512)	-0.93%
<b>430-Historical Museum Total</b>	<b>(7,794)</b>	<b>(9,451)</b>	<b>(10,873)</b>	<b>1,422</b>	<b>13.07%</b>	<b>7,093</b>	<b>21,427</b>	<b>(14,334)</b>	<b>-66.90%</b>
<b>10-General Total</b>	<b>(530,389)</b>	<b>(197,930)</b>	<b>(232,072)</b>	<b>34,142</b>	<b>14.71%</b>	<b>(1,107,508)</b>	<b>(902,207)</b>	<b>(205,302)</b>	<b>-22.76%</b>
<b>20-Recreation</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	3,900,913	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	141,025	25,350	8,550	16,800	196.49%	43,210	27,550	15,660	56.84%
44-Rentals	34,639	630	50	580	1160.00%	8,366	1,621	6,746	416.13%
45-Product Sales	46,800	0	(3)	3	111.67%	115	434	(319)	-73.47%
46-Grants & Donations	27,795	31	36	(6)	-16.25%	15,925	15,416	510	3.31%

## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
47-Misc. Income	3,641	187	226	(39)	-17.20%	2,059	1,749	310	17.72%
48-Interest Income	20,000	3,968	4,039	(71)	-1.77%	4,764	7,283	(2,519)	-34.58%
49-Transfers In	83,000								
4-Revenues Total	4,257,813	30,166	12,898	17,267	133.87%	74,439	54,051	20,388	37.72%
5-Expenses									
51-Salaries & Wages	(1,324,720)	(93,392)	(143,257)	49,866	34.81%	(434,625)	(434,022)	(603)	-0.14%
52-Contractual Services	(843,140)	(43,370)	(38,027)	(5,343)	-14.05%	(207,859)	(225,311)	17,452	7.75%
53-Supplies	(208,090)	(6,757)	(2,818)	(3,939)	-139.79%	(36,169)	(14,211)	(21,959)	-154.52%
54-Other Charges	(128,291)	(4,916)	(8,396)	3,480	41.45%	(45,377)	(41,162)	(4,215)	-10.24%
57-Capital	(6,112)	0	0	0	0.00%	(624)	0	(624)	0.00%
59-Transfers Out	(1,782,883)	0	0	0	0.00%	(445,721)	(500,000)	54,279	10.86%
5-Expenses Total	(4,293,237)	(148,436)	(192,498)	44,063	22.89%	(1,170,376)	(1,214,706)	44,331	3.65%
000-Administration Total	(35,424)	(118,270)	(179,600)	61,330	34.15%	(1,095,937)	(1,160,655)	64,718	5.58%
101-Parks Maintenance									
4-Revenues									
42-Charges for Services	0								
44-Rentals	12,261	490	310	180	58.06%	910	740	170	22.97%
45-Product Sales	0								
47-Misc. Income	0								
4-Revenues Total	12,261	490	310	180	58.06%	910	740	170	22.97%
5-Expenses									
51-Salaries & Wages	(696,585)	(46,921)	(53,841)	6,921	12.85%	(206,253)	(183,861)	(22,392)	-12.18%
52-Contractual Services	(354,599)	(11,376)	(15,027)	3,650	24.29%	(81,430)	(73,648)	(7,783)	-10.57%
53-Supplies	(294,892)	(16,038)	(13,377)	(2,661)	-19.89%	(41,991)	(28,366)	(13,625)	-48.03%
57-Capital	(86)	0	0	0	0.00%	(22)	0	(22)	0.00%
5-Expenses Total	(1,346,162)	(74,336)	(82,245)	7,910	9.62%	(329,696)	(285,875)	(43,822)	-15.33%
101-Parks Maintenance Total	(1,333,901)	(73,846)	(81,935)	8,090	9.87%	(328,786)	(285,135)	(43,652)	-15.31%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	2,962,316	242,591	238,175	4,416	1.85%	938,784	969,902	(31,117)	-3.21%
44-Rentals	88,284	10,703	12,865	(2,162)	-16.81%	48,936	51,194	(2,259)	-4.41%
45-Product Sales	24,761	2,532	3,171	(639)	-20.16%	6,821	11,807	(4,986)	-42.23%
46-Grants & Donations	0	0	269	(269)	-100.00%	1	269	(268)	-99.63%
47-Misc. Income	0	0	0	0	0.00%	0	0	0	0.00%
4-Revenues Total	3,075,362	255,826	254,481	1,345	0.53%	994,542	1,033,172	(38,630)	-3.74%
5-Expenses									
51-Salaries & Wages	(1,141,540)	(79,681)	(109,410)	29,729	27.17%	(343,507)	(316,280)	(27,227)	-8.61%
52-Contractual Services	(1,162,766)	(56,043)	(82,160)	26,117	31.79%	(302,390)	(245,739)	(56,651)	-23.05%
53-Supplies	(184,024)	(12,953)	(13,218)	266	2.01%	(64,399)	(62,084)	(2,315)	-3.73%
54-Other Charges	(2,200)	0	(290)	290	99.86%	(442)	(290)	(153)	-52.72%
57-Capital	0								
5-Expenses Total	(2,490,530)	(148,676)	(205,078)	56,401	27.50%	(710,738)	(624,393)	(86,346)	-13.83%
220-Recreation Programs Total	584,831	107,149	49,403	57,747	116.89%	283,803	408,779	(124,976)	-30.57%
221-Athletics									
4-Revenues									
42-Charges for Services	415,201	24,457	28,090	(3,633)	-12.93%	87,046	87,104	(58)	-0.07%
45-Product Sales	29,705	0	113	(113)	-100.35%	0	113	(113)	-100.35%
47-Misc. Income	0	231	0	231	0.00%	731	0	731	0.00%
49-Transfers In	65,000								
4-Revenues Total	509,906	24,688	28,204	(3,515)	-12.46%	87,777	87,217	560	0.64%
5-Expenses									
51-Salaries & Wages	(73,836)	(2,765)	(5,506)	2,741	49.77%	(18,356)	(19,020)	664	3.49%
52-Contractual Services	(127,964)	(1,440)	(1,555)	115	7.40%	(5,427)	(6,762)	1,335	19.74%
53-Supplies	(266,297)	(52,982)	(21,860)	(31,123)	-142.37%	(64,481)	(44,018)	(20,463)	-46.49%
54-Other Charges	(38,734)	(819)	(350)	(469)	-133.90%	(18,016)	(5,668)	(12,348)	-217.86%
57-Capital	0								
59-Transfers Out	0								
5-Expenses Total	(506,830)	(58,006)	(29,270)	(28,736)	-98.18%	(106,280)	(75,467)	(30,813)	-40.83%
221-Athletics Total	3,076	(33,318)	(1,067)	(32,251)	-3022.60%	(18,503)	11,750	(30,253)	-257.47%
222-Pools									
4-Revenues									
42-Charges for Services	790,000	55,137	63,180	(8,043)	-12.73%	129,258	137,519	(8,261)	-6.01%
44-Rentals	24,050	0	0	0	0.00%	0	0	0	0.00%

## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
45-Product Sales	88,500	0	0	0	0.00%	0	0	0	0.00%
46-Grants & Donations	0								
47-Misc. Income	17,500	990	840	150	17.86%	2,320	2,520	(200)	-7.94%
4-Revenues Total	920,050	56,127	64,020	(7,893)	-12.33%	131,578	140,039	(8,461)	-6.04%
5-Expenses									
51-Salaries & Wages	(487,284)	(6,738)	(9,745)	3,007	30.86%	(31,023)	(29,395)	(1,628)	-5.54%
52-Contractual Services	(271,074)	(5,739)	(5,522)	(218)	-3.95%	(31,816)	(31,632)	(184)	-0.58%
53-Supplies	(68,286)	0	(2,330)	2,330	100.02%	(1,668)	(6,807)	5,139	75.50%
54-Other Charges	(18,250)	(100)	(30)	(70)	-233.33%	(539)	(745)	207	27.72%
57-Capital	(517)	0	0	0	0.00%	(129)	0	(129)	0.00%
59-Transfers Out	0								
5-Expenses Total	(845,410)	(12,577)	(17,627)	5,050	28.65%	(65,174)	(68,579)	3,405	4.97%
222-Pools Total	74,640	43,550	46,393	(2,842)	-6.13%	66,405	71,460	(5,055)	-7.07%
224-Recreation Facilities									
4-Revenues									
42-Charges for Services	2,650	89	73	16	21.86%	842	546	296	54.25%
44-Rentals	77,650	5,909	6,334	(424)	-6.70%	27,163	21,794	5,369	24.63%
45-Product Sales	1,080	382	(664)	1,046	157.48%	245	(953)	1,198	125.69%
47-Misc. Income	0								
4-Revenues Total	81,380	6,380	5,743	637	11.09%	28,250	21,387	6,863	32.09%
5-Expenses									
51-Salaries & Wages	(183,722)	(13,812)	(20,397)	6,585	32.28%	(65,512)	(61,923)	(3,589)	-5.80%
52-Contractual Services	(344,443)	(19,298)	(15,765)	(3,533)	-22.41%	(87,544)	(82,114)	(5,430)	-6.61%
53-Supplies	(46,817)	(2,141)	(3,351)	1,210	36.11%	(9,502)	(7,709)	(1,793)	-23.26%
54-Other Charges	(4,730)	(57)	(92)	35	38.14%	(1,229)	(1,148)	(81)	-7.07%
57-Capital	(1,033)	0	0	0	0.00%	(258)	0	(258)	0.00%
59-Transfers Out	0								
5-Expenses Total	(580,745)	(35,308)	(39,605)	4,297	10.85%	(164,045)	(152,894)	(11,151)	-7.29%
224-Recreation Facilities Total	(499,365)	(28,928)	(33,862)	4,934	14.57%	(135,796)	(131,507)	(4,288)	-3.26%
350-Special Facilities									
4-Revenues									
42-Charges for Services	822,800	60,791	61,107	(315)	-0.52%	227,315	246,931	(19,616)	-7.94%
44-Rentals	1,200	30	21	9	42.00%	113	95	17	18.37%
45-Product Sales	3,900	324	90	234	260.22%	330	130	200	154.00%
46-Grants & Donations	0								
47-Misc. Income	50,000	4,590	3,634	956	26.31%	12,374	7,988	4,386	54.91%
4-Revenues Total	877,900	65,735	64,851	884	1.36%	240,132	255,145	(15,013)	-5.88%
5-Expenses									
51-Salaries & Wages	(533,810)	(38,367)	(56,236)	17,869	31.78%	(171,196)	(166,876)	(4,320)	-2.59%
52-Contractual Services	(119,500)	(2,239)	(2,394)	154	6.45%	(24,576)	(27,288)	2,712	9.94%
53-Supplies	(100,301)	(5,997)	(5,568)	(429)	-7.70%	(19,286)	(11,282)	(8,004)	-70.95%
54-Other Charges	(29,855)	(1,692)	(442)	(1,249)	-282.63%	(7,247)	(3,529)	(3,718)	-105.35%
57-Capital	(689)	0	0	0	0.00%	(172)	0	(172)	0.00%
59-Transfers Out	0								
5-Expenses Total	(784,154)	(48,295)	(64,640)	16,346	25.29%	(222,476)	(208,974)	(13,502)	-6.46%
350-Special Facilities Total	93,746	17,440	211	17,230	8165.75%	17,656	46,170	(28,515)	-61.76%
20-Recreation Total	(1,112,398)	(86,221)	(200,458)	114,237	56.99%	(1,211,158)	(1,039,137)	(172,021)	-16.55%
22-Cosley Zoo									
000-Administration									
4-Revenues									
41-Taxes	995,904	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	0	0	0	0	0.00%	0	0	0	0.00%
44-Rentals	0								
45-Product Sales	0								
46-Grants & Donations	0								
47-Misc. Income	0								
48-Interest Income	200	86	0	86	0.00%	584	106	478	450.57%
49-Transfers In	0								
4-Revenues Total	996,104	86	0	86	0.00%	584	106	478	450.57%
5-Expenses									
51-Salaries & Wages	(51,778)	(3,755)	(5,903)	2,148	36.39%	(17,690)	(17,912)	222	1.24%
52-Contractual Services	(11,082)	(158)	(190)	31	16.57%	(3,068)	(3,762)	694	18.44%
53-Supplies	0								

## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(100)	0	0	0	0.00%	(125)	0	(125)	0.00%
57-Capital	0								
59-Transfers Out	0								
5-Expenses Total	(62,960)	(3,913)	(6,093)	2,179	35.77%	(20,883)	(21,674)	791	3.65%
<b>000-Administration Total</b>	<b>933,144</b>	<b>(3,827)</b>	<b>(6,093)</b>	<b>2,266</b>	<b>37.19%</b>	<b>(20,299)</b>	<b>(21,567)</b>	<b>1,268</b>	<b>5.88%</b>
<b>101-Parks Maintenance</b>									
4-Revenues									
47-Misc. Income	0								
4-Revenues Total	0								
5-Expenses									
51-Salaries & Wages	(153,077)	(10,323)	(16,516)	6,193	37.50%	(46,263)	(44,060)	(2,203)	-5.00%
52-Contractual Services	(43,299)	(1,134)	(1,565)	431	27.51%	(10,213)	(11,165)	952	8.53%
53-Supplies	(27,215)	(1,296)	(1,895)	599	31.63%	(2,844)	(4,043)	1,199	29.65%
57-Capital	0								
5-Expenses Total	(223,591)	(12,753)	(19,976)	7,223	36.16%	(59,321)	(59,269)	(52)	-0.09%
<b>101-Parks Maintenance Total</b>	<b>(223,591)</b>	<b>(12,753)</b>	<b>(19,976)</b>	<b>7,223</b>	<b>36.16%</b>	<b>(59,321)</b>	<b>(59,269)</b>	<b>(52)</b>	<b>-0.09%</b>
<b>220-Recreation Programs</b>									
4-Revenues									
42-Charges for Services	122,582	18,121	13,390	4,731	35.33%	30,110	33,006	(2,896)	-8.77%
45-Product Sales	1,925	124	100	24	24.00%	316	486	(170)	-34.98%
46-Grants & Donations	0	0	0	0	0.00%	5,200	0	5,200	0.00%
4-Revenues Total	124,507	18,245	13,490	4,755	35.25%	35,626	33,492	2,134	6.37%
5-Expenses									
51-Salaries & Wages	0								
52-Contractual Services	(1,253)	0	0	0	0.00%	(33)	(466)	433	92.88%
53-Supplies	(11,000)	(363)	(335)	(28)	-8.31%	(809)	(1,181)	371	31.44%
57-Capital	0								
5-Expenses Total	(12,253)	(363)	(335)	(28)	-8.31%	(843)	(1,647)	804	48.82%
<b>220-Recreation Programs Total</b>	<b>112,254</b>	<b>17,882</b>	<b>13,155</b>	<b>4,727</b>	<b>35.94%</b>	<b>34,783</b>	<b>31,845</b>	<b>2,938</b>	<b>9.23%</b>
<b>350-Special Facilities</b>									
5-Expenses									
51-Salaries & Wages	(56,148)	(4,256)	(6,180)	1,925	31.14%	(19,933)	(19,167)	(766)	-4.00%
52-Contractual Services	(11,990)	0	0	0	0.00%	(2,998)	(3,160)	162	5.13%
53-Supplies	0								
54-Other Charges	(11,000)	(2,021)	(256)	(1,765)	-689.48%	(2,393)	(586)	(1,807)	-308.35%
57-Capital	0								
5-Expenses Total	(79,139)	(6,277)	(6,437)	160	2.48%	(25,323)	(22,912)	(2,411)	-10.52%
<b>350-Special Facilities Total</b>	<b>(79,139)</b>	<b>(6,277)</b>	<b>(6,437)</b>	<b>160</b>	<b>2.48%</b>	<b>(25,323)</b>	<b>(22,912)</b>	<b>(2,411)</b>	<b>-10.52%</b>
<b>501-Cosley Zoo Operations</b>									
4-Revenues									
42-Charges for Services	360,104	38,174	25,013	13,161	52.62%	71,445	46,501	24,944	53.64%
44-Rentals	54,000	3,857	4,438	(581)	-13.10%	13,788	10,673	3,116	29.19%
45-Product Sales	0	5	0	5	0.00%	5	0	5	0.00%
46-Grants & Donations	40,500	851	394	456	115.78%	7,919	8,852	(933)	-10.54%
47-Misc. Income	0	0	0	0	0.00%	336	313	23	7.44%
4-Revenues Total	454,604	42,886	29,845	13,040	43.69%	93,493	66,338	27,155	40.93%
5-Expenses									
51-Salaries & Wages	(574,025)	(42,263)	(61,185)	18,923	30.93%	(189,748)	(183,823)	(5,925)	-3.22%
52-Contractual Services	(247,344)	(5,056)	(10,623)	5,567	52.41%	(60,373)	(57,479)	(2,893)	-5.03%
53-Supplies	(122,950)	(7,484)	(8,590)	1,105	12.87%	(28,938)	(21,112)	(7,826)	-37.07%
54-Other Charges	(40,590)	(2,125)	(1,760)	(364)	-20.70%	(11,333)	(14,467)	3,134	21.66%
57-Capital	(1,377)	0	0	0	0.00%	(344)	0	(344)	0.00%
5-Expenses Total	(986,286)	(56,927)	(82,159)	25,231	30.71%	(290,736)	(276,881)	(13,855)	-5.00%
<b>501-Cosley Zoo Operations Total</b>	<b>(531,682)</b>	<b>(14,042)</b>	<b>(52,313)</b>	<b>38,272</b>	<b>73.16%</b>	<b>(197,243)</b>	<b>(210,543)</b>	<b>13,299</b>	<b>6.32%</b>
<b>22-Cosley Zoo Total</b>	<b>210,986</b>	<b>(19,016)</b>	<b>(71,664)</b>	<b>52,647</b>	<b>73.46%</b>	<b>(267,403)</b>	<b>(282,446)</b>	<b>15,043</b>	<b>5.33%</b>
<b>60-Golf Fund</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	1,565,716	0	0	0	0.00%	0	0	0	0.00%
42-Charges for Services	0								
46-Grants & Donations	0	0	0	0	0.00%	0	0	0	0.00%
47-Misc. Income	4,200	1,180	5,493	(4,313)	-78.53%	2,480	6,577	(4,097)	-62.29%

## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
48-Interest Income	9,000	737	830	(93)	-11.25%	6,324	7,174	(850)	-11.85%
49-Transfers In	0								
4-Revenues Total	1,578,916	1,917	6,324	(4,407)	-69.68%	8,804	13,750	(4,946)	-35.97%
5-Expenses									
51-Salaries & Wages	(317,157)	(25,125)	(36,056)	10,931	30.32%	(115,314)	(109,480)	(5,834)	-5.33%
52-Contractual Services	(2,033,648)	(20,071)	(25,093)	5,022	20.01%	(127,616)	(131,804)	4,189	3.18%
53-Supplies	(109,354)	(10,102)	(15,221)	5,119	33.63%	(22,481)	(28,930)	6,449	22.29%
54-Other Charges	(136,574)	(7,127)	(9,371)	2,244	23.95%	(39,185)	(31,017)	(8,168)	-26.33%
57-Capital	(205,337)	0	0	0	0.00%	(263)	0	(263)	0.00%
59-Transfers Out	0								
5-Expenses Total	(2,802,070)	(62,425)	(85,741)	23,316	27.19%	(304,859)	(301,231)	(3,628)	-1.20%
000-Administration Total	(1,223,154)	(60,509)	(79,417)	18,909	23.81%	(296,055)	(287,481)	(8,574)	-2.98%
101-Parks Maintenance									
5-Expenses									
51-Salaries & Wages	(13,902)	(1,053)	(1,519)	465	30.64%	(4,930)	(4,607)	(324)	-7.03%
52-Contractual Services	(4,146)	(79)	(114)	35	30.95%	(1,138)	(1,070)	(68)	-6.36%
53-Supplies	(7,000)	0	0	0	0.00%	0	0	0	0.00%
54-Other Charges	0								
57-Capital	0								
5-Expenses Total	(25,048)	(1,132)	(1,633)	501	30.67%	(6,069)	(5,677)	(392)	-6.90%
101-Parks Maintenance Total	(25,048)	(1,132)	(1,633)	501	30.67%	(6,069)	(5,677)	(392)	-6.90%
601-Golf Maintenance									
4-Revenues									
46-Grants & Donations	0	0	0	0	0.00%	0	0	0	0.00%
47-Misc. Income	0								
4-Revenues Total	0	0	0	0	0.00%	0	0	0	0.00%
5-Expenses									
51-Salaries & Wages	(545,010)	(41,772)	(52,791)	11,020	20.87%	(156,124)	(141,767)	(14,357)	-10.13%
52-Contractual Services	(191,806)	(3,402)	(4,856)	1,454	29.95%	(47,252)	(41,241)	(6,011)	-14.58%
53-Supplies	(365,111)	(36,017)	(32,601)	(3,416)	-10.48%	(61,574)	(67,769)	6,196	9.14%
54-Other Charges	(25,000)	0	0	0	0.00%	(10,125)	(16,960)	6,835	40.30%
57-Capital	(135,810)	0	0	0	0.00%	(108)	0	(108)	0.00%
5-Expenses Total	(1,262,737)	(81,190)	(90,248)	9,058	10.04%	(275,183)	(267,737)	(7,445)	-2.78%
601-Golf Maintenance Total	(1,262,737)	(81,190)	(90,248)	9,058	10.04%	(275,183)	(267,737)	(7,445)	-2.78%
611-Pro Shop/Golf Fees									
4-Revenues									
42-Charges for Services	1,979,750	194,559	191,007	3,552	1.86%	448,510	435,547	12,963	2.98%
44-Rentals	413,950	19,256	23,794	(4,538)	-19.07%	31,058	26,417	4,642	17.57%
45-Product Sales	128,000	12,751	9,199	3,552	38.61%	21,180	19,545	1,635	8.36%
46-Grants & Donations	0								
47-Misc. Income	0	29	7	22	321.29%	789	13	776	5972.62%
4-Revenues Total	2,521,700	226,595	224,007	2,588	1.16%	501,538	481,523	20,015	4.16%
5-Expenses									
51-Salaries & Wages	(441,587)	(25,540)	(33,167)	7,627	23.00%	(86,086)	(83,741)	(2,346)	-2.80%
52-Contractual Services	(178,859)	(12,658)	(8,440)	(4,217)	-49.97%	(35,573)	(35,915)	342	0.95%
53-Supplies	(133,608)	(9,593)	(20,690)	11,098	53.64%	(46,236)	(23,564)	(22,672)	-96.21%
54-Other Charges	(35,000)	(786)	(2,214)	1,428	64.50%	(6,006)	(5,940)	(66)	-1.11%
57-Capital	(50,603)	0	0	0	0.00%	(151)	0	(151)	0.00%
5-Expenses Total	(839,657)	(48,576)	(64,511)	15,935	24.70%	(174,052)	(149,160)	(24,892)	-16.69%
611-Pro Shop/Golf Fees Total	1,682,043	178,020	159,496	18,524	11.61%	327,486	332,363	(4,877)	-1.47%
612-Food and Beverage									
4-Revenues									
42-Charges for Services	172,122	7,680	6,190	1,490	24.08%	22,062	22,803	(741)	-3.25%
44-Rentals	0	0	0	0	0.00%	57	342	(285)	-83.33%
45-Product Sales	5,589,907	404,776	355,010	49,766	14.02%	1,188,390	1,172,876	15,514	1.32%
46-Grants & Donations	0								
47-Misc. Income	33,000	808	2,696	(1,888)	-70.03%	3,853	9,691	(5,838)	-60.24%
4-Revenues Total	5,795,029	413,264	363,895	49,369	13.57%	1,214,362	1,205,712	8,650	0.72%
5-Expenses									
51-Salaries & Wages	(2,021,740)	(144,546)	(208,482)	63,936	30.67%	(616,732)	(588,593)	(28,139)	-4.78%
52-Contractual Services	(872,739)	(38,664)	(45,483)	6,819	14.99%	(189,172)	(192,953)	3,781	1.96%
53-Supplies	(1,683,981)	(101,759)	(131,058)	29,299	22.36%	(349,102)	(313,977)	(35,125)	-11.19%
54-Other Charges	(100,000)	(15,736)	(4,148)	(11,588)	-279.37%	(45,243)	(41,642)	(3,601)	-8.65%

## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
57-Capital	(54,922)	(3,500)	(13,459)	9,959	74.00%	(3,930)	(15,942)	12,012	75.35%
59-Transfers Out	0								
5-Expenses Total	(4,733,382)	(304,204)	(402,630)	98,426	24.45%	(1,204,180)	(1,153,107)	(51,073)	-4.43%
<b>612-Food and Beverage Total</b>	<b>1,061,648</b>	<b>109,060</b>	<b>(38,735)</b>	<b>147,794</b>	<b>381.55%</b>	<b>10,182</b>	<b>52,605</b>	<b>(42,423)</b>	<b>-80.64%</b>
<b>613-Cross Country Skiing</b>									
4-Revenues									
42-Charges for Services	15,000	0	0	0	0.00%	0	0	0	0.00%
45-Product Sales	0								
4-Revenues Total	15,000	0	0	0	0.00%	0	0	0	0.00%
5-Expenses									
51-Salaries & Wages	(4,000)	0	0	0	0.00%	(557)	0	(557)	0.00%
52-Contractual Services	(436)	(20)	(11)	(9)	-81.27%	(124)	(39)	(85)	-217.44%
53-Supplies	(5,000)								
57-Capital	0								
5-Expenses Total	(9,436)	(20)	(11)	(9)	-81.27%	(680)	(39)	(642)	-1645.36%
<b>613-Cross Country Skiing Total</b>	<b>5,564</b>	<b>(20)</b>	<b>(11)</b>	<b>(9)</b>	<b>-81.27%</b>	<b>(680)</b>	<b>(39)</b>	<b>(642)</b>	<b>-1645.36%</b>
<b>60-Golf Fund Total</b>	<b>238,316</b>	<b>144,229</b>	<b>(50,548)</b>	<b>194,777</b>	<b>385.33%</b>	<b>(240,319)</b>	<b>(175,966)</b>	<b>(64,353)</b>	<b>-36.57%</b>
<b>Grand Total</b>	<b>(1,193,485)</b>	<b>(158,939)</b>	<b>(554,743)</b>	<b>395,804</b>	<b>71.35%</b>	<b>(2,826,388)</b>	<b>(2,399,756)</b>	<b>(426,632)</b>	<b>-17.78%</b>

## PPF

Row Labels	Sum of					Sum of				
	Sum of Full Year Budget	Current Month	Sum of LY Month	Month Variance	% Month Variance	Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance	
<b>4-Revenues</b>										
42-Charges for Services	799,500	58,377	59,891	(1,514)	-2.53%	224,698	245,715	(21,017)	-8.55%	
44-Rentals	500	30	21	9	42.00%	113	95	17	18.37%	
45-Product Sales	500									
47-Misc. Income	50,000	4,590	3,634	956	26.31%	12,374	7,988	4,386	54.91%	
<b>4-Revenues Total</b>	<b>850,500</b>	<b>62,997</b>	<b>63,545</b>	<b>(549)</b>	<b>-0.86%</b>	<b>237,185</b>	<b>253,799</b>	<b>(16,614)</b>	<b>-6.55%</b>	
<b>5-Expenses</b>										
51-Salaries & Wages	(465,193)	(33,456)	(49,705)	16,248	32.69%	(151,626)	(150,182)	(1,444)	-0.96%	
52-Contractual Services	(79,642)	(1,503)	(988)	(515)	-52.12%	(18,817)	(20,994)	2,177	10.37%	
53-Supplies	(89,761)	(5,264)	(4,590)	(674)	-14.69%	(16,969)	(9,388)	(7,580)	-80.74%	
54-Other Charges	(10,500)	(1,422)	(103)	(1,319)	-1280.38%	(4,159)	(1,547)	(2,612)	-168.86%	
57-Capital	(430)	0	0	0	0.00%	(108)	0	(108)	0.00%	
<b>5-Expenses Total</b>	<b>(645,527)</b>	<b>(41,645)</b>	<b>(55,385)</b>	<b>13,740</b>	<b>24.81%</b>	<b>(191,677)</b>	<b>(182,111)</b>	<b>(9,567)</b>	<b>-5.25%</b>	
<b>Grand Total</b>	<b>204,973</b>	<b>21,352</b>	<b>8,160</b>	<b>13,192</b>	<b>161.66%</b>	<b>45,508</b>	<b>71,688</b>	<b>(26,180)</b>	<b>-36.52%</b>	

## Central Athletic Complex

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>4-Revenues</b>									
42-Charges for Services	43,100	2,469	3,080	(611)	-19.85%	23,927	29,946	(6,019)	-20.10%
44-Rentals	88,284	10,703	12,865	(2,162)	-16.81%	48,936	51,194	(2,259)	-4.41%
45-Product Sales	8,168	(73)	(115)	42	36.39%	2,122	6,087	(3,965)	-65.15%
<b>4-Revenues Total</b>	<b>139,552</b>	<b>13,098</b>	<b>15,830</b>	<b>(2,732)</b>	<b>-17.26%</b>	<b>74,984</b>	<b>87,227</b>	<b>(12,243)</b>	<b>-14.04%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(41,400)	(3,194)	(4,233)	1,039	24.54%	(20,314)	(17,218)	(3,096)	-17.98%
52-Contractual Services	(162,732)	(4,520)	(5,633)	1,113	19.76%	(35,859)	(23,793)	(12,066)	-50.71%
53-Supplies	(45,992)	(164)	(1,097)	933	85.03%	(4,468)	(6,467)	1,999	30.91%
54-Other Charges	0								
57-Capital	(86)	0	0	0	0.00%	(22)	0	(22)	0.00%
<b>5-Expenses Total</b>	<b>(250,210)</b>	<b>(7,878)</b>	<b>(10,963)</b>	<b>3,084</b>	<b>28.14%</b>	<b>(60,662)</b>	<b>(47,478)</b>	<b>(13,184)</b>	<b>-27.77%</b>
<b>Grand Total</b>	<b>(110,658)</b>	<b>5,220</b>	<b>4,868</b>	<b>353</b>	<b>7.25%</b>	<b>14,322</b>	<b>39,749</b>	<b>(25,427)</b>	<b>-63.97%</b>



## Special Events

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>1901-Kite Event</b>									
4-Revenues	4,650	150	0	150	0.00%	3,950	4,250	(300)	-7.06%
5-Expenses	(3,000)	(1,238)	0	(1,238)	0.00%	(1,238)	(50)	(1,188)	-2375.00%
<b>1901-Kite Event Total</b>	<b>1,650</b>	<b>(1,088)</b>	<b>0</b>	<b>(1,088)</b>	<b>0.00%</b>	<b>2,713</b>	<b>4,200</b>	<b>(1,488)</b>	<b>-35.42%</b>
<b>1902-4th of July</b>									
4-Revenues	42,000	160	1,500	(1,340)	-89.33%	30,560	31,650	(1,090)	-3.44%
5-Expenses	(41,800)	(406)	(86)	(320)	-372.49%	(456)	(136)	(320)	-235.54%
<b>1902-4th of July Total</b>	<b>200</b>	<b>(246)</b>	<b>1,414</b>	<b>(1,660)</b>	<b>-117.42%</b>	<b>30,104</b>	<b>31,514</b>	<b>(1,410)</b>	<b>-4.48%</b>
<b>1903-Ale Fest</b>									
4-Revenues	87,500	500	17,367	(16,867)	-97.12%	500	17,367	(16,867)	-97.12%
5-Expenses	(81,100)	0	(159)	159	100.04%	(300)	(570)	270	47.37%
<b>1903-Ale Fest Total</b>	<b>6,400</b>	<b>500</b>	<b>17,208</b>	<b>(16,708)</b>	<b>-97.09%</b>	<b>200</b>	<b>16,797</b>	<b>(16,597)</b>	<b>-98.81%</b>
<b>1905-Taste of Wheaton</b>									
4-Revenues	140,000	22,350	8,550	13,800	161.40%	34,550	25,550	9,000	35.23%
5-Expenses	(150,483)	(9,717)	(18,143)	8,425	46.44%	(17,283)	(23,552)	6,269	26.62%
<b>1905-Taste of Wheaton Total</b>	<b>(10,483)</b>	<b>12,633</b>	<b>(9,593)</b>	<b>22,225</b>	<b>231.68%</b>	<b>17,267</b>	<b>1,998</b>	<b>15,269</b>	<b>764.19%</b>
<b>1907-Shakespeare Event</b>									
4-Revenues	13,000	6,000	0	6,000	0.00%	6,000	5,000	1,000	20.00%
5-Expenses	(13,500)	(3,250)	0	(3,250)	0.00%	(3,250)	(50)	(3,200)	-6400.00%
<b>1907-Shakespeare Event Total</b>	<b>(500)</b>	<b>2,750</b>	<b>0</b>	<b>2,750</b>	<b>0.00%</b>	<b>2,750</b>	<b>4,950</b>	<b>(2,200)</b>	<b>-44.44%</b>
<b>1908-Fun Run Event</b>									
4-Revenues	70,500	15,855	22,610	(6,755)	-29.88%	47,625	59,682	(12,057)	-20.20%
5-Expenses	(64,500)	(9,464)	(13,691)	4,227	30.87%	(15,937)	(19,773)	3,835	19.40%
<b>1908-Fun Run Event Total</b>	<b>6,000</b>	<b>6,391</b>	<b>8,919</b>	<b>(2,528)</b>	<b>-28.35%</b>	<b>31,688</b>	<b>39,909</b>	<b>(8,222)</b>	<b>-20.60%</b>
<b>1909-Entertainment In The Park</b>									
4-Revenues	3,500	3,000	0	3,000	0.00%	3,000	2,000	1,000	50.00%
5-Expenses	(4,000)	0	0	0	0.00%	0	0	0	0.00%
<b>1909-Entertainment In The Park Total</b>	<b>(500)</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0.00%</b>	<b>3,000</b>	<b>2,000</b>	<b>1,000</b>	<b>50.00%</b>
<b>1910-Light the Torch Run</b>									
4-Revenues	30,000	1,480	3,035	(1,555)	-51.24%	7,360	5,307	2,053	38.68%
5-Expenses	(25,300)	(8)	(324)	317	97.69%	(58)	(647)	590	91.16%
<b>1910-Light the Torch Run Total</b>	<b>4,700</b>	<b>1,472</b>	<b>2,711</b>	<b>(1,238)</b>	<b>-45.68%</b>	<b>7,302</b>	<b>4,660</b>	<b>2,643</b>	<b>56.71%</b>
<b>1925-Reindeer Run</b>									
4-Revenues	35,000	6,450	430	6,020	1400.00%	12,300	3,127	9,173	293.34%
5-Expenses	(23,000)	(8)	(454)	447	98.35%	(58)	(777)	720	92.64%
<b>1925-Reindeer Run Total</b>	<b>12,000</b>	<b>6,442</b>	<b>(24)</b>	<b>6,467</b>	<b>26943.88%</b>	<b>12,242</b>	<b>2,350</b>	<b>9,893</b>	<b>420.96%</b>
<b>Grand Total</b>	<b>19,467</b>	<b>31,855</b>	<b>20,635</b>	<b>11,219</b>	<b>54.37%</b>	<b>107,266</b>	<b>108,378</b>	<b>(1,112)</b>	<b>-1.03%</b>

**TO: Mike Benard, Executive Director**  
**FROM: Andy Bendy, Director of Special Facilities**  
**RE: May 17, 2017 Board Report**

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**Cosley Zoo - Susan Wahlgren, Zoo Director**

**Fundraising/Revenue Activities**

***Admissions:***

- Despite several cool, rainy days, April visitation numbers slightly outpaced 2016. Financial data and visitation numbers are below:

Admission Revenue:

Month	2017 Revenue	2017 Avg./Day	2016 Revenue	2016 Avg./Day
January	\$ 3,670	\$ 122	\$ 1,916	\$ 64
February	\$17,697	\$ 632	\$ 4,857	\$ 167
March	\$11,896	\$ 384	\$14,715	\$ 475
April	\$37,715	\$1,257	\$25,013	\$ 834
<b>Total</b>	<b>\$70,978</b>	<b>\$ 591</b>	<b>\$46,501</b>	<b>\$ 388</b>

Visitation Year-to-Date:

Month	2017 Visitors	2016 Visitors
January	1,500	1,155
February	6,514	2,456
March	4,948	8,836
April	14,920	14,126
<b>Total</b>	<b>27,882</b>	<b>26,573</b>

**Significant Activities/Accomplishments**

***Education Programs and Activities:***

- Zookeeper Alison LaBarge presented the second of two FrogWatch trainings offered this spring. Six participants learned to identify local frog and toad calls, bringing the total participant number for the year to thirteen.
- Education staff facilitated the Busy Bunny Egg Hunt April 8. This after-hours event hosted 556 people and earned more than \$3,600 in net revenue.
- Cosley Zoo welcomed 560 people to its Party for the Planet event April 22 where attendees learned how small actions can make a big difference in our community.
- Education staff interviewed 14 candidates for the Summer Teen program with 12 accepting positions. These teens will begin with training May 6. Throughout the summer, their primary duty will be to engage with visitors utilizing the zoo's themed critter carts.
- Staff began offering twice daily duck and chicken feedings to zoo visitors. These opportunities will continue on a daily basis through October.
- Guests can now choose to participate in weekend Discovery Stations offered at no charge to enhance the guests' zoo experience. They include animal training, demonstrations, animal meet-and-greets, amphitheater programs and themed Critter Carts available in different areas of the zoo. Discovery Stations will be offered daily in June, July, and August
- A total of 28 eligible Junior Zookeepers (JZs) have been working very hard on animal handling training and testing. Once certified to handle specific animals (turtles, rabbits, chickens, skinks, hedgehog, walking stick and cockroaches), JZs will assist with Discovery Stations and special events, providing educational opportunities for guests during their visit.
- Program data for April and year-to-date follows:

### Total Programs - April

Type of Program	2017 Number of programs	2017 Number of participants	2016 Number of programs	2016 Number of participants
Outreach	11	569	10	226
Casual Interpretation	131	5,736	154	5,415
Birthdays	0	0	2	43
Camps	0	0	0	0
Jr Zookeepers Club	6	27	5	46
School programs	33	809	32	744
Scout Programs	5	65	7	131
Park District programs	5	81	10	182
Special/Members Events	3	1,122	1	864
Rentals	7	280	7	460
<b>Total</b>	<b>201</b>	<b>8,689</b>	<b>228</b>	<b>8,111</b>

### Total Programs – Year to Date

Type of Program	2017 Number of programs	2017 Number of participants	2016 Number of programs	2016 Number of participants
Outreach	21	897	29	963
Casual Interpretation	195	8,304	206	6,639
Birthdays	3	62	5	92
Camps	0	0	0	0
Jr Zookeepers Club	22	234	20	237
School programs	36	866	33	781
Scout Programs	8	94	15	283
Park District programs	17	280	23	*891
Special/Members Events	5	*1,135	2	873
Rentals	14	641	9	595
<b>Total</b>	<b>321</b>	<b>12,513</b>	<b>342</b>	<b>11,354</b>

*In 2016, Busy Bunny Egg Hunt was classified as a park district program. In 2017, the egg hunt was reclassified as a special event and therefore participant numbers have been relocated from park district to special events.*

### General Activities:

- Two new part-time zookeepers, Morgan Retherford, and Christina Carlson, will join the zoo in May. Morgan has completed internships at Oklahoma City Zoo, the Navy Marine Mammal Training Program in San Diego and the Shedd Aquarium. Christina is a former Cosley Zoo Animal Care Intern and currently has a keeper aide position at Brookfield Zoo working with African hoof stock.
- The zoo greeted a set of goat triplets; one doe (female) and two bucks (males).
- Sue Wahlgren attended a Wheaton College Animal Care and Use Committee meeting of which she is a member. This committee reviews any proposed animal research projects to ensure they are both necessary and humane.
- Zoo staff participated in a customer service exercise in which they were placed into teams and challenged to come up with an augmented or enhanced customer service concept for either internal or external customers. The five teams, each with five staff, all came up with some great ideas. The teams are currently working to conduct further research, or in some cases, implement their idea.
- Cosley Zoo will be attending Kids Fest in Barrington Saturday, May 6 and anticipate interacting with more than 500 participants.
- The zoo celebrated National Volunteer Week in April by making special posts to Facebook and providing volunteers and interns with recognition through the distribution of small rewards.
- The front yard at the zoo has been refreshed by Parks Department with a combination of sod and seed.



### **Parks Plus Fitness – Ryan Miller, Manager**

- Staff attended the April 5<sup>th</sup> Leadership Academy Orientation at the Community Center.
- Staff met April 6<sup>th</sup> with Cosley Zoo Run for the Animals committee to discuss sponsorship and race certifications.
- Michelle Artis became a Certified Race Director April 7th.
- April 14 Parks Plus Fitness discussed facility membership and revenue growth with the Training Staff and Service Attendant Staff.
- Ryan Miller was honored with a “You Rock Award” at the April 20th Values Committee Special Event at the Central Athletic Complex.
- Special Events Team hosted the Fun Run in Color April 22 with the AM Rotary of Wheaton. It was a great day for a race and over 1,141 participated in the event.
- Health and Wellness Committee held a Lunch and Learn April 25 at Seven Gables Park. Activities included lunch at the pavilion and a nature hike lead by Parks Department staff member Brian Morrow: 31 attended.
- Race Numbers: Fun Run in Color – 1,141, Cosley Run for the Animals – 1,190, Light the Torch 5K – 160, Reindeer Run – 144.
- Silver Sneakers Program continues to grow. We enrolled 17 new members in April and added group fitness classes for this program to meet the demands of the program. Wheaton Park District revenue received a check for \$4,642 in March for the member visits.

<b>PPFC Membership Breakdown</b>	<b>Annual</b>	<b>3-Month</b>	<b>1-Month</b>	<b>Fit-N-Swim</b>	<b>Total</b>
<b>March 2017</b>	2,002	15	12	0	2,029
<b>March 2016</b>	2,049	19	17	0	2,085
<b>March 2017</b>	2,047	16	29	0	2,092
<b>March 2016</b>	2,050	20	24	0	2,094
<b>February 2017</b>	2,057	9	15	0	2,081
<b>February 2016</b>	2,054	24	18	0	2,096
<b>Monthly Total Attendance/ Usage</b>	7,771				

#### **PPFC April 2017 New and Renew Memberships:**

<b>Membership Type</b>	<b>New</b>	<b>Renew</b>	<b>Total Amount</b>
Annual	22	30	\$12,737
Silver Sneakers	17	20	\$4,642
3 Month	9	6	\$1,664
Total for all Types	48	56	\$19,043

### **Arrowhead Food and Beverage, Brian Whitkanack- Director, Restaurant and Banquet Operations**

#### **Banquets**

- Held 55 events for 3,132 guests in April.
- Hosted 3 weddings and 2 ceremonies (one outdoor)
- Hosted nearly 700 people for Easter brunch: 100 more guests than ever before.

#### **Restaurant**

- May's monthly first Friday night music was presented by Eric Howell.
- New menu rolled out May 12<sup>th</sup>. New menu items include Salmon Tartare, Italian Chicken Sandwich, Beef and Cheddar Croissant, Pesto Shrimp Pasta, and an 18oz Porterhouse steak to name a few.
- New patio heaters are working great. Not only do they create a nice ambiance, they are doing a much better job keeping people warm.
- Breakfast service began April 29th; we offer a small breakfast menu from 10a-2p every Saturday and Sunday through September.

### **Arrowhead Golf Club-Bruce Stoller, Director**

- April weather was warm and wet. It was the seventh warmest April on record and all four months in 2017 have now registered above normal. April also went down as the ninth wettest on record as over six inches of rain fell over the last four days of the month.
- Staff took part in a golf expo at a Chicago Wolves hockey game April 2<sup>nd</sup>. All Arrowhead departments were represented and were able to put the Arrowhead brand in front of thousands of people.
- Staff attended annual informational meetings for men's and women's senior golf leagues on the 12<sup>th</sup>. A couple of changes were instituted this year to take pressure off the staff at the Mary Lubko Center while allowing us to better utilize our inventory. Tee times will now be made at the golf course and men playing 9-holes will now play before and after the ladies group instead of being intermingled with the 18-hole players. A second group has also been formed to play 9-holes on Monday mornings to accommodate the growing number of people looking to play in a more organized and social league.
- Demo Day took place April 15<sup>th</sup> in conjunction with Pelican Golf. Over 250 people registered with a number of others joining in after heading to the range to hit balls. Representatives from 11 manufacturers were on hand, Revolution Brewing was here with samples, gift bags were handed out to the first 200 participants, raffles were held throughout the day and free clinics took place on the hour.
- The annual Kickoff Classic took place on the 22<sup>nd</sup> with 18 teams taking part. This was up from 11 groups last year and is the largest turnout since 2009.
- Permanent tee times were scheduled to start on the 29<sup>th</sup> and 30<sup>th</sup>. Rain held off long enough for most groups to play on Saturday, but Sunday times were rained out.
- The online waiver for the new Golf Skate Caddy was activated on the 14<sup>th</sup>. Interested players are encouraged to complete the waiver before coming to the course to expedite the rental process. Links are available on our website and cards with the link are passed out to anyone showing interest.
- Staff obtained pricing and placed an order for a single rider mobility golf cart which will allow players with disabilities to participate in golf at Arrowhead.
- Staff met with the Cosley Classic committee to begin planning for the outing to be held in August.
- Staff worked with the DuPage Convention and Visitors Bureau to create a short video which will be hosted on their website to highlight our facility.
- Building maintenance projects included: preparation of air conditioning units for the season, replacement of faucets in the main floor restrooms, upgrading patio heaters, replacing lights on the east end of the building and painting portions of the banquet hall.
- Grounds maintenance projects included: installation of new drainage in front of the first tee on the West course, mowing of native areas, removal of woodchips and soil preparation in areas where trees have been removed, bunker preparation, spraying for grubs and crabgrass and edging/mulching of the clubhouse beds.
- Prepayment of league green fees occurs in April and May. Slight differences in payment dates over the years can impact monthly numbers from year to year. These differences tend to equalize by the end of May.

	2017	2016	2015	2014	2013	5 Yr. Avg.
April Paid Rounds	6,476	7,001	6,324	8,604	7,814	7,244
YTD Paid Rounds	11,894	12,232	11,507	10,106	8,855	10,919

### **Historical Museum- Michelle Podkova, Educator**

#### **Collections and Exhibits**

- Photographing of the collection continues with Museum Curator and volunteer Larry Kmiecik.
- The *Hooked* exhibit was installed and opened April 29.
- Work continues on upcoming exhibits: *Adams' Dream*, *Death in DuPage*, and *1917: Catalyst for the Modern Era*.
- Museum staff met with Wheaton Public Library staff regarding Voices of DuPage oral history initiative.

#### **Educational Programs and Events**

- DuPage County Historical Museum and Culinary Historians of Northern Illinois hosted a Cookery Manuscript Road Show April 19: Thirteen attendees participated.
- In honor of *Week of the Young Child*, the Museum hosted Draw DuPage April 22: twenty-one attended.



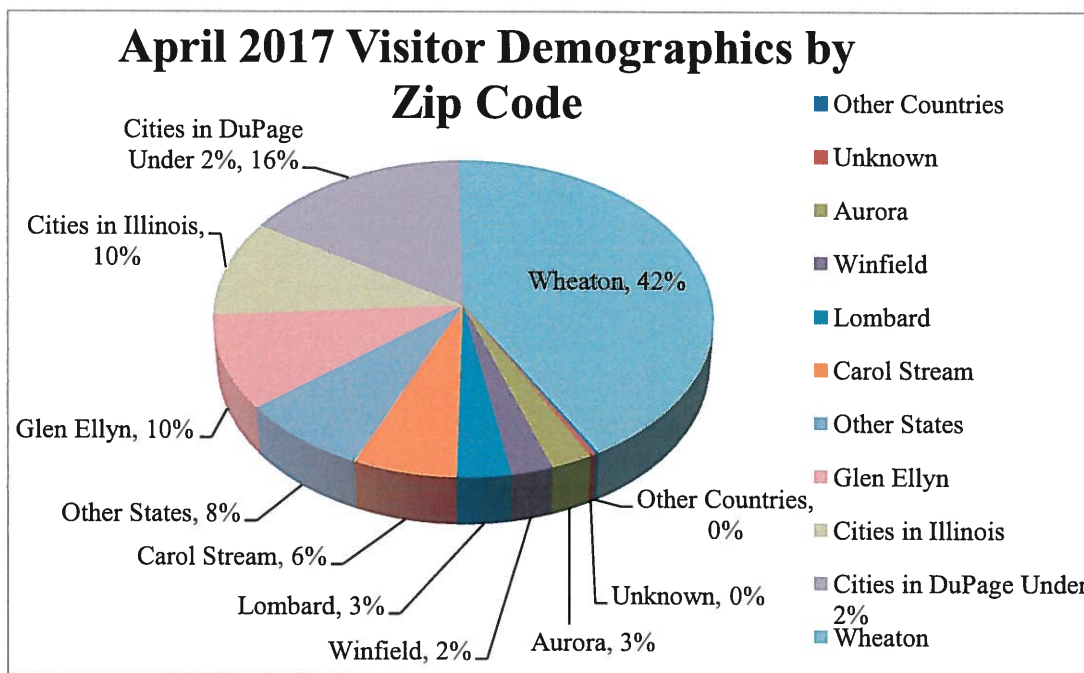
- An Architectural walking tour of downtown Wheaton was given to the Sister City Commission and visitors from Sweden Monday, April 10.
- Museum staff is working with Wheaton Community Relations Commission on their Wheaton's World Tour this May.

#### **Marketing and Foundation Events**

- An eblast to promote summer camps is in progress.
- An ad was created for inclusion in West Suburban Living's museum guide.
- *Annual Night at the Museum* event on April 21 was sold-out with 98 attending; 106 tickets sold.

#### **Administration and Safety**

- The Museum honored their volunteers April 27<sup>th</sup> in their annual volunteer dinner.
- Staff continued their training through the Leadership Academy.



**Total Visitors for April 2017:** 529 (compared to 615 in April 2016)

**Total Visitors for 2017:** 2,876 (compared to 1,911 in 2016)

#### **Aquatics/Safety – Wendy Russell, Manager**

- Swim Lesson Registration continues to steadily climb. As of May 5, 2017, the current total is \$50,338/1,080. As of May 5, 2016 the total was \$46,708/1,005.
- Pool Pass Sales currently total: November – April 2017: \$260,956/5,452 passes versus same time 2016: \$268,098/5,594 passes.
- All rescue equipment, uniforms, suits, and furniture have been delivered.
- Wendy attended an Ellis & Associates Roundtable April 26 at Bartlett Park District. The agenda included discussion of 2016 statistics for accidents and incidents across the country. They have been tracking the numbers from each facility client making spread sheets detailing the different areas.
- Wendy attended a PDRMA Aquatic Workshop April 28. It was an all day workshop attended by 160 people. We discussed Day Camp visits, accidents, how they can happen to anyone, we watched a clip on a near drowning from a community in the surrounding area, reporting incidents, and training our staffs.
- Wendy attended the *Week of the Young Child* April 28 to promote the Aquatic Facilities.

**TO: Mike Benard, Executive Director**  
**FROM: Margie Wilhelmi, Director of Marketing / Fund Development**  
**RE: May 17, 2017 Board Report**

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## **Marketing**

### **Arrowhead Restaurant**

New weekly specials, Friday night entertainment, Cinco de Mayo special menu and Mother's Day Brunch are promoted at this time.

### **Arrowhead Golf Course and Driving Range**

An eblast is scheduled promoting to the new online tee-time reservations. In addition, we are utilizing our relationships with local golf vendors like GolfTime and cdga.org to promote the golf skate caddy rentals

### **Arrowhead Events**

The Pandora audio and display advertising continues to run with success. Arrowhead is receiving a click through rate of over 21% compared to like businesses at 12%.

### **Cosley Zoo**

Cosley Run for the Animals and Cosley Uncorked Wine events are the focus. Postcard invitations and eblast will go out this month for the wine event. To date, 16 people are registered.

### **Parks Plus Fitness Center**

April 15% off promotions concluded with 22 new and 30 renewed memberships and student spring break & summer special resulted in a total of 74 new memberships. Fit-N-Swim May special includes 3 months of fitness and pool membership for \$120.

### **Aquatics**

The April 10% off-season pass sale has ended. Year-to-date revenue: \$260,956 or 5,452 passes. Revenue in 2016: \$268,098 or 5,594 passes. Swim lessons are ahead of last year with a total of 1,080 passes for 2017 vs. 1,005 in 2016.

### **Recreation/Week of the Young Child**

This was a successful week offering many families the opportunity to try new programs and activities, meet new friends and attend special events all free of charge! We offered over 25 free programs/events and had a total of over 450 people participate!

### **Athletics**

Sport camp flyers were created to promote summer sports camps. In addition, an eblast was distributed bringing 33 new registrations.

## **Special Events**

### **Race Wheaton | 4 – 5K Run Package**

To date, 153 Race Wheaton packages have sold compared to 132 as of this date in 2016.

### **Go Fly A Kite Event | May 6**

Event was successful. Approximately 1,000 people come out to enjoy a great day of kite flying.

### **Taste of Wheaton | June 1 – 4**

To date, sponsorship is currently at \$39,750. Working on Thursday night #throwback to Cream of Wheaton logistics, park set up maps, signage and posters.

### **July 3 & 4**

To date, \$4,000 in sponsorship has been confirmed. There are 26 parade entries confirmed at this time.

### **Wheaton Brew Fest | August 5**

Posters and signage have been finalized. To date, sponsorship is currently at \$4,500. Tickets sold 2017: 183 General and 108 VIP tickets. Tickets sold at this time in 2016: 205 General and 109 VIP.

## **Fund Development**

### **Cosley Zoo Foundation**

Cosley Run planning continues with one final committee meeting planned before the run Saturday, June 3. Current sponsorship is at \$32,000. To date, 1,190 runners are registered. (2016: 1,240)

A spring membership campaign ran from March 20-April 20. Memberships priced at \$59 and higher were reduced by \$5, and 63 memberships were processed in April.

Mike Williams Cosley Classic planning has begun. The committee has decided to offer a reduced ticket price for Wheaton Park District volunteer coaches and Cosley Zoo members at the \$59+ levels. The offer will be marketed through an eblast and will be valid for a limited time. The golf outing sponsorship packet has also been updated to include enhance sponsor benefits, including Program Guide advertising and social media benefits.

Work continues on the Master Plan announcement at Cosley Uncorked this July. The staff is working on a concept and design for Zoo signage detailing plan highlights that would be revealed at the wine tasting event.

#### **DuPage County Historical Museum Foundation**

The 2nd annual Night at the Museum children's party was held April 21. The "friend-raiser" sold out with 106 tickets sold. Many families indicated that this was their first time visiting the museum. A flashlight scavenger hunt encouraged visitors to explore all three floors and took participants into all of the exhibit spaces.

Planning has begun on the 2017 On Par for DuPage golf outing. Museum and Peoples Resource staff met April 27 to discuss initial event details. The first committee meeting will be held May 10. Production of a spring direct mail, fundraising campaign is underway for release in May.

#### **Play For All Playground & Garden Foundation**

Wheaton Rotary AM and Wheaton Rotary Noon presented Play For All Foundation with a check for \$10,000 each at Fun Run in Color April 22. This completes both organizations' pledge agreements. The playground hosted a "Go West Young Mom" play day as part of the park district's *Week of the Young Child* event series. The first in the series of regular foundation-sponsored play days is scheduled for May 20. Additional play dates will be held on the third Saturday of each month through August. A new donor/supporter newsletter is in production and will be distributed in May.



**TO:** Mike Benard, Executive Director  
**FROM:** Rob Sperl, Director of Parks & Planning  
**DATE:** May 10, 2017  
**SUBJECT:** Board Report, April 2017

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### **Administration/Overall Department**

- Firewood Pickup: Closed this month.
- Park Permitting: 37 Patrons came in this month to reserve a picnic shelter, wedding location, or park area.
- Commemorative Program: 2 Memorials were completed this month.
- TMA Systems: We begin implementation of our new work order and scheduling software program.

### **Planning**

- Community Center Building Envelope bids were opened. (see attached Statement of Issue)
- Scottdale playground equipment bids were evaluated by staff and a recommendation is provided. (see attached Statement of Issue)
- Kelly Park / Edison backstop replacement bids were opened. (see attached Statement of Issue)
- Quotes were received to install the Rec & Roll drop-off lane. (see attached Statement of Issue)
- Change order 3 was received for the Cosley Animal Welcome Center. (see attached Statement of Issue)
- Two additional easements have been finalized with the sanitary district for the Northside Interceptor project that involve the WPD owned Lincoln Marsh parcels. (see attached Statement of Issue)
- A new lease for the Hillside Tot Lot has been drafted to extend the term. (see attached Statement of Issue)

### **Parks & Buildings Operations**

- Soccer Goal were painted and safety inspected.
- All shelters were set up and open for the season.
- All drinking fountains are up and operational for season.
- Powerwashing playgrounds.
- Museum Work Orders were completed.
- Mechanic area lights were switched to LED
- Cosley Boiler mother board was replaced and the stack cleaned.
- HVAC Maint Monthly maintenance.
- Northside Park speed bumps were installed.
- Pool Lights repaired and bulbs and gaskets replaced. Six more lights to complete.

- Rice Pool Pump- Replaced 2hp pump, floats, operator box, all piping.
- Checked property drainage at Brighton Park per patron request.
- Fountains were all up and are operational for the season.
- Repairs were made at the Cosley cupola on barn.
- Daily custodial was completed at Park Services Center and Central Athletic Complex.
- Memorial Plaque and boulder was fabricated and installed at Seven Gables.
- Safety City repair list completed. New trim work around doors, lift paver bricks, paint caboose and new trim, fabricate and install new windows , place caboose back on tracks and weld to track.
- Irrigation at all sites up and ready for operation.
- Installed screens at LM office, fabricated two new screen frames and one storm window frame.
- Installed tile at the Rathje house basement.
- Cleaned and filled CC chiller tower, Clean and punch tubes on chiller. Start up system.

### **Trades**

- Construction on the new floating boardwalks at Lincoln Marsh was completed.
- Leaks were located and repaired at Rice Pool.
- Preseason prep for both Rice and Northside Pools. Patching, painting, plumbing repairs, installed new card platforms, and began filling Northside Pool
- 5k Color Run set up and take down. Staffed the event and completed all sign and banner request.
- Work orders for signs and banners; Cosley Zoo, Arrowhead, Rec, PPFC.

### **Horticulture, Turf & Natural Resources**

- Striping continues weekly on all 26 soccer/lacrosse/rugby. This takes all day for a crew of 6 personnel.
- Dugouts at Atten, 7-gables had new screenings added to them to accommodate heavily used areas from the previous season.
- Parks continue to be mowed, trimmed, walks and tennis courts blown of debris and winter clean-up.
- All 41 fields were set up and prepared to the work order specifications directed by the recreation department. In addition, they are groomed daily weather permitting for games and practices.
- All parks are mowed minimally every 10 days. Some of our athletic field areas (i.e. 7-gables, Graf) are mowed weekly. At this time of year it is somewhat hard to keep up with the extreme growth, but staff is making it happen
- Each spring we try and roll our fields to reduce the uneven surfaces. This season we concentrated our efforts at CAC and 7-gables.

- The Memorial park benches that were in storage following the winter paint and repairs were placed at the park for the summer concert and special event.
- The artificial turf field must be groomed regularly and staff used a sweeper that is designated for this purpose to get the strands standing back up and move the crumb rubber back into its proper place.
- Some logs were split to create firewood. We were completely out from the winter giveaway to the residents. We still are closed as of now until we can generate enough to keep going for a while.
- A non-selective herbicide and weed suppression product was applied to the warning tracks and dugout areas of our ball fields. This product can only be used on a gravel type surface like roadways, tracks etc.
- Several athletic fields were fertilized to add much needed nitrogen to the soil for proper growing conditions creating a green, thick lush turf.
- Every park with a playground receives a weekly inspection by the trim crew when they are there. This inspection is critical in providing safe equipment and surfaces for our children that play on them.
- Staff is working very hard to renovate several areas of the zoo landscape. The lawn is very heavily used and required a major overhaul. We did half the lawn in sod which entailed 4800 square feet of sod which is 8 pallets. The other half in a cost saving action will be regraded and seeded.

## **Conservation**

- Goose depredation activities at parks including LM, seven gables, northside and rathje parks.
- Leadership academy for conservation manager.
- Created a new trail to connect Graf overpass to Lincoln Marsh.
- Lincoln Marsh Garage mice mitigation project consisting of removing old insulation completed.
- Trail maintenance at Lincoln Marsh.
- Tree work at Cosley zoo before sod project.
- Transplanting oak trees from nursery stock to parks including: Seven Gables, Cosley Zoo and Prairie Path park.
- Stump grinding stumps throughout district.
- Lincoln Marsh work orders.
- Citizen concerns.

## **Mechanic**

- CARF list was completed and sent in for review.
- New equipment and new vehicles will be placed on order when all signatures are on POs.
- Canoe repairs at Northside are complete.
- Granite chips wear spread in Northside Pool parking lot.



TO: Michael Benard, Executive Director  
FROM: Vicki Beyer, Director of Recreation  
RE: Recreation Department Report  
DATE: May 5, 2017

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### **Community Center Rentals and Revenue Comparison- Jean LeDonne**

Community Center Rentals and Revenue Comparison- April 2016/April 2017

	# of Reservations			Total Rental Hours			Rental Revenue		
	2016	2017	change %	2016	2017	change %	2016	2017	change %
Paying Renters	74	73	-1.4%	196	181.75	-7.3%	\$5,308.77	\$ 4,849.30	-8.7%
WDSRA	30	22	-26.7%	67	53	-20.9%		0	
District 200	9	10	11.1%	46	27	-41.3%	0	0	
External (Other)	6	9	50.0%	17.5	36.5	108.6%	0	0	
Total	119	114	-4.2%	326.5	298.25	-8.7%	\$5,308.77	\$ 4,849.30	-8.7%

### **Preschool & Camp- Jamie Martinson**

- **Camps**

- Preschool & Camp Manager attended the American Camp Association Mid-State Conference April 3-4 in St. Charles. Conference was an opportunity to network amongst other camp programmers in the area, share ideas and resources.
- Preschool & Camp Manager and Athletic Manager have met to establish cooperative "Schools Out" programs. Currently we are both offering programs for non-attendance school days, *No Schoolapalooza* and *Camp Sports & Sorts*. This fall, we are planning to offer these classes at the same location (CAC), same price (\$35 per day) and same time frame (9am-4:30pm) to try to appeal to more participants and make dropping-off/picking-up easier for parents.
- *No Schoolapalooza* ran March 28-31 and April 14 with over 190 children attending.

- **Programming**

- New programs for fall 2017- Preschool & Camp Manager is working with a new cooking instructor to continue offering popular cooking classes this fall after the loss of the current instructor. These classes are extremely popular and we are excited to be able to continue offering them without a break in service.
- New early childhood art classes will be offered this fall. These classes consist of session based educational art programs, "Mini Masterpieces" and "Art of the World", where children will be learning about influential artists and art from around the world, while creating their own projects as well! We will also be offering "Open Art" for preschoolers. This class will meet after Wide Horizon's dismissal in the afternoon. Children will spend 30-45 minutes in Kidz Kingdom for a snack and then attend the class.

- Preschool & Camp Manager met with Fire Chief Bill Schultz to discuss the inter-governmental agreement of hosting and utilizing the Wheaton Fire Department “Smoke House” at Toohey Park/Safety City during summer months. A contract is being drafted outlining specific dates and details. Staff would be able to utilize the “Smoke House” as an educational component to Safety City programs. Preschool & Camps Manager is scheduling a secondary meeting with Parks Department staff and Fire Department staff for the “Smoke House” to be brought to Toohey Park to see if it fits, understand electrical hook-up components, etc.
- Wide Horizons Preschool students have their upcoming graduation on May 18 & 19.
- Spring early childhood programs began at Toohey Park with over 140 participants enrolled.
- Week of the Young Child was a successful week offering many families the opportunity to try new programs and activities, meet new friends and attend special events all free of charge! We offered over 25 free programs/events, and had a total of over 450 people participate! This was a district wide effort, with many different program areas offering free demo classes/promotions- we are excited to already see a positive return with new families booking birthday parties with us, utilizing our child care services and showing interest in registering for our summer/fall programs, all because of the exposure from Week of the Young Child! Our fun-filled week ended with a free Ice Cream Social, with approximately 100 people in attendance. Families enjoyed free ice cream, crafts and athletic activities.
- **Miscellaneous**
  - Preschool & Camp Manager worked with Superintendent of Facilities to continue minor updates to Rathje Park House including; carpet cleaning, window washing and re-tiling the basement. Outdoor maintenance has also been scheduled and completed at Toohey Park/Safety City for spring programs.
  - J. Martinson worked with W. Russell to purchase 3 new AED units. AED units have been installed at Toohey Park and Rathje Park to assure buildings are up to safety standards. The third AED will be a “floating” AED unit used for the Northside Park Camps this summer.
  - Green Team- First recycling of batteries (since new battery recycling center was established in March) was taken to Parks. We collected two full garbage bags of household batteries to be properly recycled in just one month. Two full bags of ink cartridges were also recycled at Cartridge World in Carol Stream. Reminder of how important proper recycling of ink cartridges is, they can spend over 100 years in the landfill if not properly disposed of/recycled.

### **Varied Interest- Cristin Handlon**

- St. Francis Safe Celebration was held on Saturday, April 22. There were approximately 176 students in attendance.
- Wheaton North High School Post Prom event was held on Saturday, April 29. There were 457 students in attendance.
- Wheaton Warrenville High School Post Prom event will be held on Saturday, May 20.
- Dance Recital Rehearsal is Saturday, May 6 at the Community Center
- Dance Recital Picture Days are Tuesday, May 2 and Wednesday, May 3 at the Community Center.
- Dance Recital is Saturday, May 13 at the Community Center. Approximately 600 people are expected to attend.

## Adult Education- Matthew Wrobel

- For the past few years, adult education and recreation programs have successfully capitalized on winning trends. Offering diversity; mixture of program areas, delivery methods and market segments has led to this success. Based on August 2016 Community Attitude and Interest survey results, the following new programs will be offered beginning summer 2017:
  - *Adult Beginner Violin*. Private lessons will be offered through a partnership with Suburban Music. Violin rental will also be available at a discounted price.
  - *Intro to Jamming (Jam Band)*. *Intro to Jamming* is a class that will allow individuals the opportunity to bring their acoustic guitar from home and join in with fellow individuals who enjoy creating a "jam session".
  - *Wine Tours*. Tours will be held at two different locations. The first tour will be held at Fox Valley Winery. Participants will have the opportunity to try 5 different samples on a one hour tour of the wine making process. The second tour will be at Aquaviva Winery, where participants will see the process of wine making from the grape to the glass on a half hour tour. Coach bus transportation is provided.
  - *Buddha Baby*. This class is designed for new moms and babies (12 months and younger). *Buddha Baby* introduces a beginner level of yoga for first timers providing a fun, relaxing way to bond with your baby while learning restorative yoga and breathing techniques.

## Mary Lubko Center- Linda Dolan

- *Beyond Glee* performed their new American Classics program to a full house on Friday, April 21 at the Community Center. Two hundred people enjoyed the show, which was their largest audience yet for a spring concert. The April e-blast and article appearing in *Wheaton Suburban Life* boosted attendance. *Beyond Glee* has a large following of people who attend all of their concerts, and the choir does a great job promoting ticket sales to their friends and family.
- The Mary Lubko Center is offering two short affordable motor coach trips this year. The first is to the Quad Cities in July, and the second is to Door County in October. A tour preview was held on April 21 to promote these trips. A minimum of thirty people is needed for these trips to run.
- People want to see *Hamilton*. The second full trip (50 participants) is taking place on June 21. The third trip is in the works and is scheduled for September 20. We interest list these expensive theatre trips prior to purchasing tickets to make sure people are willing to pay the \$299 program fee. Forty tickets were pre-sold from the interest list this month, and it will be advertised in the upcoming summer edition of *Time Of Your Life*.
- Coffees were held at the Community Center to kick off upcoming sport leagues. 150 golfers attended the meeting on April 12 and 80 bikers attended the *Pedal Pushers* coffee on April 27.

April Special Events included:

April 12	<i>Downsizing 101</i> , Sponsored by Travanse Living	30 attendees
April 25	<i>The Revitalizing Power of Light</i> , sponsored by Lights and Health	12 attendees
April 26	<i>Shelly Lawler Luncheon</i> , sponsored by Windsor Park Manor	50 attendees
April 28	<i>Cooking For One</i> , sponsored by Monarch Landing	20 attendees

## **Lincoln Marsh/Green Team- Terra Johnson, Deb Ditchman & Mike Kelly**

- Lincoln Marsh hosted a total of 1334 participants in April.
- Challenge Course staff presented a total of 43 challenge course programs to 592 participants.
- Environmental Education staff presented a total of 54 environmental education programs to 742 participants.
- Challenge Course Supervisor provided teambuilding activities for the Values Event/You Rock Awards.
- Lincoln Marsh Manager and Environmental Education Supervisor attended the ACA Mid-States Conference in St. Charles. This gave staff the opportunity to learn several new activities to incorporate into camp and attend staff leadership workshops.
- Green Team members; Terra Johnson, Rita Trainor, Angie Dosch and Ed Berndt attended Cosley Zoo's *Party for the Planet* on Earth Day to promote butterfly conservation. Members provided a craft and monarch habitat seed to participants.
- Marketing update:
  - Becky Egan/Terra Johnson met with Vicki Beyer and Nicole Kapala to discuss the use and new design for static kiosk posters.
  - The Lincoln Marsh Summer Camp direct mailing postcard was sent to 550 households.
  - Environmental Education Staff attended the Jefferson Preschool *JetFest*, *Week of the Young Child* Ice Cream Social and *Party for the Planet* at Cosley Zoo with activities for families to market spring and summer camp programs.
  - Becky Egan, Terra Johnson and Lana Kozol worked on redesigning a new Lincoln Marsh Trail Map to update it and make it more user- friendly.
- Terra Johnson and Vicki Beyer met with Steve Hinchee, Nic Novak and Rob Sperl to discuss the next steps and draft plan for the Nature Play Area.

## **Customer Service & Registration- Sue Vasilev, Lyn Havelka & Rick Napier**

- **Rec Trac**
  - Completed Period End Processing and transferring rosters to history for the 2016/17 senior and travel league basketball perpetual classes.
  - Updated the Question Groups linked to the winter 2018 league sports.
  - Completed adding "unique code" to link 45 fall early childhood Lincoln Marsh classes. By adding this link to the activity number, it allows customers to register directly from the Early Childhood landing page to the activity number on the web which provides a seamless more "user friendly" experience.
  - Fall brochure – In the process of updating the fall database as well as created new class codes. A total of 59 *new* classes have been created.
    - Lincoln Marsh - 2
    - Early Childhood - 7
    - Fitness - 4
    - Adult Ed. - 15
    - Creative Arts/Varied Interests - 28
    - Senior - 3

- Registration Manager updated 106 programs for spring/summer to reflect the new athletic manager responsibilities as well as updating the “Special Features” field that sends automatic emails to the supervisor when a registrant enrolls/refunds out of a program. Special Features are linked to members in a household who require a WDSRA aide, have a Medical or Allergy Alert.
- Accommodated 217 registrants from waitlisted classes.
- Daytime Community Center Manager ran Pass RecConnect Report for Marketing Department to attain 2016 Pool Pass Holder e-mail addresses.
- Daytime Community Center Manager updated Price Codes for PPF Fit and Swim pass and created *Silver Sneakers* and *Boom* Visit Passes for PPF
- **Customer Service Attendant Trainings**
  - Reviewed QBQ-Question Behind the Question stories
  - Batting Cage reservations & transfers
  - Zach’s Law
- **General**
  - Continue to assist with scheduling of interviews for Aquatics.
  - Daytime Community Center Manager trained new Front Desk Attendant
  - Daytime Community Center Manager attended PDRMA HELP Training Seminar



## Rules & Reminders

Thousands of people visit Lincoln Marsh each year. While visiting, please help preserve the beauty of our natural area and promise an enjoyable visit for the park visitors who follow you by complying with the following rules and reminders.

### Park Hours

Daily from dawn to dusk.

### Collection

Everything at Lincoln Marsh is protected by law. Please do not gather plants, animals, rocks, or other natural objects. Park visitors who follow you wish to enjoy them too.

### Dogs

Dogs must be on leash at all times. This protects your dog and the plants and wildlife that call Lincoln Marsh home! Please remember to clean up after your dog. Mutt Mitts are available at both trailheads.

### Garbage

Please place garbage in cans provided. Recycling is encouraged. Try to pack out what you pack in.

### Trails

Stay on designated trails to help protect our valuable natural resources and wildlife for future visitors. Bicycles are not permitted on the woodchip trails.

### Wildlife

Feeding of wildlife is not permitted.

### Smoking/Alcohol

Smoking and alcoholic beverages are not permitted on park property.

### Shelter/Picnic Areas

We encourage visitors to utilize our shelter and picnic areas; however, please do not disturb any programs that may be in progress. Use of the fire pit is only allowed under Lincoln Marsh staff supervision. Please contact the Lincoln Marsh office to book a campfire program for your group.

### Fishing/Boating/Swimming/Ice Skating

Fishing, boating, swimming, and ice skating are not permitted at Lincoln Marsh. We also ask that visitors refrain from wading to help prevent erosion and protect wildlife.

### Challenge Course

Use of the Challenge Course is only permitted under Lincoln Marsh staff supervision. Please visit our website or contact the office for more information.

## Welcome

The Lincoln Marsh Natural Area is an invaluable resource for enhancing the appreciation of and involvement in the natural world. Highly regarded for its recreational and educational opportunities for people of all ages, Lincoln Marsh offers one hundred and fifty acres of respite from the hustle and bustle of traffic and commerce. The natural integrity of the area is impressive, despite its urban setting. Prairies, woodlands, and savannas surround open water marsh areas that dot the landscape. For more information about the benefits offered by Lincoln Marsh, its history, or ongoing restoration efforts, please visit our website.

### What can I do at Lincoln Marsh?

Discover something new in an Adventure or Nature Program, stretch beyond perceived limits on our Challenge Course, earn a Scout Badge, participate in one of our Team Adventure or Nature Camps, and more! Go hike or snowshoe on a trail, explore nature, walk your dog, or even enjoy a picnic—there's more to discover and explore at Lincoln Marsh! Snowshoe and Discover! Pack rentals available, visit our website for more information.



**Our Mission:** To increase awareness and appreciation for our connections to the earth and to each other through educational and social experiences in a healthy ecosystem.

# discover

Harrison Ave & Pierce Ave, Wheaton

p: 630.871.2810 | f: 630.871.9213

 /lincolnmarch

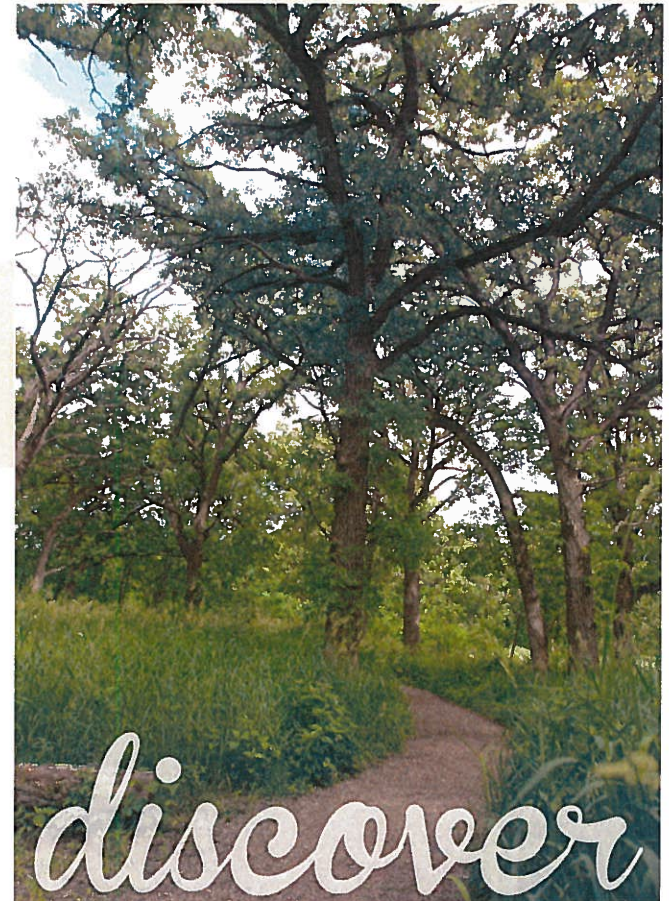
[lincolnmarch.org](http://lincolnmarch.org)



Lincoln Marsh Natural Area is a facility of the Wheaton Park District  
Updated December 2016



## Trail Map







# Natural Resources Management

630.653.5429

## Program Info

630.871.2810

lincolnmarch.org



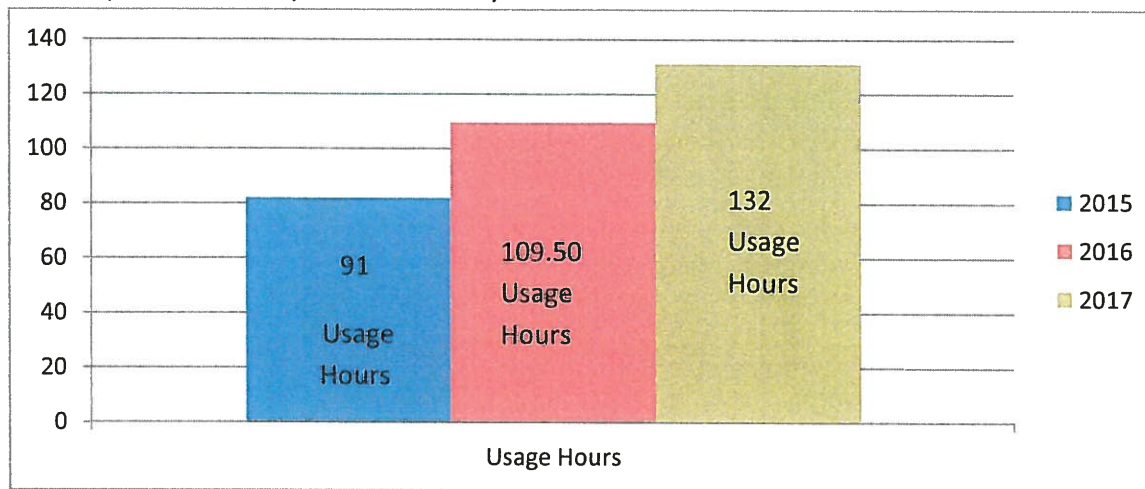
- Challenge Course
- Parking
- Information
- Picnic Area
- Shelter
- Program Office
- Toilets  
(Seasonal at Lincoln Ave. entrance)
- Overlook
- Water Fountain
- Woodland
- Marsh
- Prairie
- Grassland
- Prairie Patch Play Area Coming Soon
- Limestone Trail
- Boardwalk
- Woodchip Trail

TO: Michael Benard, Executive Director  
FROM: Mary Beth Cleary, Director of Athletics  
RE: Athletic Program Report  
DATE: May 5, 2017



### Athletics

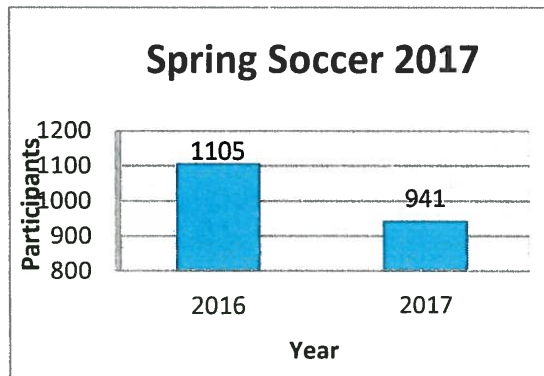
- Mercury Elite AAU Basketball based out of Wheaton, IL rented both Central Athletic Complex gyms for 132 usage hours, from 5-9pm Monday - Thursday. Last year they utilized both gyms from 6:00-9:00pm Monday – Thursday and 4:30-7:30pm for two Friday's.



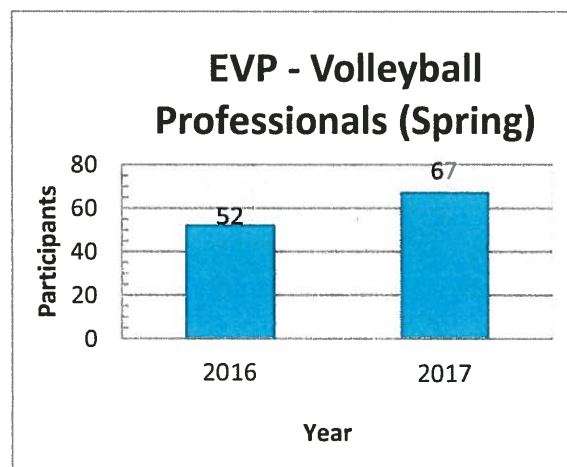
- On April 7, 2017 The Central Athletic Complex hosted the CUSD200 Municipal Tournament, with ten school volleyball teams participating.
- Saint Francis High School rented the Central Athletic Complex Gym for 40 usage hours due to inclement weather. For rain days they used the Large Gym, Kale Gym and Cages from 3:00-5:00pm. They had six indoor practices this month. Last year, they only accessed the facility for 20.0 hours for the month, three practices were held indoors.
- For the month of April, in the event of bad weather the Wheaton Wings was allotted space in the upper-turf from 4:30-7:30pm Monday – Thursday, totaling 48 hours of allotted practice space. This is consistent with last April's schedule.
- In April, the batting cages totaled 72 usage hours by various groups. Last year, the cages usage was 77.50 hours. The decrease is due to the fact that we had reserved the building from 7:00am-2:30pm for our WPD Baseball/Softball and Wheaton Wings for picture day. Last year, the Central Athletic Complex did not host baseball/softball pictures it was at the Community Center, due to a previously scheduled karate tournament.
- There were four birthday parties scheduled in April. This is consistent with last year.
- Athletic Manager Dolphin attended the IPRA Supervisor Symposium. The sessions that he attended focused on networking and mentoring. The importance of networking with other park district professionals and using those relationships to help your park district out as well as you personally was covered. The other major area focused on the IPRA mentoring program and how it helps bring three people at three different stages of their career together.
- The Wheaton Wings Travel Soccer Club finished their third week of games, with great weather and fields that are in top shape for our residents. Over 150 people attended the Chicago Fire game at Toyota Park on April 8. Wings players were able to walk on the field and participate in fun pre-game activities. The Wheaton Wings teams will participant in the 6<sup>th</sup> annual Wheaton Wings Spring Classic tournament that will take place on May 19-21, 2017. Currently there are 154 teams registered for our tournament, it is completely full. We

will host over 250 games on over 20 fields including Graf Park, Seven Gables Park and others. Tryouts for the fall 2017-spring 2018 season will take place on May 10 & 11 for the boys and May 24 & May 25 for the girls.

- We have a new Martial Arts class on Friday's, it is called Kendo. Kendo (Japanese swordsmanship) is a fun and challenging co-ed martial art for juniors and adults interested in physical fitness, mental wellness, and Japanese language and culture.
- All four of our Tennis Lesson classes are going on Saturday's in the spring. We are offering Pee-Wee, Beginner, Intermediate and Adult lessons at Central Park tennis courts.
- Wheaton Park District Baseball/Softball/Wings Picture Day was held at Central Athletic Complex on April 29 with over 1,400 youth getting their photos taken.
- Spring Soccer Season began the week of April 3<sup>rd</sup>. The first game was April 15<sup>th</sup> and was a huge success. Soccer has been able to absorb programs from surrounding towns which are not reflected in the final participant count but still pay dues to Wheaton.



- Spring Soccer has hired over 18 new referees who successfully completed camp in April. On the first week of games on April 15<sup>th</sup> they were all shadowed and are being trained to be the best they can be.
- EVP Volleyball has three core programs that include: Volleykids, Youth Volleyball Skills and Drills & Volleyclub. The program has grown over the past year and we are now hosting tournaments almost every other month with surrounding communities. Kevin Ritchie is the lead instructor who represents Wheaton and is a level 1 certified instructor. It a great program for young athletes who desire to expand their skills beyond drills into application.





- Spring Lacrosse has started a minis lacrosse program for 1<sup>st</sup> and 2<sup>nd</sup> graders. There are 35 kids enrolled. This is the first time the program has been offered. We hope this group will help the future growth of our lacrosse teams.



- Adam Lewandowski attended the Illinois Parks and Recreation Association Supervisor Symposium. He participated in professional development sessions that included topics of the benefits of professional involvement, onboarding strategies, and the necessity to have both leaders and managers in an organization.
- Wrestling program offerings for the fall/winter have been expanded. Current partnership with Wheaton North's Little Falcons Wrestling will be increasing practice hours for the participants while also offering more tournament opportunities. A new partnership has also been entered into with Wheaton-Warrenville South's Tiger Wrestling Club and will have similar offerings to Wheaton North's program.
- Baseball and Softball is in full swing with the majority of leagues having had their opening day on Saturday, April 22. Participation numbers are currently on pace with where we have been at for the last 3 years.
- Adult Softball is set to begin the first week of May. With 13 teams registered, this is the largest the league has been in the last 5 years.



# DuPage County Election Commission

Cathy Terrill  
*Chairperson*

James S. Lowe  
*Vice Chair*

John J. Boske  
*Secretary*

Joseph H. Sobecki  
*Interim Executive Director*

April 24, 2017

Dear Local Election Official:

Enclosed is a copy of the abstract and canvass of election results for your jurisdiction for the April 4, 2017 Consolidated General Election, certified today by the DuPage County Canvassing Board. No action is needed by your board.

If DuPage County is the principal county for your jurisdiction and your district overlaps into another county, the canvass does not contain the results from the other county.

If DuPage County is the secondary county for your jurisdiction, we have already forwarded this canvass information to the principal county. The official proclamation will be made by the principal county.

In accordance with 10 ILCS (5/6-11) the Election Commission will send a copy to the State Board of Elections.

If you have any questions, please feel free to call this office.

Sincerely,

Joseph H. Sobecki  
Interim Executive Director

JHS:ar  
Enclosures

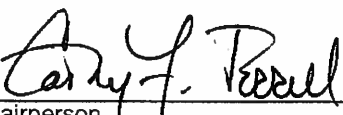
# CANVASS OF VOTES FOR THE CONSOLIDATED GENERAL ELECTION

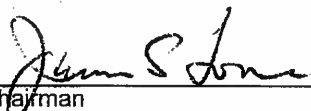
CHAPTER 10 ACT 5 / ARTICLE 22-1 OF THE ELECTION CODE

**April 4, 2017**

We, the undersigned members of the Canvassing Board of DuPage County, Illinois, do hereby certify that on Monday, April 24, 2017, we canvassed the returns of an election held on April 4, 2017, and we do proclaim that a total of 104,018 voters requested and received ballots and we do further certify that the following is a correct copy of votes received and herein recorded.

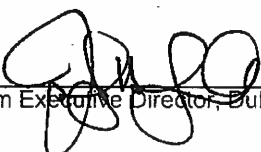
## CANVASSING BOARD

  
Chairperson

  
Vice Chairman

  
Secretary

Attest

  
Interim Executive Director, DuPage County Election Commission

STATE OF ILLINOIS     )  
  SS  
COUNTY OF DU PAGE    )

I, JOSEPH H. SOBECKI, Interim Executive Director in and for said County in the State aforesaid, do hereby certify that the foregoing is a correct copy of the abstract of votes cast at the Election held in said County on Tuesday, the 4th day of April 2017, A.D., which abstract was made by the County Canvassing Board of said County and is now on file in my office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Commission this 24th day of April 2017, A.D.

  
INTERIM EXECUTIVE DIRECTOR

# Canvass of Votes for the Consolidated General Election

April 4, 2017

## WARDS CREEK PARK DISTRICT

### Wards Creek Park District Park Commissioner

Vote for not more than TWO	Prec Cntd 1	Rg Voters 688	Ballots Cntd 132	19.19 %	Votes
John T. "Jack" Novak					98 53.26 %
Peter Liska					86 46.74 %

## WARRENVILLE PARK DISTRICT

### Warrenville Park District Park Commissioner

Vote for not more than THREE	Prec Cntd 17	Rg Voters 8,791	Ballots Cntd 2,633	29.95 %	Votes
Nicole Prater					1,533 34.61 %
Colin Wilkie					1,481 33.44 %
Tina Coons					1,415 31.95 %

## WEST CHICAGO PARK DISTRICT

### West Chicago Park District Park Commissioner

Vote for not more than THREE	Prec Cntd 29	Rg Voters 17,656	Ballots Cntd 2,477	14.03 %	Votes
Tony Zaputil					1,409 31.86 %
Diana Gunderson					1,633 36.93 %
Rick Spencer					1,380 31.21 %

## WESTMONT PARK DISTRICT

### Westmont Park District Park Commissioner

Vote for not more than TWO	Prec Cntd 26	Rg Voters 15,655	Ballots Cntd 1,591	10.16 %	Votes
John Karesh					1,052 48.32 %
Sandra J. Smith					1,125 51.68 %

### Westmont Park District Park Commissioner - Unexpired 2 Year Term

Vote for ONE	Prec Cntd 26	Rg Voters 15,655	Ballots Cntd 1,591	10.16 %	Votes
James "Jim" Flynn, Jr.					1,249 100.00 %

## WHEATON PARK DISTRICT

### Wheaton Park District Park Commissioner

Vote for not more than THREE	Prec Cntd 72	Rg Voters 43,373	Ballots Cntd 12,401	28.59 %	Votes
John F. Kelly					6,993 33.75 %
Jane Hodgkinson					7,057 34.06 %
Kevin Fahey					6,667 32.18 %

## WINFIELD PARK DISTRICT

### Winfield Park District Park Commissioner

Vote for not more than THREE	Prec Cntd 14	Rg Voters 6,935	Ballots Cntd 1,419	20.46 %	Votes
Steve Massie					881 48.27 %
JoAnn Nelson					944 51.73 %



**2017 Consolidated General Election**

Tuesday, April 4, 2017

# **WHEATON PARK DISTRICT**

Election Abstract

DuPage County Election Commission

421 N County Farm Rd

Wheaton, IL. 60187

**Wheaton Park District Park Commissioner**

Vote for not more than THREE

Reg Vtrs: 43,373

Precincts 72

Total votes: 20,717

Ballots Counted: 12,401

	40007	40020	50001	50003	50004	50005	50007	50008	50009	50015	50018	50019	50020	50021	50022	50023	50024	50025	50028	50032
John F. Kelly	2	7	88	164	154	73	88	113	106	132	54	154	155	14	118	119	83	180	151	219
Jane Hodgkinson	2	7	90	165	152	73	97	125	106	121	56	165	161	17	123	129	83	167	166	217
Kevin Fahey	3	7	81	163	147	67	87	118	111	119	51	157	145	15	107	126	76	173	143	202
Registered Voters	11	48	540	816	751	409	554	682	511	620	220	878	1,008	130	638	799	651	766	835	901
Ballots Counted	5	11	163	280	275	130	170	225	205	225	90	287	288	26	234	254	160	314	264	356

	50033	50035	50036	50037	50038	50039	50040	50041	50046	50051	50054	50055	50057	50063	50064	50065	50068	50071	50074	50075
John F. Kelly	86	103	79	139	0	158	101	113	9	18	99	124	91	89	67	202	43	119	132	83
Jane Hodgkinson	86	99	90	142	1	163	107	116	10	22	106	123	98	106	82	209	46	124	126	72
Kevin Fahey	77	92	80	133	0	154	101	113	8	19	93	118	87	85	74	221	42	111	121	72
Registered Voters	614	719	709	733	7	819	856	680	196	796	455	784	537	737	619	786	613	543	678	412
Ballots Counted	143	205	164	214	1	257	208	205	21	46	186	210	172	182	166	356	67	191	241	152

	50076	50077	50078	50079	50080	50081	50082	50084	50085	50086	50087	50088	50089	50090	50091	50092	50093	50094	50095	50097
John F. Kelly	55	129	77	140	57	68	120	156	159	38	191	82	3	66	143	174	91	37	148	68
Jane Hodgkinson	68	101	79	133	63	66	130	155	159	31	155	82	3	70	140	179	89	43	137	80
Kevin Fahey	52	100	72	122	56	70	119	150	154	31	162	79	5	64	125	171	92	40	135	66
Registered Voters	672	591	751	813	729	495	540	806	770	708	685	764	62	301	652	806	611	639	796	833
Ballots Counted	99	185	144	237	112	150	231	273	287	57	296	135	6	101	229	301	152	68	257	105

	50098	50099	50100	50102	50104	50106	50107	50109	50110	50114	50115	80092	Total
John F. Kelly	86	176	94	0	40	153	161	40	42	70	97	3	6,993
Jane Hodgkinson	85	148	89	0	42	144	166	39	50	79	96	6	7,057
Kevin Fahey	75	160	93	0	38	141	161	36	43	66	87	3	6,667
Registered Voters	698	649	710	4	734	679	784	171	550	611	611	87	43,373
Ballots Counted	140	271	154	0	66	241	301	54	65	162	166	7	12,401