



Wheaton Park District

PUBLIC NOTICE

**Meeting - Wheaton Park District Board of Commissioners
Wednesday May 17, 2023, 5:00 p.m.
City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois**

May 15, 2023

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 5 pm on Wednesday May 17, 2023.

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**

Michael J. Benard
Secretary

The Agenda for the May 17, 2023, Meeting is as Follows:

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



Wheaton Park District

Meeting of the Wheaton Park District Board of Commissioners

May 17, 2023, 5:00 pm

CALL TO ORDER

PRESENTATION Summer Camps Update - Jamie Martinson Superintendent of Recreation

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 \$601,491.79 for the period beginning April 12, 2023, and ending May 9, 2023
- B. Approval of the Disbursements totaling \$415,811.27 for the period beginning April 12, 2023, and ending May 9, 2023
- C. Approval of the Closed Meeting Minutes March 15, 2023
- D. Approval of the Subcommittee Meeting Minutes April 12, 2023
- E. Approval of the Closed Meeting Minutes April 12, 2023
- F. Approval of the Regular Meeting Minutes April 19, 2023
- G. Approval of Subcommittee Meeting Minutes May 3, 2023
- H. Approval of the Amended 2023 Meeting Schedule of the Wheaton Park District
- I. Review of Official Canvass and Abstract of Votes for Wheaton Park District Commissioners Consolidated Election April 4, 2023

UNFINISHED BUSINESS - None

ELECTION OF OFFICERS AND APPOINTMENTS

- 1. Swearing in of New & Re-Elected Park District Commissioners by Judge Christine Cody
- 2. Motion to Elect John Kelly President and John Vires Vice President of the Wheaton Park District (Change of Gavel)
- 3. Motion to Appoint Michael Benard Executive Director / Secretary and Sandra Simpson Treasurer of the Wheaton Park District
- 4. President to Appoint Foundation Park Board Liaisons and Subcommittee Chairpersons
 - a. Cosley Foundation
 - b. DuPage Museum Foundation
 - c. Sensory Garden and Playground Foundation
 - d. Buildings and Grounds Subcommittee
 - e. Finance Subcommittee

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Wheaton Park District

NEW BUSINESS

1. **Rice Pool Filter Room Exterior Repair Project** – Motion to Approve Change Order #1 from Bergland Construction for a Contract Amount Net Increase of \$900
2. **Finance Policies** – Motion to Approve Proposed Amendments to the Finance Policies of the Wheaton Park District
3. **Local Government Efficiency Act** – Review of Resolution 2023-04 Forming a Committee on Local Government Efficiency to be Approved at the Special Meeting of the Wheaton Park District Board of Commissioners on June 7, 2023.
4. **Cosley Zoo Strategic Plan** – Motion to Accept a Proposal from Public Communication Inc. for Strategic Plan Consulting for Cosley Zoo
5. **National Recreation and Parks Association Educational Conference and Exposition** Motion to Approve Commissioner Attendance October 10-12, 2023 Dallas Texas at Cost Not to Exceed \$3,000 per Commissioner

REPORTS FROM STAFF

- Executive Director
- 2022 Cosley Zoo Annual Report
- Monthly Department Reports – Finance, Special Facilities, Marketing, Development, Events, Recreation, Athletics, Parks and Planning

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. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes, 5 ILCS 120/2(c) (21)

ADJOURNMENT

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Accounts Payable

Checks Approval Document

User: rtucker
Printed: 5/9/2023 - 10:10 AM



Wheaton Park District

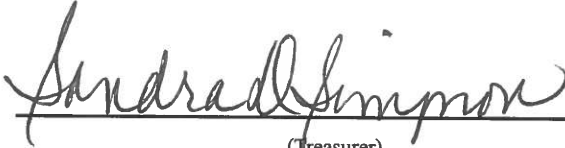
Board of Commissioners Report From the Period Beginning April 12, 2023 and Ending May 09, 2023.


Fund	Description	Amount
10	General	45,704.31
20	Recreation	166,576.80
22	Cosley Zoo	11,612.88
23	Liability	39,022.67
40	Capital Projects	67,797.62
60	Golf Fund	205,968.12
70	Information Technology	60,657.14
75	Health Insurance	4,152.25

Report Total: 601,491.79

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, 2023.


(Treasurer)


(Secretary)

Accounts Payable

Checks Approval List

User: rtucker
Printed: 5/9/2023 - 10:14 AM



Wheaton Park District

Board of Commissioners Report From the Period Beginning April 12, 2023 and Ending May 09, 2023.

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
10 General					
00032 Alpha Graphics					
Appreciation Mixer Poster	224687	171765	044.04.2023	10-000-415-54-5426-000C	70.00
Memorial Park Poster	224687	172765	044.04.2023	10-000-415-54-5426-000C	35.00
Vendor Total:					105.00
00042 Anderson Elevator Co.					
PSC Monthly Elevator Maintenance	224559	INV-71030-C2W5	042.04.2023	10-101-000-52-5211-0000	160.00
DHM Monthly Elevator Maintenance	224559	INV-71031-N9K8	042.04.2023	10-101-854-52-5211-0000	220.00
Vendor Total:					380.00
00043 Anderson Pest Solutions					
Pest Control	224620	33197134	043.04.2023	10-101-856-52-5211-0000	87.00
Vendor Total:					87.00
00068 AT&T Mobility					
386-1616 Parks Dept 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	5.63
464-0161 R. Sperl 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	74.26
639-8267 Parks Dept 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	5.77
639-8599 Parks Dept 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	74.26
639-8783 K. Flynn 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	74.25
917-4832 P. Stanczak 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	74.25
917-4835 D. Seymour 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	74.25
Equipment Parks Phone 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-53-5302-000C	128.99
945-7726 M. Benard 031823-041723	224759	877051597_0423	051.05.2023	10-000-000-52-5265-000C	74.25
300-4503 D. Siciliano 031823-041723	224759	877051597_0423	051.05.2023	10-000-000-52-5265-000C	62.53
346-9175 Marketing Tablet 7 031823-041723	224759	877051597_0423	051.05.2023	10-000-415-52-5265-000C	31.37
251-5866 Events Tablet 10 031823-041723	224759	877051597_0423	051.05.2023	10-000-415-52-5265-000C	31.37
251-8452 Tablet 11 Events 031823-041723	224759	877051597_0423	051.05.2023	10-000-415-52-5265-000C	31.37
240-0798 Hot Spot 1 Events 031823-041723	224759	877051597_0423	051.05.2023	10-000-415-52-5265-000C	43.23
234-1025 Parks Tablet 8 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	31.36
386-1562 Parks Dept 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	7.99
234-2925 Martha H 031823-041723	224759	877051597_0423	051.05.2023	10-419-000-52-5265-000C	49.00
815-1067 Sandra S 031823-041723	224759	877051597_0423	051.05.2023	10-419-000-52-5265-000C	49.00
234-8452 Parks Tablet 21 031823-041723	224759	877051597_0423	051.05.2023	10-101-000-52-5265-000C	23.24
234-8725 Lauren C 031823-041723	224759	877051597_0423	051.05.2023	10-000-415-52-5265-000C	74.26
815-6705 Events iPad 031823-041723	224759	877051597_0423	051.05.2023	10-000-416-52-5265-190C	31.36
815-6706 Events iPad 031823-041723	224759	877051597_0423	051.05.2023	10-000-416-52-5265-190C	31.36
815-6707 Events iPad 031823-041723	224759	877051597_0423	051.05.2023	10-000-416-52-5265-190C	31.36
Vendor Total:					1,114.71
00082 Porter Pipe & Supply Company Inc					
Atten Park	224737	12576104-00	044.04.2023	10-101-000-53-5311-0000	62.21
Vendor Total:					62.21
00164 Carol Stream Lawn and Power					
Air Filters	224567	495249	042.04.2023	10-101-000-53-5315-000C	39.60
PSC-49547 CAC 2	224764	495991	051.05.2023	10-101-000-53-5315-000C	1,491.44

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					1,531.04
00192 City of Wheaton					
March Board Meeting	224699	511908	044.04.2023	10-000-000-54-5401-000C	103.33
Fun Run 2023	224767	511920	051.05.2023	10-000-416-52-5241-1908	3,972.14
Amphitheater 040123-063023	224570	WH6241_0623	042.04.2023	10-101-000-52-5211-1904	255.00
DC Hist Museum 040123-063023	224570	WH6619_0623	042.04.2023	10-101-854-52-5211-0000	255.00
855 W Prairie Ave 040123-063023	224570	WH6661_0623	042.04.2023	10-101-856-52-5211-0000	255.00
Parks & Planning 040123-063023	224570	WH6921_0623	042.04.2023	10-101-000-52-5211-0000	255.00
Vendor Total:					5,095.47
00193 City of Wheaton					
Prairie Path Park 030723-040523	224700	0004420000_0423	044.04.2023	10-000-000-52-5264-000C	22.29
Hurley Park 030723-040523	224700	0021856000_0423	044.04.2023	10-000-000-52-5264-000C	22.29
Parks & Planning 030623-040423	224700	0029220000_0423	044.04.2023	10-101-000-52-5264-000C	160.46
W W Stevens Park 030623-040423	224700	0055220100_0423	044.04.2023	10-000-000-52-5264-000C	20.89
855 Prairie 030623-040423	224700	0310060201_0423	044.04.2023	10-000-856-52-5264-000C	129.48
Central Pk 030923-040423	224700	0366270000_0423	044.04.2023	10-000-000-52-5264-000C	22.29
Kelly Park/Edison 030823-040523	224700	0370840000_0423	044.04.2023	10-000-000-52-5264-000C	63.05
DC Hist Museum 030623-040423	224700	0396760000_0423	044.04.2023	10-000-000-52-5264-000C	35.20
DC Hist Museum 030623-040423	224700	0396760000_0423	044.04.2023	10-430-000-52-5264-000C	15.08
Northside Park 030623-040423	224700	0402460000_0423	044.04.2023	10-000-000-52-5264-000C	63.05
Memorial Park 030623-040423	224700	0417770200_0423	044.04.2023	10-000-000-52-5264-000C	95.66
Seven Gables Park 030723-040523	224700	0500620100_0423	044.04.2023	10-000-000-52-5264-000C	35.88
Scottsdale Park 030723-040523	224700	0551600000_0423	044.04.2023	10-000-000-52-5264-000C	20.89
Briar Patch Park 030723-040523	224700	0642091600_0423	044.04.2023	10-000-000-52-5264-000C	20.89
Briar Patch Park 030723-040523	224700	0642091700_0423	044.04.2023	10-000-000-52-5264-000C	35.88
Triangle Park 030623-040423	224700	0666060100_0423	044.04.2023	10-000-000-52-5264-000C	22.29
Hillside Park 030723-040523	224700	0670480200_0423	044.04.2023	10-000-000-52-5264-000C	20.89
Sunnyside Park 030723-040523	224700	0674020000_0423	044.04.2023	10-000-000-52-5264-000C	20.89
Hoffman Park 030623-040423	224700	0693200000_0423	044.04.2023	10-000-000-52-5264-000C	20.89
Briarknoll Park 030723-040523	224700	0922450100_0423	044.04.2023	10-000-000-52-5264-000C	20.89
Vendor Total:					869.13
00285 The Flag Lady Corporation					
Flags	224746	27292	044.04.2023	10-101-000-53-5310-000C	426.52
Vendor Total:					426.52
00335 W W Grainger Inc					
Plumbing Stock	224748	9666542981	044.04.2023	10-101-000-53-5311-0000	451.50
Plumbing Stock	224748	9667414578	044.04.2023	10-101-000-53-5311-0000	244.74
Vendor Total:					696.24
00386 Hagg Press Inc					
Superhero Fun Run 2023 Post Cards	224643	117525	043.04.2023	10-000-416-53-5346-1908	471.00
Vendor Total:					471.00
00387 Haggerty Ford					
PSC 50856 Equipment 1112	224715	11604	044.04.2023	10-101-000-53-5315-000C	66.88
Equipment 1152 PSC 50878	224715	11651	044.04.2023	10-101-000-53-5315-000C	36.85
Vendor Total:					103.73
00406 Commonwealth Edison					
Seven Gables 031423-041223	224627	8679428014_0423	043.04.2023	10-000-000-52-5260-000C	14.75
Vendor Total:					14.75
00417 Constellation NewEnergy Inc					

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Main Street Tennis Lighting 030923-040723	224629	0081092079_0423	043.04.2023	10-000-000-52-5260-000C	32.93
Parks & Planning 031523-041323	224704	1785163109_0423	044.04.2023	10-101-000-52-5260-000C	1,016.41
Overpass Bridge 031623-041423	224704	2115116037_0423	044.04.2023	10-000-000-52-5260-000C	57.11
Northside Park 031623-041423	224704	2423026020_0423	044.04.2023	10-000-000-52-5260-000C	76.75
C L Herrick Park 031723-041723	224704	6703043016_0423	044.04.2023	10-000-000-52-5260-000C	32.65
Northside Park 032323-042123	224771	7203024021_0423	051.05.2023	10-000-000-52-5260-000C	364.46
Briar Patch Park 031323-041123	224629	7671244006_0423	043.04.2023	10-000-000-52-5260-000C	28.92
Hurley Park 031423-041223	224629	7928415004_0423	043.04.2023	10-000-000-52-5260-000C	23.15
Northside Park 031623-041423	224704	8351597001_0423	044.04.2023	10-000-000-52-5260-000C	110.89
855 Prairie 031623-041423	224704	8603078055_0423	044.04.2023	10-000-856-52-5260-000C	621.64
Seven Gables Park 031423-041223	224629	8679427008_0423	043.04.2023	10-000-000-52-5260-000C	20.84
DC History Museum 030923-040723	224629	8843216006_0423	043.04.2023	10-000-000-52-5260-000C	507.04
DC History Museum 030923-040723	224629	8843216006_0423	043.04.2023	10-430-000-52-5260-000C	217.30
Memorial Park 030923-040723	224629	8843562003_0423	043.04.2023	10-000-000-52-5260-000C	23.14
Vendor Total:					3,133.23
00418 Conserv FS Inc.					
Seed Covering Turf Renovations	224703	6422498	044.04.2023	10-101-000-53-5333-000C	1,175.00
Vendor Total:					1,175.00
00615 MENARDS WEST CHICAGO					
Taylor Barn Supplies	224724	70025	044.04.2023	10-101-000-53-5314-000C	143.50
Supplies	224793	72318	051.05.2023	10-101-000-53-5314-000C	17.98
Vendor Total:					161.48
00680 Northern Illinois Gas Company					
855 Prairie 032023-041923	224730	0402035172_0423	044.04.2023	10-000-856-52-5261-000C	109.29
Parks & Planning 031423-041323	224730	0460407175_0423	044.04.2023	10-101-000-52-5261-000C	975.36
855 Prairie 032023-041923	224730	0693040819_0423	044.04.2023	10-000-856-52-5261-000C	96.99
855 Prairie 032023-041923	224730	0835554754_0423	044.04.2023	10-000-856-52-5261-000C	87.52
855 Prairie 032023-041923	224730	1366082885_0423	044.04.2023	10-000-856-52-5261-000C	81.35
855 Prairie 032023-041923	224730	5076137885_0423	044.04.2023	10-000-856-52-5261-000C	60.11
DC History Museum 031623-041723	224730	5389121000_0423	044.04.2023	10-000-000-52-5261-000C	236.82
DC History Museum 031623-041723	224730	5389121000_0423	044.04.2023	10-430-000-52-5261-000C	101.50
Vendor Total:					1,748.94
00825 Russo Hardware Inc					
PSC 50684 Equipment 1708	224741	SPI20179687	044.04.2023	10-101-000-53-5315-000C	32.94
Vendor Total:					32.94
00865 Sikich Capital Management LLP					
Retirement Plan Advisory for 457 Plan - Q1 202	224669	16228-2304	043.04.2023	10-000-000-52-5205-000C	1,500.00
Vendor Total:					1,500.00
01003 Vermeer Illinois Inc.					
Grommet	224810	PK1751	051.05.2023	10-101-000-53-5315-000C	17.09
Vendor Total:					17.09
01023 Waste Management of Illinois Inc					
Parks & Planning 030123-033123	224613	207653823005_0323	042.04.2023	10-101-000-52-5263-000C	778.20
Vendor Total:					778.20
01043 Wheaton Sanitary District					
DC Hist Museum 030623-040423	224814	020785000_0423	051.05.2023	10-430-000-52-5264-000C	7.58
DC Hist Museum 030623-040423	224814	020785000_0423	051.05.2023	10-000-000-52-5264-000C	17.67
Seven Gables Park 030723-040523	224814	022415000_0423	051.05.2023	10-000-000-52-5264-000C	13.00
Manchester Park 030623-040423	224814	026101000_0423	051.05.2023	10-000-000-52-5264-000C	13.00

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Parks & Planning 030623-040423	224814	027991000_0423	051.05.2023	10-101-000-52-5264-000C	53.84
Northside Park 030623-040423	224814	037067000_0423	051.05.2023	10-000-000-52-5264-000C	17.08
Prairie Path Park 030723-040523	224814	037561000_0423	051.05.2023	10-000-000-52-5264-000C	13.00
855 Prairie 030623-040423	224814	041834000_0423	051.05.2023	10-000-856-52-5264-000C	70.18
Vendor Total:					205.35
02243 Holsteins Garage					
Equipment T2601 & T-184	224586	2648	042.04.2023	10-101-000-52-5210-000C	80.00
Vendor Total:					80.00
02412 Milton Township					
CERT Donation Letter - Superhero Fun Run 202	224726	041823	044.04.2023	10-000-416-52-5241-1908	500.00
Vendor Total:					500.00
02651 Topcon Solutions Inc.					
Wood Stakes	224808	INV236366	051.05.2023	10-101-000-53-5314-000C	57.00
Vendor Total:					57.00
02721 Hotsy of Chicago					
Machinery Supplies	224646	79367	043.04.2023	10-101-000-53-5315-000C	129.44
Vendor Total:					129.44
02796 NAPA					
Oil	224597	5736-689600	042.04.2023	10-101-000-53-5315-000C	10.49
Oil Seal	224597	5736-689648	042.04.2023	10-101-000-53-5315-000C	43.88
Front Brake Pad	224597	5736-689780	042.04.2023	10-101-000-53-5315-000C	40.99
Parts	224597	5736-690210	042.04.2023	10-101-000-53-5315-000C	111.96
Blister Pack Capsules	224597	5736-690217	042.04.2023	10-101-000-53-5315-000C	34.99
Stock Filters	224597	5736-690361	042.04.2023	10-101-000-53-5315-000C	13.64
Parts	224597	5736-690406	042.04.2023	10-101-000-53-5315-000C	26.62
Parts	224597	5736-690467	042.04.2023	10-101-000-53-5315-000C	6.54
Spark Plugs	224597	5736-690660	042.04.2023	10-101-000-53-5315-000C	13.92
Spark Plug Stock	224597	5736-690998	042.04.2023	10-101-000-53-5315-000C	7.30
Bolt	224597	5736-691228	042.04.2023	10-101-000-53-5315-000C	4.99
Stock Filter	224597	5736-691237	042.04.2023	10-101-000-53-5315-000C	9.67
Parts	224597	5736-691446	042.04.2023	10-101-000-53-5315-000C	3.87
Parts	224597	5736-691447	042.04.2023	10-101-000-53-5315-000C	15.48
Parts	224597	5736-692511	042.04.2023	10-101-000-53-5315-000C	8.02
Parts	224597	5736-693008	042.04.2023	10-101-000-53-5315-000C	82.49
Fuel Filter	224597	5736-693846	042.04.2023	10-101-000-53-5315-000C	13.64
Oil Drain Plug Gasket	224597	5736-694065	042.04.2023	10-101-000-53-5315-000C	0.19
Vendor Total:					448.68
03085 Nalco US 2 INC					
DHM Balance Due First Qtr Water Treatment	224596	2694336-1	042.04.2023	10-101-854-52-5211-0000	9.00
Service Exchanger	224728	2715661	044.04.2023	10-101-854-52-5211-0000	744.10
DHM Quarterly Water Treatment	224596	2717611	042.04.2023	10-101-854-52-5211-0000	121.50
Vendor Total:					874.60
03209 Sunbelt Rentals Inc.					
Equipment 1709 Genie Outrigger	224805	136346772-0001	051.05.2023	10-101-000-53-5315-000C	25.49
Vendor Total:					25.49
03355 First Illinois Systems Inc.					
Pest Control April 2023	224579	33990	042.04.2023	10-430-000-52-5210-000C	110.00

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					110.00
03405 Advantage Auto Leasing Inc.					
PSC 50856 Equipment 1112	224684	88974	044.04.2023	10-101-000-53-5315-000C	83.36
Vendor Total:					83.36
03481 Tressler LLP					
Services through 03/31/23	224675	463795	043.04.2023	10-000-000-52-5207-000C	1,283.34
Vendor Total:					1,283.34
03754 Comcast Cable					
DC History Museum 042223-052123	224701	87712040736543_05	044.04.2023	10-000-000-52-5262-000C	106.26
Prairie 040523-050423	224769	87712047035906_05	051.05.2023	10-000-856-52-5262-000C	258.85
Parks Services 041723-051623	224626	87712047526761_05	043.04.2023	10-101-000-52-5262-000C	116.85
Vendor Total:					481.96
03819 Emerson Elementary School PTA					
PTA Fundraiser/Promo for Fun Run	224777	042623	051.05.2023	10-000-416-52-5241-1908	10.00
Vendor Total:					10.00
04109 Power Up Batteries LLC.					
Inv# P60807554	224599	P60807554	042.04.2023	10-101-000-53-5315-000C	55.37
PSC-51021 Battery	224799	P61836529	051.05.2023	10-101-000-53-5315-000C	269.90
Truck 1107 Battery PSC-51033	224799	P61881508	051.05.2023	10-101-000-53-5315-000C	144.28
Vendor Total:					469.55
04267 Martin Whalen Group Inc					
Prairie - HR 042823-052723	224722	70550_0523	044.04.2023	10-418-000-52-5211-0000	12.31
Prairie - Payroll 042823-052723	224722	70562_0523	044.04.2023	10-419-000-52-5211-0000	19.90
Prairie-Finance 042823-052723	224722	76404_0523	044.04.2023	10-419-000-52-5211-0000	46.79
Museum 042823-052723	224722	MW82277_0523	044.04.2023	10-000-000-52-5211-0000	51.77
Parks 042823-052723	224722	MW82522_0523	044.04.2023	10-101-000-52-5211-0000	139.62
Prairie 042823-052723	224722	MW82571_0523	044.04.2023	10-000-856-52-5211-0000	93.43
Vendor Total:					363.82
04296 Culligan DuPage Soft Water Service Inc					
Drinking Water March 2023	224573	261974_0323W	042.04.2023	10-000-856-53-5302-000C	55.92
Drinking Water March 2023	224573	262006_0323W	042.04.2023	10-000-856-53-5302-000C	48.93
Water Cooler Rental April 2023	224573	262006_0423R	042.04.2023	10-000-856-52-5220-000C	6.00
Vendor Total:					110.85
04813 Podkowa, Michelle					
Mileage Reimbursement 022323-042023	224736	041023	044.04.2023	10-430-000-54-5422-000C	22.10
Vendor Total:					22.10
04869 BlueTarp Financial Inc					
Pressure Washer	224693	52000122	044.04.2023	10-101-000-53-5306-000C	5,034.99
Vendor Total:					5,034.99
04875 Elliott Auto Supply Co Inc.					
Parts	224708	50-4483939	044.04.2023	10-101-000-53-5315-000C	269.99
Custom Cleaning Supplies	224776	60-379753	051.05.2023	10-101-000-53-5316-000C	115.20
Vendor Total:					385.19
04888 Feece Oil Company					
500 Gallons of Regular Gasoline	224780	3967336	051.05.2023	10-101-000-53-5348-000C	1,687.72

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

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
127	Gallons of Diesel Fuel	224780	3969630	051.05.2023	10-101-000-53-5348-000C	352.95
600	Gallons of Regular Gasoline	224780	3969631	051.05.2023	10-101-000-53-5348-000C	2,004.87
217	Gallons of Diesel Fuel	224780	3971816	051.05.2023	10-101-000-53-5348-000C	568.55
456	Gallons of Regular Gasoline	224780	3971817	051.05.2023	10-101-000-53-5348-000C	1,501.36
Vendor Total:						6,115.45
04895	Quadient Leasing USA Inc.					
Postage Lease		224800	N9903092	051.05.2023	10-000-856-52-5220-000C	488.55
Vendor Total:						488.55
04896	Quadient Finance USA Inc.					
Funded Postage Machine 03.29.23 79000440366	224740	0031227753	044.04.2023	10-000-000-53-5304-000C		1,000.00
Funded Postage Machine 04.18.23 79000440366	224740	031227753	044.04.2023	10-000-000-53-5304-000C		1,000.00
Reversal of Late Fee 11.18.22 79000440366596	224740	110750019	044.04.2023	10-000-000-53-5304-000C		-39.00
Reversal of Fin Chg 11.20.22 790004403665967	224740	110760018	044.04.2023	10-000-000-53-5304-000C		-14.85
Reversal of Fin Chg 12.21.22 790004403665967	224740	110770017	044.04.2023	10-000-000-53-5304-000C		-8.22
Reversal of Late Fee 01.18.23 79000440366596	224740	110800012	044.04.2023	10-000-000-53-5304-000C		-39.00
Ink Cartridges for Postage Machine 7900044036	224740	INV16974029	044.04.2023	10-000-000-53-5304-000C		281.20
Vendor Total:						2,180.13
05162	Hines Building Supply - US LBM LLC					
Supplies		224585	5151332	042.04.2023	10-101-000-53-5314-000C	245.95
Vendor Total:						245.95
05733	Steiner Electric Company					
Stock		224744	S007346023.001	044.04.2023	10-101-000-53-5312-000C	63.20
Vendor Total:						63.20
05958	Service Lighting & Electrical Supplies					
Stock Bulbs		224804	W03601335	051.05.2023	10-101-000-53-5312-000C	583.31
Vendor Total:						583.31
05995	Showalter Roofing Service Inc					
PSC Roof Repair		224743	44643	044.04.2023	10-101-000-53-5310-000C	545.00
Vendor Total:						545.00
06181	Rapsys Incorporated					
Goose Patrol April 2023		224601	17580	042.04.2023	10-101-000-52-5211-0000	1,080.00
Vendor Total:						1,080.00
06250	LRS Holdings LLC					
Parks&Planning 050123-053123		224792	47783.4 PSC_0523	051.05.2023	10-101-000-52-5263-000C	37.59
Vendor Total:						37.59
06509	Edison Middle School PTA					
PTA Fundraiser/Promo for Fun Run		224775	042623	051.05.2023	10-000-416-52-5241-1908	5.00
Vendor Total:						5.00
06539	Runco Office Supply & Equipment Co					
Inv# 902856 Supplies		224801	902856-0	051.05.2023	10-000-856-53-5302-000C	34.31
Inv# 903028 Supplies		224801	903028-0	051.05.2023	10-000-856-53-5302-000C	30.07
Vendor Total:						64.38
06542	Peerless Network Inc					
Admin 031523-051423		224796	21618	051.05.2023	10-000-000-52-5262-000C	245.63

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					245.63
06674 Lingo Communications LLC					
Parks 040423-050323	224590	960579_0523	042.04.2023	10-101-000-52-5262-000C	288.40
HR 040423-050323	224590	960579_0523	042.04.2023	10-418-000-52-5262-000C	144.25
Finance 040423-050323	224590	960579_0523	042.04.2023	10-419-000-52-5262-000C	144.25
Vendor Total:					576.90
06722 Janik, Mary					
Mileage Reimbursement 022823-042523	224790	042423	051.05.2023	10-419-000-54-5422-000C	47.16
Vendor Total:					47.16
06726 Dearborn Life Insurance Company					
Voluntary Life Insurance May 2023	224773	050123-1	051.05.2023	10-000-000-21-2130-000C	971.11
Vendor Total:					971.11
06879 Vanguard Archives LLC					
Document Shredding	224677	262570	043.04.2023	10-419-000-52-5210-000C	487.50
Vendor Total:					487.50
06985 Floods Royal Flush Inc.					
Portable Units Fun Run 2023	224710	I22726	044.04.2023	10-000-416-52-5241-1908	465.00
Portable Unit - Central Park Pickle Ball	224580	I23461	042.04.2023	10-101-000-52-5211-0000	204.00
Portable Unit - Rathje Park	224580	I23557	042.04.2023	10-101-000-52-5211-0000	204.00
Portable Unit - Kelly Park	224580	I23561	042.04.2023	10-101-000-52-5211-0000	204.00
Portable Unit Sensory Garden	224710	I23865	044.04.2023	10-101-000-52-5211-0000	204.00
Vendor Total:					1,281.00
07167 Cali, Lauren					
Mileage Reimbursement 3-6-23-4-21-23	224696	042123	044.04.2023	10-000-415-54-5422-000C	61.05
Vendor Total:					61.05
07243 Uhrich, Bradley					
Reissue PR #22761 9/24/2021 for Urich	224676	041723	043.04.2023	10-000-000-25-2581-000C	437.44
Vendor Total:					437.44
07251 Colliflower					
PSC-50179 Fitting	224768	01995386	051.05.2023	10-101-000-53-5315-000C	8.56
Vendor Total:					8.56
Fund Total:					45,704.31
20 Recreation					
00042 Anderson Elevator Co.					
CC Monthly Elevator Maintenance	224559	INV-71032-Q2L0	042.04.2023	20-101-220-52-5211-0000	194.00
CAC Monthly Elevator Maintenance	224559	INV-71033-C8K4	042.04.2023	20-101-225-52-5211-0000	200.00
CAC Elevator Repair	224758	INV-71226-C5F2	051.05.2023	20-101-225-52-5210-000C	423.75
Vendor Total:					817.75
00043 Anderson Pest Solutions					
Pest Control Services	224689	36296078	044.04.2023	20-101-220-52-5210-000C	135.00
Pest Control Services (Less Sales Tax)	224689	36296088	044.04.2023	20-101-220-52-5210-000C	390.00
Vendor Total:					525.00
00057 Armbrust Plumbing & Air Conditioning Inc.					
PPFC	224691	56641974	044.04.2023	20-101-220-52-5210-000C	1,823.61

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									1,823.61
00068	AT&T Mobility								
	251-7369 Max Y 031823-041723	224759	877051597_0423	051.05.2023	20-222-232-52-5265-000C				49.01
	232-9894 Hot Spot 2 PPFC 031823-041723	224759	877051597_0423	051.05.2023	20-350-302-52-5265-000C				43.23
	Accounts Receivable 031823-041723	224759	877051597_0423	051.05.2023	20-000-000-12-1226-000C				250.00
	234-1813 Chad S 031823-041723	224759	877051597_0423	051.05.2023	20-000-200-52-5265-000C				110.24
	251-7649 Recreation Tablet 22 031823-041723	224759	877051597_0423	051.05.2023	20-000-200-52-5265-000C				23.24
	346-5702 M. Wrobel 031822-041723	224759	877051597_0423	051.05.2023	20-000-205-52-5265-000C				49.01
	605-1287 Athletics 031823-041723	224759	877051597_0423	051.05.2023	20-000-205-52-5265-000C				49.01
	945-7926 Critter Camp 031823-041723	224759	877051597_0423	051.05.2023	20-000-112-52-5265-0000				5.54
	945-7927 Curiosity Camp 031823-041723	224759	877051597_0423	051.05.2023	20-000-112-52-5265-0000				5.54
	945-7928 Camp Wild Ones 031823-041723	224759	877051597_0423	051.05.2023	20-000-112-52-5265-0000				5.54
	536-4138 V. Beyer 031823-041723	224759	877051597_0423	051.05.2023	20-000-200-52-5265-000C				74.26
	232-9893 Hot Spot 3 Athletics 031823-041723	224759	877051597_0423	051.05.2023	20-000-205-52-5265-000C				43.23
	251-0735 Vickie P 031823-041723	224759	877051597_0423	051.05.2023	20-000-304-52-5265-000C				49.01
	624-3574 D. Novak 031823-041723	224759	877051597_0423	051.05.2023	20-000-205-52-5265-000C				49.01
	414-0027 M. Wilhelmi 031823-041723	224759	877051597_0423	051.05.2023	20-000-415-52-5265-000C				74.26
	885-4579 D. Shee 031823-041723	224759	877051597_0423	051.05.2023	20-101-000-52-5265-000C				49.00
	768-2406 WPD Wagner 031823-041723	224759	877051597_0423	051.05.2023	20-101-220-52-5265-000C				74.25
	885-4684 W. Russell 031823-041723	224759	877051597_0423	051.05.2023	20-222-232-52-5265-000C				49.00
	346-9428 J. Martinson 031823-041723	224759	877051597_0423	051.05.2023	20-220-207-52-5265-000C				49.01
	281-0870 A. Lewandowski 031823-041723	224759	877051597_0423	051.05.2023	20-000-205-52-5265-000C				49.01
Vendor Total:									1,150.40
00192	City of Wheaton								
	March Board Meeting	224699	511908	044.04.2023	20-000-000-54-5401-000C				103.34
	Rathje Park 040123-063023	224570	WH6225_0623	042.04.2023	20-101-000-52-5211-0000				255.00
	Zamboni Storage 040123-063023	224570	WH6226_0623	042.04.2023	20-101-225-52-5211-0000				255.00
	Northside Pool 040123-063023	224570	WH6460_0623	042.04.2023	20-222-231-52-5210-000C				255.00
	Toohey Park 040123-063023	224570	WH6609_0623	042.04.2023	20-101-000-52-5211-0000				255.00
	Clocktower Commons 040123-063023	224570	WH6653_0623	042.04.2023	20-101-303-52-5211-0000				255.00
	Community Ctr 040123-063023	224570	WH6745_0623	042.04.2023	20-101-220-52-5211-0000				255.00
	Central Athletic 040123-063023	224570	WH6948_0623	042.04.2023	20-101-225-52-5211-0000				255.00
	Lincoln Marsh 040123-063023	224570	WH6979_0623	042.04.2023	20-101-112-52-5211-0000				255.00
Vendor Total:									2,143.34
00193	City of Wheaton								
	Rathje Park 030723-040523	224700	0007650000_0423	044.04.2023	20-000-000-52-5264-000C				22.29
	Graf Park/Monroe 030623-040423	224700	0034005200_0423	044.04.2023	20-000-000-52-5264-000C				20.89
	Graf Pk/Monroe 030623-040423	224700	0034005300_0423	044.04.2023	20-000-000-52-5264-000C				63.05
	Northside Pool 030623-040423	224700	0052890000_0423	044.04.2023	20-222-231-52-5264-000C				95.10
	Northside Pool 030623-040423	224700	0052890100_0423	044.04.2023	20-222-231-52-5264-000C				181.96
	Boy Scout Cabin 030623-040423	224700	0052910000_0423	044.04.2023	20-000-000-52-5264-000C				22.29
	Toohey Park 030723-040523	224700	0212470900_0423	044.04.2023	20-000-000-52-5264-000C				102.25
	Atten Park 030723-040523	224700	0280800000_0423	044.04.2023	20-000-000-52-5264-000C				20.89
	Atten Park 030723-040523	224700	0280840800_0423	044.04.2023	20-000-000-52-5264-000C				170.36
	Central Athletic Complex 030623-040423	224700	0366180000_0423	044.04.2023	20-220-225-52-5264-000C				51.90
	Central Athletic Complex 030623-040423	224700	0366190000_0423	044.04.2023	20-220-225-52-5264-000C				171.76
	Clocktower Commons 030623-040423	224700	0367030000_0423	044.04.2023	20-350-303-52-5264-000C				63.05
	Zamboni Storage 030623-040423	224700	0375250000_0423	044.04.2023	20-220-225-52-5264-000C				63.05
	Mary Lubko Center 030623-040423	224700	0417780000_0423	044.04.2023	20-000-304-52-5264-000C				77.45
	Community Center 030723-040523	224700	0443170000_0423	044.04.2023	20-224-220-52-5264-000C				827.66
	Rice Pool 030723-040523	224700	0443170100_0423	044.04.2023	20-222-232-52-5264-000C				13.10
	Rice Pool 030723-040523	224700	0443170200_0423	044.04.2023	20-222-232-52-5264-000C				94.26
Vendor Total:									2,061.31

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

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
00248	DuPage County Health Dept.					
	Food Permit for Clocktower	224576	IN0059542	042.04.2023	20-350-303-54-5429-000C	279.00
	Annual Spa Permit Acct #AR0001530	224633	IN0060368	043.04.2023	20-101-220-52-5210-000C	1,178.00
Vendor Total:						1,457.00
00285	The Flag Lady Corporation					
	Flags for the Pools	224609	27289	042.04.2023	20-222-232-53-5302-000C	1,222.80
	Flags	224746	27292	044.04.2023	20-224-220-53-5302-000C	1,000.00
Vendor Total:						2,222.80
00335	W W Grainger Inc					
	Supplies	224678	9656887586	043.04.2023	20-101-232-53-5302-000C	93.43
	Paint Respirator Mask	224748	9676237135	044.04.2023	20-101-231-53-5347-000C	357.10
	Paint Supplies Rice Pool	224812	9680612091	051.05.2023	20-101-232-53-5347-000C	106.96
Vendor Total:						557.49
00386	Hagg Press Inc					
	Spring MLC News	224583	117427	042.04.2023	20-000-304-52-5235-000C	1,992.37
Vendor Total:						1,992.37
00389	Lynette Havelka					
	Mileage Reimbursement for March 2023	224591	033123	042.04.2023	20-224-220-54-5422-000C	27.51
Vendor Total:						27.51
00391	HALOGEN SUPPLY COMPANY					
	Water Testing Chemicals	224584	00593984	042.04.2023	20-101-231-53-5335-000C	703.30
	Water Testing Chemicals	224584	00593984	042.04.2023	20-101-232-53-5335-000C	1,054.94
	Pool Coating	224716	00594302	044.04.2023	20-101-231-53-5347-000C	6,122.40
	DPD Powder	224716	00594472	044.04.2023	20-101-232-53-5335-000C	161.56
	Depth Markers	224716	00594717	044.04.2023	20-101-232-53-5302-000C	49.86
Vendor Total:						8,092.06
00406	Commonwealth Edison					
	Lincoln Ave 031623-041423	224702	8435664018_0423	044.04.2023	20-000-112-52-5260-0000	91.75
Vendor Total:						91.75
00417	Constellation NewEnergy Inc					
	Seven Gables Barn 032923-042723	224771	0220031032_0423	051.05.2023	20-000-000-52-5260-000C	33.05
	Community Center 031323-041123	224629	0534243000_0423	043.04.2023	20-224-220-52-5260-000C	8,641.00
	Rice Pool 031323-041123	224629	0534243000_0423	043.04.2023	20-222-232-52-5260-000C	2,880.33
	Atten Park 031323-041123	224629	0788335008_0423	043.04.2023	20-000-000-52-5260-000C	788.29
	Graf Park/Monroe 031323-041123	224629	0788340009_0423	043.04.2023	20-000-000-52-5260-000C	1,254.87
	Zamboni Storage 030223-033123	224629	1110160150-0323	043.04.2023	20-220-225-52-5260-000C	182.03
	Graf Park/Monroe 031323-041123	224629	1371090088_0423	043.04.2023	20-000-000-52-5260-000C	148.17
	Central Athletic Complex 031023-041023	224629	6219071053_0423	043.04.2023	20-220-225-52-5260-000C	2,204.70
	Toohey Park 031423-041223	224629	6414387023_0423	043.04.2023	20-000-000-52-5260-000C	229.59
	Clocktower Commons 031023-041023	224629	7123061000_0423	043.04.2023	20-350-303-52-5260-000C	296.04
	Rathje Park 031523-041323	224771	7592636002_0423	051.05.2023	20-000-000-52-5260-000C	84.93
	Northside Shelter 031623-041423	224704	8351586008_0423	044.04.2023	20-000-000-52-5260-000C	51.30
	Girl Scout Cabin 031623-041423	224704	8351594000_0423	044.04.2023	20-000-000-52-5260-000C	35.92
	Northside Pool 031623-041423	224771	8351595007_0423	051.05.2023	20-222-231-52-5260-000C	152.22
	Boy Scout Cabin 031623-041423	224704	8351596004_0423	044.04.2023	20-000-000-52-5260-000C	35.28
	Mary Lubko Center 030923-040723	224629	8843417003_0423	043.04.2023	20-000-304-52-5260-000C	378.57
Vendor Total:						17,396.29
00453	ILLINOIS AMERICAN WATER CO.					
	Lincoln Marsh 031423-041323	224647	1025211695604_042	043.04.2023	20-000-112-52-5264-0000	23.64

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					23.64
00475 Constellation Newenergy Gas Division LLC					
Rice Pool 030123-033123	224770	7718490000_0323	051.05.2023	20-222-232-52-5261-0000	807.38
Community Center 030123-033123	224770	7718490000_0323	051.05.2023	20-224-220-52-5261-0000	2,422.13
Vendor Total:					3,229.51
00525 Kirhofers Sports Inc					
Travel Basketball Jerseys	224718	55631	044.04.2023	20-220-204-53-5301-4445	7,337.00
Vendor Total:					7,337.00
00615 MENARDS WEST CHICAGO					
LM Signs	224652	71050	043.04.2023	20-000-112-53-5302-0000	239.46
Vendor Total:					239.46
00623 Midwest Service & Installation Inc					
Clean and Inspect Equipment	224653	156580	043.04.2023	20-350-302-53-5306-0000	840.00
Repair	224725	156818	044.04.2023	20-350-302-53-5306-0000	405.20
Vendor Total:					1,245.20
00680 Northern Illinois Gas Company					
Central Athletic Complex 031623-041723	224730	1750636993_0423	044.04.2023	20-220-225-52-5261-0000	1,227.02
Northside Pool 031623-041723	224730	17609584622_0423	044.04.2023	20-222-231-52-5261-0000	380.81
Rathje Park 031423-041323	224730	1812901000_0423	044.04.2023	20-000-000-52-5261-0000	113.01
Community Center 031323-041223	224730	2245590000_0423	044.04.2023	20-224-220-52-5261-0000	248.82
Northside Pool 031623-041723	224730	3774221000_0423	044.04.2023	20-222-231-52-5261-0000	153.77
Toohey Park 031323-041223	224730	4163602345_0423	044.04.2023	20-000-000-52-5261-0000	350.52
Zamboni Storage 031623-041723	224730	4910440592_0423	044.04.2023	20-220-225-52-5261-0000	54.29
Mary Lubko Center 031623-041723	224730	4920221000_0423	044.04.2023	20-000-304-52-5261-0000	171.30
Memorial Park Bandshell 031623-041723	224730	81577915226_0423	044.04.2023	20-000-000-52-5261-0000	98.03
Vendor Total:					2,797.57
00742 Pepsi Beverages Company					
Soda Order for Clocktower	224598	51108456	042.04.2023	20-350-303-53-5383-0000	866.22
Vendor Total:					866.22
00748 PIONEER MANUFACTURING CO INC					
Paint for Fields	224735	INV878579	044.04.2023	20-101-000-53-5349-0000	2,857.13
Paint Stick	224735	INV878641	044.04.2023	20-101-000-53-5349-0000	147.20
Vendor Total:					3,004.33
00858 Sherwin-Williams					
NS Pool Paint	224606	4137-5	042.04.2023	20-101-231-53-5347-0000	813.06
Vendor Total:					813.06
00859 Shining Star Productions					
Acting Classes 020723-032123	224668	033123	043.04.2023	20-220-202-52-5280-2256	1,173.00
Vendor Total:					1,173.00
01023 Waste Management of Illinois Inc					
Community Center 040123-043023	224613	12272113008_0423	042.04.2023	20-224-220-52-5263-0000	286.80
Rice Pool 040123-043023	224613	12272113008_0423	042.04.2023	20-222-232-52-5263-0000	80.89
Manchester Park 030123-033123	224613	207653823005_0323	042.04.2023	20-000-000-52-5263-0000	778.19
Vendor Total:					1,145.88
01035 West Chicago Park District					

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Wheaton United Indoor Practice Rental	224750	710670	044.04.2023	20-220-204-52-5280-4457	23,220.00
								Vendor Total:	23,220.00
01043	Wheaton Sanitary District								
	Mary Lubko Center 030623-040423	224814	020309000_0423	051.05.2023	20-000-304-52-5264-000C				25.25
	Clocktower Commons 030623-040423	224814	021723000_0423	051.05.2023	20-350-303-52-5264-000C				17.08
	Northside Pool 030623-040423	224814	023365000_0423	051.05.2023	20-222-231-52-5264-000C				66.10
	Northside Pool 030623-040423	224814	023367000_0423	051.05.2023	20-222-231-52-5264-000C				25.25
	Rathje Park 030723-040523	224814	028831000_0423	051.05.2023	20-000-000-52-5264-000C				17.08
	Toohey Park 030723-040523	224814	032977000_0423	051.05.2023	20-000-000-52-5264-000C				49.08
	Central Athletic Complex 030623-040423	224814	043486000_0423	051.05.2023	20-220-225-52-5264-000C				17.08
	Central Athletic Gym 030623-040423	224814	043487000_0423	051.05.2023	20-220-225-52-5264-000C				41.59
	Lincoln Marsh Fountain 031323-041323	224814	045786000_0423	051.05.2023	20-000-112-52-5264-000C				13.00
	Boy Scout Cabin 030623-040423	224814	045957000_0423	051.05.2023	20-000-000-52-5264-000C				13.00
	Zamboni Storage 030623-040423	224814	049517000_0423	051.05.2023	20-220-225-52-5264-000C				13.00
								Vendor Total:	297.51
01081	YOUNG REMBRANDTS								
	Art Classes 010723-012823	224753	2066	044.04.2023	20-220-201-52-5280-1130				600.00
	Art Classes 020423-022523	224753	2067	044.04.2023	20-220-201-52-5280-1130				800.00
								Vendor Total:	1,400.00
01232	Experiential Systems Inc								
	2023 Challenge Course Inspection	224637	INV-002469	043.04.2023	20-220-112-52-5280-6618				1,838.50
								Vendor Total:	1,838.50
02307	J & D Enterprises								
	Graf Park Bleacher Inspection	224789	0902242533	051.05.2023	20-101-000-52-5210-000C				200.00
								Vendor Total:	200.00
02460	IWM Corporation								
	CC Monthly Water Treatment	224588	23601	042.04.2023	20-101-220-52-5211-0000				415.00
	CC Water Treatment May 2023	224788	23708	051.05.2023	20-101-220-52-5211-0000				415.00
								Vendor Total:	830.00
02505	Village of Lisle								
	Lucent Park 022823-031723	224811	124473002_0323	051.05.2023	20-000-000-52-5264-000C				21.09
								Vendor Total:	21.09
03163	Advanced Turf Solutions								
	Field Supplies	224617	SO1076599	043.04.2023	20-101-000-53-5349-000C				3,080.00
								Vendor Total:	3,080.00
03481	Tressler LLP								
	Services through 03/31/23	224675	463795	043.04.2023	20-000-000-52-5207-000C				1,283.33
								Vendor Total:	1,283.33
03719	National Engravers Inc								
	Create Discover Play Badges	224655	99609	043.04.2023	20-350-302-53-5302-000C				174.25
								Vendor Total:	174.25
03754	Comcast Cable								
	Community Center 050123-053123	224769	87712004762650_05	051.05.2023	20-224-220-52-5262-000C				4.22
	Admin IP Services 042623-052523	224769	87712047315272_05	051.05.2023	20-224-220-52-5262-000C				159.31
	Central Athletic Center 041623-051523	224626	87712047361631_05	043.04.2023	20-101-225-52-5262-000C				121.85
	Mary Lubko Center 041923-051823	224701	87712047526787_05	044.04.2023	20-000-304-52-5262-000C				116.85

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Lincoln Marsh 041823-051723	224701	87712047527272_05	044.04.2023	20-000-112-52-5262-0000	116.85
				Clocktower Commons 041123-051023	224626	87712047624798_05	043.04.2023	20-350-303-52-5262-0000	116.85
				Northside Pool 041123-051023	224626	87712047626371_05	043.04.2023	20-222-231-52-5262-0000	116.85
				Central Athletic Complex 041123-051023	224626	87712047708096_05	043.04.2023	20-220-225-52-5262-0000	248.85
Vendor Total:									1,001.63
04267	Martin Whalen Group Inc								
				Community Center - Front Desk 042823-052723	224722	70547_0523	044.04.2023	20-224-220-52-5211-0000	27.77
				Community Center 042823-052723	224722	72100_0523	044.04.2023	20-224-220-52-5211-0000	20.85
				Rice Pool 042823-052723	224722	77847_0523	044.04.2023	20-222-232-52-5211-0000	8.48
				Northside Pool 042823-052723	224722	79033_0523	044.04.2023	20-222-231-52-5211-0000	4.84
				Parks Plus 042823-052723	224722	86351_0523	044.04.2023	20-350-302-52-5211-0000	16.80
				Prairie - Marketing 042823-052723	224722	MW81543_0523	044.04.2023	20-000-415-52-5211-0000	470.22
				Mary Lubko Center 042823-052723	224722	MW81956_0523	044.04.2023	20-000-304-52-5211-0000	19.37
				Lincoln Marsh 042823-052723	224722	MW81957_0523	044.04.2023	20-000-112-52-5211-0000	108.70
				Community Center 042823-052723	224722	MW82133_0523	044.04.2023	20-224-220-52-5211-0000	148.92
				Community Center 042823-052723	224722	MW82278_0523	044.04.2023	20-000-000-52-5211-0000	89.72
Vendor Total:									915.67
04296	Culligan DuPage Soft Water Service Inc								
				Drinking Water March 2023	224573	261966_0323W	042.04.2023	20-224-220-53-5302-0000	69.42
				Water Cooler Rental April 2023	224573	261966_0423R	042.04.2023	20-224-220-52-5220-0000	12.00
				Drinking Water March 2023	224573	261982_0323W	042.04.2023	20-000-304-53-5302-0000	13.49
				Water Cooler Rental April 2023	224573	261982_0423R	042.04.2023	20-000-304-52-5220-0000	6.00
				Drinking Water Adjustment Dec 2022 Ref 16176	224573	261982_1222A	042.04.2023	20-000-304-53-5302-0000	-9.00
				Water Cooler Rental April 2023	224573	261990_0423R	042.04.2023	20-000-112-52-5220-0000	6.00
Vendor Total:									97.91
04857	Official Finders, LLC								
				Inv# 14529 040623-040823	224731	14529	044.04.2023	20-221-223-52-5281-0000	675.00
				Wheaton Warriors 041223-041523	224731	14635	044.04.2023	20-221-223-52-5281-0000	450.00
				Wheaton Wildcats 041423	224731	14675	044.04.2023	20-221-223-52-5281-0000	75.00
				Inv# 14809 041923-042223	224731	14809	044.04.2023	20-221-223-52-5281-0000	655.00
				Inv# 14810	224795	14810	051.05.2023	20-221-223-52-5281-0000	1,667.50
Vendor Total:									3,522.50
04895	Quadient Leasing USA Inc.								
				Postage Lease	224800	N9903092	051.05.2023	20-000-000-52-5220-0000	244.26
				Postage Lease	224800	N9903092	051.05.2023	20-224-220-52-5220-0000	244.26
Vendor Total:									488.52
05010	McCloud, Elias								
				Reimbursement USSF Coaching License & IYS, 224593		391628	042.04.2023	20-220-204-52-5280-4457	195.50
				United Boys Asst Coach Payment #1	224723	Payment# 1	044.04.2023	20-220-204-52-5280-4457	1,666.67
Vendor Total:									1,862.17
05220	EVP Academies LLC								
				Volleyball Classes - March 2023	224636	2342	043.04.2023	20-220-203-52-5280-3305	2,453.22
				Volleyball Classes 04/04/23	224779	2346	051.05.2023	20-220-203-52-5280-3305	3,267.00
Vendor Total:									5,720.22
05234	The Perfect Swing Inc.								
				Spring Baseball Shirts	224611	8015	042.04.2023	20-221-223-53-5306-0000	535.00
Vendor Total:									535.00
05264	RJSisson Inc								
				Music Together Class	224603	1276	042.04.2023	20-220-207-52-5280-7740	9,957.56

Fund **Description**
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Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						9,957.56
05540	Performance Chemical & Supply					
Soap		224734	288831	044.04.2023	20-101-220-53-5316-000C	1,547.68
Laundry Detergent		224734	288831	044.04.2023	20-350-302-53-5316-000C	257.31
Blades for Scrubber		224798	288925	051.05.2023	20-101-220-53-5316-000C	190.36
Service on Battery Scrubber		224798	289061	051.05.2023	20-101-220-52-5210-000C	80.00
Vendor Total:						2,075.35
06250	LRS Holdings LLC					
Community Center 050123-053123		224792	47783.3CC_0523	051.05.2023	20-224-220-52-5263-000C	204.87
Rice Pool 050123-053123		224792	47783.3CC_0523	051.05.2023	20-222-232-52-5263-000C	57.78
Manchester Park 050123-053123		224792	47783.4 PSC_0523	051.05.2023	20-000-000-52-5263-000C	37.60
Vendor Total:						300.25
06297	Leonard, Daniel					
WN Wrestling Club 2022-2023		224650	041123	043.04.2023	20-220-203-52-5280-3358	3,781.80
Vendor Total:						3,781.80
06339	Anthem Sports LLC					
2023 Spring Soccer Goals		224621	362969	043.04.2023	20-000-205-53-5353-000C	8,187.58
Vendor Total:						8,187.58
06451	Panek, Megann					
Mileage Reimbursement for 02/21/23-04/14/23		224660	041423	043.04.2023	20-000-304-54-5422-000C	87.77
Vendor Total:						87.77
06522	Yoshikawa, Max					
Mileage Reimbursement for March 2023		224615	033123	042.04.2023	20-222-232-54-5422-000C	10.61
Vendor Total:						10.61
06539	Runco Office Supply & Equipment Co					
General Office Supplies		224801	903058-0	051.05.2023	20-000-205-53-5302-000C	110.27
General Office Supplies		224801	903069-0	051.05.2023	20-000-205-53-5302-000C	83.92
Vendor Total:						194.19
06542	Peerless Network Inc					
Recreation 031523-051423		224796	21618	051.05.2023	20-000-000-52-5262-000C	272.93
Vendor Total:						272.93
06590	Murphy, Patrick Joseph Jr.					
WWS Wrestling Club 2022-2023		224654	041123	043.04.2023	20-220-203-52-5280-3362	4,781.70
Vendor Total:						4,781.70
06619	KH Kim Taekwondo					
Winter 2023 Taekowondo Classes		224649	041423	043.04.2023	20-220-203-52-5280-3318	1,887.60
Vendor Total:						1,887.60
06630	Buckeye International Inc.					
Soap		224694	90491928	044.04.2023	20-101-220-53-5316-000C	582.36
Vendor Total:						582.36
06674	Lingo Communications LLC					
Toohy/Safety City 040423-050323		224590	960579_0523	042.04.2023	20-000-000-52-5262-000C	57.70
Programs 040423-050323		224590	960579_0523	042.04.2023	20-220-000-52-5262-000C	115.40
Northside Pool 040423-050323		224590	960579_0523	042.04.2023	20-222-231-52-5262-000C	57.70

Fund Description

Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Lincoln Marsh 040423-050323	224590	960579_0523	042.04.2023	20-000-112-52-5262-0000	57.70
Mary Lubko Center 040423-050323	224590	960579_0523	042.04.2023	20-000-304-52-5262-0000	57.70
Community Center 040423-050323	224590	960579_0523	042.04.2023	20-224-220-52-5262-0000	230.80
CAC 040423-050323	224590	960579_0523	042.04.2023	20-220-203-52-5262-0000	57.70
Vendor Total:					634.70
06704 Adolph Kiefer and Associates LLC					
Northside Supplies	224755	INV001292724	051.05.2023	20-222-231-53-5306-0000	1,689.50
Rice Supplies	224755	INV001292724	051.05.2023	20-222-232-53-5302-0000	2,000.00
Vendor Total:					3,689.50
06706 E.J. Rohn Company					
Mats and Runner Cleaning for CAC	224577	1149280	042.04.2023	20-101-225-52-5211-0000	173.03
Mats and Runner Cleaning for CAC	224577	1151226	042.04.2023	20-101-225-52-5211-0000	173.03
Vendor Total:					346.06
06819 Language in Action, Inc.					
Language Classes	224720	042123	044.04.2023	20-220-305-52-5280-1068	276.00
Vendor Total:					276.00
06851 Hot Shots Sports					
Youth Athletic Classes 2nd Session Winter 2023	224645	032023	043.04.2023	20-220-203-52-5280-3310	660.00
Youth Athletic Classes 1st Session Winter 2023	224645	041323	043.04.2023	20-220-203-52-5280-3310	1,056.00
Vendor Total:					1,716.00
06857 Global Water Technology, Inc.					
Glycol CAC Ice Rink	224641	86138	043.04.2023	20-101-225-53-5302-0000	2,230.53
Vendor Total:					2,230.53
06879 Vanguard Archives LLC					
Document Shredding	224677	262570	043.04.2023	20-224-220-53-5302-0000	75.00
Vendor Total:					75.00
06978 Chicagoland Whistles Inc.					
Basketball	224569	1623	042.04.2023	20-220-204-52-5280-4440	210.00
Vendor Total:					210.00
06985 Floods Royal Flush Inc.					
Portable Unit - Hoffman Park	224580	I23547	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit Atten Park	224710	I23548	044.04.2023	20-221-223-52-5210-4211	102.00
Portable Unit - Briar Glen	224580	I23549	042.04.2023	20-000-000-52-5210-0000	204.00
Portable Unit - Scottsdale	224580	I23556	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Madison School	224580	I23559	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Lucent Field	224580	I23560	042.04.2023	20-000-000-52-5210-0000	204.00
Portable Unit - Jefferson School	224580	I23562	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Lincoln Marsh	224580	I23563	042.04.2023	20-101-112-52-5211-0000	408.00
Portable Unit - Hawthorne School	224580	I23564	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Graf Park	224580	I23565	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Franklin Middle School	224580	I23566	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Emerson School	224580	I23567	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Edison Middle School	224580	I23568	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Briar Patch	224580	I23569	042.04.2023	20-000-000-52-5210-0000	204.00
Portable Unit - Washington School	224580	I23570	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Unit - Whittier School	224580	I23571	042.04.2023	20-220-204-52-5280-4454	204.00
Portable Unit - Brighton Park	224580	I23606	042.04.2023	20-220-204-52-5280-4454	200.00
Portable Unit - Wiesbrook School	224580	I23628	042.04.2023	20-221-223-52-5210-4211	204.00
Portable Units Atten Park	224710	I23862	044.04.2023	20-221-223-52-5210-4211	204.00

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Portable Units CAC	224710	I23863	044.04.2023	20-221-223-52-5210-4211	306.00
				Portable Units Seven Gables	224710	I23864	044.04.2023	20-220-204-52-5280-4453	408.00
				Portable Unit Northside Baseball Field	224710	I23866	044.04.2023	20-221-223-52-5210-4211	204.00
								Vendor Total:	4,892.00
07069	Hershey Creamery Company			Ice Cream for Clocktower	224644	INVE0018972438	043.04.2023	20-350-303-53-5328-0000	225.12
								Vendor Total:	225.12
07159	Xerox Corporation			Marketing 030723-040623	224680	0100160004001_042	043.04.2023	20-000-415-52-5211-0000	523.50
				Marketing 040723-0450623	224817	4180665	051.05.2023	20-000-415-52-5211-0000	523.50
								Vendor Total:	1,047.00
07160	Aviles, Graciela			Mileage Reimbursement for March 2023	224561	033123	042.04.2023	20-224-220-54-5422-0000	59.34
								Vendor Total:	59.34
07231	Redman, Noah			United Coach 2015 Premier & 2014 Boys Elite	224602	Payment# 2	042.04.2023	20-220-204-52-5280-4457	500.00
								Vendor Total:	500.00
07232	Safer Sports Inc			Light Helmet Reconditioning Rams Football	224742	SO-020742	044.04.2023	20-221-222-54-5420-4255	6,534.00
								Vendor Total:	6,534.00
07233	Rychenkov, Daniel			Final Payment United Coach	224803	Payment #3	051.05.2023	20-220-204-52-5280-4457	1,000.00
				United Coach 2023	224666	Payment# 2	043.04.2023	20-220-204-52-5280-4457	1,000.00
								Vendor Total:	2,000.00
07235	Walker, Derek			Rams Football	224749	91-4	044.04.2023	20-221-222-52-5283-0000	300.00
								Vendor Total:	300.00
07240	Welch, Byran			Reimbursement for Tournaments Elgin Slugfest	224679	041023	043.04.2023	20-221-223-54-5405-4455	1,000.00
								Vendor Total:	1,000.00
								Fund Total:	166,576.80
22	Cosley Zoo								
00032	Alpha Graphics			Cosley Annual Report	224687	172686	044.04.2023	22-501-000-52-5235-0000	758.31
								Vendor Total:	758.31
00046	Animal Medical Clinic			Animal Medications	224560	191633	042.04.2023	22-501-000-53-5309-0000	621.27
				Animal Medical Supplies	224560	191633	042.04.2023	22-501-000-53-5336-0000	22.72
				Veternarian Services	224560	191633	042.04.2023	22-501-000-54-5424-0000	536.63
								Vendor Total:	1,180.62
00068	AT&T Mobility			234-9679 Cosley Tablet 9 031823-041723	224759	877051597_0423	051.05.2023	22-501-000-52-5265-0000	31.36
				234-0136 Cosley Tablet 16 031823-041723	224759	877051597_0423	051.05.2023	22-501-000-52-5265-0000	31.36
				779-8546 Cosley Tablet 17 031823-041723	224759	877051597_0423	051.05.2023	22-501-000-52-5265-0000	31.36

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					94.08
00192 City of Wheaton					
Cosley Welcome Center 040123-063023	224570	WH6204_0623	042.04.2023	22-501-000-52-5211-0000	255.00
Cosley Zoo White Barn 040123-063023	224570	WH6323_0623	042.04.2023	22-501-000-52-5211-0000	255.00
Cosley Zoo Kiebler Barn 040123-063023	224570	WH6678_0623	042.04.2023	22-501-000-52-5211-0000	255.00
Cosley Zoo/Chicken House 040123-063023	224570	WH6936_0623	042.04.2023	22-501-000-52-5211-0000	255.00
Cosley Zoo Bobcat Exhibit 040123-063023	224570	WH6945_0623	042.04.2023	22-501-000-52-5211-0000	255.00
Vendor Total:					1,275.00
00193 City of Wheaton					
Cosley Welcome Center 030623-040423	224700	0067810100_0423	044.04.2023	22-501-000-52-5264-0000	35.88
Cosley Zoo 030623-040423	224700	0310000100_0423	044.04.2023	22-501-000-52-5264-0000	156.65
Cosley Zoo 030623-040423	224700	0310000200_0423	044.04.2023	22-501-000-52-5264-0000	221.45
Cosley Bobcat 030623-040423	224700	0310000300_0423	044.04.2023	22-501-000-52-5264-0000	35.88
Vendor Total:					449.86
00417 Constellation NewEnergy Inc					
Cosley Welcome Center 031623-041423	224704	0793155067_0423	044.04.2023	22-501-000-52-5260-0000	312.64
Cosley Zoo 031623-041423	224704	8519798002_0423	044.04.2023	22-501-000-52-5260-0000	2,044.58
Vendor Total:					2,357.22
00680 Northern Illinois Gas Company					
Cosley Zoo 032023-041923	224730	3015221000_0423	044.04.2023	22-501-000-52-5261-0000	195.52
Cosley Welcome Center 032023-041923	224730	3615221000_0423	044.04.2023	22-501-000-52-5261-0000	44.58
Cosley Zoo 032023-041923	224730	5450490000_0423	044.04.2023	22-501-000-52-5261-0000	185.76
Vendor Total:					425.86
00738 CTM Group Inc.					
Reimbursement of 75% of Souvenir Penny Sales 224572		MAR23PENJE31-12	042.04.2023	22-501-000-54-5433-0000	31.50
Vendor Total:					31.50
01023 Waste Management of Illinois Inc					
Cosley Zoo 040123-043023	224613	12272113008_0423	042.04.2023	22-501-000-52-5263-0000	779.23
Vendor Total:					779.23
01043 Wheaton Sanitary District					
Cosley Zoo 030623-040423	224814	026475000_0423	051.05.2023	22-501-000-52-5264-0000	70.18
Cosley Zoo 030623-040423	224814	026477000_0423	051.05.2023	22-501-000-52-5264-0000	106.94
Cosley Welcome Ctr 030623-040423	224814	027965000_0423	051.05.2023	22-501-000-52-5264-0000	17.08
Bobcat Exhibit 030623-040423	224814	049516000_0423	051.05.2023	22-501-000-52-5264-0000	17.08
Vendor Total:					211.28
01082 Young's Grain Farms					
168 Bales of Straw	224754	594578	044.04.2023	22-501-000-53-5336-0000	714.00
Vendor Total:					714.00
03754 Comcast Cable					
Cosley Zoo 041123-051023	224626	87712047625845_05	043.04.2023	22-501-000-52-5262-0000	116.85
Vendor Total:					116.85
04267 Martin Whalen Group Inc					
Cosley Zoo 042823-052723	224722	MW81955_0523	044.04.2023	22-501-000-52-5211-0000	15.27
Vendor Total:					15.27
04296 Culligan DuPage Soft Water Service Inc					

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Water Cooler Rental April 2023	224573	261974_0423R	042.04.2023	22-501-000-52-5220-000C	6.00
								Vendor Total:	6.00
04386	Safety Supply Illinois LLC			Nitrile Gloves	224605	1902773898	042.04.2023	22-501-000-53-5336-000C	157.71
								Vendor Total:	157.71
04885	American Septic Service Inc.			Pump Settling Basins	224688	041423	044.04.2023	22-501-000-52-5210-000C	450.00
								Vendor Total:	450.00
05050	Wheaton Mulch Inc.			Gravel & Soil for Deer Habitat	224813	23-0792	051.05.2023	22-501-000-53-5349-000C	170.00
								Vendor Total:	170.00
05361	o8o Leasing LLC			Percent of Sales for Wind Machine Use	224658	0622	043.04.2023	22-501-000-54-5433-000C	149.67
				Percent of Sales for Wind Machine Use	224658	HS-0323-18	043.04.2023	22-501-000-54-5433-000C	15.26
								Vendor Total:	164.93
05667	Christensen, Ginny			Mileage Reimbursement March 2023	224766	033123	051.05.2023	22-501-000-54-5422-000C	31.44
								Vendor Total:	31.44
06250	LRS Holdings LLC			Cosley Zoo 050123-053123	224792	47783.2 CZ_0523	051.05.2023	22-501-000-52-5263-000C	133.90
								Vendor Total:	133.90
06542	Peerless Network Inc			Cosley 031523-051423	224796	21618	051.05.2023	22-501-000-52-5262-000C	54.60
								Vendor Total:	54.60
06674	Lingo Communications LLC			Cosley 040423-050323	224590	960579_0523	042.04.2023	22-501-000-52-5262-000C	115.40
								Vendor Total:	115.40
06902	Grayslake Feed Sales, Inc.			Bagged Feed	224714	101725	044.04.2023	22-501-000-53-5339-000C	347.66
				Animal Bedding	224714	101725	044.04.2023	22-501-000-53-5336-000C	82.45
				Bagged Feed	224785	104391	051.05.2023	22-501-000-53-5339-000C	372.26
				Pine and Aspen Bedding	224785	104391	051.05.2023	22-501-000-53-5336-000C	82.45
								Vendor Total:	884.82
06905	Lewis, Trisha			Emergency Vet Care for Pony	224651	13042-1	043.04.2023	22-501-000-54-5424-000C	592.00
				Medicine for Pony	224651	13206	043.04.2023	22-501-000-53-5309-000C	150.00
				Emergency Vet Care for Pony	224651	13206-1	043.04.2023	22-501-000-54-5424-000C	293.00
								Vendor Total:	1,035.00
								Fund Total:	11,612.88
23	Liability								
00725	Park District Risk Mgmt Agency			Property Insurance Premium for March 2023	224661	0323023	043.04.2023	23-000-000-52-5270-000C	12,626.20
				Public Liability Insurance Premium for March 2023	224661	0323023	043.04.2023	23-000-000-52-5271-000C	6,110.21
				Worker's Comp Insurance Premium for March 2023	224661	0323023	043.04.2023	23-000-000-52-5273-000C	17,140.69

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Employment Practices Insurance Premium for M	224661	0323023	043.04.2023	23-000-000-52-5276-000C	2,146.17	
Pollution Insurance Premium for March 2023	224661	0323023	043.04.2023	23-000-000-52-5277-000C	370.40	
Vendor Total:					38,393.67	
05938 Tanya Renee Brady, CPR Now						
CPR Instructor Training 042623	224673	042623	043.04.2023	23-000-000-53-5302-000C	220.00	
Vendor Total:					220.00	
06895 Protect My Ministry, LLC						
MVR Search	224600	1042236	042.04.2023	23-418-000-52-5208-000C	36.00	
Vendor Total:					36.00	
06940 Advocate Health and Hospitals Corporation						
Back Evaluations	224685	843257	044.04.2023	23-418-000-52-5208-000C	252.00	
Vendor Total:					252.00	
07197 Advocate Sherman Occupational Health						
Back Evaluation	224686	843985	044.04.2023	23-418-000-52-5208-000C	121.00	
Vendor Total:					121.00	
Fund Total:					39,022.67	
40 Capital Projects						
00418 Conserv FS Inc.						
Field Dry Baseball	224703	6422498	044.04.2023	40-101-000-53-5349-000C	1,120.00	
Vendor Total:					1,120.00	
00615 MENARDS WEST CHICAGO						
Taylor Barn Supplies	224724	69689	044.04.2023	40-800-813-53-5393-000C	436.03	
NS Tennis Court Drain	224595	70499	042.04.2023	40-800-826-53-5393-000C	49.92	
NS Tennis Court Drain	224595	70544	042.04.2023	40-800-826-53-5393-000C	193.70	
NS Tennis Court Drain	224595	70555	042.04.2023	40-800-826-53-5393-000C	147.88	
Vendor Total:					827.53	
00617 MENARDS GLENDALE HEIGHTS						
Taylor Barn	224594	9568	042.04.2023	40-800-813-53-5393-000C	451.61	
Vendor Total:					451.61	
00717 Paddock Publications Inc., The Daily Herald						
Briar Patch Playground and Pool Chemical Bid	224659	245613	043.04.2023	40-000-000-54-5428-000C	239.20	
Vendor Total:					239.20	
00799 CCS Contractor Equipment & Supply Inc.						
Supplies	224698	503116	044.04.2023	40-101-000-53-5302-000C	95.00	
Vendor Total:					95.00	
03125 Engineering Resource Associates Inc.						
Briar Patch Engineering	224578	W2303300.01	042.04.2023	40-800-806-57-5701-000C	1,570.00	
Briar Patch Engineering	224778	W2303300.02	051.05.2023	40-800-806-57-5701-000C	4,547.35	
Vendor Total:					6,117.35	
04036 Bronze Memorial Company						
Memorial Plaques	224565	708208	042.04.2023	40-101-000-53-5338-000C	369.62	
Vendor Total:					369.62	
05050 Wheaton Mulch Inc.						

Fund	Description					
Vendor No	Vendor Name					
Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Sensory Mulch	224751	23-0794	044.04.2023	40-101-000-53-5349-000C	57.00
					Vendor Total:	57.00
05108	Solitude Lake Managment LLC					
	Native Aquatic Maintenance April 2023	224670	PSI-60504	043.04.2023	40-000-000-52-5210-000C	2,710.00
					Vendor Total:	2,710.00
05162	Hines Building Supply - US LBM LLC					
	Taylor Barn	224585	5151218	042.04.2023	40-800-813-53-5393-000C	99.72
	Taylor Barn	224585	5151299	042.04.2023	40-800-813-53-5393-000C	45.14
	Refund for Taylor Barn	224585	5151300	042.04.2023	40-800-813-53-5393-000C	-45.14
	Taylor Barn	224585	5151762	042.04.2023	40-800-813-53-5393-000C	145.16
	Memorial Benches	224585	5152106	042.04.2023	40-101-000-53-5338-000C	15.39
					Vendor Total:	260.27
05284	Wight & Company					
	CC Parking Lot Improvements	224752	220282-004	044.04.2023	40-800-846-57-5701-000C	15,000.00
					Vendor Total:	15,000.00
05747	Landscape Material & Firewood Sales Inc.					
	Teams Course Mulch	224719	21703	044.04.2023	40-800-822-53-5301-000C	1,400.00
	Toohey Lift Station	224719	23869	044.04.2023	40-101-000-53-5302-000C	636.00
	Screening	224719	23886	044.04.2023	40-101-000-53-5349-000C	792.00
	LM Driveway and Nature Area	224719	23886	044.04.2023	40-800-822-53-5301-000C	734.00
					Vendor Total:	3,562.00
05748	G.A.G. Industries Inc.					
	HVAC Filters	224582	INV334303	042.04.2023	40-101-000-53-5302-000C	772.54
	HVAC Filter CAC	224639	INV334748	043.04.2023	40-101-000-53-5302-000C	985.60
					Vendor Total:	1,758.14
05912	Bedrock Earthscapes LLC					
	Annual Native Area Maintenance	224562	2140	042.04.2023	40-000-000-52-5210-000C	7,980.00
	Native Area Maintenance	224692	2182	044.04.2023	40-000-000-52-5210-000C	4,060.00
					Vendor Total:	12,040.00
06029	Cage Engineering Inc.					
	Hoffman Park Playground	224695	7274	044.04.2023	40-800-818-57-5701-000C	3,627.50
					Vendor Total:	3,627.50
06578	Morrow, Brian					
	Mileage Reimbursement March 2023	224727	033123	044.04.2023	40-000-000-54-5422-000C	14.80
					Vendor Total:	14.80
06605	BHFX LLC					
	Bond Copies	224563	445220	042.04.2023	40-000-000-52-5235-000C	17.49
	Bond Copies Cosley Deck	224761	447074	051.05.2023	40-000-000-52-5235-000C	29.04
					Vendor Total:	46.53
06632	Nevin Hedlund Architects Inc.					
	Cosley Zoo Deck Project	224729	1	044.04.2023	40-800-813-57-5701-000C	1,250.00
					Vendor Total:	1,250.00
06949	Avarice Construction Inc.					
	Northside Roof	224760	10067	051.05.2023	40-800-826-53-5393-000C	7,916.00
	Briar Patch Park Roof	224760	10068	051.05.2023	40-800-806-57-5701-000C	6,000.00

Fund **Description**
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Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						13,916.00
07017	Springer, Michele					
Mileage Reimbursement 020223-032323		224607	032723	042.04.2023	40-000-000-54-5422-000C	15.07
Vendor Total:						15.07
07172	Krueger International Inc.					
CC Renovation Chair Trolleys		224791	14496231	051.05.2023	40-800-846-57-5701-000C	4,320.00
Vendor Total:						4,320.00
Fund Total:						67,797.62
60	Golf Fund					
00007	Aramark					
Inv# 6020114080 Banquet Linen		224622	6020114080	043.04.2023	60-612-901-52-5222-000C	476.00
Inv# 6020114080 Restaurant Linen		224622	6020114080	043.04.2023	60-612-902-52-5222-000C	132.83
Inv# 6020118538 Banquet Linen		224690	6020118538	044.04.2023	60-612-901-52-5222-000C	465.00
Inv# 6020118538 Restaurant Linen		224690	6020118538	044.04.2023	60-612-902-52-5222-000C	63.83
Vendor Total:						1,137.66
00032	Alpha Graphics					
Dueling Piano and Lucky Lunch Box Posters		224619	171557	043.04.2023	60-612-415-54-5426-000C	70.00
Murder Mystery Dinner Poster		224619	171722	043.04.2023	60-612-415-54-5426-000C	35.00
Murder Mystery Poster		224687	171839	044.04.2023	60-612-415-54-5426-000C	35.00
Sign for Mothers Day		224687	172670	044.04.2023	60-612-415-54-5426-000C	35.00
Vendor Total:						175.00
00068	AT&T Mobility					
957-8730 A. Bendy 031823-041723		224759	877051597_0423	051.05.2023	60-000-000-52-5265-000C	74.25
520-5473 AGC Tablet 14 031823-041723		224759	877051597_0423	051.05.2023	60-000-000-52-5265-000C	31.37
871-4196 AGC Tablet 15 031823-041723		224759	877051597_0423	051.05.2023	60-000-000-52-5265-000C	31.36
240-0783 Hot Spot 4 AGC 031823-041723		224759	877051597_0423	051.05.2023	60-000-000-52-5265-000C	43.23
520-5201 AGCTablet 13 031823-041723		224759	877051597_0423	051.05.2023	60-000-000-52-5265-000C	31.37
703-1526 AGC Backup 031823-041723		224759	877051597_0423	051.05.2023	60-000-000-52-5265-000C	58.90
Vendor Total:						270.48
00125	Black Gold Septic Inc					
Inv# 37592 Clean Outside Grease Trap		224762	37592	051.05.2023	60-000-000-52-5263-000C	425.00
Vendor Total:						425.00
00179	Chicagoland Turf					
April T-Pass 2023		224625	040123	043.04.2023	60-601-000-53-5335-000C	18,157.38
May T-Pass 2023		224765	050123	051.05.2023	60-601-000-53-5335-000C	18,157.38
Vendor Total:						36,314.76
00180	Chicago District Golf Association					
Handicap Fees		224568	1837-233	042.04.2023	60-611-000-52-5210-000C	40.00
Vendor Total:						40.00
00192	City of Wheaton					
March Board Meeting		224699	511908	044.04.2023	60-000-000-54-5401-000C	103.33
Vendor Total:						103.33
00193	City of Wheaton					
AGC Clubhouse 030723-040523		224700	0293553000_0423	044.04.2023	60-000-000-52-5264-000C	912.76
AGC Maintcnance Building 030723-040523		224700	0293553100_0423	044.04.2023	60-000-000-52-5264-000C	129.06

Fund **Description**
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
AGC Chemical Building 030723-040523	224700	0293553200_0423	044.04.2023	60-000-000-52-5264-000C	102.11
Vendor Total:					1,143.93
00237 Dreisilker Electric Motors					
Inv# 1236924	224575	I236924	042.04.2023	60-612-000-54-5441-000C	708.71
Vendor Total:					708.71
00248 DuPage County Health Dept.					
Inv# IN0059519 AGC Annual Food Permit	224633	IN0059519	043.04.2023	60-612-000-54-5429-000C	998.00
Vendor Total:					998.00
00275 Faulks Bros. Construction Inc.					
Morris Fairway Topdressing Sand	224709	382659	044.04.2023	60-601-000-53-5331-000C	1,036.22
Vendor Total:					1,036.22
00293 Fortune Fish Company					
Inv# 598370 Seafood	224581	598370	042.04.2023	60-000-000-14-1411-0000	126.50
Inv# 604019 Dairy	224581	604019	042.04.2023	60-000-000-14-1414-000C	59.68
Inv# 604019 General Grocery	224581	604019	042.04.2023	60-000-000-14-1415-000C	211.08
Inv# 604019 Seafood	224581	604019	042.04.2023	60-000-000-14-1411-0000	396.86
Inv# 608855 Seafood	224638	608855	043.04.2023	60-000-000-14-1411-0000	275.60
Inv# 616695 Seafood	224638	616695	043.04.2023	60-000-000-14-1411-0000	2,338.11
Inv# 616706 Seafood	224638	616706	043.04.2023	60-000-000-14-1411-0000	34.90
Inv# 621226 Seafood	224711	621226	044.04.2023	60-000-000-14-1411-0000	223.50
Inv# 621226 General Grocery	224711	621226	044.04.2023	60-000-000-14-1415-000C	286.88
Inv# 623559 Seafood	224782	623559	051.05.2023	60-000-000-14-1411-0000	390.80
Inv# 623559 General Grocery	224782	623559	051.05.2023	60-000-000-14-1415-000C	116.00
Inv# 627644 Seafood	224782	627644	051.05.2023	60-000-000-14-1411-0000	228.40
Inv# 629190 Seafood	224782	629190	051.05.2023	60-000-000-14-1411-0000	34.90
Inv# 629190 General Grocery	224782	629190	051.05.2023	60-000-000-14-1415-000C	228.34
Inv# 630758 Seafood	224782	630758	051.05.2023	60-000-000-14-1411-0000	346.05
Inv# 636651 Seafood	224782	636651	051.05.2023	60-000-000-14-1411-0000	212.43
Inv# 636651 General Grocery	224782	636651	051.05.2023	60-000-000-14-1415-000C	155.70
Vendor Total:					5,665.73
00334 Gordon Food Service					
Inv# 753234956 General Grocery	224642	753234956	043.04.2023	60-000-000-14-1415-000C	15.96
Inv# 753235396 Meat	224784	753235396	051.05.2023	60-000-000-14-1411-0000	199.31
Inv# 753235396 Produce	224784	753235396	051.05.2023	60-000-000-14-1413-000C	44.20
Inv# 770256117 Non-Alcoholic Beverages	224642	770256117	043.04.2023	60-000-000-14-1416-000C	393.39
Inv# 770256117 General Grocery	224642	770256117	043.04.2023	60-000-000-14-1415-000C	11.33
Inv# 770256225 General Grocery	224642	770256225	043.04.2023	60-000-000-14-1415-000C	283.64
Inv# 770256225 Meat	224642	770256225	043.04.2023	60-000-000-14-1411-0000	36.28
Vendor Total:					984.11
00335 W W Grainger Inc					
Two-Way Radios	224678	9634450101	043.04.2023	60-612-000-53-5302-000C	1,559.32
Floor Cleaner	224678	9637150500	043.04.2023	60-000-000-53-5316-000C	123.72
Custodial Supplies	224678	9657593738	043.04.2023	60-000-000-53-5316-000C	22.48
Vacuum Breakers	224678	9658178075	043.04.2023	60-000-000-53-5311-0000	32.10
Vendor Total:					1,737.62
00387 Haggerty Ford					
Inv# 11657	224786	11657	051.05.2023	60-601-000-53-5315-000C	132.00
Vendor Total:					132.00
00395 Harris Motor Sports Inc					

Fund **Description**
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 02-337526	224717	02-337526	044.04.2023	60-601-000-53-5315-000C	36.75
Inv# 02-337959	224787	02-337959	051.05.2023	60-601-000-53-5315-000C	108.04
Vendor Total:					144.79
00417 Constellation NewEnergy Inc					
Orchard Gate 031423-041223	224629	0051046274_0423	043.04.2023	60-000-000-52-5260-000C	26.98
AGC Clubhouse 031423-041223	224629	0581101000_0423	043.04.2023	60-000-000-52-5260-000C	101.57
AGC Clubhouse 031423-041323	224704	6414622009_0423	044.04.2023	60-000-000-52-5260-000C	8,554.95
Vendor Total:					8,683.50
00419 Consumers Packing Co.					
Inv# 394551 Meat	224571	394551	042.04.2023	60-000-000-14-1411-0000	1,425.60
Inv# 394767 Meat	224630	394767	043.04.2023	60-000-000-14-1411-0000	1,944.39
Inv# 394840 Meat	224705	394840	044.04.2023	60-000-000-14-1411-0000	2,716.47
Inv# 394946 Meat	224705	394946	044.04.2023	60-000-000-14-1411-0000	3,037.05
Inv# 395031 Meat	224772	395031	051.05.2023	60-000-000-14-1411-0000	2,858.02
Vendor Total:					11,981.53
00475 Constellation Newenergy Gas Division LLC					
AGC Clubhouse 030123-033123	224770	2400503855_0323	051.05.2023	60-000-000-52-5261-000C	2,001.24
Vendor Total:					2,001.24
00532 Imperial Bag & Paper Co LLC					
Cleaning Supplies	224648	1781958-00	043.04.2023	60-000-000-53-5316-000C	405.10
Cleaning Supplies	224648	1781958-01	043.04.2023	60-000-000-53-5316-000C	71.68
Vendor Total:					476.78
00551 LEIBOLD IRRIGATION INC.					
Leveling of Irrigation Heads in Fairways	224721	0011618-IN	044.04.2023	60-601-000-52-5210-000C	2,911.71
Vendor Total:					2,911.71
00615 MENARDS WEST CHICAGO					
Inv# 69844	224595	69844	042.04.2023	60-000-000-53-5313-000C	183.11
Inv# 70149	224595	70149	042.04.2023	60-000-000-53-5313-000C	70.65
Inv# 71312	224793	71312	051.05.2023	60-000-000-53-5311-0000	97.87
CM# 71473	224793	71473	051.05.2023	60-000-000-53-5311-0000	-39.98
Inv# 71474	224793	71474	051.05.2023	60-000-000-53-5311-0000	51.98
Inv# 71551	224793	71551	051.05.2023	60-000-000-53-5311-0000	191.91
Inv# 71571	224724	71571	044.04.2023	60-601-000-53-5315-000C	236.03
Vendor Total:					791.57
00680 Northern Illinois Gas Company					
AGC Maintenance Building 031423-041323	224730	1106501000_0423	044.04.2023	60-000-000-52-5261-000C	477.03
Vendor Total:					477.03
00742 Pepsi Beverages Company					
Inv# 47052405 Non-Alcoholic Beverages	224733	47052405	044.04.2023	60-000-000-14-1416-000C	476.40
Inv# 48577311 Non-Alcoholic Beverages	224797	48577311	051.05.2023	60-000-000-14-1416-000C	993.30
Inv# 51307555 Non-Alcoholic Beverages	224662	51307555	043.04.2023	60-000-000-14-1416-000C	246.94
Inv# 52707303 Non-Alcoholic Beverages	224598	52707303	042.04.2023	60-000-000-14-1416-000C	495.39
Vendor Total:					2,212.03
00825 Russo Hardware Inc					
Inv# SPI20144579	224604	SPI20144579	042.04.2023	60-601-000-53-5315-000C	117.99
Inv# SPI20146704	224604	SPI20146704	042.04.2023	60-601-000-53-5315-000C	9.98
Inv# SPI20146705	224604	SPI20146705	042.04.2023	60-601-000-53-5315-000C	30.14

Fund **Description**
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# SPI20160767	224665	SPI20160767	043.04.2023	60-601-000-53-5315-000C	60.96
Inv# SPI20181349	224802	SPI20181349	051.05.2023	60-601-000-53-5315-000C	32.99
Vendor Total:					252.06
00852 Shamrock Garden Florist					
Inv# 341991-1 Easter Buffet Floral	224667	341991/1	043.04.2023	60-612-901-52-5292-000C	693.00
Vendor Total:					693.00
00911 Stuever & Sons Inc					
Inv# 5006 Beer Line Cleaning	224671	5006	043.04.2023	60-612-000-52-5210-000C	102.00
Inv# 5100 Beer Line Cleaning	224671	5100	043.04.2023	60-612-000-52-5210-000C	102.00
Inv# 5100 Restaurant Supplies	224671	5100	043.04.2023	60-612-902-53-5388-000C	26.00
Vendor Total:					230.00
00948 THE ANTIGUA GROUP INC					
Staff Shirts Inv# AIN-3560782	224807	AIN-3560782	051.05.2023	60-611-000-53-5330-0000	473.00
Staff Shirts Inv# AIN-3564833	224807	AIN-3564833	051.05.2023	60-611-000-53-5330-0000	150.50
Vendor Total:					623.50
00956 Titleist					
Custom Golf Balls	224674	915446440	043.04.2023	60-000-000-14-1432-000C	144.69
Vendor Total:					144.69
01023 Waste Management of Illinois Inc					
Arrowhead GC 040123-043023	224613	12272113008_0423	042.04.2023	60-000-000-52-5263-000C	587.92
Vendor Total:					587.92
01043 Wheaton Sanitary District					
AGC Maintenance Building 030723-040523	224814	036235000_0423	051.05.2023	60-000-000-52-5264-000C	44.57
AGC Clubhouse 030723-040523	224814	036431000_0423	051.05.2023	60-000-000-52-5264-000C	594.88
Vendor Total:					639.45
01053 Wilson Sporting Goods Company					
Wilson Red Duos	224614	4541437672	042.04.2023	60-000-000-14-1432-000C	745.80
EXO Bags	224815	4541680472	051.05.2023	60-000-000-14-1430-000C	341.16
Vendor Total:					1,086.96
02231 Sysco-Chicago					
Credit# 12447002P General Grocery	224745	12447002P	044.04.2023	60-000-000-14-1415-000C	-46.08
Credit# 12452854P Cleaning Supplies	224745	12452854P	044.04.2023	60-612-000-53-5316-000C	-37.80
Inv# 524486801 General Grocery	224806	524486801	051.05.2023	60-000-000-14-1415-000C	-24.62
Inv# 524491347 General Grocery	224806	524491347	051.05.2023	60-000-000-14-1415-000C	-67.16
Inv# 524497421 General Grocery	224806	524497421	051.05.2023	60-000-000-14-1415-000C	-118.43
Inv# 524679762-1 General Grocery	224806	524679762-1	051.05.2023	60-000-000-14-1415-000C	-66.31
Inv# 524688685-1 General Grocery	224806	524688685-1	051.05.2023	60-000-000-14-1415-000C	-17.86
Inv# 524918432 General Grocery	224745	524918432	044.04.2023	60-000-000-14-1415-000C	31.17
Inv# 524920924 Restaurant Supplies	224745	524920924	044.04.2023	60-612-902-53-5388-000C	99.10
Inv# 524927742 Restaurant Supplies	224745	524927742	044.04.2023	60-612-902-53-5388-000C	172.20
Credit# 524934284 Meat	224745	524934284	044.04.2023	60-000-000-14-1411-0000	-62.96
Inv# 524935991 General Grocery	224745	524935991	044.04.2023	60-000-000-14-1415-000C	35.06
Inv# 524936187 Restaurant Supplies	224745	524936187	044.04.2023	60-612-902-53-5388-000C	92.41
Inv# 524953691 Restaurant Supplies	224745	524953691	044.04.2023	60-612-902-53-5388-000C	50.04
Inv# 524961241 Cleaning Supplies	224745	524961241	044.04.2023	60-612-000-53-5316-000C	337.50
Inv# 524963091 General Grocery	224745	524963091	044.04.2023	60-000-000-14-1415-000C	114.62
Inv# 524963320 General Grocery	224745	524963320	044.04.2023	60-000-000-14-1415-000C	21.74
Credit# 524972917 General Grocery	224745	524972917	044.04.2023	60-000-000-14-1415-000C	-62.81
Inv# 524980171 Cleaning Supplies	224806	524980171	051.05.2023	60-612-000-53-5316-000C	132.19

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Inv# 524980466 Restaurant Supplies	224745	524980466	044.04.2023	60-612-902-53-5388-000C	2.30	
Inv# 524987820 Restaurant Supplies	224806	524987820	051.05.2023	60-612-902-53-5388-000C	5.85	
Inv# 524987826 Restaurant Supplies	224806	524987826	051.05.2023	60-612-902-53-5388-000C	209.88	
Inv# 524987855 Restaurant Supplies	224806	524987855	051.05.2023	60-612-902-53-5388-000C	66.29	
Inv# 624013612 Cleaning Supplies	224806	624013612	051.05.2023	60-612-000-53-5316-000C	599.08	
Inv# 624021259 Banquet Supplies	224806	624021259	051.05.2023	60-612-901-53-5390-000C	16.77	
Inv# 624037959 Banquet Supplies	224806	624037959	051.05.2023	60-612-901-53-5390-000C	132.58	
Inv# 624053948 General Grocery	224806	624053948	051.05.2023	60-000-000-14-1415-000C	30.64	
Inv# 624073848 Cleaning Supplies	224806	624073848	051.05.2023	60-612-000-53-5316-000C	258.31	
Inv# 624084894 General Grocery	224806	624084894	051.05.2023	60-000-000-14-1415-000C	76.42	
Inv# 624090565 Cleaning Supplies	224806	624090565	051.05.2023	60-612-000-53-5316-000C	670.40	
Inv# 624091535 General Grocery	224806	624091535	051.05.2023	60-000-000-14-1415-000C	35.06	
Inv# 624098509 Cleaning Supplies	224806	624098509	051.05.2023	60-612-000-53-5316-000C	166.56	
Inv# 624100754 Restaurant Supplies	224806	624100754	051.05.2023	60-612-902-53-5388-000C	95.40	
Inv# 624103094 General Grocery	224806	624103094	051.05.2023	60-000-000-14-1415-000C	142.53	
Inv# 624109761 General Grocery	224806	624109761	051.05.2023	60-000-000-14-1415-000C	55.01	
Inv# 624114680 Restaurant Supplies	224806	624114680	051.05.2023	60-612-902-53-5388-000C	60.23	
Credit# 624165203 Meat	224745	624165203	044.04.2023	60-000-000-14-1411-000C	-100.09	
Inv# 624199435 Cleaning Supplies	224806	624199435	051.05.2023	60-612-000-53-5316-000C	139.20	
Inv# 624246258 General Grocery	224608	624246258	042.04.2023	60-000-000-14-1415-000C	1,969.73	
Inv# 624246258 Meat	224608	624246258	042.04.2023	60-000-000-14-1411-000C	1,226.45	
Inv# 624246258 Restaurant Supplies	224608	624246258	042.04.2023	60-612-902-53-5388-000C	450.24	
Inv# 624246258 Cleaning Supplies	224608	624246258	042.04.2023	60-612-000-53-5316-000C	217.66	
Inv# 624246258 Dairy	224608	624246258	042.04.2023	60-000-000-14-1414-000C	558.77	
Inv# 624265909 General Grocery	224608	624265909	042.04.2023	60-000-000-14-1415-000C	728.31	
Inv# 624265909 Dairy	224608	624265909	042.04.2023	60-000-000-14-1414-000C	498.55	
Inv# 624265909 Cleaning Supplies	224608	624265909	042.04.2023	60-612-000-53-5316-000C	125.10	
Inv# 624265909 Restaurant Supplies	224608	624265909	042.04.2023	60-612-902-53-5388-000C	182.97	
Inv# 624265909 Meat	224608	624265909	042.04.2023	60-000-000-14-1411-000C	101.92	
Inv# 624281480 Meat	224608	624281480	042.04.2023	60-000-000-14-1411-000C	1,438.65	
Inv# 624281480 Meat	224608	624281480	042.04.2023	60-000-000-14-1411-000C	276.99	
Inv# 624281480 Dairy	224608	624281480	042.04.2023	60-000-000-14-1414-000C	239.45	
Inv# 624281480 General Grocery	224608	624281480	042.04.2023	60-000-000-14-1415-000C	1,430.83	
Inv# 624282770 Meat	224745	624282770	044.04.2023	60-000-000-14-1411-000C	396.50	
Inv# 624282770 Meat	224745	624282770	044.04.2023	60-000-000-14-1411-000C	101.92	
Inv# 624282770 Cleaning Supplies	224745	624282770	044.04.2023	60-612-000-53-5316-000C	81.17	
Inv# 624282770 Banquet Supplies	224745	624282770	044.04.2023	60-612-901-53-5390-000C	55.30	
Inv# 624282770 General Grocery	224745	624282770	044.04.2023	60-000-000-14-1415-000C	628.59	
Inv# 624286822 Cleaning Supplies	224672	624286822	043.04.2023	60-612-000-53-5316-000C	135.81	
Inv# 624286822 General Grocery	224672	624286822	043.04.2023	60-000-000-14-1415-000C	1,288.02	
Inv# 624286822 Meat	224672	624286822	043.04.2023	60-000-000-14-1411-000C	348.65	
Inv# 624286822 Meat	224672	624286822	043.04.2023	60-000-000-14-1411-000C	537.57	
Inv# 624286822 Banquet Supplies	224672	624286822	043.04.2023	60-612-901-53-5390-000C	227.61	
Inv# 624286822 Restaurant Supplies	224672	624286822	043.04.2023	60-612-902-53-5388-000C	227.61	
Inv# 624286822 Non-Alcoholic Beverages	224672	624286822	043.04.2023	60-000-000-14-1416-000C	51.00	
Inv# 624299842 Cleaning Supplies	224608	624299842	042.04.2023	60-612-000-53-5316-000C	123.57	
Inv# 624299843 Cleaning Supplies	224608	624299843	042.04.2023	60-612-000-53-5316-000C	453.29	
Inv# 624299843 General Grocery	224608	624299843	042.04.2023	60-000-000-14-1415-000C	1,231.12	
Inv# 624299843 Meat	224608	624299843	042.04.2023	60-000-000-14-1411-000C	166.21	
Inv# 624299843 Meat	224608	624299843	042.04.2023	60-000-000-14-1411-000C	438.98	
Inv# 624299844 Cleaning Supplies	224608	624299844	042.04.2023	60-612-000-53-5316-000C	45.64	
Inv# 624306854 Dairy	224672	624306854	043.04.2023	60-000-000-14-1414-000C	742.00	
Inv# 624306854 Meat	224672	624306854	043.04.2023	60-000-000-14-1411-000C	887.76	
Inv# 624306854 Meat	224672	624306854	043.04.2023	60-000-000-14-1411-000C	147.34	
Inv# 624306854 General Grocery	224672	624306854	043.04.2023	60-000-000-14-1415-000C	2,246.69	
Inv# 624306855 Cleaning Supplies	224672	624306855	043.04.2023	60-612-000-53-5316-000C	125.10	
Inv# 624306855 Restaurant Supplies	224672	624306855	043.04.2023	60-612-902-53-5388-000C	200.44	
Inv# 624306855 Banquet Supplies	224672	624306855	043.04.2023	60-612-901-53-5390-000C	200.44	

Fund	Description					
Vendor No	Vendor Name					
Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 624306855	General Grocery	224672	624306855	043.04.2023	60-000-000-14-1415-000C	2,426.20
Inv# 624306855	Dairy	224672	624306855	043.04.2023	60-000-000-14-1414-000C	116.86
Inv# 624306855	Meat	224672	624306855	043.04.2023	60-000-000-14-1411-0000	510.72
Inv# 624306855	Meat	224672	624306855	043.04.2023	60-000-000-14-1411-0000	50.96
Inv# 624306855	Non-Alcoholic Beverages	224672	624306855	043.04.2023	60-000-000-14-1416-000C	226.92
Inv# 624306855	Banquet Supplies	224672	624306855	043.04.2023	60-612-901-53-5390-000C	130.00
Inv# 624316198	General Grocery	224672	624316198	043.04.2023	60-000-000-14-1415-000C	911.79
Inv# 624316198	Banquet Supplies	224672	624316198	043.04.2023	60-612-901-53-5390-000C	334.67
Inv# 624316198	Restaurant Supplies	224672	624316198	043.04.2023	60-612-902-53-5388-000C	334.67
Inv# 624316198	Cleaning Supplies	224672	624316198	043.04.2023	60-612-000-53-5316-000C	362.67
Inv# 624316198	Meat	224672	624316198	043.04.2023	60-000-000-14-1411-0000	666.36
Inv# 624316198	Meat	224672	624316198	043.04.2023	60-000-000-14-1411-0000	317.20
Inv# 624316198	Dairy	224672	624316198	043.04.2023	60-000-000-14-1414-000C	181.35
Inv# 624318085	Restaurant Supplies	224745	624318085	044.04.2023	60-612-902-53-5388-000C	152.02
Inv# 624318085	Meat	224745	624318085	044.04.2023	60-000-000-14-1411-0000	1,132.50
Inv# 624318085	Meat	224745	624318085	044.04.2023	60-000-000-14-1411-0000	92.48
Inv# 624318085	Banquet Supplies	224745	624318085	044.04.2023	60-612-901-53-5390-000C	152.02
Inv# 624318085	Dairy	224745	624318085	044.04.2023	60-000-000-14-1414-000C	62.68
Inv# 624318085	General Grocery	224745	624318085	044.04.2023	60-000-000-14-1415-000C	2,164.32
Inv# 624318085	Cleaning Supplies	224745	624318085	044.04.2023	60-612-000-53-5316-000C	125.10
Inv# 624322143	Meat	224745	624322143	044.04.2023	60-000-000-14-1411-0000	203.84
Inv# 624322143	Restaurant Supplies	224745	624322143	044.04.2023	60-612-902-53-5388-000C	223.48
Inv# 624322143	Banquet Supplies	224745	624322143	044.04.2023	60-612-901-53-5390-000C	223.48
Inv# 624322143	General Grocery	224745	624322143	044.04.2023	60-000-000-14-1415-000C	964.71
Inv# 624322143	Dairy	224745	624322143	044.04.2023	60-000-000-14-1414-000C	142.29
Inv# 624322143	Produce	224745	624322143	044.04.2023	60-000-000-14-1413-000C	49.60
Inv# 624333941	Dairy	224745	624333941	044.04.2023	60-000-000-14-1414-000C	128.71
Inv# 624333941	Restaurant Supplies	224745	624333941	044.04.2023	60-612-902-53-5388-000C	160.51
Inv# 624333941	Banquet Supplies	224745	624333941	044.04.2023	60-612-901-53-5390-000C	160.52
Inv# 624333941	Cleaning Supplies	224745	624333941	044.04.2023	60-612-000-53-5316-000C	125.10
Inv# 624333941	General Grocery	224745	624333941	044.04.2023	60-000-000-14-1415-000C	1,423.75
Inv# 624333941	Meat	224745	624333941	044.04.2023	60-000-000-14-1411-0000	1,369.98
Inv# 624333941	Meat	224745	624333941	044.04.2023	60-000-000-14-1411-0000	1,100.71
Inv# 624334921	Dairy	224806	624334921	051.05.2023	60-000-000-14-1414-000C	255.09
Inv# 624334921	Restaurant Supplies	224806	624334921	051.05.2023	60-612-902-53-5388-000C	250.52
Inv# 624334921	Banquet Supplies	224806	624334921	051.05.2023	60-612-901-53-5390-000C	250.51
Inv# 624334921	Banquet Supplies	224806	624334921	051.05.2023	60-612-901-53-5390-000C	73.58
Inv# 624334921	Cleaning Supplies	224806	624334921	051.05.2023	60-612-000-53-5316-000C	39.37
Inv# 624334921	Meat	224806	624334921	051.05.2023	60-000-000-14-1411-0000	317.20
Inv# 624334921	General Grocery	224806	624334921	051.05.2023	60-000-000-14-1415-000C	1,748.53
Inv# 624334921	Meat	224806	624334921	051.05.2023	60-000-000-14-1411-0000	891.06
Inv# 624334922	Meat	224806	624334922	051.05.2023	60-000-000-14-1411-0000	1,090.40
Inv# 624339188	Produce	224806	624339188	051.05.2023	60-000-000-14-1413-000C	23.57
Inv# 624339188	Cleaning Supplies	224806	624339188	051.05.2023	60-612-000-53-5316-000C	125.10
Inv# 624339188	General Grocery	224806	624339188	051.05.2023	60-000-000-14-1415-000C	1,036.61
Inv# 624339188	Meat	224806	624339188	051.05.2023	60-000-000-14-1411-0000	2,738.56
Inv# 624339188	Meat	224806	624339188	051.05.2023	60-000-000-14-1411-0000	242.34
Inv# 624339188	Dairy	224806	624339188	051.05.2023	60-000-000-14-1414-000C	232.36
Inv# 624339188	Restaurant Supplies	224806	624339188	051.05.2023	60-612-902-53-5388-000C	188.80
Inv# 624350595	Banquet Supplies	224806	624350595	051.05.2023	60-612-901-53-5390-000C	161.70
Inv# 624350595	Restaurant Supplies	224806	624350595	051.05.2023	60-612-902-53-5388-000C	161.70
Inv# 624350595	Dairy	224806	624350595	051.05.2023	60-000-000-14-1414-000C	103.82
Inv# 624350595	Cleaning Supplies	224806	624350595	051.05.2023	60-612-000-53-5316-000C	221.54
Inv# 624350595	General Grocery	224806	624350595	051.05.2023	60-000-000-14-1415-000C	1,211.75
Inv# 624350595	Meat	224806	624350595	051.05.2023	60-000-000-14-1411-0000	267.33
Inv# 624350595	Meat	224806	624350595	051.05.2023	60-000-000-14-1411-0000	342.22
Vendor Total:						52,480.20

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
02265	Parts Town					
Inv# 32406930	224732	32406930	044.04.2023	60-612-000-54-5441-000C	319.00	
Inv# 32497349	224732	32497349	044.04.2023	60-612-000-54-5441-000C	163.40	
Inv# 32497350	224732	32497350	044.04.2023	60-612-000-54-5441-000C	303.93	
Vendor Total:					786.33	
03113	Airgas National Carbonation					
Inv# 9135570302 Bulk CO2	224618	9135570302	043.04.2023	60-612-000-52-5220-000C	135.20	
Inv# 9135994806 Bulk CO2	224618	9135994806	043.04.2023	60-612-000-52-5220-000C	161.04	
Inv# 9136599917 Bulk CO2	224618	9136599917	043.04.2023	60-612-000-52-5220-000C	170.66	
Vendor Total:					466.90	
03163	Advanced Turf Solutions					
Nylon Green and White Rope	224683	SO1065767.2	044.04.2023	60-601-000-53-5342-000C	95.61	
Cup Stopper	224683	SO1080628	044.04.2023	60-601-000-53-5342-000C	166.09	
Vendor Total:					261.70	
03481	Tressler LLP					
Services through 03/31/23	224675	463795	043.04.2023	60-000-000-52-5207-000C	1,283.33	
Vendor Total:					1,283.33	
03574	The Knot Worldwide Inc					
Advertising for AGC for Chicago Suburbs Regio	224610	INVUSD592111662	042.04.2023	60-612-415-54-5426-000C	3,670.80	
Vendor Total:					3,670.80	
03754	Comcast Cable					
AGC Clubhouse 041423-051323	224626	87712049102197_05	043.04.2023	60-000-000-52-5262-000C	253.85	
Vendor Total:					253.85	
04109	Power Up Batteries LLC.					
Inv# P61232666	224599	P61232666	042.04.2023	60-601-000-53-5315-000C	438.75	
Inv# P61290888	224599	P61290888	042.04.2023	60-601-000-53-5315-000C	107.95	
Vendor Total:					546.70	
04267	Martin Whalen Group Inc					
AGC Clubhouse 042823-052723	224722	70548_0523	044.04.2023	60-611-000-52-5211-0000	19.07	
AGC Clubhouse 042823-052723	224722	70549_0523	044.04.2023	60-000-000-52-5211-0000	4.06	
Arrowhead- Maintenance 042823-052723	224722	70559_0523	044.04.2023	60-000-000-52-5211-0000	15.60	
AGC Clubhouse 042823-052723	224722	70561_0523	044.04.2023	60-612-000-52-5211-0000	12.60	
AGC Clubhouse 042823-052723	224722	70563_0523	044.04.2023	60-601-000-52-5211-0000	4.54	
AGC 042823-052723	224722	MW82279_0523	044.04.2023	60-000-000-52-5211-0000	628.52	
Vendor Total:					684.39	
04296	Culligan DuPage Soft Water Service Inc					
Arrowhead Salt Delivery March 2023	224573	261958_0323S	042.04.2023	60-612-000-52-5210-000C	46.25	
Arrowhead Drinking Water March 2023	224573	261958_0323W	042.04.2023	60-000-000-52-5210-000C	63.40	
Arrowhead Annual Cooler Rental April 2023	224573	261958_0423R	042.04.2023	60-000-000-52-5210-000C	18.00	
Arrowhead Softner Rental April 2023	224573	261958_0423RS	042.04.2023	60-612-000-52-5210-000C	106.00	
Vendor Total:					233.65	
04419	TriMark Marlinn LLC					
Inv# 2982904 Banquet Supplies	224809	2982904	051.05.2023	60-612-901-53-5390-000C	306.00	
Vendor Total:					306.00	
04508	Get Fresh Produce Inc.					
Inv# 04326571 Dairy	224640	04326571	043.04.2023	60-000-000-14-1414-000C	182.00	

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 04326571 Produce	224640	04326571	043.04.2023	60-000-000-14-1413-000C	492.90
Inv# 04329573 Produce	224640	04329573	043.04.2023	60-000-000-14-1413-000C	455.60
Inv# 04329573 Dairy	224640	04329573	043.04.2023	60-000-000-14-1414-000C	205.40
Inv# 04331495 Dairy	224640	04331495	043.04.2023	60-000-000-14-1414-000C	364.40
Inv# 04331495 Produce	224640	04331495	043.04.2023	60-000-000-14-1413-000C	1,001.00
Inv# 04333626 Produce	224640	04333626	043.04.2023	60-000-000-14-1413-000C	296.43
Inv# 04333626 Dairy	224640	04333626	043.04.2023	60-000-000-14-1414-000C	709.40
Inv# 04336408 Produce	224640	04336408	043.04.2023	60-000-000-14-1413-000C	903.45
Inv# 04336408 Dairy	224640	04336408	043.04.2023	60-000-000-14-1414-000C	393.40
Inv# 04337434 Dairy	224712	04337434	044.04.2023	60-000-000-14-1414-000C	490.30
Inv# 04337434 Produce	224712	04337434	044.04.2023	60-000-000-14-1413-000C	720.01
Inv# 04339860 Produce	224712	04339860	044.04.2023	60-000-000-14-1413-000C	1,485.65
Inv# 04339860 Dairy	224712	04339860	044.04.2023	60-000-000-14-1414-000C	662.52
Inv# 04341494 Dairy	224712	04341494	044.04.2023	60-000-000-14-1414-000C	331.46
Inv# 04341494 Produce	224712	04341494	044.04.2023	60-000-000-14-1413-000C	455.05
Inv# 04343382 Produce	224783	04343382	051.05.2023	60-000-000-14-1413-000C	1,032.50
Inv# 04343382 Dairy	224783	04343382	051.05.2023	60-000-000-14-1414-000C	720.65
Inv# 04345570 Dairy	224783	04345570	051.05.2023	60-000-000-14-1414-000C	275.47
Inv# 04345570 Produce	224783	04345570	051.05.2023	60-000-000-14-1413-000C	607.30
Inv# 04345644 Produce	224783	04345644	051.05.2023	60-000-000-14-1413-000C	28.50
Inv# 04346439 Produce	224783	04346439	051.05.2023	60-000-000-14-1413-000C	563.10
Inv# 04346439 Dairy	224783	04346439	051.05.2023	60-000-000-14-1414-000C	274.87
Vendor Total:					12,651.36
04888 Feece Oil Company					
664 Gallons of Regular Gasoline	224780	3968529	051.05.2023	60-601-000-53-5348-000C	2,216.71
Vendor Total:					2,216.71
05138 Wyatts CO2 & Beer Line Cleaning					
Inv# 31702 Nitro Tanks	224816	31702	051.05.2023	60-612-902-53-5388-000C	75.00
Vendor Total:					75.00
05162 Hines Building Supply - US LBM LLC					
Arrowhead Siding	224585	5151694	042.04.2023	60-000-000-53-5313-000C	464.00
Vendor Total:					464.00
05449 Marberry Cleaners & Launderers LLC					
Inv# C15D7E Drape Cleaning	224592	C15D7E	042.04.2023	60-612-000-52-5210-000C	560.00
Vendor Total:					560.00
05535 Global Golf Sales Inc.					
2 Sets Proximity Markers	224713	INV/2023/10049	044.04.2023	60-611-912-53-5342-0000	205.00
3 Course Signs	224713	INV/2023/10050	044.04.2023	60-611-912-53-5342-0000	232.00
100 Gross Pencils	224713	INV/2023/10197	044.04.2023	60-611-912-53-5342-0000	1,228.14
Vendor Total:					1,665.14
05540 Performance Chemical & Supply					
Cleaning Supplies	224663	287704	043.04.2023	60-000-000-53-5316-000C	1,007.97
Janitor Cart	224663	288212	043.04.2023	60-000-000-53-5316-000C	255.18
Custodial Supplies	224663	288563	043.04.2023	60-000-000-53-5316-000C	542.89
Vendor Total:					1,806.04
06027 DeEtta's Bakery Inc					
Inv# 4168 Premium Banquet Service	224574	4168	042.04.2023	60-612-901-52-5292-000C	275.00
Inv# 4173 Event Desserts	224632	4173	043.04.2023	60-612-901-52-5292-000C	270.00
Inv# 4186 Event Desserts	224707	4186	044.04.2023	60-612-901-52-5292-000C	458.80
Inv# 4195 Event Desserts	224774	4195	051.05.2023	60-612-901-52-5292-000C	234.80

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
Inv# 4205 Event Desserts	224774	4205	051.05.2023	60-612-901-52-5292-000C	295.00	
				Vendor Total:	1,533.60	
06178 Mercury Partners 90 BI						
Inv# 201777 Duct Temp Sensor	224794	201777	051.05.2023	60-612-000-54-5441-000C	67.00	
				Vendor Total:	67.00	
06250 LRS Holdings LLC						
AGC Clubhouse 050123-053123	224792	47783.1 AGC_0523	051.05.2023	60-000-000-52-5263-000C	202.91	
				Vendor Total:	202.91	
06422 Econ Control, Inc.						
Inv# 49764 Cigars for Halfway House	224635	49764	043.04.2023	60-000-000-14-1415-000C	4,822.02	
				Vendor Total:	4,822.02	
06434 Concentric Ventures Incorporated						
Inv# 10576 Liquor Consulting March 2023	224628	10576	043.04.2023	60-612-000-52-5210-000C	1,725.00	
				Vendor Total:	1,725.00	
06542 Peerless Network Inc						
AGC 031523-051423	224796	21618	051.05.2023	60-000-000-52-5262-000C	109.17	
				Vendor Total:	109.17	
06626 Cozzini Bros, Inc.						
Inv# C12984663 Cutlery Service	224631	C12984663	043.04.2023	60-612-000-52-5210-000C	45.00	
				Vendor Total:	45.00	
06640 Yamaha Motor Finance Corporation U.S.A.						
GPS Lease May 2023	224681	804526	043.04.2023	60-611-000-52-5211-0000	3,080.00	
				Vendor Total:	3,080.00	
06670 Brinks Incorporated						
04/2023 Armored Services for AGC	224623	12259788	043.04.2023	60-000-000-52-5214-000C	137.54	
				Vendor Total:	137.54	
06674 Lingo Communications LLC						
AGC Golf 040423-050323	224590	960579_0523	042.04.2023	60-611-000-52-5262-0000	190.41	
AGC Banquets 040423-050323	224590	960579_0523	042.04.2023	60-612-901-52-5262-000C	190.41	
AGC Restaurant 040423-050323	224590	960579_0523	042.04.2023	60-612-902-52-5262-000C	185.03	
				Vendor Total:	565.85	
06696 Pro Staffing Inc.						
Inv# 8446 Temp Staff for F&B	224664	8446	043.04.2023	60-612-000-52-5210-000C	366.08	
Inv# 8469 Temp Staff for F&B	224739	8469	044.04.2023	60-612-000-52-5210-000C	331.76	
				Vendor Total:	697.84	
06790 Covia Holdings Corporation						
Bunker Sand	224706	82070297	044.04.2023	60-601-000-53-5331-000C	1,423.16	
Bunker Sand	224706	82070394	044.04.2023	60-601-000-53-5331-000C	1,444.93	
				Vendor Total:	2,868.09	
06798 Jones Global Sports, LLC						
Performance Jerseys	224589	22027120	042.04.2023	60-000-000-14-1431-000C	5,391.25	
				Vendor Total:	5,391.25	
06895 Protect My Ministry, LLC						

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
MVR Search	224600	1042236	042.04.2023	60-418-902-52-5208-000C	18.00
MVR Search	224600	1042236	042.04.2023	60-418-912-52-5208-000C	18.00
Vendor Total:					36.00
06900 Two Brothers Coffee Roasters					
Inv# 25869 Non-Alcoholic Beverages	224612	25869	042.04.2023	60-000-000-14-1416-000C	534.80
Vendor Total:					534.80
06940 Advocate Health and Hospitals Corporation					
Back Evaluations	224685	843257	044.04.2023	60-418-902-52-5208-000C	318.00
Vendor Total:					318.00
06960 Campagna-Turano Bakery Inc.					
Inv# 118009196 General Grocery	224566	118009169	042.04.2023	60-000-000-14-1415-000C	36.72
Inv# 118009201 General Grocery	224566	118009201	042.04.2023	60-000-000-14-1415-000C	196.60
Inv# 118009294 General Grocery	224566	118009294	042.04.2023	60-000-000-14-1415-000C	144.96
Inv# 118009329 General Grocery	224566	118009329	042.04.2023	60-000-000-14-1415-000C	109.00
Inv# 118009463 General Grocery	224624	118009463	043.04.2023	60-000-000-14-1415-000C	244.62
Inv# 118009526 General Grocery	224624	118009526	043.04.2023	60-000-000-14-1415-000C	266.30
Inv# 118009581 General Grocery	224697	118009581	044.04.2023	60-000-000-14-1415-000C	329.22
Inv# 118009709 General Grocery	224697	118009709	044.04.2023	60-000-000-14-1415-000C	515.50
Inv# 118009719 General Grocery	224697	118009719	044.04.2023	60-000-000-14-1415-000C	68.20
Inv# 118009778 General Grocery	224763	118009778	051.05.2023	60-000-000-14-1415-000C	242.48
Inv# 118009816 General Grocery	224763	118009816	051.05.2023	60-000-000-14-1415-000C	123.04
Inv# 118009853 General Grocery	224763	118009853	051.05.2023	60-000-000-14-1415-000C	372.80
Inv# 118009911 General Grocery	224763	118009911	051.05.2023	60-000-000-14-1415-000C	82.20
Vendor Total:					2,731.64
07006 Dynamic Desserts LLC					
Inv# 1047 Event Desserts Deposit 10/21/23	224634	1047 Deposit	043.04.2023	60-612-901-52-5292-000C	200.00
Vendor Total:					200.00
07053 Amperage Electrical Supply, Inc.					
Inv# 1393628-IN	224757	1393628-IN	051.05.2023	60-000-000-53-5312-000C	323.71
Vendor Total:					323.71
07083 BoardTronics					
Faceplates for Irrigation Sattelites	224564	8951625	042.04.2023	60-601-000-53-5343-000C	817.50
Vendor Total:					817.50
07084 O'Toole III, Thomas					
Inv# 841007 Event Dessert	224657	841007	043.04.2023	60-612-901-52-5292-000C	386.40
Vendor Total:					386.40
07159 Xerox Corporation					
AGC Clubhouse 030723-040623	224680	0100160004001_042	043.04.2023	60-000-000-52-5211-0000	523.50
AGC Clubhouse 040723-050623	224817	4180665	051.05.2023	60-000-000-52-5211-0000	523.50
Vendor Total:					1,047.00
07177 Neal, Marion					
Inv# 2017360 Lunch and Dinner Menus	224656	2017360	043.04.2023	60-612-415-54-5426-000C	1,491.00
Vendor Total:					1,491.00
07237 POS Remarketing Group Inc					
Inv# 322340 Point of Sale System for AGC	224738	322340	044.04.2023	60-612-000-52-5210-000C	11,500.00

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					11,500.00
07239 Hurley, Peter G.					
Mileage Reimbursement for March 2023	224587	033123	042.04.2023	60-000-000-54-5422-000C	57.64
Vendor Total:					57.64
07251 Colliflower					
Inv# 02002620 PVC Suction Hose	224768	02002620	051.05.2023	60-601-000-53-5315-000C	56.75
Vendor Total:					56.75
Fund Total:					205,968.12
70 Information Technology					
05743 Advanced Intelligence Engineering					
Monthly Support April 2023	224558	13105	042.04.2023	70-000-000-52-5240-000C	20,573.40
Replacement Monitors for AP Assistant	224616	13121	043.04.2023	70-000-000-53-5305-000C	376.98
Replacement Monitors	224616	13121	043.04.2023	70-000-000-53-5305-000C	753.96
Replacement Monitor	224616	13121	043.04.2023	70-000-000-53-5305-000C	188.49
HPE Packaged Support Service Renewal	224616	13122	043.04.2023	70-000-000-52-5240-000C	937.36
Meraki Cloud License Renewals (3 years)	224682	13137	044.04.2023	70-000-000-52-5240-000C	19,823.95
Monitor	224756	13174	051.05.2023	70-000-000-53-5305-000C	168.25
Monitors	224756	13175	051.05.2023	70-000-000-53-5305-000C	336.50
Vendor Total:					43,158.89
06089 TMA Systems LLC					
TMA Work Order System	224747	INV-0579	044.04.2023	70-000-000-52-5240-000C	17,498.25
Vendor Total:					17,498.25
Fund Total:					60,657.14
75 Health Insurance					
00270 Flexible Benefit Service Corp.					
Flex/Cobra Admin Fees for March	224781	FBS-565091	051.05.2023	75-000-000-52-5274-000C	60.00
Vendor Total:					60.00
06726 Dearborn Life Insurance Company					
EAP for May 2023	224773	050123	051.05.2023	75-000-000-52-5231-000C	586.24
Foundation% Insurance May 2023	224773	050123-1	051.05.2023	75-000-000-12-1221-000C	6.48
WDSRA% Insurance May 2023	224773	050123-1	051.05.2023	75-000-000-12-1222-000C	12.92
Retiree Vision Insurance May 2023	224773	050123-1	051.05.2023	75-000-000-21-2137-000C	38.91
Group Term Life Insurance May 2023	224773	050123-1	051.05.2023	75-000-000-52-5230-000C	2,146.70
Vision Insurance May 2023	224773	050123-1	051.05.2023	75-000-000-52-5231-000C	1,301.00
Vendor Total:					4,092.25
Fund Total:					4,152.25
Report Total:					601,491.79

Accounts Payable

Checks Approval Document

User: rtucker
Printed: 5/9/2023 - 10:17 AM




Wheaton Park District


Board of Commissioners Report From the Period Beginning April 12, 2023 and Ending May 09, 2023.

Fund	Description	Amount
10	General	74,580.77
20	Recreation	48,647.53
22	Cosley Zoo	7,627.16
23	Liability	2,837.88
26	IMRF	32,954.25
40	Capital Projects	1,175.30
60	Golf Fund	94,302.76
70	Information Technology	100.96
75	Health Insurance	153,584.66
Report Total:		415,811.27

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, 2023.


(Treasurer)


(Secretary)

Accounts Payable

Checks Approval List

User: rtucker
Printed: 5/9/2023 - 10:20 AM



Wheaton Park District

Board of Commissioners Report From the Period Beginning April 12, 2023 and Ending May 09, 2023.

Fund Description

Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
10 General					
00309 Ortiz, Gabriel					
Go 4 It Entertainment - Superhero Fun Run 2023	167166	041523	162.04.2023	10-000-416-52-5241-1900	700.00
Vendor Total:					700.00
00423 Costco Membership					
Costco Membership 000111881308899	167170	050123	163.04.2023	10-000-415-54-5425-0000	30.00
Costco Membership 000111881308899	167170	050123	163.04.2023	10-419-000-54-5425-0000	30.00
Vendor Total:					60.00
00465 I.M.R.F.					
03/2023 IMRF	0	033123	141.04.2023	10-000-000-21-2123-0000	9,962.18
03/2023 IMRF	0	033123	141.04.2023	10-000-000-21-2124-0000	32,378.57
Vendor Total:					42,340.75
00766 Pre-Paid Legal Service Inc					
04/23 Pre-Paid Legal	0	043023	141.04.2023	10-000-000-21-2127-0000	322.01
Vendor Total:					322.01
01091 Aflac					
April 2023 Aflac	0	689665	141.04.2023	10-000-000-21-2131-0000	263.06
April 2023 Aflac	0	689665	141.04.2023	10-000-000-21-2132-0000	174.18
Vendor Total:					437.24
03008 Illinois Department of Agriculture					
Pesticide Application #33619	167180	33619	164.04.2023	10-101-000-54-5432-0000	60.00
Pesticide Application #42131	167181	42131	164.04.2023	10-101-000-54-5432-0000	45.00
Vendor Total:					105.00
03829 Texas Life Insurance Company					
Texas Life Insurance April 2023	0	SB08FS202304130	141.04.2023	10-000-000-21-2130-0000	186.04
Vendor Total:					186.04
04121 UMB Bank N.A.					
WSJ Subscription for March 2023	0	0082_2303050000	171.04.2023	10-419-000-54-5425-0000	38.99
GFOA 2023 Annual Conference	0	0082_2303160000	171.04.2023	10-419-000-54-5432-0000	500.00
Sign Shop Supplies	0	0118_2303010000	171.04.2023	10-101-000-53-5314-0000	1,093.47
Sign Shop Supplies	0	0118_2303080000	171.04.2023	10-101-000-53-5314-0000	750.83
Ratchet Tie Down /Stretch Wrap	0	0118_2303090000	171.04.2023	10-101-000-53-5314-0000	59.89
Saw Blade	0	0118_2303280000	171.04.2023	10-101-000-53-5314-0000	115.00
Adapter for Sound System	0	0140_2303020000	171.04.2023	10-430-000-53-5302-0000	7.99
Adapters for Sound System	0	0140_2303030000	171.04.2023	10-430-000-53-5302-0000	24.97
Computer Speakers	0	0140_2303060000	171.04.2023	10-430-000-53-5306-0000	18.93
Water for Park Board Meeting	0	0140_2303080000	171.04.2023	10-000-000-53-5302-0000	7.98
Snacks for Museum	0	0140_2303080000	171.04.2023	10-430-000-53-5302-1108	108.33
Museum All Staff Training Luncheon	0	0140_2303110000	171.04.2023	10-430-000-54-5432-0000	57.50
Camp and Scout Program Supplies	0	0140_2303120000	171.04.2023	10-430-000-53-5302-1108	35.75

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Books for Museum Shop Inventory	0	0140_2303150000	171.04.2023	10-000-000-14-1433-000C	554.49
Whipping Cream for School Program	0	0140_2303160000	171.04.2023	10-430-000-53-5302-1108	14.98
KDRMA Dues for 2023 and Advertising	0	0140_2303170000	171.04.2023	10-430-000-54-5425-000C	35.00
KDRMA Dues for 2023 and Advertising	0	0140_2303170000	171.04.2023	10-430-000-54-5426-000C	95.00
Green Tea	0	0140_2303210000	171.04.2023	10-000-000-53-5302-000C	37.98
Made by Me Train Craft	0	0140_2303290000	171.04.2023	10-000-000-14-1433-000C	294.00
Made by Me Train Craft	0	0140_2303290000	171.04.2023	10-430-000-53-5302-1108	260.00
MLC Inspection Repair	0	0182_2302280000	171.04.2023	10-101-000-53-5334-000C	85.27
Bandshell	0	0182_2303020000	171.04.2023	10-101-000-53-5313-000C	19.98
American Flags	0	0182_2303090000	171.04.2023	10-101-000-53-5310-000C	123.54
Pest Control	0	0182_2303210000	171.04.2023	10-101-856-52-5211-0000	261.00
Gas Detector	0	0182_2303230000	171.04.2023	10-101-000-53-5345-000C	106.29
Luncheon Meeting	0	0208_2303280000	171.04.2023	10-000-000-54-5438-000C	28.48
Lincoln Marsh Graffiti Removal	0	0314_2302280000	171.04.2023	10-101-000-53-5347-000C	145.49
Screen Protector and Phone Case	0	0314_2303070000	171.04.2023	10-101-000-53-5313-000C	40.80
Name Tags for Plant Sale	0	0314_2303070000	171.04.2023	10-101-000-53-5302-000C	5.99
Machinery Supplies	0	0314_2303070000	171.04.2023	10-101-000-53-5315-000C	17.98
Restroom Signs	0	0314_2303080000	171.04.2023	10-101-000-53-5316-000C	14.73
Restroom Signs	0	0314_2303080000	171.04.2023	10-101-000-53-5316-000C	14.01
Supplies	0	0314_2303100000	171.04.2023	10-101-000-53-5316-000C	613.44
Dog Waste Bags	0	0314_2303210000	171.04.2023	10-101-000-53-5331-000C	2,155.65
Coffee Creamer	0	0314_2303220000	171.04.2023	10-101-000-53-5302-000C	17.82
Coffee Creamer	0	0314_2303220000	171.04.2023	10-101-000-53-5302-000C	14.25
Coffee Creamer	0	0314_2303270000	171.04.2023	10-101-000-53-5302-000C	56.88
Safety Glasses	0	0314_2303290000	171.04.2023	10-101-000-53-5303-000C	20.16
Labels	0	0314_2303290000	171.04.2023	10-101-000-53-5302-000C	34.37
Bubbas Pizza	0	0348_2303020000	171.04.2023	10-101-000-54-5432-000C	38.48
Sunoco	0	0348_2303020000	171.04.2023	10-101-000-54-5432-000C	57.20
Potawatomi Inn	0	0348_2303020000	171.04.2023	10-101-000-54-5432-000C	182.00
Ex Director Flag Meeting	0	0455_2303030000	171.04.2023	10-000-000-54-5438-000C	7.71
Ex Director & Director of Spec Facilities Meetin	0	0455_2303240000	171.04.2023	10-000-000-54-5434-000C	14.59
Postage Stamps for Admin Office	0	0463_2303060000	171.04.2023	10-000-000-53-5304-000C	25.20
NRPA Agency Membership	0	0463_2303080000	171.04.2023	10-000-000-54-5425-000C	566.67
Earth Day Benefit Dinner	0	0463_2303090000	171.04.2023	10-000-000-54-5438-000C	500.00
Director of Marketing Legislative Conference R	0	0463_2303170000	171.04.2023	10-000-415-54-5432-000C	216.00
Ex Director & Ex Asst Legislative Conference R	0	0463_2303170000	171.04.2023	10-000-000-54-5432-000C	144.00
Funeral Flowers	0	0463_2303200000	171.04.2023	10-000-000-54-5438-000C	41.67
2023 GFOA Conference Assistant Finance Direc	0	0686_2303160000	171.04.2023	10-419-000-54-5432-000C	500.00
2023 GFOA Conference Airfare Assistant Financ	0	0686_2303200000	171.04.2023	10-419-000-54-5432-000C	5.18
2023 GFOA Conference Airfare Assistant Financ	0	0686_2303200000	171.04.2023	10-419-000-54-5432-000C	347.90
2023 GFOA Conference Airfare Assistant Financ	0	0686_2303200000	171.04.2023	10-419-000-54-5432-000C	238.90
Table Covers	0	0736_2303230000	171.04.2023	10-418-000-54-5432-000C	26.25
Keurig Pods	0	0736_2303240000	171.04.2023	10-000-856-53-5302-000C	155.10
Emergency Escape Tools for Prairie	0	0744_2303170000	171.04.2023	10-000-856-53-5302-000C	10.49
Job Posting	0	0819_2303210000	171.04.2023	10-418-000-54-5426-000C	180.00
Job Posting	0	0819_2303210000	171.04.2023	10-418-000-54-5426-000C	180.00
HR Notary Public Renewal	0	0819_2303240000	171.04.2023	10-418-000-54-5425-000C	66.95
Tire PSC-50043	0	0827_2303020000	171.04.2023	10-101-000-53-5315-000C	104.49
7 Way Plugs	0	0827_2303040000	171.04.2023	10-101-000-53-5315-000C	45.00
Mower Ignition Key	0	0827_2303090000	171.04.2023	10-101-000-53-5315-000C	14.98
Backing Up Car Alarm	0	0827_2303120000	171.04.2023	10-101-000-53-5315-000C	29.97
Tires PSC-50180	0	0827_2303170000	171.04.2023	10-101-000-53-5315-000C	705.96
Pipe Fittings	0	0827_2303210000	171.04.2023	10-101-000-53-5315-000C	108.27
Gojo Hand Soap	0	0850_2303010000	171.04.2023	10-101-000-53-5316-000C	94.00
Vinegar	0	0850_2303010000	171.04.2023	10-101-856-53-5316-000C	32.24
TP & Paper Towels	0	0850_2303070000	171.04.2023	10-101-856-53-5316-000C	116.80
Face Painting for Superhero Fun Run 2023	0	0876_2303020000	171.04.2023	10-000-416-52-5241-190E	150.00
Superhero Fun Run Ads	0	0876_2303160000	171.04.2023	10-000-416-52-5241-190E	93.13

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Printing of Superhero Fun Run Bibs	0	0876_2303180000	171.04.2023	10-000-416-53-5346-1908	370.51
Superhero Fun Run Masks	0	0876_2303270000	171.04.2023	10-000-416-53-5346-1908	90.38
Postcard Postage	0	0876_2303300000	171.04.2023	10-000-416-53-5346-1908	271.68
Glass Frame	0	0884_2303200000	171.04.2023	10-430-000-53-5302-000C	5.35
Google Drive Monthly Storage	0	0959_2303020000	171.04.2023	10-000-415-54-5425-000C	9.99
WP Engine	0	0959_2303250000	171.04.2023	10-000-415-54-5425-000C	290.00
CAC Storage	0	9193_2303100000	171.04.2023	10-101-000-53-5311-0000	93.82
Museum	0	9193_2303100000	171.04.2023	10-101-854-53-5312-000C	58.27
CAC Doors	0	9193_2303220000	171.04.2023	10-101-000-53-5334-000C	37.16
Parts	0	9193_2303220000	171.04.2023	10-101-000-53-5334-000C	40.48
Toohey Electrical	0	9193_2303220000	171.04.2023	10-101-000-53-5312-000C	597.36
Toohey Preschool	0	9193_2303280000	171.04.2023	10-101-000-53-5312-000C	203.91
Toohey Preschool	0	9193_2303290000	171.04.2023	10-101-000-53-5312-000C	242.46
Monthly Podcast Subscription	0	9235_2303130000	171.04.2023	10-000-415-54-5425-000C	16.00
VALUES Derby Event	0	9243_2303160000	171.04.2023	10-000-000-53-5302-000C	152.66
VALUES Derby Days Trophy	0	9243_2303220000	171.04.2023	10-000-000-53-5302-000C	27.71
VALUES Derby Days Flag	0	9243_2303240000	171.04.2023	10-000-000-53-5302-000C	31.23
VALUES Derby Days Awaiting Tax Exempt Cre	0	9243_2303240000	171.04.2023	10-000-000-53-5302-000C	101.55
VALUES Event	0	9276_2303150000	171.04.2023	10-000-000-53-5302-000C	111.84
CAC	0	9292_2303060000	171.04.2023	10-101-000-53-5347-000C	138.48
Glycol	0	9292_2303200000	171.04.2023	10-101-000-53-5311-0000	24.77
Toohey	0	9292_2303270000	171.04.2023	10-101-000-53-5314-000C	266.60
Sports Awards	0	9342_2303030000	171.04.2023	10-000-416-52-5241-1908	1,760.00
Kidlist LLC	0	9342_2303280000	171.04.2023	10-000-416-52-5241-1908	200.00
WSPN Membership	0	9342_2303290000	171.04.2023	10-000-415-54-5425-000C	40.00
Plants for Brunch	0	9391_2303090000	171.04.2023	10-000-113-53-5359-0000	69.75
Vendor Total:					18,138.30
04221 Plug & Pay Technologies					
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	10-000-000-52-5239-000C	15.00
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	10-000-416-52-5239-190C	15.00
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	10-101-000-52-5239-000C	15.00
Vendor Total:					45.00
04287 Global Payments Inc					
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	10-000-000-52-5239-000C	68.82
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	10-000-000-12-1226-000C	89.89
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	10-000-000-12-1226-000C	66.23
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	10-000-416-52-5239-190C	234.58
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	10-101-000-52-5239-000C	78.81
Vendor Total:					538.33
06279 Paylocity Corporation					
04/07/2023 Payroll Processing	0	111708412	141.04.2023	10-000-000-52-5211-0000	181.68
04/21/2023 Payroll Processing	0	111746997	141.04.2023	10-000-000-52-5211-0000	608.95
Vendor Total:					790.63
06874 Standard Retirement Services Inc.					
04/07/23 Deferred Comp	0	040723	141.04.2023	10-000-000-21-2135-000C	620.52
04/07/23 Deferred Comp	0	040723	141.04.2023	10-000-000-21-2126-000C	4,817.42
04/21/23 Deferred Comp	0	042123	141.04.2023	10-000-000-21-2135-000C	637.85
04/21/23 Deferred Comp	0	042123	141.04.2023	10-000-000-21-2126-000C	4,841.68
Vendor Total:					10,917.47
Fund Total:					74,580.77

Fund	Description					
Vendor No	Vendor Name					
Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount	
00423	Costco Membership					
Costco Membership 00011881308899	167170	050123	163.04.2023	20-000-304-54-5425-000C	30.00	
Costco Membership 00011881308899	167170	050123	163.04.2023	20-000-112-54-5425-0000	30.00	
Costco Membership 00011881308899	167170	050123	163.04.2023	20-000-200-54-5425-000C	30.00	
Costco Membership 00011881308899	167170	050123	163.04.2023	20-000-205-54-5425-000C	60.00	
Vendor Total:					150.00	
03758	Gow Inc.					
Fees for Performance Teams	167191	2875	161.05.2023	20-220-209-52-5280-9952	600.00	
Vendor Total:					600.00	
04121	UMB Bank N.A.					
U.S. Soccer Federation Referee Certification	0	0074_2303100000	171.04.2023	20-000-205-54-5432-000C	65.00	
DirecTv 02/28/23-03/27/23	0	0134_2303020000	171.04.2023	20-350-302-52-5211-0000	220.99	
Athletics Team Lunch Meeting	0	0134_2303020000	171.04.2023	20-000-000-54-5434-000C	159.00	
Tax Refund on Concession Order	0	0134_2303150000	171.04.2023	20-220-204-53-5301-4447	-96.45	
Helmet Reconditioning	0	0134_2303240000	171.04.2023	20-221-222-54-5420-4255	539.52	
PPF Workout Class Registration Site	0	0134_2303270000	171.04.2023	20-350-302-52-5210-000C	9.99	
DirecTv 03/28/23-04/27/23	0	0134_2303300000	171.04.2023	20-350-302-52-5211-0000	220.99	
CAC	0	0182_2303080000	171.04.2023	20-101-225-53-5313-000C	102.54	
Urinal Screens	0	0182_2303100000	171.04.2023	20-101-000-53-5313-000C	51.90	
Soap	0	0182_2303100000	171.04.2023	20-101-000-53-5313-000C	404.00	
Luncheon Meeting	0	0208_2303280000	171.04.2023	20-000-000-54-5438-000C	28.49	
Plumbing Supplies	0	0215_2303160000	171.04.2023	20-101-232-53-5311-0000	77.67	
Supplies	0	0314_2303150000	171.04.2023	20-101-232-53-5302-000C	67.05	
Tile Grout	0	0314_2303160000	171.04.2023	20-101-232-53-5302-000C	131.56	
Clamp for Punching Bag	0	0348_2303070000	171.04.2023	20-350-302-53-5327-000C	25.98	
Bolt Cutters	0	0348_2303130000	171.04.2023	20-101-220-53-5313-000C	64.99	
Plunger Kits	0	0348_2303160000	171.04.2023	20-101-220-53-5316-000C	49.98	
Garbage Bin	0	0348_2303170000	171.04.2023	20-101-220-53-5316-000C	54.21	
Trash Can Liners	0	0348_2303230000	171.04.2023	20-101-220-53-5316-000C	84.36	
Bug Kits for Nature to go Bags	0	0355_2303010000	171.04.2023	20-220-112-53-5301-6612	39.99	
Pony Beads for Camps	0	0355_2303020000	171.04.2023	20-220-112-53-5301-6628	8.50	
Pony Beads for Programs	0	0355_2303020000	171.04.2023	20-220-112-53-5301-6612	8.49	
Play Dough for Nature to go Kits	0	0355_2303020000	171.04.2023	20-220-112-53-5301-6612	14.96	
Binders/Cutting Mat/Batteries	0	0355_2303030000	171.04.2023	20-000-000-53-5302-000C	60.75	
Glue and Stickers	0	0355_2303030000	171.04.2023	20-220-112-53-5301-6628	20.93	
Toy Insects/Ink Pad/Stickers	0	0355_2303030000	171.04.2023	20-220-112-53-5301-6612	41.52	
Wrench Sets	0	0355_2303080000	171.04.2023	20-220-112-53-5301-6618	33.94	
Foam Crafts	0	0355_2303130000	171.04.2023	20-220-112-53-5301-6628	11.99	
Foam Crafts	0	0355_2303130000	171.04.2023	20-220-112-53-5301-6612	11.99	
Folders	0	0355_2303130000	171.04.2023	20-000-112-53-5302-0000	9.96	
Dinosaur Masks	0	0355_2303130000	171.04.2023	20-220-112-53-5301-6612	15.59	
Dinosaur Masks	0	0355_2303130000	171.04.2023	20-220-112-53-5301-6628	15.99	
Animal Care Food	0	0355_2303140000	171.04.2023	20-220-112-53-5301-6610	10.24	
Easter Egg Prizes	0	0355_2303150000	171.04.2023	20-220-112-53-5301-6612	6.25	
Stickers for Easter Program	0	0355_2303150000	171.04.2023	20-220-112-53-5301-6612	8.91	
Worms for Animal Care	0	0355_2303150000	171.04.2023	20-220-112-53-5301-6610	3.53	
Supplies for Camps	0	0355_2303150000	171.04.2023	20-220-112-53-5301-6628	15.29	
Wood	0	0355_2303190000	171.04.2023	20-220-112-53-5301-6618	7.58	
Office Supplies	0	0355_2303270000	171.04.2023	20-000-112-53-5302-0000	47.50	
Camp Supplies	0	0355_2303270000	171.04.2023	20-220-112-53-5301-6628	45.58	
Easter Eggs for Scavenger Hunt	0	0355_2303280000	171.04.2023	20-220-112-53-5301-6612	29.98	
Cheer University Fee	0	0454_2303070000	171.04.2023	20-221-221-52-5210-000C	945.00	
Cheer University Fee	0	0454_2303070000	171.04.2023	20-221-221-52-5210-000C	405.00	
USA Pickleball Assoc Registration Fee	0	0454_2303070000	171.04.2023	20-220-203-53-5301-1014	95.00	
Youth Soccer Payment for Background Check/R.O	0	0454_2303140000	171.04.2023	20-220-204-52-5280-4465	20.50	
Ex Director Flag Meeting	0	0455_2303030000	171.04.2023	20-000-000-54-5438-000C	7.71	

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Ex Director & Director of Spec Facilities Meetin	0	0455_2303240000	171.04.2023	20-000-000-54-5434-000C	14.59
				NRPA Agency Membership	0	0463_2303080000	171.04.2023	20-000-000-54-5425-000C	566.67
				Earth Day Benefit Dinner	0	0463_2303090000	171.04.2023	20-000-000-54-5438-000C	500.00
				Ex Director & Ex Asst Legislative Conference R	0	0463_2303170000	171.04.2023	20-000-000-54-5432-000C	144.00
				Funeral Flowers	0	0463_2303200000	171.04.2023	20-000-000-54-5438-000C	41.67
				Zip Ties	0	0710_2303140000	171.04.2023	20-220-204-53-5301-4457	29.73
				Youth Soccer IYSA Safety	0	0710_2303300000	171.04.2023	20-220-204-52-5280-4465	20.50
				Lunch for Les Mis Trip	0	0769_2303010000	171.04.2023	20-220-304-52-5280-5522	1,327.20
				Buffalo Bakeries and Bear Oh My Trip	0	0769_2303070000	171.04.2023	20-220-304-52-5280-5522	200.00
				Milwaukee Fish Fry Trip	0	0769_2303090000	171.04.2023	20-220-304-52-5280-5522	2,725.00
				Hamilton Tickets	0	0769_2303220000	171.04.2023	20-220-304-52-5280-5522	4,062.50
				Lunch Sandwiches	0	0868_2303110000	171.04.2023	20-220-204-53-5301-445C	139.98
				SportsEngine Subscription 031623-031524	0	0868_2303170000	171.04.2023	20-220-204-52-5280-4457	749.00
				Fitness Equipment	0	0926_2303010000	171.04.2023	20-350-302-53-5302-000C	52.98
				Slant Board	0	0926_2303020000	171.04.2023	20-350-302-53-5302-000C	35.97
				Amazon Gift Card for Promo	0	0926_2303060000	171.04.2023	20-350-302-53-5302-000C	25.00
				Group Fitness Fans	0	0926_2303080000	171.04.2023	20-350-302-53-5327-000C	139.98
				Slant Box	0	0926_2303080000	171.04.2023	20-350-302-53-5302-000C	65.89
				United Soccer Background Check	0	0926_2303100000	171.04.2023	20-220-204-52-5280-4465	20.50
				Exercise Bike Seat Cover	0	0926_2303100000	171.04.2023	20-350-302-53-5302-000C	21.17
				Group Fitness Fans	0	0926_2303110000	171.04.2023	20-350-302-53-5327-000C	139.98
				Tissues	0	0926_2303170000	171.04.2023	20-350-302-53-5302-000C	78.75
				Solution Bottle Holders	0	0926_2303250000	171.04.2023	20-350-302-53-5302-000C	15.98
				Group Fitness Headset	0	0926_2303250000	171.04.2023	20-350-302-53-5302-000C	88.45
				Refund of Solution Bottle Holder	0	0926_2303270000	171.04.2023	20-350-302-53-5302-000C	-9.99
				FedEx Packaging	0	0926_2303270000	171.04.2023	20-350-302-53-5302-000C	7.01
				Solution Cup Holder	0	0926_2303280000	171.04.2023	20-350-302-53-5302-000C	28.98
				Dance Recital Costumes	0	0934_2303030000	171.04.2023	20-220-202-53-5301-2205	869.05
				Playhouse T-Shirts	0	0934_2303030000	171.04.2023	20-220-202-53-5301-2266	723.40
				Dance Recital Costumes	0	0934_2303060000	171.04.2023	20-220-202-53-5301-2205	323.65
				Recital Costumes	0	0934_2303090000	171.04.2023	20-220-202-53-5301-2205	19.84
				Clay Cutters & Scrapers	0	0934_2303100000	171.04.2023	20-220-201-53-5301-1119	40.77
				Rolling Pins	0	0934_2303110000	171.04.2023	20-220-201-53-5301-1119	13.99
				Dance Recital Costumes	0	0934_2303110000	171.04.2023	20-220-202-53-5301-2205	28.95
				Dance Recital Costumes	0	0934_2303130000	171.04.2023	20-220-202-53-5301-2205	193.80
				Refund of Dance Recital Costume	0	0934_2303130000	171.04.2023	20-220-202-53-5301-2205	-26.99
				Refund of Dance Recital Costume	0	0934_2303130000	171.04.2023	20-220-202-53-5301-2205	-21.99
				Self Esteem Class	0	0934_2303160000	171.04.2023	20-220-208-52-5280-8805	356.40
				Pizza Party Supplies	0	0934_2303160000	171.04.2023	20-220-202-53-5301-2266	17.58
				Pizza Party	0	0934_2303160000	171.04.2023	20-220-202-53-5301-2266	256.89
				Return Shipping on Dance Recital Costumes	0	0934_2303220000	171.04.2023	20-220-202-53-5301-2205	65.16
				Dance Recital Costume	0	0934_2303240000	171.04.2023	20-220-202-53-5301-2205	48.95
				Theatre Camp Makeup	0	0934_2303250000	171.04.2023	20-220-202-53-5301-2255	46.95
				Felt Fabric Sheets	0	0934_2303280000	171.04.2023	20-220-202-53-5301-2255	44.55
				Rosatis Pizza	0	0942_2303020000	171.04.2023	20-220-204-53-5301-4445	409.80
				Youth Soccer	0	0942_2303100000	171.04.2023	20-220-204-52-5280-4465	20.50
				Warming Shelter	0	9193_2303020000	171.04.2023	20-101-000-53-5313-000C	120.56
				Warming Shelter	0	9193_2303020000	171.04.2023	20-101-000-53-5313-000C	168.63
				Take Down Ice	0	9193_2303080000	171.04.2023	20-101-225-53-5302-000C	41.48
				Take Down Ice	0	9193_2303080000	171.04.2023	20-101-225-53-5302-000C	35.06
				Take Down Ice	0	9193_2303080000	171.04.2023	20-101-225-53-5302-000C	30.87
				Concessions for Commitment Night	0	9235_2303070000	171.04.2023	20-221-222-53-5329-000C	421.28
				Concessions for Commitment Night	0	9235_2303070000	171.04.2023	20-221-222-53-5329-000C	1,910.59
				2012 Academy Blue Tournament	0	9235_2303160000	171.04.2023	20-220-204-52-5280-4457	724.50
				RainoutLine Annual Subscription	0	9235_2303220000	171.04.2023	20-000-205-54-5425-000C	399.00
				Day Trip Expo	0	9243_2303010000	171.04.2023	20-000-304-54-5432-000C	40.00
				Crafternoons	0	9243_2303010000	171.04.2023	20-220-304-53-5301-5501	11.25
				Prizes for Contest	0	9243_2303060000	171.04.2023	20-220-304-53-5301-550C	16.25

Fund **Description**
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Office Supplies	0	9243_2303070000	171.04.2023	20-220-304-53-5301-550C	27.32
Event Supplies	0	9243_2303080000	171.04.2023	20-220-304-53-5301-550C	6.25
Day Trip Candy	0	9243_2303080000	171.04.2023	20-220-304-53-5301-550C	29.83
Event Supplies	0	9243_2303080000	171.04.2023	20-220-304-53-5301-550C	67.91
Office Supplies	0	9243_2303090000	171.04.2023	20-220-304-53-5301-550C	24.96
Spring MLC News Mailing	0	9243_2303100000	171.04.2023	20-000-304-53-5304-000C	711.37
Canva for Annual Report	0	9243_2303110000	171.04.2023	20-220-304-53-5301-550C	14.99
Silvertones Music	0	9243_2303150000	171.04.2023	20-220-304-53-5301-5502	4.81
Silvertones Music	0	9243_2303170000	171.04.2023	20-220-304-53-5301-5502	5.79
Silvertones Music	0	9243_2303170000	171.04.2023	20-220-304-53-5301-5502	80.00
Water for Trips	0	9243_2303200000	171.04.2023	20-220-304-53-5301-550C	25.80
Program Supplies	0	9243_2303210000	171.04.2023	20-220-304-53-5301-550C	6.99
Program Supplies	0	9243_2303220000	171.04.2023	20-220-304-53-5301-550C	6.25
Grease Production at Drury Lane	0	9243_2303220000	171.04.2023	20-220-304-52-5280-5522	1,737.66
Chair Beach Volleyball Supplies	0	9243_2303230000	171.04.2023	20-220-304-53-5301-550C	59.87
Office Supplies	0	9243_2303240000	171.04.2023	20-220-304-53-5301-550C	96.54
Office Supplies	0	9243_2303260000	171.04.2023	20-220-304-53-5301-550C	41.39
Zoom March 2023	0	9276_2303010000	171.04.2023	20-000-000-54-5425-000C	224.91
Office Supplies	0	9276_2303030000	171.04.2023	20-224-220-53-5302-000C	1.25
ALICE Training	0	9276_2303060000	171.04.2023	20-224-220-53-5302-000C	164.90
Office Supplies	0	9276_2303060000	171.04.2023	20-224-220-53-5302-000C	98.35
Office Supplies	0	9276_2303100000	171.04.2023	20-224-220-53-5302-000C	82.46
Wide Horizons Supplies	0	9276_2303130000	171.04.2023	20-220-207-53-5301-774€	164.06
Zoom Refund	0	9276_2303130000	171.04.2023	20-000-000-54-5425-000C	-134.91
Smart TV	0	9276_2303140000	171.04.2023	20-224-220-53-5306-000C	1,790.97
Office Supplies	0	9276_2303160000	171.04.2023	20-224-220-53-5302-000C	60.76
Office Supplies	0	9276_2303220000	171.04.2023	20-224-220-53-5302-000C	44.52
Office Supplies	0	9276_2303230000	171.04.2023	20-224-220-53-5302-000C	11.45
Office Supplies	0	9276_2303240000	171.04.2023	20-224-220-53-5302-000C	27.03
Office Supplies	0	9276_2303240000	171.04.2023	20-224-220-53-5302-000C	79.92
Office Supplies	0	9276_2303240000	171.04.2023	20-224-220-53-5302-000C	16.69
Athletic Supplies	0	9276_2303270000	171.04.2023	20-000-205-53-5302-000C	209.98
Office Supplies	0	9276_2303290000	171.04.2023	20-224-220-53-5302-000C	13.59
Office Supplies	0	9276_2303290000	171.04.2023	20-224-220-53-5302-000C	32.49
Office Supplies	0	9276_2303300000	171.04.2023	20-224-220-53-5302-000C	29.05
CAC	0	9292_2303020000	171.04.2023	20-220-225-53-5302-000C	163.97
Warming Shelter	0	9292_2303020000	171.04.2023	20-101-000-53-5313-000C	234.75
Parts	0	9292_2303270000	171.04.2023	20-101-220-53-5312-000C	47.96
Toy Story Movie in the Park	0	9391_2303030000	171.04.2023	20-220-207-52-5280-770€	750.00
New Rugs for Toohey Park	0	9391_2303120000	171.04.2023	20-000-200-53-5306-000C	1,584.65
Preschool Supplies	0	9391_2303160000	171.04.2023	20-220-207-53-5301-774€	62.86
Preschool Supplies	0	9391_2303190000	171.04.2023	20-220-207-53-5301-774€	175.66
Preschool Supplies	0	9391_2303200000	171.04.2023	20-220-207-53-5301-774€	11.25
AED Supplies	0	9490_2303220000	171.04.2023	20-000-000-53-5302-000C	875.00
Supplies	0	9490_2303250000	171.04.2023	20-222-232-53-5302-000C	63.92
Personal Charge in Error to be Repaid with Chec	0	9490_2303280000	171.04.2023	20-000-000-12-1226-000C	264.96
Supplies and Decorations for Retirement Party	0	9524_2303220000	171.04.2023	20-000-000-54-5434-000C	121.50
Vendor Total:					33,008.33
04221	Plug & Pay Technologies				
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	20-350-302-52-5239-000C	22.80
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	20-000-000-52-5239-000C	119.15
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	20-000-112-52-5239-0000	15.00
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	20-350-303-52-5239-000C	15.00
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	20-000-304-52-5239-000C	15.00
Vendor Total:					186.95
04287	Global Payments Inc				

Fund **Description**
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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	20-350-302-52-5239-000C	88.35
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	20-350-303-52-5239-000C	53.02
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	20-000-000-52-5239-000C	7,941.47
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	20-000-112-52-5239-0000	131.94
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	20-000-304-52-5239-000C	458.74
Vendor Total:					8,673.52
06279 Paylocity Corporation					
04/07/2023 Payroll Processing	0	111708412	141.04.2023	20-000-000-52-5211-0000	696.42
04/21/2023 Payroll Processing	0	111746997	141.04.2023	20-000-000-52-5211-0000	2,334.31
Vendor Total:					3,030.73
07238 Weiss, John					
Route 66 Tour 05/09/23	167195	0509	161.05.2023	20-220-304-52-5280-5522	2,325.00
Vendor Total:					2,325.00
TMP*3637 Rapp, Michael					
Rsv# 2853159 Facility Refund for Rapp	167167	2853159	162.04.2023	20-000-000-20-2025-000C	125.00
Vendor Total:					125.00
TMP*3638 Dalton, Sarah					
Cheerleading - Gr. 4 Refund for Dalton	167171	2856861	163.04.2023	20-000-000-20-2025-000C	490.00
Vendor Total:					490.00
TMP*3639 Centomani, Michael Joseph					
Pickleball - Coed Outdoor League Refund for C	167176	2864420	164.04.2023	20-000-000-20-2025-000C	29.00
Vendor Total:					29.00
TMP*3640 Humphrey, Vera					
Pickleball - Coed Outdoor League Refund for H	167179	2864562	164.04.2023	20-000-000-20-2025-000C	29.00
Vendor Total:					29.00
Fund Total:					48,647.53
22 Cosley Zoo					
04121 UMB Bank N.A.					
Entry Mat/Gift Shop Bins	0	0217_2303040000	171.04.2023	22-501-000-53-5302-000C	297.28
Gift Shop Entry Mat	0	0217_2303180000	171.04.2023	22-501-000-53-5302-000C	273.95
Staff Awards Lunch	0	0217_2303230000	171.04.2023	22-501-000-53-5302-000C	39.05
Cellular Mud and Mesh for Deer Yard	0	0217_2303290000	171.04.2023	22-501-000-53-5308-000C	691.98
Brooms and Hand Soap	0	0850_2303010000	171.04.2023	22-501-000-53-5316-000C	105.20
Emergency Cones	0	0850_2303070000	171.04.2023	22-501-000-53-5302-000C	124.99
Shop Drain Supplies	0	0850_2303070000	171.04.2023	22-501-000-53-5311-0000	34.63
Turtle Tub Drains	0	0850_2303080000	171.04.2023	22-501-000-53-5311-0000	87.28
PVC Adapter & Test Cap Fitting	0	0850_2303090000	171.04.2023	22-501-000-53-5311-0000	14.71
Turtle Tub Piping	0	0850_2303100000	171.04.2023	22-501-000-53-5311-0000	19.60
Rain Boots	0	0850_2303100000	171.04.2023	22-501-000-53-5345-000C	29.28
Mini Chain Saw	0	0850_2303110000	171.04.2023	22-501-000-53-5345-000C	55.99
Soil for Aviary	0	0850_2303110000	171.04.2023	22-501-000-53-5331-000C	8.91
Fox Shelf Hardware	0	0850_2303130000	171.04.2023	22-501-000-53-5334-000C	19.75
Refund for Vac for Turtles	0	0850_2303130000	171.04.2023	22-501-000-53-5336-000C	-207.99
Small Saw	0	0850_2303130000	171.04.2023	22-501-000-53-5345-000C	46.95
Vac for Turtles	0	0850_2303130000	171.04.2023	22-501-000-53-5336-000C	207.99
Wet/Dry Vac for Turtles in Quarantine	0	0850_2303140000	171.04.2023	22-501-000-53-5345-000C	199.97
Turtle Tub Piping	0	0850_2303150000	171.04.2023	22-501-000-53-5311-0000	94.59
Supplies	0	0850_2303150000	171.04.2023	22-501-000-53-5302-000C	11.98
De-icer for Wildlife	0	0850_2303160000	171.04.2023	22-501-000-53-5338-000C	957.60

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Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Paint Supplies	0	0850_2303160000	171.04.2023	22-501-000-53-5347-000C	63.49
Paint	0	0850_2303170000	171.04.2023	22-501-000-53-5347-000C	22.98
Tarps for Transport	0	0850_2303180000	171.04.2023	22-501-000-53-5302-000C	49.26
Chain Saw	0	0850_2303250000	171.04.2023	22-501-000-53-5345-000C	90.00
Pool Installation	0	0850_2303270000	171.04.2023	22-501-000-53-5313-000C	260.00
Pool Installation	0	0850_2303270000	171.04.2023	22-501-000-53-5313-000C	235.00
Craft Supplies for Easter Event	0	9508_2303130000	171.04.2023	22-220-206-53-5301-669C	73.04
Supplies for Easter Event	0	9508_2303130000	171.04.2023	22-220-206-53-5301-669C	486.75
KDRMA Membership	0	9508_2303160000	171.04.2023	22-501-000-54-5425-000C	130.00
Book for Programs	0	9508_2303180000	171.04.2023	22-220-206-53-5301-665C	16.95
Easter Event Supplies	0	9508_2303180000	171.04.2023	22-220-206-53-5301-669C	24.98
Coffee for Concessions	0	9508_2303300000	171.04.2023	22-220-206-53-5301-669C	14.79
Coffee	0	9508_2303300000	171.04.2023	22-501-000-53-5302-000C	14.79
Vaseline	0	9516_2303030000	171.04.2023	22-501-000-53-5336-000C	4.97
Candy	0	9516_2303030000	171.04.2023	22-501-000-53-5302-000C	23.96
Bags	0	9516_2303030000	171.04.2023	22-501-000-53-5336-000C	10.27
Produce	0	9516_2303030000	171.04.2023	22-501-000-53-5339-000C	57.22
Animal Medicine	0	9516_2303080000	171.04.2023	22-501-000-53-5309-000C	13.70
Produce	0	9516_2303100000	171.04.2023	22-501-000-53-5339-000C	60.90
Thermostat Cover	0	9516_2303130000	171.04.2023	22-501-000-53-5313-000C	23.36
Microfiber Cloths	0	9516_2303130000	171.04.2023	22-501-000-53-5316-000C	15.99
Crickets and Mealworms	0	9516_2303150000	171.04.2023	22-501-000-53-5339-000C	120.55
Frozen Rodents	0	9516_2303150000	171.04.2023	22-501-000-53-5339-000C	631.75
Laundry Soap	0	9516_2303170000	171.04.2023	22-501-000-53-5302-000C	13.49
Produce	0	9516_2303170000	171.04.2023	22-501-000-53-5339-000C	52.91
Cups for Duck Feedings	0	9516_2303230000	171.04.2023	22-220-206-53-5301-665C	66.98
Scrub Brushes	0	9516_2303230000	171.04.2023	22-501-000-53-5336-000C	50.98
Tubs for Turtles	0	9516_2303240000	171.04.2023	22-501-000-53-5336-000C	51.99
Paper Bags	0	9516_2303240000	171.04.2023	22-501-000-53-5336-000C	2.78
Produce	0	9516_2303240000	171.04.2023	22-501-000-53-5339-000C	50.52
Anesthesia Machine Annual Cleaning	0	9516_2303240000	171.04.2023	22-501-000-52-5210-000C	168.00
Filter and Aquarium Plants	0	9516_2303250000	171.04.2023	22-501-000-53-5336-000C	478.28
Skimmers and Filter Supplies	0	9516_2303290000	171.04.2023	22-501-000-53-5336-000C	17.78
UV Bulb Substrates	0	9516_2303290000	171.04.2023	22-501-000-53-5312-000C	279.91
Basking Light	0	9516_2303290000	171.04.2023	22-501-000-53-5336-000C	315.65
Crickets and Mealworms	0	9516_2303290000	171.04.2023	22-501-000-53-5339-000C	73.46
Llama Halter	0	9516_2303300000	171.04.2023	22-501-000-53-5336-000C	32.78
Vendor Total:					7,213.90
04221 Plug & Pay Technologies					
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	22-501-000-52-5239-000C	17.95
Vendor Total:					17.95
06279 Paylocity Corporation					
04/07/2023 Payroll Processing	0	111708412	141.04.2023	22-000-000-52-5211-0000	90.84
04/21/2023 Payroll Processing	0	111746997	141.04.2023	22-000-000-52-5211-0000	304.47
Vendor Total:					395.31
Fund Total:					7,627.16
23 Liability					
04121 UMB Bank N.A.					
Supplies	0	9490_2303110000	171.04.2023	23-000-000-53-5302-000C	142.98
AED Pads	0	9490_2303200000	171.04.2023	23-000-000-53-5302-000C	985.00
Safety Fair Lunches	0	9524_2303160000	171.04.2023	23-000-000-53-5302-000C	834.95
Safety Fair Lunches	0	9524_2303240000	171.04.2023	23-000-000-53-5302-000C	874.95

Fund **Description**
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Line	Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:						2,837.88
Fund Total:						2,837.88
26	IMRF					
00465	I.M.R.F.					
03/2023	IMRF	0	033123	141.04.2023	26-000-000-21-2124-000C	32,954.25
Vendor Total:						32,954.25
Fund Total:						32,954.25
40	Capital Projects					
04121	UMB Bank N.A.					
	Concrete for Memorial Bench	0	0118_2303290000	171.04.2023	40-101-000-53-5338-000C	184.46
	Baseball Windscreen Northside	0	0215_2303030000	171.04.2023	40-800-826-53-5393-000C	370.68
	Director of Parks & Planning Legislative Confer	0	0463_2303170000	171.04.2023	40-000-000-54-5432-000C	216.00
	Stone Sample	0	9193_2303170000	171.04.2023	40-800-819-57-5701-000C	34.00
	Fountain Colors	0	9193_2303200000	171.04.2023	40-800-819-57-5701-000C	34.00
	CC Projector	0	9193_2303220000	171.04.2023	40-800-846-57-5701-000C	142.74
	CC Boiler Parts	0	9292_2303200000	171.04.2023	40-101-000-53-5302-000C	137.42
	Broken Asphalt Recycle	0	9292_2303270000	171.04.2023	40-101-000-53-5302-000C	56.00
Vendor Total:						1,175.30
Fund Total:						1,175.30
60	Golf Fund					
00242	DuPage County Liquor Commission					
Arrowhead Golf Club 2023-2024 Liquor License	167189	B-28	161.05.2023	60-000-000-54-5429-000C		2,450.00
Vendor Total:						2,450.00
00269	Euclid Beverage					
Inv# W-3080656 Beer	167172	W-3080656	163.04.2023	60-000-000-14-1412-000C		1,036.65
Inv# W-3085715 Beer	167178	W-3085715	164.04.2023	60-000-000-14-1412-000C		1,667.05
Inv# W-3089919 Beer	167178	W-3089919	164.04.2023	60-000-000-14-1412-000C		2,236.10
Inv# W-3094130 Beer	167190	W-3094130	161.05.2023	60-000-000-14-1412-000C		1,130.60
Inv# W-3094238 Beer	167190	W-3094238	161.05.2023	60-000-000-14-1412-000C		105.15
Vendor Total:						6,175.55
00423	Costco Membership					
Costco Membership 00011881308899	167170	050123	163.04.2023	60-000-000-54-5425-000C		30.00
Vendor Total:						30.00
00841	Schamberger Bros. Inc.					
Inv# 1000001076 Beer	167173	1000001076	163.04.2023	60-000-000-14-1412-000C		145.00
Inv# 1000002317 Beer	167184	1000002317	164.04.2023	60-000-000-14-1412-000C		445.50
Inv# 1000003560 Beer	167184	1000003560	164.04.2023	60-000-000-14-1412-000C		253.50
Inv# 1000004933 Beer	167192	1000004933	161.05.2023	60-000-000-14-1412-000C		415.50
Vendor Total:						1,259.50
00874	Southern Glazer's Wine And Spirits, LLC					
Inv# 4696997 Liquor	167174	4696997	163.04.2023	60-000-000-14-1412-000C		1,458.02
Inv# 4707189 Liquor	167174	4707189	163.04.2023	60-000-000-14-1412-000C		1,223.54
Inv# 4717412 Liquor	167185	4717412	164.04.2023	60-000-000-14-1412-000C		1,869.26
Inv# 4731040 Liquor	167193	4731040	161.05.2023	60-000-000-14-1412-000C		1,461.45
Inv# 5644831 Liquor	167185	5644831	164.04.2023	60-000-000-14-1412-000C		35.74

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					6,048.01
00923 Superior Beverage Co. Inc.					
Inv# 544535 Beer	167186	544535	164.04.2023	60-000-000-14-1412-000C	82.00
Inv# 546482 Beer	167186	546482	164.04.2023	60-000-000-14-1412-000C	452.40
Inv# 550378 Beer	167194	550378	161.05.2023	60-000-000-14-1412-000C	709.45
Vendor Total:					1,243.85
01058 Chicago Beverage Systems, LLC					
Inv# 100218584 Beer	167169	100218584	163.04.2023	60-000-000-14-1412-000C	215.98
Inv# 100222594 Beer	167177	100222594	164.04.2023	60-000-000-14-1412-000C	1,011.85
Inv# 100226938 Beer	167177	100226938	164.04.2023	60-000-000-14-1412-000C	284.56
Inv# 100231052 Beer	167188	100231052	161.05.2023	60-000-000-14-1412-000C	771.38
Vendor Total:					2,283.77
02419 March Equipment					
Inv# 130372	167183	130372	164.04.2023	60-612-000-57-5706-000C	27,990.00
Vendor Total:					27,990.00
03008 Illinois Department of Agriculture					
Pesticide Application #84627	167182	84627	164.04.2023	60-000-000-54-5429-000C	45.00
Vendor Total:					45.00
04121 UMB Bank N.A.					
DirecTv 3/21/23-04/20/23	0	0134_2303230000	171.04.2023	60-000-000-52-5211-0000	289.99
DSF and ADSF Breakfast Meeting	0	0191_2303030000	171.04.2023	60-000-000-54-5434-000C	49.71
Staff Meeting	0	0191_2303290000	171.04.2023	60-000-000-54-5434-000C	23.80
Luncheon Meeting	0	0208_2303280000	171.04.2023	60-000-000-54-5438-000C	28.49
Treisler Toliet Parts	0	0256_2303070000	171.04.2023	60-000-000-54-5441-000C	295.36
Beverage Equipment	0	0256_2303140000	171.04.2023	60-000-000-54-5441-000C	1,022.76
Pro Shop Displays	0	0331_2303030000	171.04.2023	60-611-911-53-5301-0000	156.10
Wristbands	0	0331_2303210000	171.04.2023	60-000-000-53-5302-000C	243.98
Ex Director Flag Meeting	0	0455_2303030000	171.04.2023	60-000-000-54-5438-000C	7.72
Ex Director & Director of Spec Facilities Meetin	0	0455_2303240000	171.04.2023	60-000-000-54-5434-000C	14.60
NRPA Agency Membership	0	0463_2303080000	171.04.2023	60-000-000-54-5425-000C	566.66
Earth Day Benefit Dinner	0	0463_2303090000	171.04.2023	60-000-000-54-5438-000C	500.00
Ex Director & Ex Asst Legislative Conference R	0	0463_2303170000	171.04.2023	60-000-000-54-5432-000C	144.00
Funeral Flowers	0	0463_2303200000	171.04.2023	60-000-000-54-5438-000C	41.66
AGC Music Sirius XM	0	0660_2303010000	171.04.2023	60-000-000-52-5211-0000	62.90
Concessions for the Halfway House	0	0660_2303080000	171.04.2023	60-000-000-14-1415-000C	175.96
AGC Staff Annual Meeting	0	0660_2303150000	171.04.2023	60-000-000-54-5434-000C	241.98
Menu Board/Bev Carts for Halfway House	0	0660_2303210000	171.04.2023	60-000-000-53-5302-000C	396.00
Pastries for AGC Staff Meeting	0	0660_2303220000	171.04.2023	60-000-000-54-5434-000C	28.75
Tape Refills	0	0660_2303280000	171.04.2023	60-612-902-53-5388-000C	16.97
AGC Reservation Dues	0	0660_2303300000	171.04.2023	60-000-000-52-5210-000C	618.00
Murder Mystery Centerpieces	0	0777_2303010000	171.04.2023	60-612-902-53-5389-000C	49.44
Sugar Cubes for High Tea Event	0	0777_2303020000	171.04.2023	60-000-000-53-5302-000C	37.13
Menu Holders	0	0777_2303020000	171.04.2023	60-612-901-53-5390-000C	68.68
Crackers for Charcuterie Platter	0	0777_2303090000	171.04.2023	60-000-000-14-1415-000C	9.67
Pizza for Volunteers	0	0777_2303100000	171.04.2023	60-612-901-52-5292-000C	100.16
Pizza	0	0777_2303130000	171.04.2023	60-000-000-54-5434-000C	192.10
Refund of Tablecloths	0	0777_2303160000	171.04.2023	60-612-901-53-5390-000C	-199.99
HDMI Cable/Frames	0	0777_2303170000	171.04.2023	60-000-000-53-5302-000C	40.52
Frames for Signs	0	0777_2303220000	171.04.2023	60-000-000-53-5302-000C	41.17
Supplies	0	0892_2303040000	171.04.2023	60-612-901-53-5390-000C	13.98
Honey & Tea Infuser	0	0892_2303040000	171.04.2023	60-000-000-14-1415-000C	35.96
Restaurant Barware and Platters	0	0892_2303090000	171.04.2023	60-612-902-53-5306-000C	1,415.72

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Baloon Order	0	0892_2303110000	171.04.2023	60-612-901-52-5292-000C	65.20
Almond Milk/Orange Juice	0	0892_2303110000	171.04.2023	60-000-000-14-1416-000C	105.39
Birthday Treats	0	0892_2303160000	171.04.2023	60-000-000-54-5434-000C	16.50
Almond Milk/Orange Juice	0	0892_2303180000	171.04.2023	60-000-000-14-1416-000C	62.86
Donuts	0	0892_2303180000	171.04.2023	60-612-901-52-5292-000C	125.86
Bar Menus	0	0892_2303190000	171.04.2023	60-612-902-53-5388-000C	18.18
Wooden Cheese Boards	0	0892_2303190000	171.04.2023	60-612-902-53-5388-000C	24.48
LED Menu Holder	0	0892_2303200000	171.04.2023	60-612-902-53-5388-000C	80.40
Restaurant Barware Tongs	0	0892_2303290000	171.04.2023	60-612-902-53-5306-000C	253.07
Soda Water for Banquets	0	0967_2303250000	171.04.2023	60-000-000-14-1416-000C	43.92
Turf Grass Exam	0	9060_2303170000	171.04.2023	60-000-000-54-5432-000C	24.00
Arrowhead Siding	0	9193_2303220000	171.04.2023	60-000-000-53-5313-000C	17.98
Arrowhead Siding	0	9292_2303140000	171.04.2023	60-000-000-53-5313-000C	161.04
Arrowhead Siding	0	9292_2303210000	171.04.2023	60-000-000-53-5313-000C	44.32
Yelp 02/01/23-02/28/23	0	9342_2303010000	171.04.2023	60-611-415-54-5426-0000	75.00
Cms Text LLC	0	9342_2303020000	171.04.2023	60-612-415-54-5426-000C	63.90
Here Comes the Guide	0	9342_2303200000	171.04.2023	60-612-415-54-5426-000C	153.00
The Knot/Weddingpro	0	9342_2303280000	171.04.2023	60-612-415-54-5426-000C	710.00
Vendor Total:					8,775.03
04221 Plug & Pay Technologies					
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	60-611-000-52-5239-0000	25.05
03/23 Plug N Pay Gateway Fees	0	033123	141.04.2023	60-612-000-52-5239-000C	15.00
Vendor Total:					40.05
04274 Columbus Data Services LLC					
03/23 ATM ICHG Trans Service Fees	0	033123	141.04.2023	60-000-000-52-5214-000C	11.45
Vendor Total:					11.45
04287 Global Payments Inc					
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	60-611-000-52-5239-0000	4,974.96
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	60-612-000-52-5239-000C	3,213.52
Vendor Total:					8,188.48
04292 American Express					
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	60-611-000-52-5239-0000	260.80
03/23 Merchant CC Processing Fees	0	033123	141.04.2023	60-612-000-52-5239-000C	346.87
Vendor Total:					607.67
04374 Wheaton Bank and Trust Company					
To Record ATM Replenishment out of the WB& 0		041123ATM	141.04.2023	60-000-000-10-1011-0000	12,000.00
Vendor Total:					12,000.00
05816 Breakthru Beverage Illinois, LLC					
Inv# 348569146 Liquor	167168	348569146	163.04.2023	60-000-000-14-1412-000C	1,339.43
Inv# 348668103 Liquor	167175	348668103	164.04.2023	60-000-000-14-1412-000C	2,149.32
Inv# 348709375 Liquor	167175	348709375	164.04.2023	60-000-000-14-1412-000C	419.08
Inv# 348770761 Liquor	167175	348770761	164.04.2023	60-000-000-14-1412-000C	3,175.31
Inv# 348873356 Liquor	167187	348873356	161.05.2023	60-000-000-14-1412-000C	2,613.78
Vendor Total:					9,696.92
06279 Paylocity Corporation					
04/07/2023 Payroll Processing	0	111708412	141.04.2023	60-000-000-52-5211-0000	545.02
04/21/2023 Payroll Processing	0	111746997	141.04.2023	60-000-000-52-5211-0000	1,826.85
Vendor Total:					2,371.87
06712 FDS Holdings Inc.					

Fund Description

Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
03/23 Cardconnect Gateway Fees	0	033123	141.04.2023	60-612-901-52-5239-000C	4,235.61
				Vendor Total:	4,235.61
07026 Yazz Jazz LLC					
Music for Mother's Day	167196	051423	161.05.2023	60-612-901-52-5292-000C	600.00
				Vendor Total:	600.00
07223 Grimaldi, Isabella					
AGC Live Music - 04.21.23	167165	042123	162.04.2023	60-612-902-52-5225-000C	250.00
				Vendor Total:	250.00
				Fund Total:	94,302.76
70 Information Technology					
04121 UMB Bank N.A.					
Adobe Acrobat Pro License	0	0082_2303150000	171.04.2023	70-000-000-52-5240-000C	100.96
				Vendor Total:	100.96
				Fund Total:	100.96
75 Health Insurance					
06725 Health Care Service Corporation					
WDSRA % for May 2023	0	050123	161.05.2023	75-000-000-12-1222-000C	447.37
Foundation % Insurance for May 2023	0	050123	161.05.2023	75-000-000-12-1221-000C	214.90
Retiree Health/Dental for May 2023	0	050123	161.05.2023	75-000-000-21-2137-000C	4,306.38
Employee Health and Dental for May 2023	0	050123	161.05.2023	75-000-000-52-5231-000C	148,616.01
				Vendor Total:	153,584.66
				Fund Total:	153,584.66
				Report Total:	415,811.27



Wheaton Park District

**Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMMITTEE MEETING MINUTES
Wednesday April 12, 2023, 5:00 p.m.
Arrowhead Golf Club
Wheaton, IL 60187**

CALL TO ORDER

President Frey called the meeting to order at 5:00 p.m., Commissioner Barrett, Commissioner Kelly, Commissioner Mee, Commissioner Morrill, Commissioner Pecharich, and Commissioner Vires were present.

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks & Planning Sperl, Superintendent of Parks and Planning Hinchee, Director of Special Facilities Bendi, Director of Athletics & Facilities Novak, Director of Marketing Wilhelmi

Finance and Administration

1. **Ordinance 2023-01** – Review Ordinance Approving the Disposal and Sale of Personal Property Owned by the Wheaton Park District

Executive Director Benard stated that our Managed Service Provider takes care of disposing of the computer items. This item will appear on the April 19th agenda for board action.

2. **July 3 Fireworks Display** – Review Proposal for a \$25,000 Display from Johnny Rockets Pyrotechnics

Benard stated that fireworks are not subject to competitive bidding. We give the vendor a budget. We have used Johnny Rockets for years now and are pleased with their services. We have shopped other vendors in the past and Johnny Rockets has always risen to the top. They work well with staff and the Wheaton Fire Department for permitting and provide fantastic shows. This company also provides fireworks for weddings held at Arrowhead. The motion for approval will include a waiver of the competitive pricing policy for this item due to its unique nature and our past satisfaction with the vendor. Staff would like the motion to include an option for contracts in 2024 and 2025. We receive \$30,000 each year from the City of Wheaton to offset our costs related to providing the July 3 & 4 festivities. This item will appear on the April 19th agenda for board action.

3. **Special Events Sound and Lighting** – Review of Proposals for 2023 Special Events

Benard stated that we have past successful experiences with this vendor. This item will appear on the April 19th agenda for board action.

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 630.665.4710; fax number 630.665.5880.

4. Apparel Purchase – Review of Bid Results for Race Shirts for the 2023 Run for the Animals and Reindeer Run

Benard said that we issue one bid for multiple events which tends to bring unit costs down. Marathon is the recommended bidder. This item will appear on the April 19th agenda for board action.

5. Apparel Purchase – Review of Bid Results for 2023-2024 Cheerleading Uniforms

Benard stated that Rebel has the lowest per uniform cost. This item will appear on the April 19th agenda for board action.

6. National Restaurant Association Show – Review of Possible Commissioner Attendance

Benard stated that regardless of cost, policy any board member conference attendance must be approved by the board. Commissioner Mee is interested in attending this conference. This item will appear on the April 19th agenda for board action.

7. Utility Procurement – Review of Natural Gas Contract Options

Benard informed the board that we have been using Tradition Energy as our Utility broker and US Communities Cooperative Pricing since 2014. Because of the market fluctuations, prices are only valid for one day. Benard will write the motion with a not to exceed price, but not putting a specific company or price per therm or decatherm on the motion as valid pricing won't be available until after the board meeting. Benard would like the board's permission to decide between our current broker's pricing and IGS Energy. IGS is a direct supplier so there are no additional brokerage fees associated with this company. The board agreed to a nonspecific motion allowing Benard to make the decision on which based on best price and contract terms in the days following the board meeting. This item will appear on the April 19th agenda for board action.

Buildings and Grounds

1. Resolution 2023-02 – Review of Resolution Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for the Purchase of Certain Vehicles

Executive Director Benard stated that our ability to secure vehicles over the last several years through competitive bidding or cooperative purchasing has been adversely impacted due to supply chain issues and has resulted in vehicles becoming unavailable before the process can be completed. We are falling behind on the fleet replacement schedule. Benard consulted with legal counsel for this solution. With this process We will pursue three quotes from different dealerships that have comparable vehicles on their property and are available now. This item will appear on the April 19th agenda for board action.

2. Resolution 2023-03 – Review of Resolution Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for Alarm Maintenance and Monitoring Services

Benard reviewed the prior correspondence to the board regarding this item. Commissioner Kelly said that he was agreeable with this, but he didn't understand why we were doing a three-year contract if this was an emergency basis. Benard stated that after the subpar results we experienced with our last two low bid vendors with the second of the two abandoning the contract, a well-known and reputable vendor such as ADS that does not use a third party for monitoring services is the right move for us.

We identified three reputable vendors for quotes and ADS came out the lowest by a large margin and did not include upfront costs for install/reconfiguration. We expect that bid results in six months or a year will yield similar results. At a cost just over the bid threshold, locking in the rate for three years on quotes made sense. ADS originally provided a quote with a five-year commitment request. We negotiated it down to three.

Benard spoke with the Attorney about the issue of emergency contract longevity and she did not state she had a concern with the three year agreement under these circumstances.

Benard stated that if it is the will of the board to go out to bid in a shorter period of time than three years, we will do so.

This item will appear on the April 19th agenda for board action.

3. Playground Safety Surface Purchase and Installation – Review of Bid Results and Recommendation to Approve a Contract with Perfect Turf for the Purchase and Installation of Playground Safety Surfacing at Briar Patch Park Alternate 1 at a Cost of \$91,4810

The Board inquired about the low number of bids. Superintendent of Planning Hinchee said that he asked companies that were invited to bid why they chose not to do so. One company didn't like the alternate and one didn't like the risk of the product wearing out after the warranty period and another just lost track of time. President Frey asked who did the original surfacing. Hinchee stated Total Surface which is a company that is no longer in business. This item will appear on the April 19th agenda for board action.

4. Playground Equipment Purchase – Review of Bid Results and Recommendation to Purchase NuToys Playground Equipment at a Cost of \$75,675 for Installation at Hoffman Park

Benard reviewed the selection process. We provide a budget figure, and the suppliers provide competitive designs. A committee comprised of members of our planning team and members of our installation team reviews and ranks the proposals and then recommends a supplier keeping community survey responses in mind. This item will appear on the April 19th agenda for board action.

5. Pool Chemical Supply and Delivery – Review of Bid Results and Recommendation for Purchase and Delivery of Pool Chemicals from Hawkins, Terrace Supply and Univar

Benard said that we will be engaging three different firms. We are using the best price firm for each product. Commissioner Pecharich asked how these prices were compared to last year. Director of Parks & Planning Sperl stated that they are higher. This item will appear on the April 19th agenda for board action.

6. Community Center Interior Renovation Project Phase 1 – Review of Change Order No. 2 from Efraim Carlson for a Net Decrease in the Contract Amount of \$863.05

Benard stated this wraps up accounting for phase one of the project. This item will appear on the April 19th agenda for board action.

7. Central Athletic Complex – Review of Ballfield Lighting Improvement Project Estimate

Benard said that staff is looking for a consensus to add lighting to the third field. When the park was renovated, we did not light this baseball/softball field because the light spill exceeded city ordinance. If we use LED lighting on this field, we will fall within the city ordinance spill levels. There will be a public hearing as part of the city permitting process after first engaging the neighbors. The rest of this park is already lit. We reviewed plans and costs with Musco to retro fit the rest of the park with LED, but it will be too costly now. This is something that we can consider in the future. This item will appear on the April 19th agenda for board action.

CLOSED SESSION

At 5:33 p.m. Commissioner Mee moved to adjourn to closed session for the purpose of discussing the: Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c)(1) and Purchase or Lease of Real Property, 5ILCS 120/2 (c)(5) Commissioner Kelly seconded.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Morrill Pecharich, Vires, Kelly, Frey

Nays: None

Abstain: None

Absent: None

ADJOURNMENT



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting Minutes

Wednesday April 19, 2023 5:00 p.m.

City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois

CALL TO ORDER –President Frey called the meeting to order at 5:00 p.m. Commissioner Kelly, Mee, Morrill, Pecharich, and Vires were present.

Commissioner Barrett was absent.

PRESENTATIONS

Special Events Manager Carolyn Wilkin provided highlights from last year's special events:

- Cream of Wheaton returned to Memorial Park for the first time since 2019, bringing back the original event name.
- The Summer Entertainment Series returned for a second season and featured 22 bands across 13 concert nights. The most popular night was Billy Elton and Radio Gaga with over 1300 tickets sold.
- Wheaton Brew Fest added seltzer to the lineup and had over 1200 attendees.
- Reindeer Run welcomed over 1200 registered runners, the second highest attendance year ever.

Wilkin spoke about the 2023 upcoming events –

- Cream of Wheaton will return to Memorial Park this June and will include 13 bands, over 25 arts and craft vendors, the Business Expo, the Carnival, Cosley Zoo Run for the Animals, great food vendors, and beer garden.
- Summer Entertainment Series
 - Tickets went on sale this past Monday and over 600 tickets have already been purchased.
 - In July, the Entertainment Series will feature Jay Allen, from The Voice. This will be a benefit concert for the Alzheimer's Association.
- Light the Torch Night Run will be celebrating its 10th anniversary in 2023.
- The Marketing Department welcomed a new team member to the Marketing and Events team – Sammi Catanzaro.

Wilkin acknowledged the many departments and partners that help to put on such fun and successful events. These events are truly a team effort, and we could not do it without help from The Wheaton Park District Parks, Special Facilities, Athletics and Finance Departments. Milton Township and CERT, Rotary Club of Wheaton, Lions Club, Wheaton Chamber of Commerce, Wheaton College, CASA of DuPage County, and the First Trust Cares Foundation.

COMMUNITY INPUT

None

CONSENT AGENDA

- A. Approval of the Disbursements totaling \$808,507.46 for the period beginning March 8, 2023, and ending April 11, 2023
- B. Approval of the Disbursements totaling \$374,982.00 for the period beginning March 8, 2023, and ending April 11, 2023
- C. Approval of the Subcommittee Meeting Minutes March 1, 2023
- D. Approval of the Regular Meeting Minutes March 15, 2023
- E. ~~Approval of the Closed Meeting Minutes March 15, 2023~~

Commissioner Mee moved to approve the consent agenda as presented. Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Ordinance 2023-01

Commissioner Vires moved to approve Ordinance 2023-01 Disposal and Sale of Personal Property Owned by the Wheaton Park District. Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

2. July 3 Fireworks Display

Commissioner Pecharich move to Waive the Provisions of the Park District's Purchasing Policy that Require Multiple Quotes for Contracts Over \$20,000 and to Award a Contract with Johnny Rockets Pyrotechnics for the July 3, 2023, Fireworks Display at a Cost Not to Exceed \$25,000 with the option for 2024 & 2025. Seconded by Commissioner Morrill.

Commissioner Mee stated that Johnny Rockets has done a great job for us over the years. Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

3. Special Events Sound and Lighting

Commissioner Mee moved to approve a Contract with Hi-Fi Events for 2023 Special Events at Cost Not to Exceed \$24,750. Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

4. Apparel Purchase

Commissioner Pecharich moved to approve the Bid from Marathon Sportswear for Apparel for the 2023 Run for the Animals and the 2023 Reindeer Run at Cost Not to Exceed \$31,255.75. Seconded by Commissioner Morrill. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

5. Apparel Purchase

Commissioner Vires moved to approve the Bid from Rebel Athletic for 2023-2024 Cheerleading Uniforms at a cost of \$180.90 per uniform. Seconded by Commissioner Mee. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

6. National Restaurant Association Show

Commissioner Kelly moved to approve Expenses for Commissioner(s) Attending the 2023 National Restaurant Association Show at a Cost of \$325 per Commissioner. Seconded by Commissioner Morrill. No discussion.

Motion passed by voice vote.

7. Utility Procurement

Commissioner Vires moved to Authorize the Executive Director to Execute Natural Gas Contracts with for Transport and Choice Accounts for a 24 Month Term Starting July 2023 at a Rate Not to Exceed \$ 4.20 Dth for Transport Accounts and \$5.00 Dth for Choice Accounts (Supplier, term and final rates will be determined by April 28) Seconded By Commissioner Mee. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

8. Resolution 2023-02

Commissioner Pecharich moved to Approve Resolution 2023-02 Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for the Purchase of Certain Vehicles at an Amount Not to Exceed \$160,000. Seconded by Morrill.

Executive Director Benard stated that our ability to secure vehicles over the last several years through competitive bidding or cooperative purchasing has been adversely impacted due to supply chain issues and has resulted in vehicles becoming unavailable before the process can be completed. We are falling behind on the fleet replacement schedule. Benard consulted with legal counsel for this solution. With this process We will pursue three quotes from different dealerships that have comparable vehicles on their property and are available now.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

9. Resolution 2023-03

Commissioner Vires moved to approve Resolution 2023-03 Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for Alarm Maintenance and Monitoring Services for an Amount Not to Exceed \$10,656 per Year for a Three-Year Term. Seconded by Commissioner Morrill. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

10. Playground Safety Surface Purchase and Installation

Commissioner Kelly moved to approve the Bid for Alternate #1 from Perfect Turf LLC for the Purchase and Installation of Playground Safety Surfacing at Briar Patch Park at a Cost of \$91,480. Seconded by Commissioner Pecharich. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

11. Playground Equipment Purchase

Commissioner Kelly moved to approve a Contract with NuToys for Playground Equipment for Installation at Hoffman Park at a Cost of \$75,675. Seconded by Commissioner Mee. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

12. Pool Chemical Supply and Delivery

Commissioner Mee moved to approve the Bids for the Purchase and Delivery of Pool Chemicals from Hawkins, Terrace Supply and Univar as follows:

- Hawkins – Coagulator, Cyanuric Acid, Muriatic Acid and Calcium Chloride
- Terrace Supply – CO2 Liquid Gas and Container Rental
- Univar – Sodium Hypochlorite Liquid

Seconded by Commissioner Kelly. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

13. Community Center Interior Renovation Project Phase 1

Commissioner Kelly moved to approve Change Order No. 2 from Efraim Carlson for the Community Center Interior Renovation Project Phase 1 for a Net Decrease in the Contract Amount of \$863.05. Seconded by Commissioner Pecharich.

Commissioner Kelly stated that this closes out the change orders on this project.

Motion carried by voice vote.

14. Employee Classification and Compensation Plan

Commissioner Mee moved to approve an employee classification and compensation plan for the Wheaton Park District. Seconded by Commissioner Morill. No discussion.

Motion passed by roll call vote.

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

Nays: None

Abstain: None

Absent: Barrett

REPORTS FROM STAFF

Executive Director Benard welcomed Special Event Coordinator Sammi Catanzaro to the district. He commended the Marketing and Special Events team on their annual report. Benard commended Museum Manager Michelle Podkowa on the Museum annual report, and how well she and her small team handle museum operations and customer service. We are looking forward to the next construction phase of the museum that is being paid for entirely from a \$750,000 grant the district received through the Illinois Department of Natural Resources.

Commissioner Mee enjoyed the Special Events Annual Report. There were a lot of highlights in it. He was impressed with the \$225,000 in sponsorship we received last year. He recognized some of our partners including but not limited to The City of Wheaton, CERT, and the DuPage County Fairgrounds. Mee thanked them for their continued support of the park district. Commissioner Mee thought the museum annual report was comprehensive. He commended staff on a job well done on the Illinois Department of Natural Resources grant. He was pleased to see visitor numbers increase. The testimonials in the report show the quality of the work the staff at the museum is doing. Commissioner Mee enjoyed the Superhero Fun Run last weekend. He was happy to see registration numbers up across athletics. He enjoyed the Safety Fair that staff attended. He commended Director of Special Facilities Bendy on how well his staff kept up with the Wintrust March Madness event and the new items in the pro shop. He thought the quality and selection of the new merchandise was fantastic.

Commissioner Morrill commended Superintendent of Projects/Events Nic Novak for his recent appointment to the Riverside Brookfield High School Board. He said it was nice to see staff get involved in their local communities.

Commissioner Pecharich stated that she appreciates all the hard work completed by the Staff on behalf of the Residents.

ADJOURNMENT

At 5:23 p.m., Commissioner Mee moved to adjourn the meeting. Commissioner Vires seconded. Motion passed by voice vote.



Wheaton Park District

Wheaton Park District Board of Commissioners
BUILDINGS, GROUNDS AND FINANCE
SUBCOMITTEE MEETING MINUTES
Wednesday May 3, 2023, 5:00 p.m.
DuPage County Historical Museum
Wheaton, IL 60187

CALL TO ORDER –

President Frey called the meeting to order at 5:00 p.m., Commissioner Barrett, Commissioner Kelly, Commissioner Morrill, Commissioner Pecharich, and Commissioner Vires were present.

Commissioner Mee was absent.

Staff Present included: Executive Director Benard, Executive Assistant Siciliano, Director of Parks & Planning Sperl, Superintendent of Parks and Planning Hinchee, Director of Special Facilities Bendy, Director of Athletics & Facilities Novak, Director of Finance Simpson, Director of Recreation Beyer, Superintendent of Athletics & Facilities Lewandowski, Parks Plus Fitness Center Manager Diserio

DISCUSSION ITEMS

Buildings and Grounds

1. **Community Center Interior Renovation Project Phase II – Concept Design Presentation.** Scott Morlock and Carrie Kotera from Williams Architects provided a presentation on the conceptual design of Parks Plus Fitness Center, Locker Rooms, and The Zone/Office areas. Mike Munson and Tim Brennan from Direct Fitness Solutions provided a presentation on the proposed fitness center equipment and placement of the equipment. Commissioner Pecharich asked if we will be increasing the amount of fitness equipment. Munson stated that they will be working with staff on equipment counts per type but it is unlikely that the current counts will be replicated exactly. Commissioner Kelly told the board that we will be going out to bid on the equipment specifications provided by the consultant. Executive Director Benard stated that we will relocate a smaller version of the fitness center to the Zone during construction September through December. The equipment will be moved to the Zone on August 14. Direct Fitness Solutions will be providing a temporary rubberized floor in the temporary fitness area. Concept renderings will be posted at park district facilities to promote the coming renovation project. Benard stated that only Parks Plus Fitness Center members will have access to the new locker rooms and improved amenities within. The bathrooms will be available to any user of the community center. President Frey asked if there was any thought about putting the locker rooms downstairs to make it more convenient for members. Commissioner Kelly stated it would be too expensive to move them. Benard stated that we will be decreasing the number of lockers to accommodate larger, modern lockers and create space to develop the new showers, sauna, steam room and spa. Commissioner Pecharich asked, if we are able to reduce the number of lockers due to the number of people who

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 630.665.4710; fax number 630.665.5880.

use the locker rooms, why are we spending money to remodel them. Benard stated that a modern locker room with new amenities, along with a new array of modern fitness center equipment and interior treatments will add significant value to our existing membership and attract new members. The number of members who use the locker room will likely increase as a result. The reduced number of lockers will accommodate our current membership and allow room for membership growth. Commissioner Pecharich asked why we need to have a family changing room if there are no kids allowed in the fitness center. Benard stated that the family restrooms will be open to the public and are not intended for fitness center members only. The family changing area would also serve the gymnasiums directly adjacent. Scott Morlock and Carrie Kotera then reviewed the designs for the Zone and office space renovations. The cost estimates and timeline for the project were reviewed. Construction for the fitness center project will start in September 2023. Construction for the locker rooms, zone and offices will begin in January 2024. Phases 3 and 4 of the Community Center Interior Renovation Project will take place in 2025 and 2026.

The cost estimates for this phase were presented and discussed. The cost of the fitness center renovation is estimated to be \$2,111,000. The cost of the locker room renovation is estimated to be \$2,160,000. The cost estimate for the zone and offices renovation is estimated to be 1,282,000. Benard reviewed that the Community Center interior has not been updated since its original construction in the late 1980's and that capital fund reserves are sufficient to accommodate the renovation and update of these very important, impactful, and heavily used park district assets.

The Board will review final concepts and cost estimates at the June 7 Subcommittee Meeting prior to specifications being finalized and released. Contract award will take place on August 9, during a special call meeting of the Board of Park Commissioners.

2. **Rice Pool Filter Room Exterior Repair Project** – Review of Change Order #1

Benard stated that when vegetation was removed, brick damage was discovered. This should be the final change for this project. This item will appear on the May 17th agenda for board action.

Finance and Administration

1. **Annual Meeting of the Wheaton Park District** – Review of Election of Officers of the Wheaton Park District Board of Commissioners to be held on May 17, 2023

Benard stated that the election of officers and appointments of foundation liaisons and subcommittee chairs will occur at the May 17th regular board meeting.

2. **2023 Meeting Schedule of the Wheaton Park District** – Review of Proposed Amendments to the 2023 Meeting Schedule of the Wheaton Park District Board of Commissioners

Benard stated that there will be Special Meeting on August 9th to facilitate the review and approval of the bids for the Community Center Phase 2 Interior Renovation Project. All other meetings in August will be canceled. This item will appear on the May 17th agenda for board action.

3. **Budget Development Calendar** – Review of the 2024 Budget Development Calendar for the Wheaton Park District

Benard reviewed the calendar and highlighted that the preliminary estimate of tax levy resolution will be brought before the Board for approval in September. This Estimate of Levy approval will take place at the same meeting at which the Board acknowledges receipt of the 2024 Budget Proposal and places it on 30-day public review. Approval of the final Tax Levy Ordinance is scheduled for Board adoption in November or December.

4. **Finance Policies** – Review of Proposed Amendments to the Finance Policies of the Wheaton Park District

Commissioner Pecharich asked how the finance department comes up with changes to the policies. Benard stated that staff keeps up with trends and best practices in local governmental accounting as well as any changes that come through the Governmental Accounting Standards Board and Legislative mandates. This item will appear on the May 17th agenda for board action.

5. **Local Government Efficiency Act** – Review of the Requirements of the Local Government Efficiency Act

Benard reviewed the fact sheet and frequently asked questions document provided by the Illinois Association of Park Districts about this new unfunded mandate. The law requires that the board form a committee to study local efficiencies that includes at least two residents of the park district, the Board of Park Commissioners and the Executive Director at a minimum. Benard suggested that one member from both the Museum and Cosley Zoo Foundation Boards be recruited to serve on the committee. The Board requested that Benard forward his suggestions to the Board President for review and follow up.

6. **Cosley Zoo Strategic Plan** – Review of a Proposal from Public Communication Inc. for Strategic Plan Consulting for Cosley Zoo

Benard stated this strategic plan is being paid for entirely through a donation from a Cosley Zoo board member. This item will appear on the May 17th agenda for board action.

7. **National Recreation and Parks Association Educational Conference and Exposition** Review of Possible Commissioner Attendance: October 10-12, 2023, in Dallas, TX

Benard stated that Commissioner Barrett is interested in attending. This item will appear on the May 17th agenda for board action.

ADJOURNMENT

Commissioner Kelly moved to adjourn the meeting at 6:01 p.m. Seconded by Commissioner Vires. Motion carried by voice vote.



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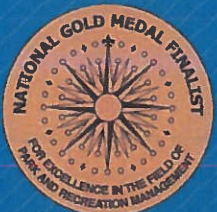
**Board of
Commissioners**

Bob Frey
John Kelly
William Barrett
Terry A. Mee
Ray Morrill
Linda Pecharich
John Vires

Executive Director
Michael Benard
630.510.4945

Community Center
630.690.4880

Administration
102 E. Wesley Street
Wheaton, IL 60187



REGULAR & SPECIAL MEETING SCHEDULE 2023 UPDATED MAY 17, 2023

The Wheaton Park District Board of Commissioners regular meetings for the year 2023 will be held on the following dates. The regular board meetings typically will typically take place on the third Wednesday of each month in the City of Wheaton City Council Chambers, 303 W. Wesley Street, Wheaton, IL. All meetings will begin at 5 p.m. Please note deviations below in bold.

January 18	Regular Meeting
February 15	Regular Meeting
March 15	Regular Meeting
April 19	Regular Meeting
May 17	Regular Meeting
June 7	Special Meeting
June 21	Regular Meeting-
July 19	Regular Meeting
August 9	Special Meeting
August 16	Regular Meeting CANCELED
September 20	Regular Meeting
October 18	Regular Meeting
November 15	Regular Meeting
December 20	Regular Meeting

Respectfully Submitted,

Michael Benard
Board Secretary

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. dsiciliano@wheatonparks.org or Telephone number 630.510-4944 fax number 630.665.5880



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**Board of
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102 E. Wesley Street
Wheaton, IL 60187



BUILDINGS GROUNDS & FINANCE SUBCOMMITTEE MEETING SCHEDULE 2023

Updated May 17, 2023

The Wheaton Park District Board of Commissioners Buildings Grounds and Finance Subcommittee meetings for the year 2023 will be held on the following dates. The Buildings Grounds and Finance Subcommittee meetings typically will take place on the first Wednesday of each month at the DuPage County Historical Museum 102 E. Wesley Street, Wheaton, IL, Beginning at 5:00 p.m. **Please note deviations below in bold.**

January 4	Buildings Grounds & Finance Meeting
February 8	Building Grounds & Finance Meeting (Second Wednesday of the month)
March 1	Buildings Grounds & Finance Meeting
April 12	Building Grounds & Finance Meeting Second Wednesday of the month at Arrowhead Golf Club
May 3	Buildings Grounds & Finance Meeting
June 7	Buildings Grounds & Finance Meeting Immediately Following Special Meeting
July 5	Buildings Grounds & Finance Meeting
August 2	Buildings Grounds & Finance Meeting — CANCELED
September 6	Buildings Grounds & Finance Meeting
October 4	Buildings Grounds & Finance Meeting
November 1	Buildings Grounds & Finance Meeting
December 6	Buildings Grounds & Finance Meeting

Respectfully Submitted

Michael Benard
Board Secretary

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. dsiciliano@wheatonparks.org or Telephone number 630.510.4944 fax number 630.665.5880



DUPAGE COUNTY CLERK ELECTION DIVISION

Jean Kaczmarek
DuPage County Clerk

OFFICIAL CANVASS OF VOTES FOR THE CONSOLIDATED ELECTION

CHAPTER 10 ACT 5 / ARTICLE 22-1 OF THE ELECTION CODE

Consolidated Election
April 4, 2023

State of Illinois
County of DuPage

I, Jean Kaczmarek, DuPage County Clerk, do hereby Certify and proclaim that on April 4, 2023, a total of 124,033 Voters requested and received Official Ballots and further Certify that the following is a true and correct copy of the Official Votes cast, tabulated and herein recorded.

I, further, Certify that on April 25, 2023, I canvassed the returns of the Consolidated Election held on April 4, 2023, for the County of DuPage and the foregoing is a true and correct copy of the Abstract of Votes cast in DuPage County in the Consolidated Election held on Tuesday, the 4th day of April, 2023, A.D., and said Abstract was prepared in my presence in the Office of the DuPage County Clerk's, Election Division, and is now on file in my Office.



Jean Kaczmarek, County Clerk
The County of DuPage, Illinois

Dated: April 25, 2023

Consolidated Election

Registered Voters

124033 of 610092 = 20.33%

Precincts Reporting

930 of 930 = 100.00%

Run Date

04/25/2023

4/4/2023

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WHEATON PARK DISTRICT - FOR PARK COMMISSIONER - (Vote for not more than four)

Precincts			Voters										
Counted	Total	Percent	Ballots	Registered	Percent								
76	76	100.00%	13,143	40,904	32.13%								
Choice			Party	Early Voting		Vote By Mail		Polling		Provisional		Total	
Linda Pecharich				1,558	25.97%	2,260	27.27%	3,011	26.17%	17	29.31%	6,846	26.48%
Bob Frey				1,524	25.40%	2,020	24.38%	2,956	25.69%	15	25.86%	6,515	25.20%
John Vires				1,456	24.27%	2,004	24.19%	2,802	24.35%	13	22.41%	6,275	24.28%
Terry A. Mee				1,461	24.35%	2,002	24.16%	2,737	23.79%	13	22.41%	6,213	24.04%
			Cast Votes:	5,999	100.00%	8,286	100.00%	11,506	100.00%	58	100.00%	25,849	100.00%

WHEATON PARK DISTRICT - FOR PARK COMMISSIONER TO SERVE AN UNEXPIRED 2 YEAR TERM - (Vote for one)

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
76	76	100.00%	13,143	40,904	32.13%

Choice	Party	Early Voting		Vote By Mail		Polling		Provisional		Total	
Raymond Morrill		2,049	100.00%	2,683	100.00%	4,182	100.00%	25	100.00%	8,939	100.00%
	Cast Votes:	2,049	100.00%	2,683	100.00%	4,182	100.00%	25	100.00%	8,939	100.00%

Abstract of Votes

Run Date

04/25/2023

DuPage County

Official General Consolidated Election

4/4/2023

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Official Results

Registered Voters

124033 of 610092 = 20.33%

Precincts Reporting

930 of 930 = 100.00%

WHEATON PARK DISTRICT - FOR PARK COMMISSIONER - (Vote for not more than four)

Precinct	Linda Pecharich	Bob Frey	John Vires	Terry A. Mee	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
WINFIELD 007	4	2	2	2	10	0	2	2	0	4	12	33.33%
WINFIELD 020	10	11	11	11	43	1	4	12	0	17	50	34.00%
MILTON 001	102	101	98	98	399	49	61	100	1	211	657	32.12%
MILTON 003	95	93	91	89	368	59	56	110	1	226	511	44.23%
MILTON 004	100	105	99	97	401	84	47	129	3	263	567	46.38%
MILTON 007	112	104	104	113	433	61	62	135	0	258	544	47.43%
MILTON 008	139	127	131	123	520	106	68	95	0	269	645	41.71%
MILTON 009	132	117	113	110	472	38	63	103	1	205	490	41.84%
MILTON 015	106	101	96	97	400	69	54	122	1	246	601	40.93%
MILTON 018	38	39	41	36	154	17	23	33	1	74	216	34.26%
MILTON 019	116	105	102	98	421	32	77	101	0	210	688	30.52%
MILTON 020	101	92	91	94	378	52	54	101	0	207	651	31.80%
MILTON 021	27	26	25	24	102	6	12	24	0	42	153	27.45%
MILTON 022	86	87	74	86	333	70	42	68	0	180	626	28.75%
MILTON 023	114	106	107	102	429	40	62	116	0	218	745	29.26%
MILTON 024	78	90	87	78	333	27	63	65	2	157	582	26.98%
MILTON 025	144	150	154	135	583	52	103	124	0	279	727	38.38%
MILTON 028	110	123	109	108	450	47	68	158	0	273	599	45.58%
MILTON 032	181	165	159	162	667	62	173	38	0	273	727	37.55%
MILTON 033	77	63	64	65	269	23	39	93	0	155	589	26.32%

Abstract of Votes

DuPage County

Official Results

Registered Voters

124033 of 610092 = 20.33%

Precincts Reporting

930 of 930 = 100.00%

Official General Consolidated Election

4/4/2023

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Run Date

04/25/2023

WHEATON PARK DISTRICT - FOR PARK COMMISSIONER - (Vote for not more than four)

Precinct	Linda Pecharich	Bob Frey	John Vires	Terry A. Mee	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
MILTON 035	98	88	89	87	362	55	55	88	1	199	628	31.69%
MILTON 036	94	78	77	75	324	21	57	71	1	150	703	21.34%
MILTON 037	114	107	97	97	415	45	51	137	0	233	771	30.22%
MILTON 038	1	0	0	1	2	0	0	1	0	1	5	20.00%
MILTON 039	133	113	108	114	468	70	66	121	0	257	631	40.73%
MILTON 040	112	105	89	96	402	42	57	117	1	217	714	30.39%
MILTON 041	97	85	82	85	349	77	47	57	0	181	637	28.41%
MILTON 051	10	14	13	15	52	7	8	31	1	47	231	20.35%
MILTON 054	82	80	81	76	319	44	45	77	0	166	402	41.29%
MILTON 055	166	150	148	150	614	67	67	136	0	270	779	34.66%
MILTON 057	73	68	58	57	256	25	33	84	0	142	388	36.60%
MILTON 063	88	86	81	80	335	30	36	80	0	146	698	20.92%
MILTON 064	82	79	72	73	306	42	59	71	1	173	611	28.31%
MILTON 065	132	125	124	118	499	61	80	113	1	255	626	40.73%
MILTON 068	117	102	97	102	418	43	60	94	2	199	674	29.53%
MILTON 071	170	177	164	161	672	70	75	98	0	243	528	46.02%
MILTON 074	108	116	103	99	426	61	48	103	0	212	594	35.69%
MILTON 075	74	73	69	67	283	34	38	80	0	152	400	38.00%
MILTON 076	94	91	88	85	358	50	41	85	0	176	723	24.34%
MILTON 077	80	82	85	82	329	22	56	109	0	187	534	35.02%

Abstract of Votes

DuPage County

Official Results

Registered Voters

124033 of 610092 = 20.33%

Precincts Reporting

930 of 930 = 100.00%

Official General Consolidated Election

4/4/2023

Page 487

Run Date

04/25/2023

WHEATON PARK DISTRICT - FOR PARK COMMISSIONER - (Vote for not more than four)

Precinct	Linda Pecharich	Bob Frey	John Vires	Terry A. Mee	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
MILTON 078	64	59	56	49	228	26	38	56	0	120	594	20.20%
MILTON 079	104	98	91	92	385	35	85	72	0	192	808	23.76%
MILTON 080	85	71	69	72	297	36	46	54	0	136	754	18.04%
MILTON 081	80	84	83	84	331	23	56	87	1	167	622	26.85%
MILTON 082	95	95	86	82	358	34	57	116	2	209	505	41.39%
MILTON 084	166	149	149	157	621	127	84	86	0	297	751	39.55%
MILTON 085	134	115	133	119	501	38	65	140	1	244	640	38.13%
MILTON 086	56	47	46	50	199	18	26	47	0	91	675	13.48%
MILTON 087	122	125	121	125	493	62	62	133	0	257	737	34.87%
MILTON 088	82	75	73	73	303	27	47	60	0	134	482	27.80%
MILTON 089	6	3	2	4	15	1	6	2	0	9	53	16.98%
MILTON 090	48	43	46	44	181	15	34	44	0	93	239	38.91%
MILTON 091	160	155	155	154	624	86	74	83	1	244	619	39.42%
MILTON 092	133	140	131	133	537	76	68	109	2	255	678	37.61%
MILTON 093	87	81	71	71	310	33	73	58	1	165	647	25.50%
MILTON 094	63	62	53	53	231	15	44	46	1	106	587	18.06%
MILTON 095	137	146	131	130	544	71	92	134	1	298	959	31.07%
MILTON 097	80	81	78	70	309	33	56	72	1	162	580	27.93%
MILTON 098	79	76	63	69	287	45	37	67	2	151	702	21.51%
MILTON 099	80	77	70	68	295	28	38	79	2	147	427	34.43%

Abstract of Votes

DuPage County

Official Results

Registered Voters

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Precincts Reporting

930 of 930 = 100.00%

Official General Consolidated Election

4/4/2023

Page 489

Run Date

04/25/2023

WHEATON PARK DISTRICT - FOR PARK COMMISSIONER - (Vote for not more than four)

Precinct	Linda Pecharich	Bob Frey	John Vires	Terry A. Mee	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
MILTON 100	100	92	90	85	367	22	60	98	0	180	730	24.66%
MILTON 102	0	0	0	0	0	0	0	0	0	0	3	0.00%
MILTON 104	49	43	38	38	168	15	35	34	0	84	640	13.13%
MILTON 106	108	97	90	98	393	47	38	101	0	186	643	28.93%
MILTON 107	130	124	133	122	509	59	76	111	0	246	606	40.59%
MILTON 109	43	36	39	34	152	11	36	30	0	77	201	38.31%
MILTON 110	63	63	57	60	243	30	30	65	0	125	666	18.77%
MILTON 114	79	74	69	69	291	43	42	85	0	170	515	33.01%
MILTON 115	93	88	87	86	354	55	54	84	1	194	582	33.33%
MILTON 125	47	42	39	41	169	18	31	40	0	89	387	23.00%
MILTON 126	57	53	54	54	218	20	29	55	0	104	397	26.20%
MILTON 127	145	140	143	137	565	79	50	133	1	263	491	53.56%
MILTON 128	140	132	132	131	535	85	90	146	0	321	652	49.23%
MILTON 129	37	31	27	29	124	26	6	37	0	69	170	40.59%
MILTON 130	78	80	73	67	298	38	25	98	0	161	416	38.70%
LISLE 092	19	12	14	15	60	0	16	8	0	24	89	26.97%
Totals	6,846	6,515	6,275	6,213	25,849	3,138	3,818	6,152	35	13,143	40,904	32.13%

Abstract of Votes

DuPage County

Official Results

Registered Voters

124033 of 610092 = 20.33%

Precincts Reporting

930 of 930 = 100.00%

Official General Consolidated Election

4/4/2023

Page 491

Run Date

04/25/2023

WHEATON PARK DISTRICT - FOR PARK COMMISSIONER TO SERVE AN UNEXPIRED 2 YEAR TERM - (Vote for one)

Precinct	Raymond Morrill	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
WINFIELD 007	4	4	0	2	2	0	4	12	33.33%
WINFIELD 020	12	12	1	4	12	0	17	50	34.00%
MILTON 001	139	139	49	61	100	1	211	657	32.12%
MILTON 003	138	138	59	56	110	1	226	511	44.23%
MILTON 004	161	161	84	47	129	3	263	567	46.38%
MILTON 007	150	150	61	62	135	0	258	544	47.43%
MILTON 008	167	167	106	68	95	0	269	645	41.71%
MILTON 009	156	156	38	63	103	1	205	490	41.84%
MILTON 015	146	146	69	54	122	1	246	601	40.93%
MILTON 018	53	53	17	23	33	1	74	216	34.26%
MILTON 019	147	147	32	77	101	0	210	688	30.52%
MILTON 020	127	127	52	54	101	0	207	651	31.80%
MILTON 021	34	34	6	12	24	0	42	153	27.45%
MILTON 022	120	120	70	42	68	0	180	626	28.75%
MILTON 023	152	152	40	62	116	0	218	745	29.26%
MILTON 024	115	115	27	63	65	2	157	582	26.98%
MILTON 025	203	203	52	103	124	0	279	727	38.38%
MILTON 028	178	178	47	68	158	0	273	599	45.58%
MILTON 032	203	203	62	173	38	0	273	727	37.55%
MILTON 033	99	99	23	39	93	0	155	589	26.32%

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Precinct	Raymond Morrill	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
MILTON 035	123	123	55	55	88	1	199	628	31.69%
MILTON 036	109	109	21	57	71	1	150	703	21.34%
MILTON 037	155	155	45	51	137	0	233	771	30.22%
MILTON 038	1	1	0	0	1	0	1	5	20.00%
MILTON 039	153	153	70	66	121	0	257	631	40.73%
MILTON 040	152	152	42	57	117	1	217	714	30.39%
MILTON 041	119	119	77	47	57	0	181	637	28.41%
MILTON 051	19	19	7	8	31	1	47	231	20.35%
MILTON 054	101	101	44	45	77	0	166	402	41.29%
MILTON 055	189	189	67	67	136	0	270	779	34.66%
MILTON 057	90	90	25	33	84	0	142	388	36.60%
MILTON 063	121	121	30	36	80	0	146	698	20.92%
MILTON 064	110	110	42	59	71	1	173	611	28.31%
MILTON 065	162	162	61	80	113	1	255	626	40.73%
MILTON 068	146	146	43	60	94	2	199	674	29.53%
MILTON 071	208	208	70	75	98	0	243	528	46.02%
MILTON 074	149	149	61	48	103	0	212	594	35.69%
MILTON 075	100	100	34	38	80	0	152	400	38.00%
MILTON 076	128	128	50	41	85	0	176	723	24.34%
MILTON 077	115	115	22	56	109	0	187	534	35.02%

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Precinct	Raymond Morrill	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
MILTON 078	83	83	26	38	56	0	120	594	20.20%
MILTON 079	129	129	35	85	72	0	192	808	23.76%
MILTON 080	97	97	36	46	54	0	136	754	18.04%
MILTON 081	118	118	23	56	87	1	167	622	26.85%
MILTON 082	139	139	34	57	116	2	209	505	41.39%
MILTON 084	217	217	127	84	86	0	297	751	39.55%
MILTON 085	170	170	38	65	140	1	244	640	38.13%
MILTON 086	72	72	18	26	47	0	91	675	13.48%
MILTON 087	174	174	62	62	133	0	257	737	34.87%
MILTON 088	102	102	27	47	60	0	134	482	27.80%
MILTON 089	7	7	1	6	2	0	9	53	16.98%
MILTON 090	64	64	15	34	44	0	93	239	38.91%
MILTON 091	183	183	86	74	83	1	244	619	39.42%
MILTON 092	183	183	76	68	109	2	255	678	37.61%
MILTON 093	122	122	33	73	58	1	165	647	25.50%
MILTON 094	80	80	15	44	46	1	106	587	18.06%
MILTON 095	200	200	71	92	134	1	298	959	31.07%
MILTON 097	109	109	33	56	72	1	162	580	27.93%
MILTON 098	101	101	45	37	67	2	151	702	21.51%
MILTON 099	99	99	28	38	79	2	147	427	34.43%

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Precinct	Raymond Morrill	Cast Votes	Early Voting Ballots Cast	Vote By Mail Ballots Cast	Polling Ballots Cast	Provisional Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
MILTON 100	125	125	22	60	98	0	180	730	24.66%
MILTON 102	0	0	0	0	0	0	0	3	0.00%
MILTON 104	56	56	15	35	34	0	84	640	13.13%
MILTON 106	133	133	47	38	101	0	186	643	28.93%
MILTON 107	169	169	59	76	111	0	246	606	40.59%
MILTON 109	56	56	11	36	30	0	77	201	38.31%
MILTON 110	92	92	30	30	65	0	125	666	18.77%
MILTON 114	95	95	43	42	85	0	170	515	33.01%
MILTON 115	124	124	55	54	84	1	194	582	33.33%
MILTON 125	68	68	18	31	40	0	89	387	23.00%
MILTON 126	72	72	20	29	55	0	104	397	26.20%
MILTON 127	185	185	79	50	133	1	263	491	53.56%
MILTON 128	196	196	85	90	146	0	321	652	49.23%
MILTON 129	45	45	26	6	37	0	69	170	40.59%
MILTON 130	104	104	38	25	98	0	161	416	38.70%
LISLE 092	16	16	0	16	8	0	24	89	26.97%
Totals	8,939	8,939	3,138	3,818	6,152	35	13,143	40,904	32.13%

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 Filter Room Wall Coating

DATE: May 17, 2023



SUMMARY:

Work has begun on the filter room wall coating project. When the contractor removed vegetation that had grown up the side of the building, some additional damaged bricks were discovered. The contractor provided a change order for this additional work and the engineer reviewed it.

PREVIOUS COMMITTEE/BOARD ACTION:

Report provided at the September 7, 2022 subcommittee meeting and an update was provided at the November 2, 2022 subcommittee meeting.

REVENUE OR FUNDING IMPLICATIONS:

A contract with Berglund Construction in the amount \$49,000 was approved at the March 15, 2023 Board meeting. Approval of this change order would increase the cost by \$900. A 10% (\$4,900) contingency was approved with the contract.

STAKEHOLDER PROCESS:

Work will be scheduled with Community Center staff and completed prior to the 2023 pool season.

LEGAL REVIEW:

Contract documents were provided by our legal counsel.

ATTACHMENTS:

Change Order 1

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends that the Wheaton Park District Board of Commissioner's approve change order #1 with a net increase in the contract amount of \$900 for Berglund Construction.

Change Order

Berglund Construction
8410 S South Chicago Avenue
Chicago, IL 60617

Distribution ☐ Rice Pool Filter Building Exterior Coa
☐ Klein and Hoffman, Inc.
☐ Office ☐ Field
☐ Other

Project: 223036- Rice Pool Filter Building Exterior Coatin
1777 S. Blanchard Rd.
Wheaton, IL 60189

Contract Number: 223036- Rice Pool Filter Building Exterior
Coating Project

Change Order #: 99001 Additional Brick Replacement
ACO Seq #: 1

To (Contractor): Berglund Construction
8410 S South Chicago Avenue
Chicago, IL 60617

Change Order Date : 04/21/23

You are directed to make the following changes in this Contract:

C.O. Item	Contract Item	Units	UM	Description	Unit Price	Amount
1	300		LS	Additional Brick Replacement		900.00
Total For Change Order: 99001						900.00

Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates the Contractor's agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	49,000.00
The net change by previously authorized Change Orders was	0.00
The Contract Sum prior to this Change Order was	49,000.00
The Contract Sum will be increased by this Change Order	900.00
The new Contract Sum will be	49,900.00

The new Contract Completion date as of this Change Order will be 5/5/2023

Authorized By Owner:

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

By: _____

Date: _____

Accepted By Contractor:

Berglund Construction
8410 S South Chicago Avenue
Chicago, IL 60617

By: _____

Date: _____

Architect/Engineer:

Klein and Hoffman, Inc.
150 South Wacker Drive
Chicago, IL 60606

By: _____

Date: _____

TO: Board of Commissioners

FROM: Sandra Simpson, Director of Finance

THROUGH: Michael Benard, Executive Director

RE: Annual Review of Finance Policies and Proposed Amendments

DATE: May 17, 2023



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.

Attached are the staff recommended policy changes as a result of the review of the existing policies that has occurred over the past year.

Also, included is a complete set of Finance policies for your reference.

PREVIOUS COMMITTEE/BOARD ACTION: Annual Review and Adoption of the Amended Finance Policies of the Wheaton Park District at the May 13, 2022 Regular Meeting

REVENUE OR FUNDING IMPLICATIONS: The Finance Policies of the Wheaton Park District guide the development of the annual budget and sets appropriate boundaries for park district operations.

ATTACHMENTS:

1. Summary of recommended revisions and the marked-up policies.
2. Full set of Finance Policies with amendments

RECOMMENDATION: That the committee review the recommended policy revisions and, if acceptable, authorize staff to present them for board approval at their next regularly scheduled meeting.

Summary of Policy Amendment Recommendations

2024 Budget Cycle

Staff has prepared recommendations of changes to board policies for the board's consideration as part of the 2024 budget cycle. Amendments to four of the existing finance policies are being proposed. The Access Control & Acceptable Use, Bond Record Keeping, Disposal and Investment policies are the existing policies for which changes are being recommended, as explained below.

- The **Access Control and Acceptable Use Policy's** proposed revision is to update the policy to reflect the District's new security rules for network passwords. The District implemented the changes as part of an ongoing effort to make our systems more secure and bring our password security policy up to industry standards.
- The **Bond Record-Keeping Policy's** proposed revision is to remove references to the Build America Bonds. Build America Bonds (BABs) were allowed to be issued in 2009 and 2010 as part of the American Recovery and Reinvestment Act. The District refinanced its 2010 BABs with tax-exempt refunding bonds in 2019 and saved almost \$900,000 in total debt service.

An additional revision to this policy is to update the name of the annual financial report to "Annual Comprehensive Financial Report" per GASB Statement 98.

- The **Disposal Policy's** proposed revision is to update Section D with the name of the auction service that is most used by the District.
- The **Investment Policy's** proposed revision is to update Section G, Safekeeping and Custody, Internal Controls to reflect the correct title of the authorized person from Revenue Manager to Finance Manager.

1 Access Control Policy

Wheaton Park District shall require that systems are protected from unauthorized access by establishing requirements for the authorization and management of user accounts, providing user authentication and management of user accounts and implementing access controls on Park District information resources.

Principle of Least Privilege - The Park District IT management has designed user access controls to enforce limited access to authorized personnel in accordance with the principle of least privilege. The Wheaton Park District computing network has been segmented to restrict access to users in accordance with the "Principle of Least Privilege." Users only receive access to system components necessary to fulfill the requirements of their roles.

Access Requests - The department Director has responsibility for requesting access to information systems. It is also his/her responsibility to request only enough access to the least amount of data or specific physical areas required for that person to carry out his/her role (principal of least privilege). Exceptions to standard role-based access must be authorized by the Finance Director, or designee, prior to request fulfillment.

The Park District's IT managed service provider plans the configuration of hardware, software and procedural access control mechanisms. The team configures access controls while building information systems, and maintains those controls throughout their useful life.

Access Controls Audit – The Park District's IT managed service provider shall conduct a review of system access privileges by role and group membership on no less than an annual basis. The review will be completed in consultation with Park District leadership to determine whether current role-based privileges continue to be appropriate. After review, IT managed service provider shall execute group access changes in accordance with assessment findings and retain the audit results in a help desk ticket for Policy compliance.

Session Lock and Termination – Wheaton Park District requires users to lock their workstations when stepping away from their desks for any reason. Workstations shall be configured to automatically lock after 15 minutes of inactivity. Following a session lock, users must enter their passwords to restore working sessions.

Remote Access – Select Park District employees will be granted remote system access privileges to enable offsite work. Wheaton Park District's IT managed service provider shall implement and maintain a secure Virtual Private Network (VPN) service that will facilitate remote connectivity into the environment. Remote access rights must be requested by the user's manager, and must be supported by business justification. The Executive Director shall maintain sole authority to approve or reject remote access requests.

1.1 Identification & Authentication

All users - Every authorized user will be provisioned with a unique User ID to access the systems environment. In some cases, specific applications may require additional specific User IDs to access them, which differ from their standard network User IDs. Each User ID (Identifier) is tied to a password (Authenticator), known only to the user. The User ID and password together are commonly referred as "user credentials."

- Authorized users are responsible for all activities executed on systems when their credentials have been used as the means of system access. Users must not share their user credentials with other Park District employees, agents or non-affiliated persons.
- WPD user credentials should not be used as personal identifiers on non-Park District systems (e.g., Internet, Google, Facebook, etc.).

Privileged Accounts – Employees requiring administrator rights on a workstation or server shall receive approval from the Executive Director with consideration given to the duration for which the administrator rights are needed. Upon approval, the employee shall request the administrator rights via the IT managed service provider help desk with approval attached. IT managed service provider will provision the administrator rights for the required duration.

1.1.1 Password Requirements

Strong passwords must be applied to all WPD network and information systems and should meet all the following criteria.

- All passwords must contain at least ~~eight~~ fifteen (15) characters. If the system cannot accommodate ~~eight~~ fifteen characters, the maximum number of characters the system allows shall be used.
- All passwords shall contain at least ~~three~~ four of the following characters:
 - Upper-case alphabetic English letter (A-Z);
 - Lower-case alphabetic English letter (a-z);
 - Numeric character (0 – 9);
 - Special/non-alphabetic character (!, @, #, ~~etc~~);
- Password complexity ~~is enabled as the system allows~~ requirements are enforced when passwords are changed or created.
- User generated passwords should not be reused.
- Passwords must be changed every 90 days.
- ~~Six~~ Ten (10) unique new passwords must be associated with a user account before an old password can be reused, if the system allows it.
- Five (5) consecutive, unsuccessful attempts to access a WPD network ~~or information system~~ will ~~suspend or~~ disable the user's ability to successfully log-on. The user will need to contact IT support to request a password reset.

Upon initial configuration and installation of computing equipment within the Park District environment, IT Administrators must change default passwords to a unique entry that meets all strong password requirements.

Password Protection:

- Passwords should not be written or otherwise recorded where they are accessible or recognizable by anyone else, such as taped to computer screens, stored under keyboards, or visible in a work area.
- Passwords should not be shared or used by others. This includes a coworker, manager, supervisor, friend, vendor, partner, information technology staff, administrative assistant, or others.
- A password must be changed immediately when it has been compromised or when there is suspicion that it has been compromised. If a WPD employee suspects their password has been compromised, they must contact the IT Help Desk to request a password reset.

2 Wheaton Park District Acceptable Use of Technology Policy

2.1 Scope and Applicability

All employees, contractors, consultants, temporary workers and other workers at WPD, including all personnel affiliated with third parties, shall comply with this policy's requirements. This policy applies to all personal equipment, software and systems brought into WPD by personnel affiliated with third parties.

2.2 Purpose

Computer and information technology resources are essential tools in accomplishing the mission of Wheaton Park District (WPD). Effective security is a team effort involving the participation and support of every WPD employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

2.3 Policy

2.3.1 Acceptable Use of Technology

Official Use Only - Desks, headsets, telephone equipment, and computers are the property of WPD and must be maintained according to company policy. WPD systems and equipment (voice mail, e-mail, Internet, etc.) may be used for work related purposes only during work times. WPD management prohibits the use of company-owned equipment or systems to download, access, or store any non-work-related data (personal emails, audio or video, etc.).

System Maintenance - The Park District's IT managed service provider will maintain computing equipment via patches and upgrades to operating systems, applications, anti-virus, and other enabling applications. Users may not alter computer configuration settings or prevent the patches from executing. These patches and upgrades frequently contain functional enhancements, but are also designed to maintain the security controls that protect WPD's information assets. If a WPD employee requires a patch to be installed for business reasons or notices that a patch has yet to be applied, that employee shall notify IT managed service provider immediately for handling. The employee shall not patch a system themselves without explicit guidance from IT managed service provider.

Software Downloads - WPD employees may not download or install personal software to company computer systems without the consent of the immediate supervisor and the Park District's IT managed service provider .

Equipment Location – Technology resources, with the exception of laptops and mobile devices, are to be used only at the employee's assigned work location(s) unless prior authorization has been granted by the employee's manager.

E-Mail, Messaging & Phone Use - WPD uses various forms of electronic communications including, but not limited to: email, telephones, voicemails, fax machines and the Internet. All electronic communications, including all software and hardware, remain the sole property of WPD and are to be used for company business during business hours. Employees may be permitted limited personal use of phones, provided the use doesn't interfere with operations.

Bring Your Own Device (BYOD) - WPD does not maintain a BYOD policy, but may authorize access of corporate email through personal devices. Other system access or conducting of WPD business on a personal device is prohibited without the approval of the immediate supervisor and IT managed service provider.

Email Retention - WPD must retain emails in accordance with WPD's Records Retention Policy as maintained by the Finance Department. As a government agency, WPD must archive emails for a period set by law, and may have to provide these emails to individuals and groups outside of the WPD organization in response to a Freedom of Information Act (FOIA) request. Employees may not delete or modify electronic communication records.

Content Restrictions - Electronic communication/media may not be used in any manner that may be considered by WPD as discriminatory, harassing or obscene, or for any other purpose which is illegal, or against company policy. Employees may not use electronic communications to engage in defamation, copyright or trademark infringement or misappropriation of trade secrets. Employees may not use Park District equipment to engage in business related to personal financial gain (i.e., day trading, gambling), political activity, participation in chat rooms, blogs, or bulletin boards, internet chain mails/forwards, or game playing. Employees may not use email or messaging technologies to send financial account data, including credit card data, or other forms of confidential personally identifiable information such as SSN or passwords as this is insecure. If there is a business need to send this information electronically, IT managed service provider should be consulted for proper security practices.

Use of Social Media - Employees who use social media services, including social networking, blogs and personal information sharing services, must be mindful of the potential impact their words may present to WPD. Employees should use good judgment and common sense when using social media, and should not represent themselves as official representatives of the Park District, or expressing viewpoints of the Park District.

2.3.2 System Monitoring

WPD management reserves the right to listen to, monitor and/or inspect all company property including voice mail messages, computers, email messages, and electronic files to ensure compliance with these policies. Inspection of WPD property may be done without further notice to the employee and in the employee's absence.

2.4 Acceptable Use of Technology Compliance

All employees are required to comply with this policy. Failure to comply may result in sanctions, up to and including termination. Any questions about the policy should be directed to an employee's immediate supervisor.

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 Treasurer 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:~~

~~Recommended Records. The Compliance Officer shall review each issue of the Obligations and shall determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on the Tax Exempt Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on any Tax-Advantaged Bonds, and applicable tax credits or other tax benefits arising from any Tax-Advantaged 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 interest paid on the Tax Exempt Obligations is entitled to be excluded from gross income for federal income tax purposes, the District is entitled to receive from the United States Treasury direct payments of the applicable percentages of interest payments coming due and owing on any Tax-Advantaged Bonds, and the entitlement of holders of any Tax-~~

Advantaged Bonds to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the District, such retained records 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~~ Annual Comprehensive 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.

- 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 Obenauf Auction Service, Inc.](#).
- 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.

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 G.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. Consistent with the Illinois Sustainable Investing Act (30 ILCS 238/), material, relevant and decision-useful sustainability factors will be regularly considered by the District,

within the bounds of financial and fiduciary prudence, in evaluating investment decisions.

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 time 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~~ Finance 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.

WHEATON PARK DISTRICT

Financial Policies

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1 Access Control Policy

Wheaton Park District shall require that systems are protected from unauthorized access by establishing requirements for the authorization and management of user accounts, providing user authentication and management of user accounts and implementing access controls on Park District information resources.

Principle of Least Privilege - The Park District IT management has designed user access controls to enforce limited access to authorized personnel in accordance with the principle of least privilege. The Wheaton Park District computing network has been segmented to restrict access to users in accordance with the "Principle of Least Privilege." Users only receive access to system components necessary to fulfill the requirements of their roles.

Access Requests - The department Director has responsibility for requesting access to information systems. It is also his/her responsibility to request only enough access to the least amount of data or specific physical areas required for that person to carry out his/her role (principal of least privilege). Exceptions to standard role-based access must be authorized by the Finance Director, or designee, prior to request fulfillment.

The Park District's IT managed service provider (AIE) plans the configuration of hardware, software and procedural access control mechanisms. The team configures access controls while building information systems, and maintains those controls throughout their useful life.

Access Controls Audit – The Park District's IT managed service provider (AIE) shall conduct a review of system access privileges by role and group membership on no less than an annual basis. The review will be completed in consultation with Park District leadership to determine whether current role-based privileges continue to be appropriate. After review, AIE shall execute group access changes in accordance with assessment findings and retain the audit results in a help desk ticket for Policy compliance.

Session Lock and Termination – Wheaton Park District requires users to lock their workstations when stepping away from their desks for any reason. Workstations shall be configured to automatically lock after 15 minutes of inactivity. Following a session lock, users must enter their passwords to restore working sessions.

Remote Access – Select Park District employees will be granted remote system access privileges to enable offsite work. Wheaton Park District's IT personnel shall implement and maintain a secure Virtual Private Network (VPN) service that will facilitate remote connectivity into the environment. Remote access rights must be requested by the user's manager, and must be supported by business justification. The Executive Director shall maintain sole authority to approve or reject remote access requests.

1.1 Identification & Authentication

All users - Every authorized user will be provisioned with a unique User ID to access the systems environment. In some cases, specific applications may require additional specific User IDs to access them, which differ from their standard network User IDs. Each User ID (Identifier) is tied to a password (Authenticator), known only to the user. The User ID and password together are commonly referred as “user credentials.”

- Authorized users are responsible for all activities executed on systems when their credentials have been used as the means of system access. Users must not share their user credentials with other Park District employees, agents or non-affiliated persons.
- WPD user credentials should not be used as personal identifiers on non-Park District systems (e.g., Internet, Google, Facebook, etc.).

Privileged Accounts – Employees requiring administrator rights on a workstation or server shall receive approval from the Executive Director with consideration given to the duration for which the administrator rights are needed. Upon approval, the employee shall request the administrator rights via the AIE help desk with approval attached. AIE will provision the administrator rights for the required duration.

1.1.1 Password Requirements

Strong passwords must be applied to all WPD network and information systems and should meet all the following criteria.

- All passwords must contain at least eight (8) characters. If the system cannot accommodate eight characters, the maximum number of characters the system allows shall be used.
- All passwords shall contain at least three of the following characters:
 - Upper-case alphabetic English letter (A-Z);
 - Lower-case alphabetic English letter (a-z);
 - Numeric character (0 – 9);
 - Special/non-alphabetic character (!, @, #, etc);
- Password complexity is enabled as the system allows.
- User generated passwords should not be reused.
- Passwords must be changed every 90 days.
- Six (6) unique new passwords must be associated with a user account before an old password can be reused, if the system allows it.
- Five (5) consecutive, unsuccessful attempts to access a WPD network or information system will suspend or disable the user's ability to successfully log-on.

Upon initial configuration and installation of computing equipment within the Park District environment, IT Administrators must change default passwords to a unique entry that meets all strong password requirements.

Password Protection:

- Passwords should not be written or otherwise recorded where they are accessible or recognizable by anyone else, such as taped to computer screens, stored under keyboards, or visible in a work area.

- Passwords should not be shared or used by others. This includes a coworker, manager, supervisor, friend, vendor, partner, information technology staff, administrative assistant, or others.
- A password must be changed immediately when it has been compromised or when there is suspicion that it has been compromised. If a WPD employee suspects their password has been compromised, they must contact the IT Help Desk to request a password reset.

2 Wheaton Park District Acceptable Use of Technology Policy

2.1 Scope and Applicability

All employees, contractors, consultants, temporary workers and other workers at WPD, including all personnel affiliated with third parties, shall comply with this policy's requirements. This policy applies to all personal equipment, software and systems brought into WPD by personnel affiliated with third parties.

2.2 Purpose

Computer and information technology resources are essential tools in accomplishing the mission of Wheaton Park District (WPD). Effective security is a team effort involving the participation and support of every WPD employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

2.3 Policy

2.3.1 Acceptable Use of Technology

Official Use Only - Desks, headsets, telephone equipment, and computers are the property of WPD and must be maintained according to company policy. WPD systems and equipment (voice mail, e-mail, Internet, etc.) may be used for work related purposes only during work times. WPD management prohibits the use of company-owned equipment or systems to download, access, or store any non-work-related data (personal emails, audio or video, etc.).

System Maintenance - The Park District's IT managed service provider will maintain computing equipment via patches and upgrades to operating systems, applications, anti-virus, and other enabling applications. Users may not alter computer configuration settings or prevent the patches from executing. These patches and upgrades frequently contain functional enhancements, but are also designed to maintain the security controls that protect WPD's information assets. If a WPD employee requires a patch to be installed for business reasons or notices that a patch has yet to be applied, that employee shall notify AIE immediately for handling. The employee shall not patch a system themselves without explicit guidance from AIE.

Software Downloads - WPD employees may not download or install personal software to company computer systems without the consent of the immediate supervisor and the Park District's IT managed service provider (AIE).

Equipment Location – Technology resources, with the exception of laptops and mobile devices, are to be used only at the employee's assigned work location(s) unless prior authorization has been granted by the employee's manager.

E-Mail, Messaging & Phone Use - WPD uses various forms of electronic communications including, but not limited to: email, telephones, voicemails, fax machines and the Internet. All electronic communications, including all software and hardware, remain the sole property of WPD and are to be used for company business during business hours. Employees may be permitted limited personal use of phones, provided the use doesn't interfere with operations.

Bring Your Own Device (BYOD) - WPD does not maintain a BYOD policy, but may authorize access of corporate email through personal devices. Other system access or conducting of WPD business on a personal device is prohibited without the approval of the immediate supervisor and AIE.

Email Retention - WPD must retain emails in accordance with WPD's Records Retention Policy as maintained by the Finance Department. As a government agency, WPD must archive emails for a period set by law, and may have to provide these emails to individuals and groups outside of the WPD organization in response to a Freedom of Information Act (FOIA) request. Employees may not delete or modify electronic communication records.

Content Restrictions - Electronic communication/media may not be used in any manner that may be considered by WPD as discriminatory, harassing or obscene, or for any other purpose which is illegal, or against company policy. Employees may not use electronic communications to engage in defamation, copyright or trademark infringement or misappropriation of trade secrets. Employees may not use Park District equipment to engage in business related to personal financial gain (i.e., day trading, gambling), political activity, participation in chat rooms, blogs, or bulletin boards, internet chain mails/forwards, or game playing. Employees may not use email or messaging technologies to send financial account data, including credit card data, or other forms of confidential personally identifiable information such as SSN or passwords as this is insecure. If there is a business need to send this information electronically, AIE should be consulted for proper security practices.

Use of Social Media - Employees who use social media services, including social networking, blogs and personal information sharing services, must be mindful of the potential impact their words may present to WPD. Employees should use good judgment and common sense when using social media, and should not represent themselves as official representatives of the Park District, or expressing viewpoints of the Park District.

2.3.2 System Monitoring

WPD management reserves the right to listen to, monitor and/or inspect all company property including voice mail messages, computers, email messages, and electronic files to ensure compliance with these policies. Inspection of WPD property may be done without further notice to the employee and in the employee's absence.

2.4 Acceptable Use of Technology Compliance

All employees are required to comply with this policy. Failure to comply may result in sanctions, up to and including termination. Any questions about the policy should be directed to an employee's immediate supervisor.

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. Audit firm rotation will be required after six years of continuous service with one firm. Audit firm senior engagement staff, such as engagement partners and senior managers, will be rotated during a multiyear agreement.

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. Consistent with the

District's Environmental Policy which recommends the purchase and use of environmentally safe and sensitive products, District employees shall make every effort to include specifications for products that are environmentally safe and sensitive. Employees shall also make every effort to include wording that preference will be given to vendors who demonstrate their commitment to minimizing their carbon footprint and engaging in sustainable business practices. If a vendor has earned the right to use certain labels, employees can use that to evaluate that a product/service has been produced or provided in an environmentally safe and sensitive manner. The US Environmental Protection Agency has developed a number of ecolabels that can help purchasers identify green products and services. More information about these labels can be found at the link below where you can click on each of the labels shown in the snip below the link. (You have to go to the URL to click on the various labels, the snip below does not have hyperlinks.) <https://www.epa.gov/greenerproducts/institutional-purchasers-greener-products-and-services>



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 Treasurer 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.

Assets acquired in a group, which individually are below the capitalization limit, may be capitalized if those assets in the aggregate are significant. (*See GASB Implementation Guide 2021 question 5.1.*)

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

- 1) The purpose of this policy is to promote wise investment in new capital assets of the District and protect its existing capital assets.
- 2) **Capital Improvement Plan.** Each year the District will update its long-range capital improvement plan (CIP). The CIP defines and prioritizes the capital projects that the District plans to take on in the next three years. In addition, it identifies all capital asset replacements out to 50 years. The 50 years represents the District's capital assets with the longest estimated useful life. The District includes the evaluation of the replacement of all of its capital assets to ensure that we are adequately planning for the funds needed and identifying funding sources and incorporating this information in our strategic plans.
 - a) **Definition of a capital project.** A capital project in the CIP is project with a useful life of no less than three years and whose value meets or exceeds the thresholds as defined in the table below:

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

- b) **Link to needs assessments.** All projects in the CIP, with minor and few exceptions, should be based on needs assessments performed to determine the benefit of the asset compared to its cost.
- 3) **CIP Project Identification.** Each as part of the budget process, staff have the opportunity to request the acquisition of a capital asset. They complete a Capital Requests Form. This form is then evaluated by the Capital Budget Team (CBT) consisting of representatives from the Parks and Finance departments and the Executive Director. If the CBT determines that the project meets the

criteria explained in the CIP Project Selection section following; it will be included in the three-year CIP presented to the Board of Park Commissioners for their consideration.

- a) **Long-term operating and maintenance costs.** The estimated costs to operate and maintain the asset over its estimated useful life must be noted on the Capital Requests Form. These costs are factored into the total cost of the request.
- b) **Funding source.** The Capital Requests Form will indicate where the funding is expected to come from to acquire, operate and maintain the asset.
- c) **Project timing.** The CIP will identify the proposed schedule for acquisition of the asset, in terms of years for purposes of developing the capital budget.
 - i) For projects that include planning, bidding, construction and other milestones, staff will develop a plan for these phases to identify the when and what involved in each phase. This may be done by staff in conjunction with consultants for said project.
 - ii) For capital asset acquisitions that do not involve all of these phases, such as for the purchase of a piece of equipment, staff will refer to the District's Bidding and Purchasing policies for the appropriate guidelines to follow for acquiring assets that have been approved through the budget and appropriations ordinance.
- 4) **CIP Project Selection.** Once the budget calendar deadline for Capital Requests Forms submission has passed, the CBT will meet and evaluate the submissions. Their evaluation process will include:
 - a) **Long-term forecasts.** Long-term forecasts should be prepared to make clear the resources available for capital spending and to assess the impacts of operation and replacement costs.

- b) **Project impact.** A project should not be considered on its own. The impact a project has on other projects should be recognized and costs shared between them where appropriate.
- c) **Funding of preliminary activities.** For some projects, it may be wise to fund only preliminary engineering/planning before promising to fund the whole project. These expenses can be large, so they should be assessed and prioritized.
- d) **Operating and maintenance costs.** Resources should be identified to operate and maintain an asset before assigning resources to build it.
- e) **Life cycle costing.** The cost study of a proposed project should include the life of the asset—from planning and acquisition to disposal.
- f) **Project timing and scope.** Schedule and scope estimates should be achievable within the requested financial and human resources.
- g) **Condition of existing asset.** For assets that are scheduled for replacement, an analysis of its current condition and use will be done to determine whether it is appropriate to replace it because of the continuing need for the use of the asset and because it has reached the end of its useful life. (See also Priority of Asset Maintenance and Funding of Asset Maintenance sections below.)

- 5) **Balanced CIP.** The CIP is a balanced, long-term plan. For the entire period of the CIP, revenues will be equal to the projected costs. It is possible that the plan will have more costs than revenues in any single year of the plan, due to timing of the receipt of various funding sources. Two examples are bond proceeds, which could be received in a year prior to the project or grants which may be reimbursed and received after the project is completed. However, all projects must be fully funded. Staff may record, on a separate document, projects that are deemed important but cannot fit into a balanced CIP. The Board of Park Commissioners may choose to look at unfunded projects and defund an existing project in favor of another.
- 6) **CIP Funding Strategy.** The District may elect to use debt financing to acquire an asset or pay-as-you-go financing (i.e., cash financing). Below are guidelines to help the District make the best choice between debt and pay-as-you-go financing.
- a) Factors that favor pay-as-you-go financing include situations where:
 - i) The project can be funded from current revenues and fund balances;
 - ii) The project can be finished within an acceptable time frame given the available revenues;
 - iii) Additional debt levels could have a harmful effect on District's credit rating or repayment sources; or,
 - iv) Market conditions are unstable or suggest difficulties in marketing a debt.
 - b) Factors that favor long-term debt financing include situations where:
 - i) Revenues that will be used to pay back debt are believed to be sufficient and reliable. This makes it more likely that long-term financing can be marketed with a suitable credit rating;
 - ii) Market conditions present favorable interest rates and demand for government debt financing;

iii) A project is immediately required to meet or relieve capacity needs and existing cash reserves are insufficient to pay project costs; or,

iv) The useful life of the asset is five years or longer.

7) **Priority of Asset Maintenance and Replacement.** It is the policy of the District to maintain its assets at a level that protects capital investment and reduces future maintenance and replacement costs. Each year, the District staff will develop and recommend to Board of Park Commissioners a prioritized asset maintenance spending plan. This is done within the budget document presented for their review and approval.

8) **Funding of Asset Maintenance.** It is the District's policy to assign enough resources to preserve the District's existing assets to the best of its ability before assigning resources to build or acquire new assets that also have operating and maintenance needs. This policy protects our historical investment in capital assets.

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 six months of annual OPERATING EXPENDITURES. Balances above the maximum are transferred to the Capital Projects fund with Board approval.

Recreation Fund – The Recreation Fund’s Spendable Fund Balance target is a minimum based upon OPERATING EXPENDITURES. The target range is two months to four months of annual OPERATING EXPENDITURES. Balances above the maximum are transferred to the Capital Projects fund with Board approval.

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, excess balances cannot be transferred to other funds. Because DuPage County has historically been so reliable for disbursing tax receipts, this fund’s minimum 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 1st and 15th 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. This fund’s maximum target is the fund’s annual budgeted expenditures. The maximum is not established as a goal to meet, but rather to readily illustrate the fund’s annual cash needs. This fund’s target is for Cash and Investments balance, not Fund Balance as the objective is to have sufficient cash on hand to pay obligations when due.

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 11.1 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 employee must be accessible during such times or 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 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 payroll for current rates for the same. Also, because it is possible that a part time employee would not work every pay period and thus not be able to have a personal deduction made every pay period, part time employees will not be eligible for having a District cell phone assigned exclusively to them and allowed to use it for personal use as well as business use. They may be assigned a District cell phone for business use only, but if they are found to use it for personal use, loss of privilege of District-owned phone will ensue.

(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 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. In the event a part time employee is offered a stipend for their use of a personal cell phone, they will receive said stipend for the first two pay periods of the month only when they receive a paycheck for hours worked in that pay period. If they do not work in that pay period, they will not receive a stipend for that pay period. 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 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 must pull off to the side of the road prior to placing or accepting a call. 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.

A. Purpose

The purpose of this policy is to identify the various revenues sources the District has available to it and to specify what services those revenues sources are intended to support.

B. Revenue Sources

The District has nine revenue sources. They include: taxes, charges for services, debt proceeds, rentals, product sales, grants & donations, miscellaneous revenues, interest and transfers in.

C. Services Supported

1. **Taxes** are used to support services that are desired by the public but not readily charged to users, community support for a desired amenity, or for users who may not have the ability to pay.
 - a. Examples of services not readily charged directly to users are park maintenance, snow removal on District property and facility accessibility.
 - b. Examples of services provided due to community support for a desired amenity are the Cosley Zoo, Central Athletic Center and the Community Center.
 - c. Examples of services where users may not have the ability to pay would be leisuership support provided to residents who lack the financial resources to participate in some of our program activities or facility use passes (such as pool passes in the summer).
2. **Charges for services** are the fees the District provides to users directly based upon their consumption of our services. This includes a wide variety of programming offered through our Recreation, Athletic, Historical Museum, Lincoln Marsh, and Cosley Zoo Departments. It also includes sponsorships/advertising for various events and/or in our brochures. It also includes memberships at our seasonal outdoor pools and at our Parks Plus Fitness Center. Additionally, green fees, golf lessons, driving range fees and cross country skiing fees are included in Charges for services. The District also has a "Fees and Charges Policy" that delves into this revenue source in greater depth, examining how to justify the means of determining fees and charges.
3. **Debt proceeds** are funds received from issuing debt. The District limits long-term debt to only those capital improvements that cannot be financed from current revenues. The District does not issue debt

to fund operations. The District's "Debt Policy" spells out in detail the reasons for issuing debt and related goals.

4. **Rentals** include facility rentals, park permits, field rentals, cell tower rentals, and golf equipment rentals. Rental rates are intended to recoup direct costs of the rental and where possible to cover indirect and related selling costs.
5. **Product sales** include concession operations, athletic uniforms, gift shop sales, restaurant food and liquor sales, beverage cart sales, halfway house sales, and banquet sales. These revenues are intended to cover all associated costs as well as providing funds to support the related operations.
6. **Grants & donations** include grants and donations from other units of government and philanthropic organizations. The most significant recurring source of donations for the District is actually the three 501c-3 foundations that the District has established (Cosley Zoo Foundation, DuPage County Historical Museum Foundation and the Play for All Foundation). The District encourages potential donors to make donations to these foundations to benefit the District as they exist solely to support various aspects of the District's mission.
7. **Miscellaneous income** consists of sundry sources of income that are either immaterial in amount or infrequent in occurrence or both. An example of one miscellaneous income source is the sale of scrap materials by our Parks Department.
8. **Interest income** consists of interest earned on investments of the District's idle cash. Although not a material source of income for the District, these funds are used to support services as needed, but primarily those as described for Tax revenues.
9. **Transfers in** are primarily interfund transfers, which in most years are funds transferred from operating funds (specifically General, Recreation, and Golf funds) to the Capital fund to pay for capital projects of the District. This does not include capital projects for the Golf fund, which are funded directly by the Golf fund in that fund.
10. **One-Time Revenues** The District will not use one-time revenues to support recurring expenses. This policy helps the District to spend within its means and stay financially healthy. Some of the District's revenue sources are unstable. This means that the amount the

District receives from that source can vary from year to year. Grants and Donations are good examples. Because these revenues are unstable and unreliable, the District cannot assume that the same revenue will be available in future years. Therefore, the District will treat the portion of the revenue that is above what we normally receive as if it were a one-time revenue.

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. Bond Ratings

The Board, upon advice from the District's municipal advisor, may also consider obtaining a bond rating on any bonds issued.

H. 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 31st (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.

The District realizes that it may at times be asked to consider accepting gifts and/or bequests. The acceptance of these gifts and/or bequests will be entertained with consideration of the following:

- a) All local and state Ordinances regarding the Illinois Gift Ban Act,
- b) All relevant District policy and personnel practices,
- c) The overall benefit to the community,
- d) The overall benefit to the District,
- e) The potential associated costs, liabilities and exposure to the District,
- f) Any potential reverter clauses attached to gifts to ensure perpetuity of open/space recreation use(s) and assurance the clause(s) can be complied with

All gifts valued over \$100.00 and all gifts of real estate will be brought to the Board of Park Commissioners for approval or denial of acceptance.

A. Purpose

The purpose of the Wheaton Park District, Illinois Grant Policy is to describe the policies and procedures for developing grant proposals, receipt and management of externally funded grant awards, and responsibilities of external funding and compliance requirements.

B. Responsibilities

When Wheaton Park District applies for and receives a grant, it agrees to administer the funding according to the granting agency's terms and conditions. Accounting properly for grant expenditures and providing program documentation and evaluation is critical to the success of continuing grant award programs.

It is the responsibility of assigned department staff to appropriately and accurately manage the project and external funding per grantor agreements and guidelines and the policies and procedures of the Wheaton Park District.

C. Pre-Award

Departments considering applying for a grant shall prepare information for the Board's consideration, including the scope of grant, potential impact on operations, financial considerations, and the procedures utilized by the grantor agency.

It is the submitting department's responsibility to prepare and submit the grant application and the necessary Grant Accountability and Transparency ACT (GATA) data, including the Programmatic Risk Survey application.

Once the grant application is approved by the Board of Park Commissioners, the department head shall prepare any other documents needed for submittal of the grant proposal, committing any local match (if required), and authorizing either the Board President or the Executive Director to sign the proposal. Which party needs to sign depends upon the specific requirements of the grant(s).

It is the department's responsibility to ensure the proposal is submitted to the granting agency before the prescribed deadline.

D. Managing the Grant

The final grant agreement is signed by the Board President or Executive Director, depending on the particulars of the grant, and is held by the Wheaton Park District.

Each grant shall be tracked and monitored throughout the project life with a specific filing and tracking system. The grant agreement and grantor policies establish the requirements for charging costs to the award, reporting those costs, and requesting reimbursement.

All grant related costs invoiced must be eligible for the grant. Specifically, the cost must be reasonable, allowable, necessary and prudent to provide a direct benefit to a grant funded project.

Federal grant awards must comply with the rules and compliance requirements set forth in the Uniform Guidance (2 CFR Part 200) by the Office of Management and Budget. The Uniform Guidance establishes principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with state, local, and federally-recognized Indian tribal governments.

E. Direct Costs

Direct costs are costs that have been included in the proposal budget, and can be directly attributable to the expenses necessary to fulfill the project objectives.

F. Indirect Costs

Indirect costs, such as overhead costs or general and administrative costs, are those costs that generally are shared among projects, and therefore cannot be directly attributable to a single project.

G. Conflicts of Interest

All employees engaged in the selection, award, or administration of contracts supported by the grant award shall be free of any real or perceived conflict of interest.

H. Reporting

The purpose of grant reporting is to monitor the progress made towards fulfilling grant deliverables. The grant agreement or grantor's guidance manual will outline the required reports with time schedules by the grant for submittals.

I. Subrecipient Monitoring

The Wheaton Park District may pass grant funds to another entity. The second entity, known as the "subrecipient", may be another government entity or a non-profit organization. All grant requirements will flow down to the subrecipient. It is the Wheaton Park District's responsibility to ensure sub award is in compliance with grant provisions. The requirements of the subrecipient monitoring shall be followed in accordance with the rules and guidelines of the Uniform Guidance (2 CFR 200).

It is the responsibility of the Wheaton Park District to ensure that any subcontractor or sub awardee that will be funded through a grant award is not prohibited from receiving federal or state funds due to suspension or debarment. This is the responsibility of the department submitting the grant.

J. Grant Extension

It is the responsibility of the submitting department to track the progress of the grant project. Prior to the grant completion date, a written request for extension must be submitted to the grantor agency if the project will not reach the completion deadline date. Copies of any extension approvals shall be kept and documented by the Wheaton Park District.

K. Audits

Preparation for an audit should begin at the time the award is received. There are specific requirements that must be met when managing grants, defined within the grant agreement. Costs questioned during an audit can lead to the District having to pay back the amount of the questioned costs. In such an event, all disallowable costs must be funded by a non-grant, non-federal source.

A Single Audit is performed for entities that expend \$750,000 or more in federal awards in a given fiscal year performed by an outside auditor. A Single Audit is performed in accordance with the rules and guidelines set forth in the OMB Uniform Guidance (2 CFR 200). The Schedule of Expenditures of Federal Awards (SEFA) is an essential document for conducting the audit. The SEFA should be prepared carefully to ensure its accuracy and completeness. This schedule should be prepared on the same basis of accounting as the financial statements.

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. An Annual Comprehensive Financial Report (ACFR) 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 G.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. Consistent with the Illinois Sustainable Investing Act (30 ILCS 238/), material, relevant and decision-useful sustainability factors will be regularly considered by the District,

within the bounds of financial and fiduciary prudence, in evaluating investment decisions.

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 time 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.

1.0 PURPOSE (WHY)

The Payment Card Industry-Data Security Standards (PCI-DSS) is a proprietary information security standard mandated by the major credit card brands (Visa, MasterCard, American Express, Discover and JCB) and administered by the Payment Card Industry Standards Council. The standard is designed to protect cardholder data and reduce credit card fraud.

Organizations that process credit cards must comply with the standard. Those organizations must hire an independent Qualified Security Assessor (QSA) to validate compliance on an annual basis. Additionally, most merchants must complete an annual Self-Assessment Questionnaire (SAQ).

PCI-DSS has evolved and matured over time. As of this writing (7/11/2017), the PCI-DSS standard is version 3.2, which organizes the high-level requirements as follows:

Control objectives	PCI DSS requirements
Build and maintain a secure network	1. Install and maintain a firewall configuration to protect cardholder data
	2. Do not use vendor-supplied defaults for system passwords and other security parameters
Protect cardholder data	3. Protect stored cardholder data
	4. Encrypt transmission of cardholder data across open, public networks
Maintain a vulnerability management program	5. Use and regularly update anti-virus software on all systems commonly affected by malware
	6. Develop and maintain secure systems and applications
Implement strong access control measures	7. Restrict access to cardholder data by business need-to-know
	8. Assign a unique ID to each person with computer access
	9. Restrict physical access to cardholder data
Regularly monitor and test networks	10. Track and monitor all access to network resources and cardholder data
	11. Regularly test security systems and processes
Maintain an information security policy	12. Maintain a policy that addresses information security

2.0 SCOPE (WHO/WHEN/WHERE)

- 2.1 Wheaton Park District employees – Follow the guidelines as stipulated in this policy at all times; participate in PCI-DSS and related curriculum training; treat consumers fairly and with dignity.

3.0 DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION (WHO)

- 3.1 Authorizing Officials – The Wheaton Park District Board of Park Commissioners' authorizes this policy and related procedures.
- 3.2 Policy Owner – Wheaton Park District Chief Information Officer (CIO) ensures that the information security program and information systems meet or exceed the minimum standards set by PCI-DSS. The CIO authorizes the procedures relating to this policy and ensures actions are taken when breaches to this policy are found.
- 3.3 Wheaton Park District Department Managers - Ensure Policy compliance through systematic, routine monitoring of payment processing activities. Implement and enforce Cardholder Data Handling Procedures that protect the credit card numbers used by customers to make payments for Park District services. Recommend training and other procedural enhancements to improve compliance.
- 3.4 Trainer- Draft and maintain training materials to ensure the Board-mandated messaging including PCI-DSS content in Security Awareness training is conveyed to Wheaton Park District's employees. Conduct refresher training of personnel as appropriate to ensure consistent knowledge throughout the organization including subcontractors and partners.

4.0 GENERAL (WHAT)

Wheaton Park District maintains PCI DSS accreditation through the ongoing compliance with regulatory requirements. Wheaton Park District will comply with the Payment Card Industry Data Security Standards as established by the PCI Security Standards Council and maintain IT and security controls that meet or exceed industry standards and provide the ample protection of cardholder data.

Upon request by a vendor or client, the SISO may provide the Attestation of PCI-DSS Compliance, along with the Executive Summary Report, which demonstrates a secure state of Wheaton Park District's systems environment.

The CIO will maintain a cardholder flow diagram to track the flow of cardholder data through the systems environment. This document will enable proper systems testing to ensure that protections are in place to encrypt and/or mask cardholder data within the environment.

As part of annual Security Awareness Training, Wheaton Park District's Management will train all employees on key elements of the PCI-DSS regulation, Wheaton Park District's PCI-DSS policy and supporting procedures.

Wheaton Park District will test the supporting procedures annually to ensure that the controls properly protect PCI information stored in Wheaton Park District's system(s).

This policy will be reviewed and updated, at a minimum, on a biannual basis, to reflect changes to Wheaton Park District's approach to compliance with the evolving PCI-DSS regulation.

5.0 SUPPORTING PROCEDURES

- 5.1 Wheaton Park District Cardholder Data Handling Procedure
- 5.2 Wheaton Park District PCI-DSS IT Procedures

6.0 RECORDS

- 6.1 System logs contain records of payments, but conceal full credit card numbers.
- 6.2 Attestation of Compliance and scan reports are stored in Wheaton Park District's document library (CMS).

7.0 DEFINITIONS

- 7.1 PCI-DSS – Payment Card Industry-Data Security Standard

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 Mary Lubko Center offices, under the supervision of the Leisure Center Manager.

All purchases made with these funds shall be authorized by the Mary Lubko 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.

In addition to the above reasons, budgets provide the opportunity to engage in longer range forecasting and capital planning. These initiatives enable the District to anticipate revenue shortfalls prior to their occurrence and to prepare for them in advance. A long-term financial plan and budget allows for the Wheaton Park District to remain mindful of its long-term health. This gives us the best chance of a thriving community now and for future generations.

It also affords the opportunity to plan for the replacement of existing capital assets to ensure that the District has efficient assets available for operations and

that the District is able to anticipate the resources needed to maintain this level of preparedness.

Length of Budget

The District will develop budgets for three years. See the Capital Asset Management Policy for more information on the Capital Assets of the District and the length of planning for those assets.

While the operating budgets look out three years, the District actually projects property taxes for five years. Property taxes represent over 50% of the District's funding. Because they are such a significant source of funding for the District, the District forecasts for the additional two years to provide the additional opportunity to address issues that could be a potential threat to the financial health of the District.

The assumptions used in these forecasts will not assume any major changes in policy where such change is speculative. Any other assumptions behind the forecasts will be made clear. This includes the assumed growth rates in revenues and expenses. It will also include assumptions about forces that impact revenues and expenses, such as changes in population, property values, etc.

The goal of the District's planning is to develop a forecast that is balanced over the multiyear period.

- 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 \$10,000, 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 or equal to but less than the legal bid limit	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. "Green" Vendors and Products

1. Consistent with the District's Environmental Policy which recommends the purchase and use of environmentally safe and sensitive products, District employees shall give preferential treatment to such products.
2. District employees shall also give preference to vendors who have demonstrated a commitment to minimizing their carbon footprint and engaging in sustainable business practices.
3. Preference can be demonstrated by including requirements in the quote or bid specifications or in the form of preferential pricing. Said preferential pricing shall not exceed 1% of the lowest responsible quote or bid from another respondent who has not demonstrated their inclusion of environmentally safe and sensitive products. If a vendor has earned the right to use certain labels, employees can use that to evaluate that a product/service has been produced or provided in an environmentally safe and sensitive manner. The US Environmental Protection Agency has developed a number of ecolabels that can help purchasers identify green products and services. More information about these labels can be found at the link below where you can click on each of the labels shown in the snip below the link. (You have to go to the URL to click on the various labels, the snip below does not have hyperlinks.) <https://www.epa.gov/greenerproducts/institutional-purchasers-greener-products-and-services>



- F. 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), computer hardware and software, 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.
- G. 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.
- H. 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 I-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.
- I. 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 less than \$5,000, 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 equal to \$5,000.00 but less than \$20,000, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases equal to \$20,000 or greater, board approval, excluding contracts not adapted to award by competitive bidding which are exempt from this requirement, must be obtained prior to the purchase. In the event it is deemed appropriate for time convenience by the Executive Director, budgeted purchases equal to \$20,000 or greater, but less than the legal bid limit may be paid for prior to obtaining board approval, with board approval obtained at the next board meeting. Bids must be taken for any purchases with a value equal to or greater than the legal bid limit amount established by Sec 8-1c of the Park District Code, this excludes contracts not adapted to award by competitive bidding which are exempt from this requirement, 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.
8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is equal to \$20,000 or greater, but less than the legal bid limit, 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).

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.

J. 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.

A. Purpose

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.

B. 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 \$3,000 per staff member per conference/event attended. The Act does not permit the reimbursement for any entertainment expense.

C. 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

D. 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.

E. 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

F. 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 District Limit will be set to the current CONUS rate for Chicago, Illinois. Current lodging and M&IE (meals & incidentals) rates can be found at www.gsa.gov/perdiem. These rates and limits are the US General Services Administration CONUS rates. The District has elected to use the rates for Chicago to establish the rates to be used by District employees. Any expenses incurred beyond the daily limit on a district procurement card will be reimbursed to the district by the staff member/official.

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.

The Executive Director, at his discretion may authorize exceeding the amount spent on a meal for the purposes of team building or strategic planning. The entire bill will be charged to Executive Director's procurement card. Any staff/official in attendance will record the current CONUS dinner rate of group meal expense on their daily log to count against their daily. If the Executive Director is not in attendance, prior approval may be granted to another staff member/official to accomplish similar district objectives.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.

A. Purpose

The purpose of the Wheaton Park District, Illinois Unclaimed Property Policy is to ensure vendors receive their payments, employees receive their pay and remittances to the state are minimized.

B. Statutory Requirements

The Wheaton Park District has established this Unclaimed Property Policy to ensure compliance with the Illinois Uniform Disposition of Unclaimed Property Act- 765 ILCS 1025/1-30- (the "Act"). The Act states that government agencies are required to send to the State of Illinois the cash from any check that is outstanding for greater than three years. These outstanding checks are presumed to be abandoned. This policy will attempt to mitigate the possibility of the District having to send cash to the State for any unclaimed property and clearly state how the District will remain in compliance with the Act.

Each year the State of Illinois sends an Annual Report of Unclaimed Property to the District for filing. The District will submit a completed form, including a check for the amount of the unclaimed property by the established annual deadline.

C. Guidelines

The District issues checks for various activities, services, products, and employee's salary or wages throughout the year. If a check is outstanding at the end of the month, it is included as a reconciling item during the bank reconciliation process. The District will also send out notifications annually according to current procedures in its best effort to deliver the check to the payee.

If a check remains outstanding for more than the current contracted bank policy (generally 180 days with most banking institutions), the check becomes void and can no longer be cashed by the payee. In order to avoid having to reissue any checks, the Finance Department has developed procedures to notify payees of an unclaimed check and procedures to reissue checks. The Unclaimed Property Act only requires letters to be sent to owners of the property, in this case the payee on the check, that is worth \$50 or more. It is the intent of the District, as explained in this policy to focus on getting the funds to the owner so the District typically sends out letters for all outstanding checks. However, if the amount of the check is so small that it seems pointless to send the letter, such as when the cost of the postage to send the letter exceeds the amount of the check, staff may use their discretion in sending and instead the District would remit those amounts to the state when the three years have elapsed.

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

Overview

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1, *et seq.*, requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local government efficiencies and issue a report to the county board in which the unit of local government is situated. The Act does not apply to municipalities and counties.

IAPD worked with state legislators and other stakeholders to relieve the most costly and burdensome provisions of this legislation before it became law. Although still an unfunded mandate, the law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

As one resource to our members, IAPD has prepared this fact sheet to assist in meeting the requirements of this new law.

Committee Formation

Units of local government are required to form a committee no later than June 10, 2023, which is one year after the effective date of the Act, and at least once every ten years thereafter.

Committee Composition

Each committee must include:

- The elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the board president and approved by the board; and,
- The chief executive officer or other officer of the governmental unit, if any.

The board president or their designee shall chair the committee. The chair may appoint additional members to the committee as they believe appropriate. Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

The committee may, but is not required to, employ or use the services of specialists in public administration and governmental management, and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

The committee is considered a public body to which the Freedom of Information Act and the Open Meetings Act applies.

Duties of the Committee

The duties of each committee include, but are not limited to, the following activities:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois.
- Collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency.
- Provide a written report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee.

Committee Meetings

The committee is required to meet at least three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental units if:

1. Separate notice is given in conformance with the Open Meetings Act;
2. The committee meeting is listed as part of the board of the governmental unit's agenda; and,
3. At least a majority of the members of the committee are present at the committee's meeting.

However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee if it chooses to meet on the same day as a regularly scheduled meeting.

Each meeting of the committee must be public and held in accordance with the Open Meetings Act. The committee must provide an opportunity for any person to be heard at each meeting for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Although not the required method, a survey conducted by email to all residents who attended the meeting and provided a valid email address is one way to satisfy this survey requirement. Pursuant to the Open Meetings Act, all public bodies must keep written minutes for each meeting of the committee.

Committee Report

Each committee must provide its report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee. If a governmental unit is located in multiple counties, it should provide the report to the administrative office of each county board in all counties in which the governmental unit is located. If the committee is formed on the last possible date (June 10, 2023), then the report would need to be provided no later than December 10, 2024. After the report is issued, the committee is dissolved until it is reestablished with newly appointed members in 10 years.

IAPD requests that member agencies provide a copy of the final report to IAPD so that we can utilize this information in future advocacy efforts.

Questions of Concerns

As always, for more information, please feel welcome to contact IAPD by phone at (217) 523-4554, or by email at janselment@ilparks.org or mremmert@ilparks.org.

RESOLUTION NO.2023-04

A RESOLUTION FORMING A COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY

WHEATON PARK DISTRICT, DUPAGE COUNTY, ILLINOIS

WHEREAS, the Wheaton Park District (“Park District”) is required to form a Committee on Local Government Efficiency (“Efficiency Committee”) pursuant to 50 ILCS 70/1 *et seq.* (the Act); and

WHEREAS, pursuant to the Act, the Efficiency Committee shall: (1) study the Park District’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of each county board of the county in which the governmental unit is located; and

WHEREAS, the Efficiency Committee shall consist of the elected or appointed members of the Board of Commissioners of the Park District, at least two residents from the district appointed by the President of the Board of Commissioners and approved by the Board of Commissioners, and the chief executive officer or other officer of the Park District, if any; and

WHEREAS, The President desires to appoint _____ [NAME] and _____ [NAME] as the two resident members of the Efficiency Committee, with the advice and consent of the Board of Commissioners; and

WHEREAS, the Efficiency Committee shall meet at least three times and shall operate as a public body pursuant to the Open Meetings Act and Freedom of Information Act; and

WHEREAS, the Efficiency Committee shall provide a written report to the administrative office of the DuPage County Board no later than eighteen months after the day of the Efficiency Committee’s formation; and

WHEREAS, the Efficiency Committee will be dissolved after it has made a written report to the DuPage County Board and all other statutory requirements have been satisfied;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WHEATON PARK DISTRICT, DUPAGE COUNTY, ILLINOIS as follows:

SECTION 1: That the Board of Commissioners hereby forms its Committee on Local Government Efficiency consisting of the following individuals:

- John Kelly, President

- John Vires, Vice President
- Bob Frey, Commissioner
- Terry Mee, Commissioner
- Ray Morrill, Commissioner
- Linda Pecharich, Commissioner
- William Barrett, Commissioner
- _____, Resident Member
- _____, Resident Member
- Michael Benard, Executive Director

SECTION 2: That _____ shall serve as the chairperson of the Efficiency Committee; and

SECTION 3: That the Park District's Board Secretary, Open Meetings Act Officer, and Freedom of Information Act Officer shall serve the Efficiency Committee in those respective roles; and

SECTION 4: That the Efficiency Committee shall perform its duties in accordance with 50 ILCS 70/1 *et seq.*; and

SECTION 5: That the Board of Commissioners shall provide a written report to the DuPage County Board no later than December 6, 2024, which is eighteen months after the day of the Efficiency Committee's formation.

DATED this 7th Day of June 2023.

[SEAL]

WHEATON PARK DISTRICT

By: _____
Board President

ATTEST:

Board Secretary

Frequently Asked Questions (FAQs)

Decennial Committees on Local Government Efficiency Act

Background

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1, *et seq.*, requires units of local government that levy any tax to form a committee to study local government efficiencies and provide a report to the county board in which the unit of local government is located.

The Illinois Association of Park Districts (IAPD) worked with state legislators and other stakeholders to relieve the most costly and burdensome provisions of this legislation before it became law. Although still an unfunded mandate, the law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

As one resource to our members, IAPD has developed these FAQs to assist in meeting the requirements of this new law.

Q: Who must form an efficiency committee?

A: The Decennial Committees on Local Government Efficiency Act requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local efficiencies. Municipalities and counties are exempt from the Act.

Q: When do I have to form a committee?

A: Units of local government must form a committee within one year after the effective date. Because the Act took effect on June 10, 2022, each governmental unit must form its committee no later than June 10, 2023.

Q: Who serves on the committee?

A: Each committee must include: (1) the elected or appointed members of the governing board of the governmental unit, (2) at least two residents of the governmental unit appointed by the board president and approved by the board, and (3) the chief executive officer or other officer of the governmental unit. The chairperson may also appoint additional members to the committee as he or she believes appropriate. Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

Q: Who chairs the committee?

A: The committee will be chaired by the board president or their designee.

Q: What are the duties of the committee?

A: Each committee must: (1) study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of the county board of each county in which the governmental unit is located.

Q: What is the deadline for completing the report?

A: Each committee must provide a report to the administrative office of the county board of each county in which the governmental unit is located no later than eighteen months after the formation of the committee. If a committee is formed on the last possible date (June 10, 2023), then the report would need to be provided to the county board no later than December 10, 2024.

Q: What other State laws apply to the committee?

A: Each committee is considered a public body to which provisions of the Freedom of Information Act and the Open Meetings Act apply.

Q: How often must the committee meet?

A: The committee is required to meet at least three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental unit if the following conditions are met: (1) separate notice is given in conformance with the Open Meetings Act, (2) the committee meeting is listed as part of the board of the governmental unit's regular meeting agenda, and (3) at least a majority of the members of the committee are present at the committee's meeting.

However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee if it chooses to meet on the same day as a regularly scheduled meeting.

Q: What are the requirements for each meeting of the committee?

A: Each meeting of the committee must be public and held in accordance with the Open Meetings Act. The committee must provide an opportunity for any person to be heard at each meeting for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Although not a required method, a survey conducted by email to all residents who attended the meeting and provided a valid email address is one way to satisfy this survey requirement. Pursuant to the Open Meetings Act, all public bodies must keep written minutes of the meeting.

Q: What resources can IAPD provide to assist with the Act?

A: IAPD has prepared these FAQs to assist in meeting the requirements of this new Act, a fact sheet to provide an overview of the Act, a model resolution to create the committee, and a sample reporting form for agencies to use in complying with the Act. As always, for more information, please feel welcome to contact IAPD by phone at (217) 523-4554, or by email at janselment@ilparks.org or mremmert@ilparks.org.

The committee may, but is not required to, employ or use the services of specialists in public administration and governmental management, and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

Q: What happens once the report is submitted?

A: After the report is provided to the administrative office of the county board of each county in which the governmental unit is located, the committee will be dissolved until it is reestablished with newly appointed members in 10 years.

IAPD requests that member agencies provide a copy of their final report to IAPD so that we can utilize this information in future advocacy efforts.



Jason Anselment
General Counsel

Upcoming Efficiency Report Presents a Unique Opportunity

During the past decade, IAPD has spent countless hours on the issue of local government consolidation. In addition to serving on the 2012-13 Local Government Consolidation Commission, attending every meeting of the 2015 Task Force on Local Government Consolidation and Unfunded Mandates, and closely monitoring and attending hearings on local government consolidation that were a focus of the General Assembly's 2019 Property Tax Task Force, we have also been actively engaged in a variety of legislative proposals on this important issue.

In recent years, a primary legislative threat has been the continued reintroduction of the so-called Citizens' Empowerment Act, which would allow just 5% of voters to initiate a referendum to dissolve any unit of local government and transfer all its property and other assets to another unit of government. IAPD was one of the only organizations to consistently oppose these bills and to testify against them on multiple occasions in committee hearings because we recognize the dangerous, long-term implications they could have for Illinois communities. Contrary to the title, the legislation provides no protections for citizens when it comes to their long-term investments in facilities, programs, and services and would instead place public assets and services at risk without providing citizens with any safeguards to protect those assets. Moreover, the claimed savings are purely hypothetical, as nothing in the legislation requires or guarantees savings to taxpayers; in fact, such initiatives could end up costing taxpayers more in the long run.

During the current 102nd General Assembly, we worked behind the scenes on another legislative proposal that was initially introduced as a local government consolidation bill. Originally proposed in 2021 as the Decennial Committees on Local Government Consolidation Act, HB 162 (Keicher, J. / Morrison, J.) was primarily focused on local government consolidation as its original title suggests. The bill required local governments to create committees to make recommendations on consolidation, allowed counties to appoint committee members, and imposed many burdens and other costs on local governments, including a mandatory public survey of at least 10% of residents to inquire about consolidation. Last year, IAPD worked with state legislators and another stakeholder organization to make several important changes to alleviate the most concerning portions

of the bill, shift the focus from consolidation to efficiency, and eliminate costly provisions such as the mandatory community survey. That bill passed the House but not the Senate in 2021, but it was then refiled this year by the Senate sponsor with our negotiated language.

Now known as the Decennial Committees on Local Government Efficiency Act, SB 3789 / Public Act 102-1088 (Morrison, J. / Carroll, J.) was passed by both chambers during the Spring Session with near unanimous approval and was signed into law this past June. As its new name suggests, the bill is now more appropriately focused on local government efficiency rather than consolidation. Although still an unfunded mandate, this law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

To assist member agencies, IAPD has been working with members of the Joint Legislative Committee during the past several months to develop resources that member park districts, forest preserve districts, and conservation districts can use to formulate their reports.

The first of those resources is a list of frequently asked questions and answers about the new law.

Q: Who must form an Efficiency Committee?

A: Public Act 102-1088, also known as the Decennial Committees on Local Government Efficiency Act, requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local efficiencies. Municipalities and counties are exempt from the Act.

Q: When do we have to form a committee?

A: Units of local government must form a committee within one year after the Act's effective date. Because the Act took effect on June 10, 2022, each governmental unit must form its committee no later than June 10, 2023, and at least once every ten years thereafter.

Q: Who serves on the committee?

A: Each committee must include: (1) the elected or appointed members of the governing board of the governmental unit, (2) at least two residents of the governmental unit appointed by the board president and approved by the board, and (3) the chief executive officer or other officer of the governmental unit. The chairperson may also appoint additional members to the committee as he or she believes appropriate.

Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

Q: Who chairs the committee?

A: The committee will be chaired by the board president or their designee.

Q: What are the duties of the committee?

A: Each committee must: (1) study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the county board in which the governmental unit is located.

Q: What is the deadline for completing the report?

A: Each committee must provide a report to the county board in which the governmental unit is located no later than eighteen months after the formation of the committee. If a committee is formed on the last possible date (June 10, 2023), then the report would need to be provided to the county board no later than December 10, 2024.

Q: What other State laws apply to the committee?

A: Each committee is considered a public body to which provisions of the Freedom of Information Act and the Open Meetings Act (OMA) apply.

Q: How often must the committee meet?

A: The committee is required to meet at least three times. The committee may, but is not required to, meet during the regularly scheduled meeting of the governmental unit if the following conditions are met: (1) separate notice is given in conformance with the OMA, (2) the committee meeting is listed as part of the board of the governmental unit's regular meeting agenda, and (3) at least a majority of the members of the committee are present at the committee's meeting. However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee.

Q: What are the requirements for each meeting of the committee?

A: Each meeting of the committee must be public and held in accordance with the OMA. The committee must provide an opportunity for any person to be heard at each meeting

for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Pursuant to the OMA, all public bodies must keep written minutes of the meeting.

Q: What resources will IAPD provide to assist with the Act?

A: In addition to these FAQs and a corresponding fact sheet, IAPD is also preparing tools such as a model resolution to form the committee and a comprehensive template that agencies may use as they prepare their report.

Although each agency will need to adapt the IAPD template to incorporate its own specific details, we will provide model language to complete some sections such as a General Overview of Governing Statutes, Ordinances, Rules, Procedures, Powers, and Jurisdiction. Even where specific examples may vary depending on a district, the template will provide lists of examples an agency may wish to include.

For example, to demonstrate its best practices we will provide a list of examples of policies, manuals, plans, and reports that an agency may want to cite. To demonstrate efficiency of operations, the template will offer descriptive language and also identify items such as intergovernmental agreements and other partnerships that illustrate how your agency avoids duplication of services and saves taxpayer dollars. A separate section on transparency will provide similar examples. The template even offers recommendations for increased accountability and efficiency that you may consider as your agency prepares its report.

As always, IAPD will also be available to answer questions from the membership.

Finally, the new law permits, but does not require, a committee to employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

Q: What happens once the report is provided to the county?

A: After the report is provided, the committee is dissolved until it is reestablished with newly appointed members in 10 years.

This new requirement offers park districts, forest preserve districts, and conservation districts a unique opportunity to demonstrate that their agency operates more efficiently and effectively than any other unit of government within the community. IAPD will provide resources that will not only help your agency satisfy its statutory obligations, but also help document the numerous reasons why your agency is the absolute best form of local government to deliver your services to the community. Ultimately, your report may provide a solid response to any future shortsighted proposal that suggests another form of local government could provide the same services at a lower cost.

To: Board of Commissioners
 From: Andy Bendy, Director of Special Facilities
 Sue Wahlgren, Cosley Zoo Director
 Through: Mike Benard, Executive Director
 Re: Strategic Plan Consultant
 Date: May 17, 2023



SUMMARY

The Wheaton Park District distributed a request for proposals to obtain a Strategic Plan Consultant for Cosley Zoo. The RFP was distributed in February 2023, with submittals due by March 13. A total of eight consultants put forward proposals.

This project will be fully funded through donations from the Cosley Zoo Foundation.

Company	Firm Overview	Team Bios	Experience	References	Approach	Delivered Tools	Timeline	# On-site Visits	Cost
Public Communications	X	X	X	X	X	X	X	7+	\$51,800 + est. \$2,900 travel (IL)
Canopy	X	X	X	X	X	X	X	2	\$39,750 + out-of-pocket/travel (PA)
Monumental Strides/Felis	X	X	X	X	X	X	X	4	\$53,000 + est. \$10,500 for travel (MO/FL)
Global Imprint	X	X	-	-	X	X	X	4	\$23,700 (NC)
Grant Leisure	X	X	X	X	X	X	X*	1	\$58,500 + travel fees (paid in advance - CA)
R & L Consulting	X	X	X	X	X	X	X	2	\$46,500 + est. \$9,892 for travel (NC)
Valerio Dewalt Train	X	X	X	X	X	X	X	2	\$73,975 + \$3,500 for travel (IL)
Apptacts**	X	-	-	X	-	-	-	-	N/A

*Only anticipates an 8–10-week process, which is way shorter than the typical 7-8 months.

**This proposal was for a mobile app, not a strategic plan.

Staff selected three of the submittals as the front runners based on price and zoo experience:

1. Public Communications Inc. - Chicago, IL
2. Canopy- Havertown, PA
3. Monumental Strides/Felis Consulting- St. Petersburg, FL

1. Reference calls were made to past and current clients. Public Communications Inc. (PCI) Conversations were held with the Director & CEO of Houston Zoo, the Director & CEO of Hogle Zoo, and the Strategic Director at Hogle Zoo. All references were very positive, stating they were pleased with the process and product and recommended PCI without hesitation.

2. While Canopy was initially an extremely strong candidate given their extensive history with zoos, a good reputation, and a reasonable price, their references were not favorable. In addition, unlike the other submittals, Canopy was unwilling to provide an estimate for travel fees, which could seriously impact overall cost. After speaking to references (Cleveland Zoo Society, Seneca Park Zoo Society, Bergen County Zoo) for Canopy, they were removed from consideration.
3. After gathering references, more thought was given to the other submittals. Staff and consultant Jill Macauley agreed that Monumental Strides/Felis Consulting also submitted a strong proposal. While Monumental Strides/Felis Consulting put together a very strong proposal, they do not have as much zoo experience, unknown communication skills, and are in St. Louis and North Carolina, making in-person communication more challenging.

Staff spoke to both Jill Allread of Public Communications, Inc. and Tiffany Rawson of Monumental Strides, LLC about the process and price. Both companies agreed to drop their fees to \$50,000 (\$49,700 for PCI), inclusive of travel.

After careful consideration, which is supported by Jill Macauley, Cosley Zoo' fundraising consultant (see attached) that we move forward with Public Communications, Inc. for the following reasons:

- More extensive experience in the zoo field
- Proximity (Chicago), leading to a greater understanding of our region and more opportunities for face-to-face meetings.
- Overall, more years of experience in the field of strategic planning.
- The combination of Jill who has a strong strategic and communication background and Elizabeth Hennig who has extensive financial and HR experience in zoos.

PREVIOUS COMMITTEE/BOARD ACTIONS

Discussion of hiring a Strategic Plan consultant for Cosley Zoo at the May 3, 2023, Building and Grounds meeting.

LEGAL REVIEW

REVENUE OR FUNDING IMPLICATIONS

A total of \$50,000 was donated by a supporter to cover the costs of the consultant.

RECOMMENDATION

Staff seeks approval from the Wheaton Park District Board of Commissioners to use Public Communications, Inc as the Cosley Zoo Strategic Plan Contractor.



To: Cosley Leadership

From: Jill Macauley

Date: April 8, 2023

Subject: Strategic Planning Firm Options for Cosley Zoo

In reviewing the strategic planning proposals received in response to your request, I was delighted with the number of interested partners – seven complete proposals were received.

The process of reviewing each against the other sharpened our understanding of what is most important for an impactful process for Cosley. The critical objective of the process is to help Cosley clarify its future goals, allocate its resources effectively to build its impact, stay relevant and competitive, and build partnerships and collaborations.

We analyzed all seven proposals based on the following:

- Firm overview
- Team bios
- Strategic planning experience
- Zoo experience
- References
- Strategic planning approach/process
- Project deliverables
- Timeline
- Number of onsite visits

Two firms emerged as front runners and had strong supporting references.

The two front-running firms were: Public Communications Inc (PCI) and Monumental Strides/Felis (a collaborative partnership between two companies).

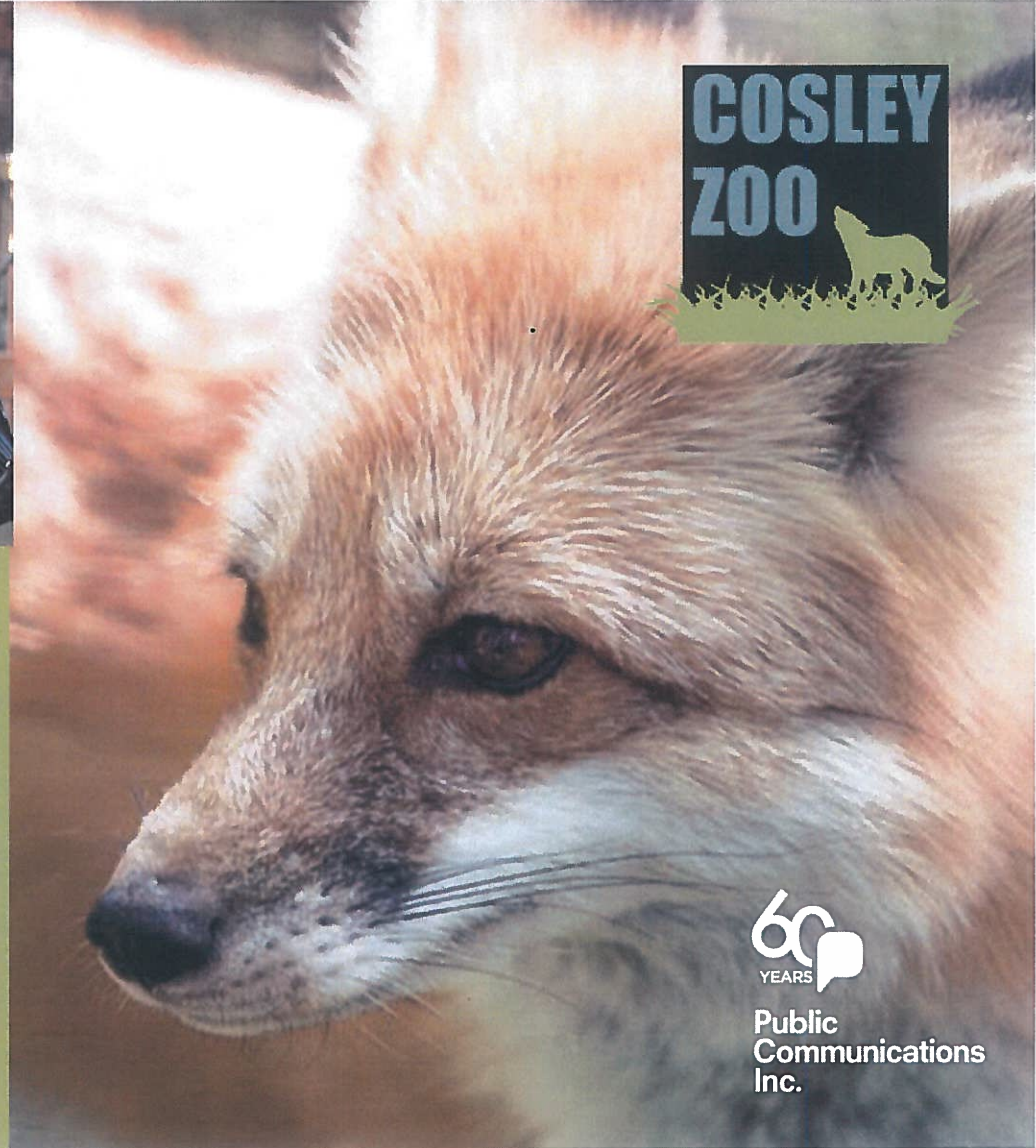
- Both had comprehensive and inclusive approaches to strategic planning, which I value to ensure thoughtful approaches to planning and allowing the space for the necessary thinking dialogue.
- Both have zoo experience and would bring industry trends and best thinking forward creatively curated to Cosley.
- Both appeared eager for the project and passionate about helping Cosley.

From my professional viewpoint, PCI has significantly more experience over the decades. They have been a leading zoo and aquarium planning firm helping zoos and aquariums through some of the most challenging issues, especially navigating animal rights extremists. They understand our industry, are champions for zoos as conservation organizations, and know the financial models that drive zoos. One of the top factors of their approach that I like the most is their commitment to in-person meetings. I believe this will be helpful for the necessary dialogue facilitation to support Cosley's future. Secondly, I like that their lead consultant is a former zoo chief financial officer who brings extensive business acumen to the project.



Public Communications Inc. Proposal to Cosley Zoo Strategic Planning

REVISED April 6, 2023
March 13, 2023



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17	References
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Dear Susan,

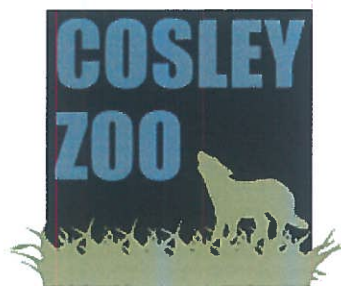
Cosley Zoo is a great success story, and the zoo continues to aspire to make an even larger impact on your community, wildlife conservation and building deeper connections between the public and animals. From its early years as place where people came to interact with domestic animals to the delight of children and adults alike, to today with the Zoo recognized among the country's elite zoological institutions earning AZA accreditation, Cosley Zoo leadership now desires to be more, and provide an even greater impact on community and inspiring people are about wildlife and animals.

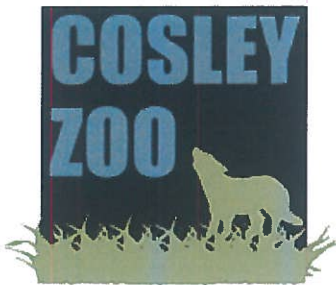
To advance, aspirations require visioning, goal setting and planning that excites and unifies the zoo's team and leadership and the community you serve. Strategic planning is a process in which your team imagines what is possible and collaborates to develop a roadmap to achieve. The process is transformational for an institution and its staff, board, and stakeholders. PCI's experienced planning facilitators understand the rapidly evolving roles of zoos today, and we can help you make the most of this journey and help facilitate this valuable time of reflection and discovery for Cosley Zoo.

We would be honored to work with you and your team to develop a strategic plan that aligns the organization's short and long-term goals and creates a shared vision with your stakeholders and the communities of Wheaton, DuPage County and the region. We understand the vital importance of wildlife conservation programs here in Illinois and how human and wildlife conflicts are increasing in densely populated areas.

To increase Cosley Zoo's impact, it needs to plan the next phase of its future while making the case to increase public and private support. We know how critical it is to build a strategic plan that will:

- Develop a "one team" approach, fostering collaboration and clear understanding of the purpose and roles among stakeholders, including the collaboration between the Wheaton Park District that owns and operates and zoo and the Cosley Zoo Foundation which helps raise critical public support for zoo programs.





- Advance your work in education and conservation.
- Prioritize opportunities to inspire, engage and achieve your zoo's aspirations.

We are flexible in our strategic process designing it to fit your specific needs and expectations. We get to know you by asking lot of questions, listening to you about your unique needs, and then customizing a planning approach that engages and guides staff, leadership (Park Board and Conservation Foundation) and community by understanding your uniqueness.

PCI would value the opportunity to work with you and your team at Cosley Zoo, the Cosley Zoo Conservation Foundation and Wheaton Park District and make your strategic planning process engaging, inclusive and visionary.

Our detailed approach is outlined in the following pages to address your request for proposal. We look forward to talking with you in more detail and answering your questions.

With appreciation,

Jill Allread, APR, Fellow PRSA
CEO, Public Communications Inc.



WHO WE ARE

Public Communications

Inc. (PCI) is an award-winning, full-service strategy and communications agency with a strong focus and purpose: To make a positive difference for our clients and for our community.

We bring passion, creativity and commitment to our clients and their causes.

PCI helps many nonprofit and cultural entities identify and shape their organizational and programmatic strategic direction. We have a special interest in conservation organizations, and we would welcome a chance to be Cosley Zoo's partner in your strategic planning process. Collectively, we bring more than 30 years of experience supporting and advising the zoological community: wildlife conservation is in our hearts and souls. We follow a senior consultancy model – senior staff, all with experience working in zoological institutions, lead PCI's strategic planning program.

We understand the changing expectations and challenges for zoological institutions today. In fact, we have worked with more than 68 zoos, aquariums, marine parks, and member associations such as WAZA, IMATA, AZA and AMMPA. We will help you answer forward-facing questions, such as: "How is our zoo important to the city of Wheaton, DuPage County and our region? What are the zoo's top priorities based on community expectations? What are the zoo's changing needs of wildlife regionally and nationally? How can the zoo bridge the gap between people and nature?"

PCI also has extensive experience supporting park districts and their leadership through successful public referendums, issues management, crisis management and digital media strategy and support. We understand the important relationship between your park district, zoo and community.

OUR PHILOSOPHY

Collaborative

PCI team members work hand in hand with our clients. We listen and learn so we're able to offer smart counsel and help shape strategy, including building organizational buy-in. We emphasize and guide an inclusive process that honors all opinions and resolves differences through effective communication and discussion.

Thoughtful

We develop our planning approach based on a careful assessment of your needs and priorities. Our job is to bring our experience and expertise to your planning process to help your institution shape its future.

Planning Philosophy: Answering Your Questions

As mentioned, we customize the planning process to fit your unique needs and circumstances at Cosley Zoo, but we do have a planning framework we use during the initial phase of collaborating with you and establishing a set pathway for the process.

We are planners and communication specialists, who clients appreciate because we do more than facilitate discussions. We bring insights into our clients' brand and reputation. We use communication to engage people with diverse opinions and to help summarize outcomes and messages that your team members can rally around and use in a new, refreshed narrative.

You need the attention of, and access to your PCI team which is why we will only accept two institutional strategic planning projects at any given time, and we have support staff that keep the work-flow plan on time. We've learned that the planning process is as impactful as the final plan regarding how staff and leadership embrace and institutionalize it.

Our goal is that your team feels ownership and pride in what the zoo will become in the years ahead.



PLANNING PROCESS

We don't believe in a cookie-cutter model for strategic planning. We ask questions— lots of them to understand your institution's goals for undertaking a planning process. We listen to you and customize a visioning and planning process with a priority on engaging your board of directors, staff members, stakeholders as well as the staff and leadership of the zoo. Our goal is to ensure all viewpoints are heard and discussed in a collaborative, open process. We will work together to build buy-in, break down silos that exist and think strategically about the work ahead guided by your mission and vision.

Here is a brief framework we use to guide the planning process, but this will be refined to reflect your specific needs and requests as we solidify the process to fit your timeline. We are committed to delivering your plan on time and with recommendations for rollout.

PLANNING PROCESS

STAGE ONE: THE TEAM, THE AGREEMENT, THE PLAN

- Work with your strategic planning team to finalize the planning process and project scope and deliverables agreement.
- Create and maintain a detailed calendar of activities and provide summary reports on all meetings and calls.

STAGE TWO: ASSESSMENT, RESEARCH, INTAKE

- Gather input through questionnaires, an online survey and several one-on-one interviews with key stakeholders in the Wheaton community to assess and test current perceptions of Cosley Zoo and its roles in the community. We also use focus groups to gather detailed opinions, such as with outside educators, who often provide insights into the role zoos can play in local education.
- Produce interviews and survey results summary reports in a presentation for leadership and planning team.

STAGE THREE: VISIONING, PLANNING, PRIORITIZING

- Design planning workshops and facilitate up to 7 days of in-person sessions with the zoo team members. At least one meeting will be dedicated to engaging the Cosley Foundation Board and Park District representatives.
- Through facilitated workshops, create an assessment of Strengths, Weaknesses, Opportunities and Threats (SWOT) for the zoo. Support staff in a visioning session for what the future Cosley Zoo could look, and act like to meet changing public expectations for zoos.
- Through a group process and task force work, develop a mission statement, vision statement, and guiding principles/values. This is a collaborative planning process, facilitated by PCI with leadership by the planning team.

PLANNING PROCESS

STAGE THREE: VISIONING, PLANNING, PRIORITIZING (Continued)

- Identify and agree upon strategic priorities for the Zoo in the next 5 years using group sessions and discussions.
- For each strategic priority, work with the staff to define goals, objectives and strategies.
- Build a framework for each priority so that teams can identify tactics that are foundational for annual work plans developed by society and zoo departments.
- Develop a timeline for implementation and for tracking success measures.
- While we do not set a limit to the number of plan revisions before it is final, we recommend not more than five or six based on the need to meet the aggressive timeline for this project.
- By your desired deadline of December 31, 2023, present a written strategic plan report with supporting PowerPoint presentation to zoo employees, foundation leaders, and park district officials.
- Assess team structure, roles/responsibilities and opportunities for organizational collaboration and financial impacts assessment.
- Provide messaging and draft frameworks for a case for support to help tell the zoo's compelling story.
- Provide an implementation plan to help the staff keep work plans moving forward and benchmark success.

We have found that strategic plans are only as effective as the plan and execution of integrating them into the daily operations and mission-based work of the zoo. PCI commits to making that happen with effective communications and an integration plan.

PROPOSED CALENDAR REVISED 4/6/23

2023	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
May 1: Team introductions, agreement finalized, and planning process timeline and workshop meetings are scheduled for the planning process.								
May-June: Research: survey of stakeholders, staff engagement plan, small group work on mission, vision, guiding principles. One-on-one interviews, as needed.								
July-September: Conduct team 3 workshops on the zoo's future opportunities, growth, and direction: Includes staff and board members working through a facilitated Strengths, Weaknesses, Opportunities and Threats (SWOT) assessment; identifying strategic priorities, goals, and strategies. The workshop outcomes inform small group work by staff between sessions. PCI team members can join staff planning sessions via zoom when appropriate.								
September-October: Building on the plan goals, a plan workshop will focus on helping the zoo's team develop measurable objectives for the plan. These objectives will provide benchmarks for successful implementation of the plan.								
November: Refinements of plan, which will include key strategic priorities that are supported by goals, objectives and strategies that support implementation and a timeline of major milestones for the plan.								
November: Develop report on staff utilization and top-line assessment of financial impacts of the zoo's strategic goals.								
December early: Develop and deliver strategic messaging that will be the foundation for a case for support to enhance fundraising positioning as a charity of choice through telling the zoo's story.								
Before December 31: A final plan presentation to leadership and staff with executive summary and timeline for internal team guidance for plan implementation.								

ROLES AND RESPONSIBILITIES

We will collaborate with you in all critical phases to build buy-in and identify possibilities and priorities for the zoo. Our commitment is to:

- Provide the services as outlined, on time and on budget, including professional counsel and guidance throughout the strategic planning process.
- Provide timely professional counsel and direct accountability for the strategic plan
- Deliver the strategic plan to the zoo leadership team and the Park Board

In order to achieve our goals, we ask that the zoo:

- Work with PCI consultants to develop an agreed-upon calendar of activities to maximize engagement of senior staff and Board and keep the planning process on time.
- Provide consulting team with background materials, research data and other information, details about current challenges and opportunities, and other relevant material as needed.
- Review and approve all materials in accordance with the timeline.

BUDGET: SERVICE FEES AND EXPENSES REVISED 4/6/23

PCI creates budgets based on an assessment of projected hours required to complete the planning process scope of work. Fees represent our professional time for planning, facilitation, materials preparation, meetings, and counsel. Expenses, which represent out-of-pocket costs, include survey designs, material production, research, travel, and lodging. *Expenses are invoiced only as they occur.*

Fees for Cosley Zoo have reduced 10% reflecting our nonprofit client support of your mission.

Activities	Fees	Estimated Expenses
Preparation/strategy meetings Stage One and Two	\$16,800	\$300
Work with the planning officer and committee to design the process; create calendar/meetings schedule; review existing research; check-in calls; conduct interviews with key stakeholders. Develop online survey tool and assess results from survey of stakeholders, board, and staff. Plan agendas, messages to staff and retreat participants.		
Facilitation and Planning Stage Three	\$20,600	\$500
Coordinate 3 on-site meetings with senior staff and/or Board members working toward outcomes of vision, strategic priorities, goals, and objectives. Calls with planning team; analysis and plan formation.		
Estimated expenses		\$1,800
Travel, lodging, out of pocket costs as incurred		
Deliverables: Stage Four	\$9,500	\$200
Prepare presentation of plan for the board for final approval. Refine strategic plan. Deliver messaging, case for support and recommendations for operations improvements.		
Total reflecting discounted fees	\$46,900	\$2,800

Conclusion

We would value the opportunity to work with you and the staff and leadership at Cosley Zoo on this transformative planning project. Please let us know if you have questions or if there are other details you would like us to provide.

PCI ADDITIONAL AREAS OF EXPERTISE

In addition to our strategic planning counselors and facilitators, PCI's creative team of writers, designers and media experts are committed to being responsive to client needs with exceptional client services and results that matter.

Serving on the core planning team, Elizabeth Hennig provides expertise in developing a business plan, financial sustainability assessment, business analysis, risk analysis, or organizational structure and readiness assessment.

Here is an executive summary of our team's capabilities in areas most often relevant to clients who are committed to conservation, who need higher visibility or who are going through transformational changes:

- Strategic Communications Counsel
- Digital Content, Mobile and Advertising Strategy
- Spokesperson Training
- Brand Elevation & Storytelling
- Website Design & Development
- Issues Management & Crisis Communications
- Visual Communications
- Executive coaching

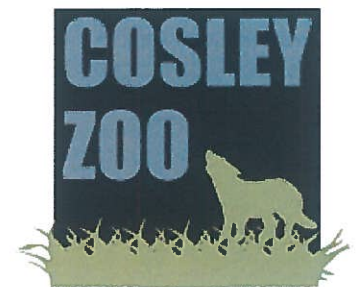
Featured Work

See [appendix](#) for details



A photograph of two goats in a barn. A large brown and white goat stands in the center, wearing a red collar. To its left is a smaller white goat. The background shows a red barn door and a white fence. The word "APPENDIX" is overlaid in white capital letters.

APPENDIX



YOUR TEAM



Jill Allread, APR, Fellow PRSA
CEO

Strategic Planning

Facilitation

Communication Strategy

Jill Allread, APR, counsels a wide variety of clients to help enhance their brand and reputation and to strengthen their internal and external communications by more effectively *telling their story* through strategic planning, strategic communications, leadership coaching and facilitation.

She joined PCI's ownership team in 1994, after working 12 years in newsrooms of daily newspapers, and working 3 years as Brookfield Zoo's director of public affairs and public relations. Many of Jill's clients are in the areas of environment, healthcare, nonprofit, and community relations.

Jill leads clients through the process of strategic planning and facilitates transformational workshops to help organizations build consensus and identify strategies and plans for future success. Examples of her planning and facilitation experience for zoological institutions include:

- Houston Zoo, strategic planning, facilitation and plan development, Houston
- ZooTampa, strategic plan development and updated plan 2022, Tampa, FL
- Lincoln Park Zoo, facilitation of conservation program assessment, Chicago
- White Oak Conservation, facilitation, communication and business strategies, Yulee, FL
- Columbus Zoo and Aquarium, strategic planning facilitation and development, Columbus, Ohio
- John G. Shedd Aquarium, Great Lakes strategic plan, Chicago
- St. Louis Aquarium Foundation, strategic plan development, St. Louis
- Great Lakes One Health Workshop facilitation, Shedd Aquarium, Chicago
- The Marine Mammal Center, advancement and communications plan facilitation, Sausalito, Calif
- Denver Zoo, board of directors' strategic planning facilitator, Denver
- Utah's Hogle Zoo, 2023 strategic planning facilitator, Salt Lake City

YOUR TEAM



Elizabeth Hennig, MBA
Business Strategist

Business Planning

Strategic Planning

Financial Sustainability

HR Strategy

Nonprofit Management

Serving as a business strategist for nonprofit organizations, Elizabeth Hennig develops and implements solutions for growth and sustainability.

With dynamic project management strategies, executive coaching and broad experience in finance, planning and human resources, Elizabeth counsels organizations to engage in meaningful annual planning, establish accountability and achieve measurable outcomes. She helps organizations translate longer-term strategic plans into action-oriented business plans that get results. Her leadership in capacity building for risk management includes personnel, income, technology and regulatory risk.

Both mission- and business-focused, Elizabeth provides strategic counsel to develop organizational capacity to achieve a mission while maximizing income potential and efficiency.

Passionate about executive coaching and professional development, she has created and teaches courses in Risk Management, Compensation Design, HR Essentials, and Business Skills. Elizabeth has customized courses for businesses and for the University of South Florida's office for Corporate Training and Professional Development.

Elizabeth earned an MBA from the University of South Florida. She is certified as a professional in HR by HRCI and SHRM. She was named Tampa Bay Business Journal's CFO of the Year in the nonprofit category in 2012, and is an alumna of the Leadership Tampa program, Class of 2013. Elizabeth continues to serve on the Leadership Tampa Alumni Cabinet as Chair of the Community Outreach Committee.

REFERENCES AND PRIOR EXPERIENCE



Doug Lund
President/CEO

801.557.1704
and

Liz Larsen
VP Strategy
801.560.4054
Utah's Hogle Zoo

This month (March) PCI is completing the final phase – approval – of Hogle Zoo's strategic planning process that engaged the board, all staff, and stakeholders, and that was shaped by the zoo's team of senior leaders who will implement the plan. The new mission, vision, guiding principles and a 5-year plan will help inform a new master planning process about to begin.



Lee Ehmke
President/CEO

Houston Zoo
713.533.6745

Facilitated and developed the zoo's strategic plan including new mission, vision, priorities and goals for a five-year. The zoo has exceeded its goals by following the strategic plan.



Steve O'Loughlin
Board Chairman

St. Louis Aquarium Foundation
314.917.1901

Created the Foundation's first strategic plan, including mission, vision, values and organizational plan to support the for-profit aquarium that opened in December 2019.



Joe A. Coucero
President/CEO

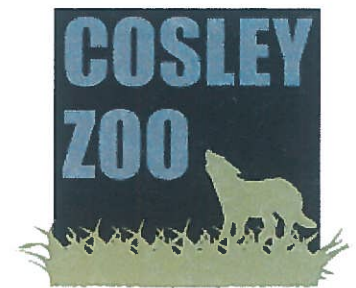
ZooTampa at Lowry Park
407.797.9307

Facilitated the institution's strategic planning process to help inform a capital campaign and master plan.

Also facilitated for ZooTampa a senior leadership retreat in June 2022 focused on post-pandemic opportunities and challenges leading into FY 2023. Outcomes included creative funding options, new priorities, and confirmation of the strategic plan strategies underway.



FEATURED WORK



Zoo Transformation in 2023

SITUATION

Under leadership of a new CEO and a team working hard to recover from setbacks -- including significant staff reductions -- created by effects of the pandemic, Utah's Hogle Zoo sought to engage a planning partner that could help bring its team together, assess opportunities for improvement and strengthen how the zoo operates and how staff communicate and collaborate. It selected PCI as its partner to guide them through the transformational process.

ACTION

Beginning with surveys and resulting data from board and staff input, PCI worked with the zoo leadership (CEO and division directors) to develop an aggressive planning process that would help determining institution priorities for the next 5 years of the zoo's growth and development. Facilitated workshops, included two board of directors' retreats; focus group meetings with staff from departments; and ongoing support facilitating leadership's work groups developing goals, measurable objectives and strategies supporting key priorities.

RESULTS

PCI is delivering Hogle Zoo's new strategic plan March 21 to the Board of Directors for final approval.

The planning process has dissolved department silos that existed before the planning process began in September 2022. Zoo division directors along with the CEO and senior vice president who served as the internal strategic planning director, learned through the process to work more collaboratively and to communicate more directly with excellent results.

Several actions that support plan goals are already underway because of the planning process that built a stronger team that is now prepared to carry the zoo forward in an exciting transition beginning in 2023.

Building a New Zoo Future

SITUATION

Every year more than 2.5 million visitors enjoy the Houston Zoo. Throughout the 55-acre park, they discover more than 6,000 animals – 900 unique species – that represent the extraordinary variety of life on Earth.

In early 2016, galvanized by new leadership and the rapidly changing zoos and aquariums landscape, the Houston Zoo embarked on a journey of internal transformation. Houston Zoo engaged PCI in developing and socializing a strategic plan that would set direction and priorities for Houston Zoo, focus work to achieve meaningful results, inform daily decision-making, and communicate a new and exciting vision for Houston Zoo to its many stakeholders.

ACTION

Over seven months, PCI led the most engaging and inclusive planning process in Houston Zoo's history. PCI worked with Houston Zoo and two other vendors in a consolidated process to produce three distinct plans (the strategic plan, business plan and facilities master plan). PCI led the strategic visioning and planning process.

The results were a bold, six-year Strategic Plan for Houston Zoo to clarify the vision and direction, a Business Plan for Houston Zoo to guide sustainable management of resources and finances, and a long-range Houston Zoo Facilities Master Plan to transform the Zoo.

PCI designed questionnaires and surveyed more than 420 staff, volunteers and board members. Based on the insights gleaned from the questionnaires, we conducted board and staff workshops to identify priorities, then facilitated work sessions to develop the Zoo's new mission, vision and guiding principles. Strategic Priority Task Forces made up of board and staff then developed seven strategic priorities, goals, strategies and objectives. 12 board members and almost 100 staff participated in at least one Strategic Priority Task Force.

In total, the strategic planning process involved two dozen meetings (including ones facilitated by staff leaders), including work sessions, Board meetings and working groups, to create a priorities report and comprehensive strategic plan.



THE HOUSTON ZOO, Mission and Vision

Our new mission helps focus our work. It guides us toward realizing our vision. These organizational pillars will guide us through 2017 and toward the Zoo's anniversary in 2022.



RESULTS

VISION

Houston Zoo will be a leader in the global movement to save wildlife.

MISSION

Houston Zoo connects communities with animals, inspiring action to save wildlife.

THE HOUSTON ZOO, Strategic Priorities

Our strategic priorities are aspirational, yet attainable, and supported by goals and measurable objectives that will guide annual work plans and sustainable operations to transform and advance the Houston Zoo. There are many, complex dimensions to the Houston Zoo and its success.

These include the extraordinary animals in our care; our global and regional conservation projects; learning opportunities that teach and inspire people of all ages; our commitment to provide a best-in-class visitor experience for more than 2.5 million annual guests; working as a community partner and serving as an economic engine in Houston; and being an employer of choice, attracting the most talented professionals in their fields.



BE A BOLD VOICE
FOR WILDLIFE



MEANINGFUL
EXPERIENCES



CONSERVATION
EDUCATION



HIGHEST QUALITY
OF LIFE FOR
ANIMALS



WORKPLACE
OF CHOICE



WORLD-CLASS
GUEST
EXPERIENCE



OPERATE
SUSTAINABLY
(Environmental and Financial)

STRATEGIC PRIORITIES

- Be a Leader in Saving Wildlife and ensure our Brand will be synonymous with this leadership.
- Create meaningful experiences at the Zoo to Inspire Our Guests to "Take Action" to save animals in the wild.
- Be the Leader in Conservation Education by providing effective programs at the Zoo and in our community.
- Deliver a World-Class Guest Experience.
- Every animal at the Houston Zoo will experience the Highest Quality of Life through mission-driven collection planning and robust health and welfare programs.
- Be the Workplace of Choice in the Houston region and zoological community.
- Sustain the Zoo's Financial Strength in parallel with the organization's growth.
- Operate the Zoo Sustainably to protect and conserve natural resources.

CASE STUDY



Defining Foundational Values

SITUATION

Water is the soul of St. Louis: part of what makes it the prosperous, vibrant city that it is. The St. Louis Aquarium, located within historic Union Station in the heart of revitalized downtown St. Louis, is where the next generation of water stewardship begins.

The St. Louis Aquarium Foundation is the nonprofit partner to the St. Louis Aquarium at Union Station, engaging the community through access and education programs, serving as the region's recognized voice for water stewardship.

The Foundation was announced at the ground-breaking ceremony for the St. Louis Aquarium at Union Station in November 2017. With the investment of the Aquarium and other attractions coming to Union Station in late 2019, the Foundation wanted a way to invite the whole community in experiencing the Aquarium and its educational focus of water stewardship.

In 2018, the St. Louis Aquarium Foundation engaged PCI in support of an extensive strategic planning process. This process was intended to inform and shape the St. Louis Aquarium's future to make a positive impact on the community by teaching, inspiring and motivating people to protect the planet's vital resources.

ACTION

The six-month process included a research and discovery phase during which we sought input, opinions and ideas from a wide variety of local and regional stakeholders of all backgrounds and ages who had an interest in education, conservation and revitalization in St. Louis. We conducted research on community input through a survey (1,400+ responses), open communication with local educators, and a dozen one-on-one interviews with community leaders.

This information provided a deeper understanding of community wants, needs and perceptions of key leaders in the St. Louis Area, and helped us determine strategic issues that the St. Louis Aquarium Foundation needed to address.

After the listening and discovery work was complete, we collaborated with the St. Louis Aquarium Foundation leadership on a deep exploration of future aspirations, particularly focusing on the creation a mission and vision statements to be a foundation for success and to guide the work ahead.

CASE STUDY



RESULTS

VISION

Transformed by their Aquarium experiences, people will act to make positive changes that protect water that sustains all living things.

MISSION

As the non-profit partner of the St. Louis Aquarium, we engage the community through access and education programs, serving as the region's recognized voice for water stewardship.

STRATEGIC PRIORITIES

- Awareness of the Foundation and Fundraising
- Water Stewardship
- Education
- Access
- Operational Excellence (Board, Staff, Infrastructure Development)



2019					
Jan	Q1	Feb	Mar	Apr	Q2
Finish and approve the (awareness building) plan				Identify the education program's audience(s), goals and timeline	
Develop a fundraising plan				Have a structure in place supported by the Board of Directors to prioritize personnel resources	
Have draft 2019-2021 budgets in place with Board input and approval				Have a structure in place that helps Foundation and Aquarium leadership staff coordinate activities and responsibilities to ensure maximized efforts by both teams and avoids duplication of work	
Jul	Q3	Aug	Sep	Oct	Q4
Determine events for Foundation as part of the pre-opening and 125th anniversary of Union Station festivities				Have a Board of Directors development plan in place	
				Evaluate progress of strategic plan, make edits as necessary	

GOAL 1

Create an awareness building plan for the Foundation

OBJECTIVE

By Q1 2019, finalize and approve this plan

STRATEGY By June 2019, create a contributed revenue strategy which identifies infrastructure needs and resources

STRATEGY Create audience-specific materials for key audiences: Media, teachers, conservation organizations, volunteers, potential donors

STRATEGY Develop a marketing and media strategy to keep the public informed about the Foundation and interested in supporting it

GOAL 2

Develop a fundraising plan highlighting capital and operating needs

OBJECTIVE

By Q1 2019, develop a fundraising plan

STRATEGY Define Board of Directors engagement and responsibilities to assist in donor outreach, cultivation and solicitation

CASE STUDY



Aligning Strategy

SITUATION

Following the most comprehensive rebranding initiative in the zoo's history, ZooTampa at Lowry Park (formerly Lowry Park Zoo) is gearing up to launch a major capital campaign. In order to present a meaningful, compelling case to motivate potential donors, ZooTampa recognized that it needed a new strategic plan that would define its direction over the next three years. ZooTampa engaged PCI to lead a strategic planning process that would generate a comprehensive, practical plan to unify the zoo and to position it for success.

ACTION

The strategic planning process is currently in its final stages, having created a vision, a mission and new strategic priorities, objectives and strategies.

RESULTS

VISION

Everyone we touch is motivated to join us in taking action to protect and preserve wildlife.

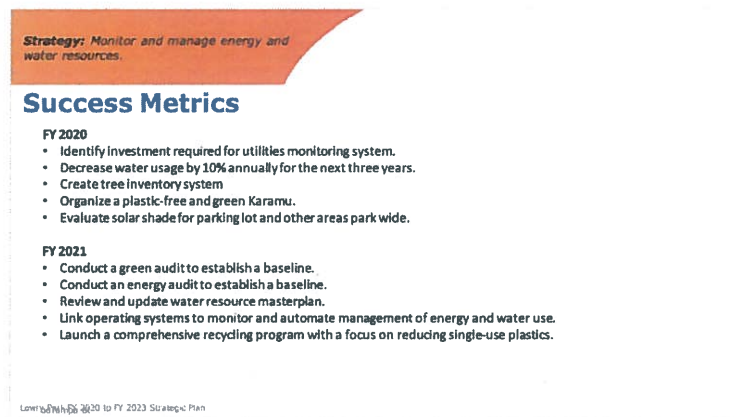
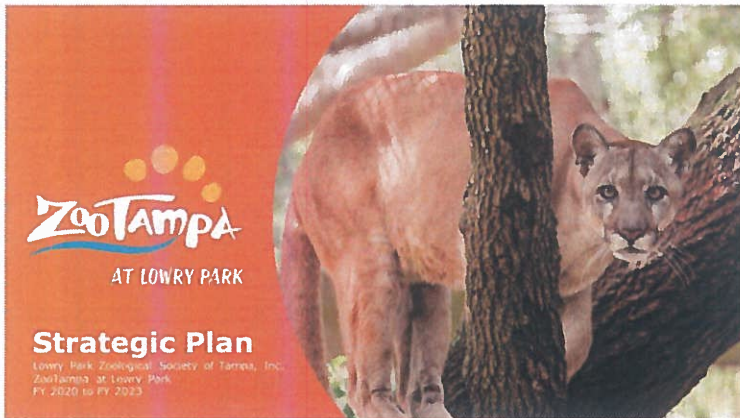
MISSION

Rescue, rehabilitate and care for animals; create exceptional personalized experiences that connect people with wildlife and each other in fun, immersive ways.

STRATEGIC PRIORITIES

- Global Conservation
- Florida Focus
- Sustainability
- Inspiring Others
- Unforgettable Connections
- World-Class Team

CASE STUDY

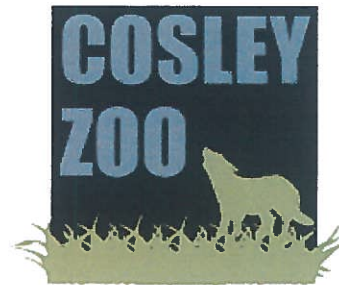




LET'S TALK



Public
Communications
Inc.



Jill Allread, APR, Fellow PRSA
CEO, Public Communications Inc.
312.848.3768
jallread@pci-pr.com



TO: Board of Commissioners

FROM: Donna Siciliano

THROUGH: Mike Benard

RE: Possible Commissioner Attendance for the National Recreation and Parks Association Educational Conference and Exposition October 10-12, 2023, in Dallas, TX

DATE: May 17, 2023

SUMMARY:

The Board of Commissioners adopted a formal travel policy. Per Policy, the Park Board must approve attendance by, and related budgeted expenses for, educational conference attendance by Commissioners. If you wish to attend, please advise Donna or Mike prior to the May 17th board meeting.

PREVIOUS COMMITTEE/BOARD ACTION:

In 2022, three commissioners were approved to attend the NRPA conference.

REVENUE OR FUNDING IMPLICATIONS:

Per Commissioner Expense Estimates

Lodging 4 nights	\$ 1,000.00
In Person Conference Registration before August 24, 2023	\$ 645.00
Airfare	\$ 500.00
Transportation to & from airports	\$ 100.00
Meals and incidental expenses reimbursement maximum 5 days @ \$79	\$ 395.00

ATTACHMENTS:

1. Travel Policy (version with amendments proposed May 2023)
2. Schedule at a Glance

ALTERNATIVES:

Virtual Conference (Registration before August 24, 2023)	\$ 295.00
--	-----------

RECOMMENDATION:

To allow commissioners who are interested to attend the conference at a cost not to exceed \$3,000 per commissioner.

A. Purpose

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.

B. 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 \$3,000 per staff member per conference/event attended. The Act does not permit the reimbursement for any entertainment expense.

C. 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

D. 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.

E. 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

F. 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 District Limit will be set to the current CONUS rate for Chicago, Illinois. Current lodging and M&IE (meals & incidentals) rates can be found at www.gsa.gov/perdiem. These rates and limits are the US General Services Administration CONUS rates. The District has elected to use the rates for Chicago to establish the rates to be used by District employees. Any expenses incurred beyond the daily limit on a district procurement card will be reimbursed to the district by the staff member/official.

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.

The Executive Director, at his discretion may authorize exceeding the amount spent on a meal for the purposes of team building or strategic planning. The entire bill will be charged to Executive Director's procurement card. Any staff/official in attendance will record the current CONUS dinner rate of group meal expense on their daily log to count against their daily. If the Executive Director is not in attendance, prior approval may be granted to another staff member/official to accomplish similar district objectives.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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.

M. 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.



≡ MENU

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Schedule at a Glance

Here's your first look at the 2023 NRPA Annual Conference schedule

Monday, October 9, 2023

7:00 a.m. - 5:00 p.m.	Pre-Conference Workshops & Local Host Off-Site Institutes and Leisure Tours
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Tuesday, October 10, 2023

9:00 a.m. – 10:30 a.m.	Opening General Session
10:30 a.m. - 4:30 p.m.	Exhibit Hall Open (<i>Exclusive Hours 10:30 a.m. – 1:00 p.m.</i>)
1:00 p.m. – 2:00 p.m.	Education Block #1
2:30 p.m. – 3:30 p.m.	Education Block #2
6:00 p.m. – 8:00 p.m.	Opening Reception

Wednesday, October 11, 2023

9:00 a.m. – 10:30 a.m.	General Session Day 2
10:30 a.m. – 3:00 p.m.	Exhibit Hall Open (<i>Exclusive Hours 10:30 a.m. – 1:00 p.m.</i>)
1:00 p.m. – 2:00 p.m.	Education Block #3
2:30 p.m. – 3:30 p.m.	Education Block #4
4:00 p.m. – 5:00 p.m.	Education Block #5
6:00 p.m. – 7:00 p.m.	Best of the Best Ceremony
7:00 p.m. – 8:00 p.m.	Best of the Best Reception

Thursday, October 12, 2023

9:00 a.m. - 10:00 a.m.	Education Block #6
10:30 a.m. – 11:30 a.m.	Education Block #7
12:30 p.m. – 1:30 p.m.	Education Block #8
2:00 p.m. – 3:00 p.m.	Education Block #9

Please note that the schedule is subject to change. Stay tuned for more conference details coming soon!

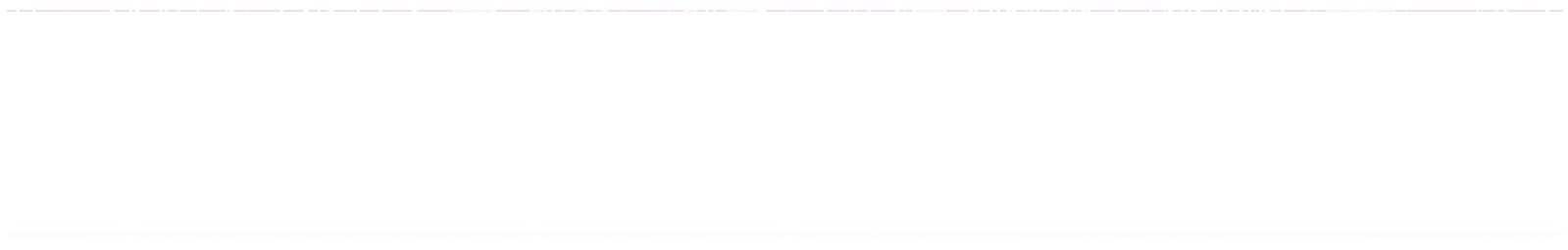
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WHEATON PARK DISTRICT



Financial Overview

April, 2023



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WPD Summary

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues	\$44,599,532	\$1,455,354	\$1,073,969	\$381,384	35.51%	\$6,565,246	\$4,913,960	\$1,651,286	33.60%
5-Expenses	(\$49,822,543)	(\$1,710,899)	(\$1,782,134)	\$71,235	4.00%	(\$8,858,258)	(\$7,242,366)	(\$1,615,892)	-22.31%
Grand Total	(\$5,223,012)	(\$255,546)	(\$708,165)	\$452,619	63.91%	(\$2,293,012)	(\$2,328,406)	\$35,394	1.52%

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
10-General									
4-Revenues	\$5,745,743	\$86,420	\$33,897	\$52,523	154.95%	\$298,465	\$269,774	\$28,690	10.63%
5-Expenses	(\$8,011,540)	(\$252,956)	(\$250,307)	(\$2,649)	-1.06%	(\$1,804,226)	(\$1,544,062)	(\$260,164)	-16.85%
10-General Total	(\$2,265,797)	(\$166,537)	(\$216,410)	\$49,873	23.05%	(\$1,505,761)	(\$1,274,288)	(\$231,473)	-18.16%
20-Recreation									
4-Revenues	\$11,447,254	\$492,185	\$386,893	\$105,292	27.21%	\$1,674,311	\$1,239,138	\$435,174	35.12%
5-Expenses	(\$14,401,064)	(\$508,160)	(\$500,580)	(\$7,580)	-1.51%	(\$3,338,698)	(\$2,469,296)	(\$869,401)	-35.21%
20-Recreation Total	(\$2,953,810)	(\$15,975)	(\$113,687)	\$97,712	85.95%	(\$1,664,386)	(\$1,230,158)	(\$434,228)	-35.30%
22-Cosley Zoo									
4-Revenues	\$1,808,623	\$66,516	\$51,442	\$15,075	29.30%	\$168,648	\$122,332	\$46,316	37.86%
5-Expenses	(\$2,078,086)	(\$106,014)	(\$95,356)	(\$10,657)	-11.18%	(\$547,611)	(\$479,334)	(\$68,277)	-14.24%
22-Cosley Zoo Total	(\$269,463)	(\$39,498)	(\$43,915)	\$4,417	10.06%	(\$378,963)	(\$357,001)	(\$21,961)	-6.15%
30-Debt Service									
4-Revenues	\$2,713,531	\$2,176	\$0	\$2,176	0.00%	\$8,701	\$0	\$8,701	0.00%
5-Expenses	(\$2,720,257)	\$0	(\$356)	\$356	100.07%	\$0	(\$356)	\$356	100.07%
30-Debt Service Total	(\$6,726)	\$2,176	(\$356)	\$2,532	711.35%	\$8,701	(\$356)	\$9,057	2544.04%
40-Capital Projects									
4-Revenues	\$11,404,535	\$9,170	\$36,569	(\$27,400)	-74.93%	\$1,883,629	\$1,178,145	\$705,484	59.88%
5-Expenses	(\$10,858,843)	(\$63,659)	(\$109,056)	\$45,397	41.63%	(\$400,503)	(\$240,834)	(\$159,668)	-66.30%
40-Capital Projects Total	\$545,692	(\$54,490)	(\$72,487)	\$17,997	24.83%	\$1,483,126	\$937,311	\$545,815	58.23%
60-Golf Fund									
4-Revenues	\$9,157,050	\$787,103	\$555,780	\$231,323	41.62%	\$1,937,527	\$1,571,838	\$365,689	23.27%
5-Expenses	(\$9,428,405)	(\$574,368)	(\$625,063)	\$50,695	8.11%	(\$2,002,644)	(\$1,879,534)	(\$123,110)	-6.55%
60-Golf Fund Total	(\$271,355)	\$212,735	(\$69,282)	\$282,018	407.06%	(\$65,117)	(\$307,696)	\$242,579	78.84%
70-Information Technology									
4-Revenues	\$519,889	\$0	\$63	(\$63)	-100.33%	\$129,988	\$122,874	\$7,114	5.79%
5-Expenses	(\$519,643)	(\$60,490)	(\$72,242)	\$11,752	16.27%	(\$163,830)	(\$135,723)	(\$28,107)	-20.71%
70-Information Technology Total	\$247	(\$60,490)	(\$72,179)	\$11,689	16.19%	(\$33,842)	(\$12,849)	(\$20,992)	-163.38%
75-Health Insurance									
4-Revenues	\$1,802,906	\$11,784	\$9,325	\$2,458	26.36%	\$463,977	\$409,859	\$54,118	13.20%
5-Expenses	(\$1,804,706)	(\$145,252)	(\$129,174)	(\$16,078)	-12.45%	(\$600,747)	(\$493,227)	(\$107,520)	-21.80%
75-Health Insurance Total	(\$1,800)	(\$133,468)	(\$119,848)	(\$13,620)	-11.36%	(\$136,770)	(\$83,368)	(\$53,402)	-64.06%
Grand Total	(\$5,223,012)	(\$255,546)	(\$708,165)	\$452,619	63.91%	(\$2,293,012)	(\$2,328,406)	\$35,394	1.52%

AGC Month & YTD Summary

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
60-Golf Fund									
000-Administration									
4-Revenues	\$18,000	\$11,255	\$3,227	\$8,028	248.77%	\$4,826	\$10,468	(\$5,642)	-53.90%
5-Expenses	(\$1,505,492)	(\$82,785)	(\$82,490)	(\$295)	-0.36%	(\$331,542)	(\$330,248)	(\$1,294)	-0.39%
000-Administration Total	(\$1,487,492)	(\$71,530)	(\$79,262)	\$7,733	9.76%	(\$326,716)	(\$319,780)	(\$6,936)	-2.17%
101-Parks Maintenance									
5-Expenses	(\$37,366)	(\$2,001)	(\$1,532)	(\$469)	-30.60%	(\$9,636)	(\$7,195)	(\$2,441)	-33.92%
101-Parks Maintenance Total	(\$37,366)	(\$2,001)	(\$1,532)	(\$469)	-30.60%	(\$9,636)	(\$7,195)	(\$2,441)	-33.92%
601-Golf Maintenance									
4-Revenues	\$0	\$0	\$0	\$0	0.00%	\$0	\$51	(\$51)	-99.65%
5-Expenses	(\$1,449,192)	(\$90,813)	(\$105,685)	\$14,872	14.07%	(\$269,402)	(\$258,194)	(\$11,208)	-4.34%
601-Golf Maintenance Total	(\$1,449,192)	(\$90,813)	(\$105,685)	\$14,872	14.07%	(\$269,402)	(\$258,143)	(\$11,258)	-4.36%
611-Pro Shop/Golf Fees									
4-Revenues	\$2,929,750	\$335,585	\$195,603	\$139,982	71.56%	\$616,574	\$492,379	\$124,195	25.22%
5-Expenses	(\$991,532)	(\$57,474)	(\$155,186)	\$97,712	62.96%	(\$170,495)	(\$291,702)	\$121,207	41.55%
611-Pro Shop/Golf Fees Total	\$1,938,218	\$278,111	\$40,417	\$237,694	588.10%	\$446,079	\$200,677	\$245,402	122.29%
612-Food and Beverage									
4-Revenues	\$6,189,300	\$440,263	\$356,950	\$83,313	23.34%	\$1,311,956	\$1,048,610	\$263,345	25.11%
5-Expenses	(\$5,434,140)	(\$341,277)	(\$280,128)	(\$61,149)	-21.83%	(\$1,220,917)	(\$990,186)	(\$230,731)	-23.30%
612-Food and Beverage Total	\$755,160	\$98,986	\$76,822	\$22,164	28.85%	\$91,038	\$58,424	\$32,614	55.82%
613-Cross Country Skiing									
4-Revenues	\$20,000	\$0	\$0	\$0	0.00%	\$4,172	\$20,331	(\$16,159)	-79.48%
5-Expenses	(\$10,683)	(\$19)	(\$43)	\$24	54.70%	(\$652)	(\$2,010)	\$1,358	67.55%
613-Cross Country Skiing Total	\$9,318	(\$19)	(\$43)	\$24	54.70%	\$3,520	\$18,321	(\$14,801)	-80.79%
60-Golf Fund Total	(\$271,355)	\$212,735	(\$69,282)	\$282,018	407.06%	(\$65,117)	(\$307,696)	\$242,579	78.84%
Grand Total	(\$271,355)	\$212,735	(\$69,282)	\$282,018	407.06%	(\$65,117)	(\$307,696)	\$242,579	78.84%

Zoo Analysis

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
Cosley Zoo									
4-Revenues									
41-Taxes	\$1,066,968	\$0	\$0	\$0	0.00%	\$60	\$0	\$60	0.00%
42-Charges for Services	\$591,318	\$49,534	\$36,941	\$12,594	34.09%	\$92,173	\$76,567	\$15,606	20.38%
44-Rentals	\$55,000	\$6,623	\$7,199	(\$576)	-8.01%	\$17,371	\$18,490	(\$1,119)	-6.05%
45-Product Sales	\$1,000	\$245	\$135	\$110	81.48%	\$495	\$495	\$0	0.00%
46-Grants & Donations	\$89,338	\$7,193	\$6,541	\$652	9.97%	\$28,031	\$25,734	\$2,297	8.92%
47-Misc. Income	\$0	\$0	\$392	(\$392)	-99.97%	\$9,453	\$412	\$9,041	2194.37%
48-Interest Income	\$5,000	\$2,922	\$234	\$2,687	1148.43%	\$21,066	\$633	\$20,433	3227.94%
49-Transfers In	\$0								
4-Revenues Total	\$1,808,623	\$66,516	\$51,442	\$15,075	29.30%	\$168,648	\$122,332	\$46,316	37.86%
5-Expenses									
51-Salaries & Wages	(\$1,176,986)	(\$84,305)	(\$71,978)	(\$12,327)	-17.13%	(\$342,134)	(\$294,438)	(\$47,696)	-16.20%
52-Contractual Services	(\$372,473)	(\$8,751)	(\$11,233)	\$2,482	22.10%	(\$83,132)	(\$75,342)	(\$7,790)	-10.34%
53-Supplies	(\$250,825)	(\$10,773)	(\$10,696)	(\$77)	-0.72%	(\$54,116)	(\$40,176)	(\$13,940)	-34.70%
54-Other Charges	(\$76,572)	(\$2,186)	(\$1,450)	(\$736)	-50.75%	(\$17,922)	(\$18,833)	\$911	4.84%
57-Capital	(\$1,230)	\$0	\$0	\$0	0.00%	(\$308)	(\$545)	\$237	43.49%
59-Transfers Out	(\$200,000)	\$0	\$0	\$0	0.00%	(\$50,000)	(\$50,000)	\$0	0.00%
5-Expenses Total	(\$2,078,086)	(\$106,014)	(\$95,356)	(\$10,657)	-11.18%	(\$547,611)	(\$479,334)	(\$68,277)	-14.24%
Cosley Zoo Total	(\$269,463)	(\$39,498)	(\$43,915)	\$4,417	10.06%	(\$378,963)	(\$357,001)	(\$21,961)	-6.15%
Foundation									
Concessions									
1-Concession Sales	\$50,000	\$1,311	\$940	\$371	39.47%	\$1,884	\$1,311	\$573	43.72%
2-Concession COGS	(\$20,000)	(\$904)	(\$768)	(\$136)	-17.70%	(\$1,117)	(\$656)	(\$461)	-70.25%
3-Concession Supplies	(\$2,500)	(\$15)	\$0	(\$15)	0.00%	(\$15)	\$0	(\$15)	0.00%
Concessions Total	\$27,500	\$392	\$171	\$220	128.84%	\$752	\$654	\$98	14.92%
Gift Shop									
1-Gift Shop Sales	\$190,000	\$14,804	\$12,103	\$2,701	22.32%	\$32,119	\$31,052	\$1,067	3.44%
2-Gift Shop COGS	(\$67,000)	(\$3,651)	(\$4,575)	\$924	20.20%	(\$12,938)	(\$13,091)	\$153	1.17%
Gift Shop Total	\$123,000	\$11,153	\$7,528	\$3,625	48.15%	\$19,181	\$17,961	\$1,220	6.79%
Concession & Gift Shop									
4-Concession & Gift Shop Wages	(\$94,200)	(\$5,508)	(\$5,077)	(\$431)	-8.50%	(\$19,608)	(\$16,894)	(\$2,715)	-16.07%
Concession & Gift Shop Total	(\$94,200)	(\$5,508)	(\$5,077)	(\$431)	-8.50%	(\$19,608)	(\$16,894)	(\$2,715)	-16.07%
Foundation Total	\$56,300	\$6,037	\$2,623	\$3,414	130.16%	\$325	\$1,722	(\$1,397)	-81.12%
Grand Total	(\$213,163)	(\$33,461)	(\$41,292)	\$7,831	18.97%	(\$378,638)	(\$355,280)	(\$23,358)	-6.57%

Cash & Investments

			Current Month, Prior Year
Description	Current Month	Prior Month	
Operating Funds			
10-General	3,735,574	3,922,238	4,363,295
20-Recreation	7,907,164	8,083,421	7,663,573
21-Special Recreation	203,261	201,702	144,945
22-Cosley Zoo	1,115,376	1,182,526	1,203,537
23-Liability	173,816	214,745	360,336
24-Audit	21,270	21,229	(2,133)
25-FICA	444,066	471,073	345,832
26-IMRF	553,651	570,182	395,524
30-Debt Service	827,350	825,174	789,672
60-Golf Fund	5,076,532	4,810,857	4,087,576
70-Information Technology	(14,724)	45,766	6,370
75-Health Insurance	138,876	275,153	193,925
Total Operating Funds	20,182,211	20,624,066	19,552,452
Capital Funds			
40-Capital Projects	10,566,806	10,621,296	6,346,267
Total Capital Funds	10,566,806	10,621,296	6,346,267
Total District Funds	30,749,017	31,245,362	25,898,719

Fund Balance Target Analysis
April, 2023

	General 10	Recreation 20	Cosley 22	Insurance Liability 23	Audit 24	FICA 25	IMRF 26	Debt Service 30	Golf 60
Basis of Measurement:									
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	Min. target is \$5K; Max. is budgeted expenditures	2 - 4 months
FY 2023 Budget Basis:									
Budgeted expenditures less budgeted capital expenditures	4,717,551	10,164,382	1,876,856	539,938	42,964	688,221	495,778	1,262,893	8,959,305
FY 2023 Targets									
Target Minimum	1,179,390	1,694,060	469,210	134,980	10,740	172,060	123,940	5,000	1,493,220
Target Maximum	2,358,780	3,388,130	938,430	269,970	21,480	344,110	247,890	1,262,893	2,986,440
Fund Balance as of April, 2023									
Fund Balance as of 12/31/2022	5,146,926	7,119,461	1,516,800	290,906	23,662	559,418	595,142		
Net Profit (Loss) YTD thru April, 2023	(1,505,761)	(1,664,386)	(378,963)	(113,740)	(2,282)	(123,372)	(79,225)		
Fund Balance as of April, 2023	3,641,165	5,455,074	1,137,838	177,166	21,380	436,046	515,918		
Cash & Investments 12/31/2022								827,850	5,027,766
Cash & Investments April, 2023								827,350	5,076,532
Analysis Results									
	Over Maximum Target by	Over Maximum Target by	Over Maximum Target by	Meets Target	Meets Target	Over Maximum Target by	Over Maximum Target by	Meets Target	Over Maximum Target by
Variances									
Amount over maximum or (under minimum)	1,282,385	2,066,944	199,408	-	-	91,936	268,028	-	2,090,092

All Funds

Investment Report

Description	Current Balance	Prior Month Balance	Prior Year Balance
1110-Certificates of Deposit			
10-General	0	0	0
20-Recreation	4,000,000	4,000,000	0
21-Special Recreation	0	0	0
22-Cosley Zoo	750,000	750,000	0
23-Liability	0	0	0
24-Audit	0	0	0
25-FICA	0	0	0
26-IMRF	0	0	0
30-Debt Service	250,000	250,000	0
40-Capital Projects	4,526,294	4,526,294	748,800
60-Golf Fund	2,018,269	2,018,269	0
75-Health Insurance	0	0	0
Total Certificates of Deposit	11,544,563	11,544,563	748,800
1120-Treasuries			
10-General	3,668,758	3,668,758	0
20-Recreation	3,589,777	3,589,777	0
21-Special Recreation	121,578	121,578	0
22-Cosley Zoo	189,731	189,731	0
23-Liability	0	0	0
24-Audit	10,583	10,583	0
25-FICA	270,045	270,045	0
26-IMRF	353,659	353,659	0
30-Debt Service	0	0	0
40-Capital Projects	2,626,067	2,626,067	0
60-Golf Fund	1,757,376	1,757,376	0
75-Health Insurance	411	411	0
Total Treasuries	12,587,985	12,587,985	0
1122-Agencies			
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
Total Agencies	0	0	0
Total Investments	24,132,548	24,132,548	748,800

General Fund
Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	66,816	253,480	4,363,295
11-Investments	3,668,758	3,668,758	0
12-Receivables	5,130,009	5,126,694	4,959,760
13-Interfund Receivables	0	0	0
14-Inventory	5,823	4,350	3,735
16-Prepaid/Deposits/Escrows	0	0	0
Total Assets	8,871,406	9,053,281	9,326,790
Liabilities			
20-ST Payables	(17,782)	(33,780)	(20,227)
21-Payroll Payables	(58,464)	(59,622)	(57,543)
22-Accruals	(48,545)	(48,545)	(43,254)
23-Interfund Payables	0	0	0
24-Unearned Revenues	(5,102,660)	(5,100,327)	(4,919,079)
25-Deposits/Uncashed/Stale Dated	(2,790)	(3,306)	(4,155)
29-Deferred Inflows	0	0	(49,169)
Total Liabilities	(5,230,241)	(5,245,580)	(5,093,428)
30-Fund Balance	(3,641,165)	(3,807,702)	(4,233,363)
Liabilities and Fund Balance	(8,871,406)	(9,053,281)	(9,326,790)

Recreation Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	317,386	493,644	7,663,573
11-Investments	7,589,777	7,589,777	0
12-Receivables	5,377,219	5,431,778	5,035,354
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	400	808	(264)
Total Assets	13,284,783	13,516,007	12,698,662
Liabilities			
20-ST Payables	(423,218)	(416,684)	(401,999)
22-Accruals	(71,576)	(71,576)	(56,161)
24-Unearned Revenues	(7,317,885)	(7,540,734)	(6,603,889)
25-Deposits/Uncashed/Stale Dated	(17,030)	(15,965)	(18,562)
Total Liabilities	(7,829,709)	(8,044,958)	(7,080,611)
30-Fund Balance	(5,455,074)	(5,471,049)	(5,618,052)
Liabilities and Fund Balance	(13,284,783)	(13,516,007)	(12,698,662)

Zoo Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	175,645	242,795	1,203,537
11-Investments	939,731	939,731	0
12-Receivables	1,142,523	1,116,352	1,052,225
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
Total Assets	2,257,899	2,298,878	2,255,762
Liabilities			
20-ST Payables	(1,760)	(1,760)	(1,760)
22-Accruals	(20,061)	(20,061)	(18,075)
24-Unearned Revenues	(1,098,240)	(1,099,721)	(1,045,198)
Total Liabilities	(1,120,062)	(1,121,543)	(1,065,033)
30-Fund Balance	(1,137,838)	(1,177,335)	(1,190,729)
Liabilities and Fund Balance	(2,257,899)	(2,298,878)	(2,255,762)

Debt Service Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	577,350	575,174	789,672
11-Investments	250,000	250,000	0
12-Receivables	2,621,331	2,621,331	4,138,555
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
Total Assets	3,448,681	3,446,505	4,928,227
Liabilities			
20-ST Payables	(1,928,159)	(1,928,159)	(1,853,088)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	(2,617,581)	(2,617,581)	(4,138,555)
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
Total Liabilities	(4,545,740)	(4,545,740)	(5,991,643)
30-Fund Balance	1,097,059	1,099,235	1,063,416
Liabilities and Fund Balance	(3,448,681)	(3,446,505)	(4,928,227)

Capital Projects Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	3,414,445	3,468,935	5,597,467
11-Investments	7,152,361	7,152,361	748,800
12-Receivables	65,614	65,614	1,014
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
Total Assets	10,632,421	10,686,910	6,347,282
Liabilities			
20-ST Payables	(52,102)	(52,102)	0
21-Payroll Payables	0	0	0
22-Accruals	(3,507)	(3,507)	(2,987)
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
Total Liabilities	(55,609)	(55,609)	(2,987)
30-Fund Balance	(10,576,812)	(10,631,302)	(6,344,295)
Liabilities and Fund Balance	(10,632,421)	(10,686,910)	(6,347,282)

Arrowhead Golf Club Fund
Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	1,300,887	1,035,211	4,087,576
11-Investments	3,775,645	3,775,645	0
12-Receivables	26,172	34,301	1,355,459
13-Interfund Receivables	0	0	0
14-Inventory	177,732	172,776	140,935
15-Other Receivables	24,000	24,000	23,000
16-Prepaid/Deposits/Escrows	23,328	17,332	15,524
17-Other Assets	23,493	23,493	15,010
19-Capital Assets	16,969,771	16,969,771	17,040,146
Total Assets	22,321,027	22,052,530	22,677,651
Liabilities			
20-ST Payables	(80,980)	(65,688)	(1,363,454)
21-Payroll Payables	0	0	0
22-Accruals	(146,838)	(146,838)	(112,784)
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Deposits/Uncashed/Stale Dated	(534,938)	(494,467)	(546,518)
26-Long-Term Debt	0	0	132,268
27-LT Vacation Accruals	(89,791)	(89,791)	(58,644)
29-Deferred Inflows	(201,071)	(201,071)	(196,366)
Total Liabilities	(1,053,619)	(997,856)	(2,145,499)
30-Fund Balance	(21,267,409)	(21,054,674)	(20,532,152)
Liabilities and Fund Balance	(22,321,027)	(22,052,530)	(22,677,651)

Information Technology

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	(14,724)	45,766	6,370
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	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	3,702	3,702	6,170
Total Assets	(11,022)	49,468	12,539
Liabilities			
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
Total Liabilities	0	0	0
30-Fund Balance	11,022	(49,468)	(12,539)
Liabilities and Fund Balance	11,022	(49,468)	(12,539)

Health Insurance Fund

Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	138,465	274,742	193,925
11-Investments	411	411	0
12-Receivables	1,792	1,351	2,837
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
Total Assets	140,668	276,504	196,762
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	(2,368)	(2,693)
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
Total Liabilities	0	(2,368)	(2,693)
30-Fund Balance	(140,668)	(274,136)	(194,069)
Liabilities and Fund Balance	(140,668)	(276,504)	(196,762)

Operating Statements for the Major and Internal Service Funds

	Full Year	Sum of CY	Sum of LY	Month	% Month	Sum of Curr	Sum of LY	YTD	% YTD
Row Labels	Budget	Month	Month	Variance	Variance	YTD	YTD	Variance	Variance
10-General									
4-Revenues									
41-Taxes	\$5,034,878	\$0	\$0	\$0	0.00%	\$281	\$0	\$281	0.00%
42-Charges for Services	\$377,865	\$77,133	\$18,763	\$58,370	311.09%	\$105,971	\$122,321	(\$16,349)	-13.37%
43-Debt Proceeds	\$0								
44-Rentals	\$62,500	\$1,034	\$1,459	(\$425)	-29.13%	\$43,449	\$53,159	(\$9,710)	-18.27%
45-Product Sales	\$67,000	\$516	\$121	\$395	326.53%	\$1,271	\$382	\$889	232.70%
46-Grants & Donations	\$178,000	\$464	\$11,572	(\$11,108)	-95.99%	\$82,779	\$87,969	(\$5,190)	-5.90%
47-Misc. Income	\$7,500	\$500	\$917	(\$417)	-45.42%	\$24,121	\$2,037	\$22,085	1084.17%
48-Interest Income	\$18,000	\$6,773	\$1,065	\$5,707	535.91%	\$40,593	\$3,907	\$36,686	938.99%
49-Transfers In	\$0								
4-Revenues Total	\$5,745,743	\$86,420	\$33,897	\$52,523	154.95%	\$298,465	\$269,774	\$28,690	10.63%
5-Expenses									
51-Salaries & Wages	(\$2,608,765)	(\$180,807)	(\$167,805)	(\$13,001)	-7.75%	(\$697,177)	(\$647,328)	(\$49,848)	-7.70%
52-Contractual Services	(\$1,363,537)	(\$29,369)	(\$36,301)	\$6,931	19.09%	(\$254,059)	(\$254,766)	\$707	0.28%
53-Supplies	(\$536,236)	(\$29,444)	(\$39,791)	\$10,347	26.00%	(\$89,484)	(\$93,108)	\$3,624	3.89%
54-Other Charges	(\$209,014)	(\$13,336)	(\$6,410)	(\$6,926)	-108.05%	(\$48,098)	(\$28,393)	(\$19,705)	-69.40%
57-Capital	(\$453,989)	\$0	\$0	\$0	0.00%	(\$5,408)	(\$17,341)	\$11,933	68.81%
59-Transfers Out	(\$2,840,000)	\$0	\$0	\$0	0.00%	(\$710,000)	(\$503,125)	(\$206,875)	-41.12%
5-Expenses Total	(\$8,011,540)	(\$252,956)	(\$250,307)	(\$2,649)	-1.06%	(\$1,804,226)	(\$1,544,062)	(\$260,164)	-16.85%
10-General Total	(\$2,265,797)	(\$166,537)	(\$216,410)	\$49,873	23.05%	(\$1,505,761)	(\$1,274,288)	(\$231,473)	-18.16%
20-Recreation									
4-Revenues									
41-Taxes	\$4,983,374	\$0	\$0	\$0	0.00%	\$278	\$0	\$278	0.00%
42-Charges for Services	\$5,948,446	\$465,859	\$354,913	\$110,946	31.26%	\$1,599,109	\$1,166,162	\$432,947	37.13%
44-Rentals	\$176,980	\$15,911	\$17,803	(\$1,892)	-10.63%	\$42,597	\$51,242	(\$8,645)	-16.87%
45-Product Sales	\$187,313	\$5,999	\$5,462	\$537	9.83%	\$8,286	\$9,910	(\$1,623)	-16.38%
46-Grants & Donations	\$15,500	\$0	\$5,377	(\$5,377)	-100.00%	\$6	\$5,387	(\$5,381)	-99.88%
47-Misc. Income	\$20,641	\$657	\$1,295	(\$637)	-49.21%	\$18,057	\$1,801	\$16,257	902.66%
48-Interest Income	\$25,000	\$3,758	\$2,042	\$1,716	84.02%	\$5,978	\$4,637	\$1,341	28.93%
49-Transfers In	\$90,000								
4-Revenues Total	\$11,447,254	\$492,185	\$386,893	\$105,292	27.21%	\$1,674,311	\$1,239,138	\$435,174	35.12%
5-Expenses									
51-Salaries & Wages	(\$5,012,911)	(\$283,511)	(\$275,078)	(\$8,433)	-3.07%	(\$1,198,086)	(\$1,073,778)	(\$124,308)	-11.58%
52-Contractual Services	(\$3,651,490)	(\$149,608)	(\$125,012)	(\$24,596)	-19.67%	(\$788,034)	(\$586,326)	(\$201,709)	-34.40%
53-Supplies	(\$1,260,201)	(\$60,729)	(\$91,335)	\$30,606	33.51%	(\$247,257)	(\$181,513)	(\$65,744)	-36.22%
54-Other Charges	(\$239,780)	(\$14,313)	(\$9,154)	(\$5,158)	-56.35%	(\$49,400)	(\$41,344)	(\$8,056)	-19.49%
57-Capital	(\$17,681)	\$0	\$0	\$0	0.00%	(\$1,170)	(\$17,586)	\$16,415	93.34%
59-Transfers Out	(\$4,219,000)	\$0	\$0	\$0	0.00%	(\$1,054,750)	(\$568,750)	(\$486,000)	-85.45%
5-Expenses Total	(\$14,401,064)	(\$508,160)	(\$500,580)	(\$7,580)	-1.51%	(\$3,338,698)	(\$2,469,296)	(\$869,401)	-35.21%
20-Recreation Total	(\$2,953,810)	(\$15,975)	(\$113,687)	\$97,712	85.95%	(\$1,664,386)	(\$1,230,158)	(\$434,228)	-35.30%
22-Cosley Zoo									
4-Revenues									
41-Taxes	\$1,066,968	\$0	\$0	\$0	0.00%	\$60	\$0	\$60	0.00%
42-Charges for Services	\$591,318	\$49,534	\$36,941	\$12,594	34.09%	\$92,173	\$76,567	\$15,606	20.38%
44-Rentals	\$55,000	\$6,623	\$7,199	(\$576)	-8.01%	\$17,371	\$18,490	(\$1,119)	-6.05%
45-Product Sales	\$1,000	\$245	\$135	\$110	81.48%	\$495	\$495	\$0	0.00%
46-Grants & Donations	\$89,338	\$7,193	\$6,541	\$652	9.97%	\$28,031	\$25,734	\$2,297	8.92%
47-Misc. Income	\$0	\$0	\$392	(\$392)	-99.97%	\$9,453	\$412	\$9,041	2194.37%
48-Interest Income	\$5,000	\$2,922	\$234	\$2,687	1148.43%	\$21,066	\$633	\$20,433	3227.94%
49-Transfers In	\$0								
4-Revenues Total	\$1,808,623	\$66,516	\$51,442	\$15,075	29.30%	\$168,648	\$122,332	\$46,316	37.86%
5-Expenses									
51-Salaries & Wages	(\$1,176,986)	(\$84,305)	(\$71,978)	(\$12,327)	-17.13%	(\$342,134)	(\$294,438)	(\$47,696)	-16.20%
52-Contractual Services	(\$372,473)	(\$8,751)	(\$11,233)	\$2,482	22.10%	(\$83,132)	(\$75,342)	(\$7,790)	-10.34%
53-Supplies	(\$250,825)	(\$10,773)	(\$10,696)	(\$77)	-0.72%	(\$54,116)	(\$40,176)	(\$13,940)	-34.70%
54-Other Charges	(\$76,572)	(\$2,186)	(\$1,450)	(\$736)	-50.75%	(\$17,922)	(\$18,833)	\$911	4.84%
57-Capital	(\$1,230)	\$0	\$0	\$0	0.00%	(\$308)	(\$545)	\$237	43.49%
59-Transfers Out	(\$200,000)	\$0	\$0	\$0	0.00%	(\$50,000)	(\$50,000)	\$0	0.00%
5-Expenses Total	(\$2,078,086)	(\$106,014)	(\$95,356)	(\$10,657)	-11.18%	(\$547,611)	(\$479,334)	(\$68,277)	-14.24%
22-Cosley Zoo Total	(\$269,463)	(\$39,498)	(\$43,915)	\$4,417	10.06%	(\$378,963)	(\$357,001)	(\$21,961)	-6.15%
30-Debt Service									

Operating Statements for the Major and Internal Service Funds

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
41-Taxes	\$2,617,581	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
43-Debt Proceeds	\$0								
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
48-Interest Income	\$5,000	\$2,176	\$0	\$2,176	0.00%	\$8,701	\$0	\$8,701	0.00%
49-Transfers In	\$90,950	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$2,713,531	\$2,176	\$0	\$2,176	0.00%	\$8,701	\$0	\$8,701	0.00%
5-Expenses									
52-Contractual Services	(\$1,262,893)	\$0	(\$356)	\$356	100.07%	\$0	(\$356)	\$356	100.07%
54-Other Charges	\$0								
57-Capital	\$0								
59-Transfers Out	(\$1,457,364)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$2,720,257)	\$0	(\$356)	\$356	100.07%	\$0	(\$356)	\$356	100.07%
30-Debt Service Total	(\$6,726)	\$2,176	(\$356)	\$2,532	711.35%	\$8,701	(\$356)	\$9,057	2544.04%
40-Capital Projects									
4-Revenues									
41-Taxes	\$0								
42-Charges for Services	\$0								
43-Debt Proceeds	\$0								
44-Rentals	\$42,885	\$0	\$32,024	(\$32,024)	-100.00%	\$32,024	\$32,024	\$0	0.00%
45-Product Sales	\$10,400	\$8,500	\$3,950	\$4,550	115.19%	\$15,800	\$10,216	\$5,584	54.66%
46-Grants & Donations	\$2,562,386	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$2,500	\$0	\$84	(\$84)	-100.14%	\$5,881	\$97	\$5,784	5963.18%
48-Interest Income	\$20,000	\$670	\$511	\$159	31.05%	\$2,674	\$1,433	\$1,241	86.57%
49-Transfers In	\$8,766,364	\$0	\$0	\$0	0.00%	\$1,827,250	\$1,134,375	\$692,875	61.08%
4-Revenues Total	\$11,404,535	\$9,170	\$36,569	(\$27,400)	-74.93%	\$1,883,629	\$1,178,145	\$705,484	59.88%
5-Expenses									
51-Salaries & Wages	(\$194,742)	(\$14,495)	(\$13,682)	(\$813)	-5.94%	(\$60,544)	(\$53,008)	(\$7,536)	-14.22%
52-Contractual Services	(\$304,052)	(\$14,825)	(\$11,104)	(\$3,721)	-33.51%	(\$27,070)	(\$21,635)	(\$5,435)	-25.12%
53-Supplies	(\$488,216)	(\$11,807)	(\$1,799)	(\$10,008)	-556.33%	(\$36,955)	(\$6,146)	(\$30,808)	-501.27%
54-Other Charges	(\$13,300)	(\$485)	(\$247)	(\$238)	-96.43%	(\$1,729)	(\$2,248)	\$520	23.12%
57-Capital	(\$9,767,583)	(\$22,047)	(\$82,224)	\$60,178	73.19%	(\$274,206)	(\$157,797)	(\$116,409)	-73.77%
59-Transfers Out	(\$90,950)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$10,858,843)	(\$63,659)	(\$109,056)	\$45,397	41.63%	(\$400,503)	(\$240,834)	(\$159,668)	-66.30%
40-Capital Projects Total	\$545,692	(\$54,490)	(\$72,487)	\$17,997	24.83%	\$1,483,126	\$937,311	\$545,815	58.23%
60-Golf Fund									
4-Revenues									
41-Taxes	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$2,483,000	\$300,687	\$187,855	\$112,832	60.06%	\$647,116	\$544,222	\$102,894	18.91%
44-Rentals	\$565,050	\$44,372	\$20,150	\$24,222	120.21%	\$48,495	\$25,886	\$22,609	87.34%
45-Product Sales	\$6,052,000	\$419,563	\$339,866	\$79,697	23.45%	\$1,230,921	\$983,703	\$247,219	25.13%
46-Grants & Donations	\$0	\$0	\$2,435	(\$2,435)	-100.02%	\$0	\$2,435	(\$2,435)	-100.02%
47-Misc. Income	\$42,000	\$19,056	\$5,398	\$13,658	253.02%	\$16,275	\$14,687	\$1,588	10.81%
48-Interest Income	\$15,000	\$3,425	\$76	\$3,349	4407.07%	(\$5,281)	\$906	(\$6,186)	-682.81%
49-Transfers In	\$0								
4-Revenues Total	\$9,157,050	\$787,103	\$555,780	\$231,323	41.62%	\$1,937,527	\$1,571,838	\$365,689	23.27%
5-Expenses									
51-Salaries & Wages	(\$4,314,309)	(\$275,050)	(\$237,705)	(\$37,345)	-15.71%	(\$1,028,219)	(\$880,936)	(\$147,283)	-16.72%
52-Contractual Services	(\$1,850,033)	(\$87,002)	(\$86,264)	(\$738)	-0.86%	(\$424,002)	(\$384,677)	(\$39,325)	-10.22%
53-Supplies	(\$2,519,420)	(\$155,979)	(\$193,990)	\$38,011	19.59%	(\$427,777)	(\$414,774)	(\$13,003)	-3.13%
54-Other Charges	(\$275,543)	(\$17,159)	(\$12,923)	(\$4,236)	-32.78%	(\$70,191)	(\$69,595)	(\$596)	-0.86%
57-Capital	(\$419,100)	(\$39,179)	(\$94,181)	\$55,002	58.40%	(\$39,954)	(\$117,052)	\$77,098	65.87%
59-Transfers Out	(\$50,000)	\$0	\$0	\$0	0.00%	(\$12,500)	(\$12,500)	\$0	0.00%
5-Expenses Total	(\$9,428,405)	(\$574,368)	(\$625,063)	\$50,695	8.11%	(\$2,002,644)	(\$1,879,534)	(\$123,110)	-6.55%
60-Golf Fund Total	(\$271,355)	\$212,735	(\$69,282)	\$282,018	407.06%	(\$65,117)	(\$307,696)	\$242,579	78.84%
70-Information Technology									
4-Revenues									
42-Charges for Services	\$519,639	\$0	\$0	\$0	0.00%	\$129,910	\$122,811	\$7,099	5.78%
43-Debt Proceeds	\$0								
47-Misc. Income	\$250	\$0	\$63	(\$63)	-100.33%	\$79	\$63	\$15	24.27%
48-Interest Income	\$0								

Operating Statements for the Major and Internal Service Funds

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
49-Transfers In		\$0							
4-Revenues Total	\$519,889	\$0	\$63	(\$63)	-100.33%	\$129,988	\$122,874	\$7,114	5.79%
5-Expenses									
52-Contractual Services	(\$430,480)	(\$58,953)	(\$71,614)	\$12,661	17.68%	(\$160,999)	(\$135,096)	(\$25,903)	-19.17%
53-Supplies	(\$76,163)	(\$1,537)	(\$628)	(\$909)	-144.75%	(\$2,831)	(\$628)	(\$2,204)	-350.88%
57-Capital	(\$13,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$519,643)	(\$60,490)	(\$72,242)	\$11,752	16.27%	(\$163,830)	(\$135,723)	(\$28,107)	-20.71%
70-Information Technology Total	\$247	(\$60,490)	(\$72,179)	\$11,689	16.19%	(\$33,842)	(\$12,849)	(\$20,992)	-163.38%
75-Health Insurance									
4-Revenues									
42-Charges for Services	\$1,676,709	\$0	\$0	\$0	0.00%	\$417,282	\$372,150	\$45,132	12.13%
47-Misc. Income	\$125,197	\$11,784	\$9,325	\$2,458	26.36%	\$46,695	\$37,709	\$8,986	23.83%
48-Interest Income	\$1,000	\$0	\$0	(\$0)	0.00%	\$0	\$0	(\$0)	0.00%
49-Transfers In		\$0							
4-Revenues Total	\$1,802,906	\$11,784	\$9,325	\$2,458	26.36%	\$463,977	\$409,859	\$54,118	13.20%
5-Expenses									
52-Contractual Services	(\$1,804,706)	(\$145,252)	(\$129,174)	(\$16,078)	-12.45%	(\$600,747)	(\$493,227)	(\$107,520)	-21.80%
5-Expenses Total	(\$1,804,706)	(\$145,252)	(\$129,174)	(\$16,078)	-12.45%	(\$600,747)	(\$493,227)	(\$107,520)	-21.80%
75-Health Insurance Total	(\$1,800)	(\$133,468)	(\$119,848)	(\$13,620)	-11.36%	(\$136,770)	(\$83,368)	(\$53,402)	-64.06%
Grand Total	(\$5,223,012)	(\$255,546)	(\$708,165)	\$452,619	63.91%	(\$2,293,012)	(\$2,328,406)	\$35,394	1.52%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
10-General									
000-Administration									
4-Revenues									
41-Taxes	\$2,517,439	\$0	\$0	\$0	0.00%	\$281	\$0	\$281	0.00%
42-Charges for Services	\$320,150	\$71,590	\$18,619	\$52,972	284.50%	\$94,113	\$114,453	(\$20,340)	-17.77%
43-Debt Proceeds	\$0								
44-Rentals	\$52,500	\$0	\$0	\$0	0.00%	\$41,055	\$50,000	(\$8,945)	-17.89%
45-Product Sales	\$65,750	\$271	\$0	\$271	0.00%	\$517	\$0	\$517	0.00%
46-Grants & Donations	\$1,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$2,500	\$500	\$917	(\$417)	-45.42%	\$23,606	\$979	\$22,628	2311.29%
48-Interest Income	\$18,000	\$6,773	\$1,065	\$5,707	535.91%	\$40,593	\$3,907	\$36,686	938.99%
49-Transfers In	\$0								
4-Revenues Total	\$2,977,339	\$79,134	\$20,601	\$58,533	284.13%	\$200,164	\$169,338	\$30,826	18.20%
5-Expenses									
51-Salaries & Wages	(\$792,325)	(\$58,663)	(\$54,918)	(\$3,745)	-6.82%	(\$231,237)	(\$214,984)	(\$16,253)	-7.56%
52-Contractual Services	(\$659,892)	(\$18,052)	(\$22,034)	\$3,982	18.07%	(\$86,420)	(\$97,916)	\$11,496	11.74%
53-Supplies	(\$144,936)	(\$6,017)	(\$11,734)	\$5,716	48.72%	(\$16,219)	(\$26,544)	\$10,325	38.90%
54-Other Charges	(\$179,094)	(\$12,744)	(\$5,605)	(\$7,139)	-127.37%	(\$41,366)	(\$24,157)	(\$17,209)	-71.24%
57-Capital	(\$2,327)	\$0	\$0	\$0	0.00%	(\$582)	(\$801)	\$219	27.36%
59-Transfers Out	(\$2,840,000)	\$0	\$0	\$0	0.00%	(\$710,000)	(\$503,125)	(\$206,875)	-41.12%
5-Expenses Total	(\$4,618,574)	(\$95,476)	(\$94,291)	(\$1,185)	-1.26%	(\$1,085,823)	(\$867,527)	(\$218,296)	-25.16%
000-Administration Total	(\$1,641,235)	(\$16,343)	(\$73,691)	\$57,348	77.82%	(\$885,659)	(\$698,189)	(\$187,470)	-26.85%
101-Parks Maintenance									
4-Revenues									
41-Taxes	\$2,517,439	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$5,000								
46-Grants & Donations	\$0	\$0	\$11,174	(\$11,174)	-100.00%	\$0	\$11,174	(\$11,174)	-100.00%
47-Misc. Income	\$5,000	\$0	\$0	\$0	0.00%	\$515	\$1,058	(\$543)	-51.32%
49-Transfers In	\$0								
4-Revenues Total	\$2,527,439	\$0	\$11,174	(\$11,174)	-100.00%	\$515	\$12,232	(\$11,717)	-95.79%
5-Expenses									
51-Salaries & Wages	(\$1,686,353)	(\$113,103)	(\$104,615)	(\$8,488)	-8.11%	(\$428,565)	(\$398,544)	(\$30,022)	-7.53%
52-Contractual Services	(\$617,948)	(\$10,285)	(\$13,734)	\$3,448	25.11%	(\$153,780)	(\$140,985)	(\$12,795)	-9.08%
53-Supplies	(\$374,390)	(\$22,575)	(\$27,761)	\$5,186	18.68%	(\$71,001)	(\$61,431)	(\$9,570)	-15.58%
54-Other Charges	(\$20,650)	(\$383)	(\$537)	\$154	28.66%	(\$5,872)	(\$3,489)	(\$2,384)	-68.33%
57-Capital	(\$451,152)	\$0	\$0	\$0	0.00%	(\$4,699)	(\$16,348)	\$11,649	71.26%
59-Transfers Out	\$0								
5-Expenses Total	(\$3,150,493)	(\$146,346)	(\$146,646)	\$301	0.21%	(\$663,918)	(\$620,797)	(\$43,121)	-6.95%
101-Parks Maintenance Total	(\$623,054)	(\$146,346)	(\$135,472)	(\$10,873)	-8.03%	(\$663,403)	(\$608,565)	(\$54,838)	-9.01%
430-Historical Museum									
4-Revenues									
42-Charges for Services	\$52,715	\$5,542	\$144	\$5,398	3748.82%	\$11,859	\$7,868	\$3,991	50.72%
44-Rentals	\$10,000	\$1,034	\$1,459	(\$425)	-29.13%	\$2,394	\$3,159	(\$765)	-24.22%
45-Product Sales	\$1,250	\$246	\$121	\$125	102.91%	\$754	\$382	\$372	97.32%
46-Grants & Donations	\$177,000	\$464	\$398	\$66	16.49%	\$82,779	\$76,795	\$5,984	7.79%
47-Misc. Income	\$0								
4-Revenues Total	\$240,965	\$7,286	\$2,122	\$5,163	243.33%	\$97,785	\$88,204	\$9,581	10.86%
5-Expenses									
51-Salaries & Wages	(\$130,087)	(\$9,041)	(\$8,272)	(\$769)	-9.29%	(\$37,375)	(\$33,801)	(\$3,574)	-10.57%
52-Contractual Services	(\$85,696)	(\$1,032)	(\$533)	(\$499)	-93.61%	(\$13,859)	(\$15,864)	\$2,006	12.64%
53-Supplies	(\$16,910)	(\$852)	(\$296)	(\$556)	-187.73%	(\$2,264)	(\$5,133)	\$2,869	55.89%
54-Other Charges	(\$9,270)	(\$210)	(\$268)	\$59	21.91%	(\$860)	(\$748)	(\$111)	-14.88%
57-Capital	(\$510)	\$0	\$0	\$0	0.00%	(\$128)	(\$192)	\$65	33.67%
5-Expenses Total	(\$242,473)	(\$11,134)	(\$9,370)	(\$1,765)	-18.83%	(\$54,485)	(\$55,739)	\$1,254	2.25%
430-Historical Museum Total	(\$1,508)	(\$3,848)	(\$7,247)	\$3,399	46.90%	\$43,300	\$32,466	\$10,835	33.37%
10-General Total	(\$2,265,797)	(\$166,537)	(\$216,410)	\$49,873	23.05%	(\$1,505,761)	(\$1,274,288)	(\$231,473)	-18.16%
20-Recreation									
000-Administration									
4-Revenues									
41-Taxes	\$4,983,374	\$0	\$0	\$0	0.00%	\$278	\$0	\$278	0.00%
42-Charges for Services	\$175,665	\$23,750	\$500	\$23,250	4650.00%	\$31,000	\$28,500	\$2,500	8.77%
44-Rentals	\$21,680	\$0	\$0	\$0	0.00%	\$3,426	\$1,781	\$1,645	92.36%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
45-Product Sales	\$54,838	\$0	(\$6)	\$6	107.33%	\$118	\$131	(\$14)	-10.60%
46-Grants & Donations	\$15,500	\$0	\$5,377	(\$5,377)	-100.00%	\$6	\$5,387	(\$5,381)	-99.88%
47-Misc. Income	\$3,641	\$657	\$1,295	(\$637)	-49.21%	\$18,057	\$1,801	\$16,257	902.66%
48-Interest Income	\$25,000	\$3,758	\$2,042	\$1,716	84.02%	\$5,978	\$4,637	\$1,341	28.93%
49-Transfers In	\$0								
4-Revenues Total	\$5,279,697	\$28,166	\$9,208	\$18,958	205.88%	\$58,863	\$42,237	\$16,626	39.36%
5-Expenses									
51-Salaries & Wages	(\$1,421,556)	(\$103,106)	(\$91,972)	(\$11,134)	-12.11%	(\$432,559)	(\$377,399)	(\$55,160)	-14.62%
52-Contractual Services	(\$804,991)	(\$30,240)	(\$31,912)	\$1,672	5.24%	(\$179,142)	(\$170,735)	(\$8,406)	-4.92%
53-Supplies	(\$173,655)	(\$12,046)	(\$16,881)	\$4,835	28.64%	(\$28,943)	(\$22,707)	(\$6,236)	-27.46%
54-Other Charges	(\$135,875)	(\$5,631)	(\$7,173)	\$1,542	21.50%	(\$33,000)	(\$23,602)	(\$9,398)	-39.82%
57-Capital	(\$2,162)	\$0	\$0	\$0	0.00%	(\$540)	(\$929)	\$388	41.82%
59-Transfers Out	(\$4,100,000)	\$0	\$0	\$0	0.00%	(\$1,025,000)	(\$568,750)	(\$456,250)	-80.22%
5-Expenses Total	(\$6,638,238)	(\$151,024)	(\$147,938)	(\$3,085)	-2.09%	(\$1,699,184)	(\$1,164,123)	(\$535,061)	-45.96%
000-Administration Total	(\$1,358,541)	(\$122,858)	(\$138,730)	\$15,872	11.44%	(\$1,640,321)	(\$1,121,886)	(\$518,435)	-46.21%
101-Parks Maintenance									
4-Revenues									
42-Charges for Services	\$0								
44-Rentals	\$10,000	\$830	\$695	\$135	19.42%	\$875	\$1,975	(\$1,100)	-55.70%
45-Product Sales	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$10,000	\$830	\$695	\$135	19.42%	\$875	\$1,975	(\$1,100)	-55.70%
5-Expenses									
51-Salaries & Wages	(\$919,231)	(\$59,279)	(\$54,844)	(\$4,435)	-8.09%	(\$266,173)	(\$242,499)	(\$23,674)	-9.76%
52-Contractual Services	(\$341,692)	(\$7,291)	(\$16,135)	\$8,844	54.82%	(\$73,517)	(\$62,651)	(\$10,866)	-17.34%
53-Supplies	(\$324,044)	(\$21,973)	(\$17,845)	(\$4,127)	-23.13%	(\$47,821)	(\$55,967)	\$8,146	14.56%
57-Capital	(\$13,072)	\$0	\$0	\$0	0.00%	(\$18)	(\$15,792)	\$15,774	99.89%
5-Expenses Total	(\$1,598,038)	(\$88,542)	(\$88,824)	\$282	0.32%	(\$387,528)	(\$376,909)	(\$10,620)	-2.82%
101-Parks Maintenance Total	(\$1,588,038)	(\$87,712)	(\$88,129)	\$417	0.47%	(\$386,653)	(\$374,934)	(\$11,720)	-3.13%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$3,739,331	\$297,161	\$214,949	\$82,212	38.25%	\$1,178,940	\$760,151	\$418,789	55.09%
44-Rentals	\$95,000	\$8,535	\$10,426	(\$1,891)	-18.14%	\$22,124	\$31,929	(\$9,806)	-30.71%
45-Product Sales	\$3,575	\$5,924	\$3,903	\$2,021	51.78%	\$7,310	\$7,819	(\$509)	-6.51%
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$3,837,906	\$311,619	\$229,278	\$82,342	35.91%	\$1,208,374	\$799,900	\$408,474	51.07%
5-Expenses									
51-Salaries & Wages	(\$1,253,427)	(\$62,530)	(\$66,780)	\$4,249	6.36%	(\$262,708)	(\$244,393)	(\$18,315)	-7.49%
52-Contractual Services	(\$1,541,551)	(\$84,996)	(\$52,710)	(\$32,285)	-61.25%	(\$399,763)	(\$221,515)	(\$178,248)	-80.47%
53-Supplies	(\$270,267)	(\$13,204)	(\$5,173)	(\$8,032)	-155.27%	(\$52,884)	(\$31,321)	(\$21,563)	-68.84%
54-Other Charges	(\$500)	\$0	\$0	\$0	0.00%	\$0	(\$56)	\$56	99.55%
57-Capital	(\$576)	\$0	\$0	\$0	0.00%	(\$144)	(\$160)	\$16	10.11%
5-Expenses Total	(\$3,066,320)	(\$160,731)	(\$124,663)	(\$36,068)	-28.93%	(\$715,499)	(\$497,445)	(\$218,055)	-43.83%
220-Recreation Programs Total	\$771,586	\$150,889	\$104,615	\$46,274	44.23%	\$492,875	\$302,455	\$190,420	62.96%
221-Athletics									
4-Revenues									
42-Charges for Services	\$535,800	\$51,332	\$46,072	\$5,259	11.42%	\$129,444	\$111,423	\$18,020	16.17%
45-Product Sales	\$10,700	(\$104)	\$1,281	(\$1,385)	-108.15%	\$723	\$1,281	(\$558)	-43.57%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
49-Transfers In	\$90,000								
4-Revenues Total	\$636,500	\$51,227	\$47,353	\$3,874	8.18%	\$130,166	\$112,704	\$17,462	15.49%
5-Expenses									
51-Salaries & Wages	(\$59,649)	(\$3,530)	(\$2,124)	(\$1,407)	-66.23%	(\$13,973)	(\$8,494)	(\$5,479)	-64.51%
52-Contractual Services	(\$190,393)	(\$6,565)	(\$2,240)	(\$4,325)	-193.08%	(\$16,042)	(\$8,083)	(\$7,958)	-98.46%
53-Supplies	(\$294,972)	(\$4,053)	(\$41,445)	\$37,392	90.22%	(\$87,718)	(\$47,003)	(\$40,715)	-86.62%
54-Other Charges	(\$62,240)	(\$8,074)	(\$19)	(\$8,055)	-42393.53%	(\$12,060)	(\$14,548)	\$2,488	17.11%
57-Capital	\$0								
59-Transfers Out	(\$119,000)	\$0	\$0	\$0	0.00%	(\$29,750)	\$0	(\$29,750)	0.00%
5-Expenses Total	(\$726,254)	(\$22,222)	(\$45,827)	\$23,605	51.51%	(\$159,542)	(\$78,128)	(\$81,414)	-104.21%
221-Athletics Total	(\$89,754)	\$29,006	\$1,526	\$27,480	1800.76%	(\$29,376)	\$34,576	(\$63,952)	-184.96%
222-Pools									

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
42-Charges for Services	\$923,000	\$53,677	\$63,651	(\$9,974)	-15.67%	\$134,647	\$149,398	(\$14,751)	-9.87%
44-Rentals	\$11,100	\$1,900	\$1,588	\$313	19.68%	\$1,900	\$1,588	\$313	19.68%
45-Product Sales	\$116,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$16,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$1,066,600	\$55,577	\$65,238	(\$9,662)	-14.81%	\$136,547	\$150,985	(\$14,438)	-9.56%
5-Expenses									
51-Salaries & Wages	(\$647,888)	(\$8,469)	(\$7,614)	(\$855)	-11.24%	(\$34,896)	(\$28,913)	(\$5,983)	-20.69%
52-Contractual Services	(\$318,301)	(\$5,569)	(\$4,654)	(\$915)	-19.67%	(\$32,568)	(\$30,198)	(\$2,370)	-7.85%
53-Supplies	(\$99,718)	(\$1,287)	(\$8,608)	\$7,321	85.05%	(\$11,143)	(\$14,023)	\$2,880	20.54%
54-Other Charges	(\$22,200)	(\$11)	(\$1,672)	\$1,661	99.37%	(\$1,752)	(\$2,271)	\$519	22.85%
57-Capital	(\$648)	\$0	\$0	\$0	0.00%	(\$162)	(\$192)	\$30	15.74%
59-Transfers Out	\$0								
5-Expenses Total	(\$1,088,755)	(\$15,336)	(\$22,547)	\$7,211	31.98%	(\$80,521)	(\$75,596)	(\$4,924)	-6.51%
222-Pools Total	(\$22,155)	\$40,241	\$42,691	(\$2,450)	-5.74%	\$56,026	\$75,389	(\$19,363)	-25.68%
224-Recreation Facilities									
4-Revenues									
42-Charges for Services	\$1,650	\$57	\$43	\$14	32.47%	\$89	\$139	(\$50)	-35.78%
44-Rentals	\$36,700	\$4,497	\$5,052	(\$555)	-10.99%	\$14,033	\$13,782	\$250	1.82%
45-Product Sales	\$200	\$31	\$185	(\$154)	-83.19%	(\$19)	\$540	(\$559)	-103.44%
47-Misc. Income	\$0								
4-Revenues Total	\$38,550	\$4,585	\$5,280	(\$695)	-13.17%	\$14,103	\$14,461	(\$358)	-2.48%
5-Expenses									
51-Salaries & Wages	(\$258,600)	(\$14,282)	(\$13,487)	(\$795)	-5.89%	(\$60,706)	(\$54,522)	(\$6,185)	-11.34%
52-Contractual Services	(\$389,254)	(\$13,595)	(\$14,150)	\$556	3.93%	(\$76,732)	(\$78,628)	\$1,897	2.41%
53-Supplies	(\$31,150)	(\$4,297)	(\$569)	(\$3,727)	-655.07%	(\$9,117)	(\$6,219)	(\$2,897)	-46.59%
54-Other Charges	(\$8,934)	(\$87)	(\$33)	(\$54)	-163.91%	(\$1,392)	(\$455)	(\$936)	-205.75%
57-Capital	(\$792)	\$0	\$0	\$0	0.00%	(\$198)	(\$320)	\$122	38.23%
59-Transfers Out	\$0								
5-Expenses Total	(\$688,730)	(\$32,260)	(\$28,240)	(\$4,020)	-14.24%	(\$148,144)	(\$140,145)	(\$7,999)	-5.71%
224-Recreation Facilities Total	(\$650,180)	(\$27,675)	(\$22,960)	(\$4,716)	-20.54%	(\$134,041)	(\$125,684)	(\$8,357)	-6.65%
350-Special Facilities									
4-Revenues									
42-Charges for Services	\$573,000	\$39,883	\$29,698	\$10,185	34.30%	\$124,990	\$116,551	\$8,439	7.24%
44-Rentals	\$2,500	\$150	\$43	\$107	249.23%	\$239	\$187	\$52	27.93%
45-Product Sales	\$2,000	\$149	\$100	\$49	48.54%	\$155	\$139	\$16	11.53%
46-Grants & Donations	\$0								
47-Misc. Income	\$500								
4-Revenues Total	\$578,000	\$40,181	\$29,841	\$10,341	34.65%	\$125,383	\$116,876	\$8,507	7.28%
5-Expenses									
51-Salaries & Wages	(\$452,560)	(\$32,314)	(\$38,259)	\$5,944	15.54%	(\$127,071)	(\$117,558)	(\$9,512)	-8.09%
52-Contractual Services	(\$65,309)	(\$1,353)	(\$3,210)	\$1,857	57.86%	(\$10,271)	(\$14,515)	\$4,244	29.24%
53-Supplies	(\$66,395)	(\$3,869)	(\$814)	(\$3,055)	-375.30%	(\$9,632)	(\$4,273)	(\$5,360)	-125.43%
54-Other Charges	(\$10,032)	(\$511)	(\$258)	(\$253)	-97.92%	(\$1,197)	(\$412)	(\$785)	-190.60%
57-Capital	(\$432)	\$0	\$0	\$0	0.00%	(\$108)	(\$192)	\$84	43.85%
59-Transfers Out	\$0								
5-Expenses Total	(\$594,728)	(\$38,047)	(\$42,541)	\$4,494	10.56%	(\$148,279)	(\$136,950)	(\$11,329)	-8.27%
350-Special Facilities Total	(\$16,728)	\$2,134	(\$12,700)	\$14,835	116.81%	(\$22,895)	(\$20,073)	(\$2,822)	-14.06%
20-Recreation Total	(\$2,953,810)	(\$15,975)	(\$113,687)	\$97,712	85.95%	(\$1,664,386)	(\$1,230,158)	(\$434,228)	-35.30%
22-Cosley Zoo									
000-Administration									
4-Revenues									
41-Taxes	\$1,066,968	\$0	\$0	\$0	0.00%	\$60	\$0	\$60	0.00%
42-Charges for Services	\$0								
44-Rentals	\$0								
45-Product Sales	\$0								
46-Grants & Donations	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$8,879	\$0	\$8,879	0.00%
48-Interest Income	\$5,000	\$2,922	\$234	\$2,687	1148.43%	\$21,066	\$633	\$20,433	3227.94%
49-Transfers In	\$0								
4-Revenues Total	\$1,071,968	\$2,922	\$234	\$2,687	1148.43%	\$30,005	\$633	\$29,371	4640.04%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
5-Expenses									
51-Salaries & Wages	(\$73,807)	(\$5,582)	(\$5,176)	(\$406)	-7.84%	(\$22,729)	(\$21,350)	(\$1,379)	-6.46%
52-Contractual Services	(\$14,735)	(\$395)	(\$383)	(\$12)	-3.20%	(\$4,032)	(\$3,643)	(\$388)	-10.66%
53-Supplies	\$0								
54-Other Charges	(\$100)								
57-Capital	\$0								
59-Transfers Out	(\$100,000)	\$0	\$0	\$0	0.00%	(\$25,000)	(\$25,000)	\$0	0.00%
5-Expenses Total	(\$188,642)	(\$5,977)	(\$5,559)	(\$418)	-7.52%	(\$51,761)	(\$49,993)	(\$1,768)	-3.54%
000-Administration Total	\$883,326	(\$3,055)	(\$5,325)	\$2,269	42.61%	(\$21,756)	(\$49,360)	\$27,604	55.92%
101-Parks Maintenance									
4-Revenues									
47-Misc. Income	\$0								
4-Revenues Total	\$0								
5-Expenses									
51-Salaries & Wages	(\$59,750)	(\$4,638)	(\$3,998)	(\$640)	-16.00%	(\$19,574)	(\$16,692)	(\$2,882)	-17.27%
52-Contractual Services	(\$7,886)	\$0	\$0	\$0	0.00%	(\$1,971)	(\$1,510)	(\$462)	-30.58%
53-Supplies	\$0								
57-Capital	\$0								
5-Expenses Total	(\$67,636)	(\$4,638)	(\$3,998)	(\$640)	-16.00%	(\$21,546)	(\$18,202)	(\$3,344)	-18.37%
101-Parks Maintenance Total	(\$67,636)	(\$4,638)	(\$3,998)	(\$640)	-16.00%	(\$21,546)	(\$18,202)	(\$3,344)	-18.37%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$191,318	\$16,537	\$11,210	\$5,327	47.52%	\$33,903	\$20,610	\$13,294	64.50%
45-Product Sales	\$1,000	\$245	\$135	\$110	81.48%	\$495	\$495	\$0	0.00%
46-Grants & Donations	\$738	\$0	\$0	\$0	0.00%	\$75	\$195	(\$120)	-61.54%
4-Revenues Total	\$193,055	\$16,782	\$11,345	\$5,437	47.92%	\$34,473	\$21,300	\$13,174	61.85%
5-Expenses									
51-Salaries & Wages	\$0								
52-Contractual Services	(\$2,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$17,360)	(\$683)	(\$265)	(\$419)	-158.01%	(\$2,931)	(\$1,339)	(\$1,592)	-118.89%
57-Capital	\$0								
5-Expenses Total	(\$19,360)	(\$683)	(\$265)	(\$419)	-158.01%	(\$2,931)	(\$1,339)	(\$1,592)	-118.89%
220-Recreation Programs Total	\$173,695	\$16,098	\$11,080	\$5,018	45.29%	\$31,543	\$19,961	\$11,582	58.02%
350-Special Facilities									
5-Expenses									
51-Salaries & Wages	(\$78,841)	(\$6,157)	(\$5,190)	(\$967)	-18.63%	(\$25,505)	(\$21,569)	(\$3,936)	-18.25%
52-Contractual Services	(\$9,185)	\$0	\$0	\$0	0.00%	(\$2,296)	(\$2,522)	\$226	8.96%
53-Supplies	\$0								
54-Other Charges	(\$12,000)	(\$438)	\$0	(\$438)	0.00%	(\$3,629)	(\$671)	(\$2,959)	-440.94%
57-Capital	\$0								
5-Expenses Total	(\$100,026)	(\$6,594)	(\$5,190)	(\$1,404)	-27.06%	(\$31,431)	(\$24,762)	(\$6,669)	-26.93%
350-Special Facilities Total	(\$100,026)	(\$6,594)	(\$5,190)	(\$1,404)	-27.06%	(\$31,431)	(\$24,762)	(\$6,669)	-26.93%
501-Cosley Zoo Operations									
4-Revenues									
42-Charges for Services	\$400,000	\$32,998	\$25,731	\$7,267	28.24%	\$58,269	\$55,958	\$2,312	4.13%
44-Rentals	\$55,000	\$6,623	\$7,199	(\$576)	-8.01%	\$17,371	\$18,490	(\$1,119)	-6.05%
45-Product Sales	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$88,600	\$7,193	\$6,541	\$652	9.97%	\$27,956	\$25,539	\$2,417	9.46%
47-Misc. Income	\$0	\$0	\$392	(\$392)	-99.97%	\$574	\$412	\$162	39.26%
4-Revenues Total	\$543,600	\$46,813	\$39,862	\$6,951	17.44%	\$104,170	\$100,399	\$3,771	3.76%
5-Expenses									
51-Salaries & Wages	(\$964,587)	(\$67,928)	(\$57,614)	(\$10,314)	-17.90%	(\$274,325)	(\$234,827)	(\$39,498)	-16.82%
52-Contractual Services	(\$338,666)	(\$8,355)	(\$10,850)	\$2,495	22.99%	(\$74,832)	(\$67,666)	(\$7,166)	-10.59%
53-Supplies	(\$233,465)	(\$10,089)	(\$10,431)	\$342	3.28%	(\$51,186)	(\$38,838)	(\$12,348)	-31.79%
54-Other Charges	(\$64,472)	(\$1,748)	(\$1,450)	(\$298)	-20.58%	(\$14,293)	(\$18,162)	\$3,870	21.31%
57-Capital	(\$1,230)	\$0	\$0	\$0	0.00%	(\$308)	(\$545)	\$237	43.49%
59-Transfers Out	(\$100,000)	\$0	\$0	\$0	0.00%	(\$25,000)	(\$25,000)	\$0	0.00%
5-Expenses Total	(\$1,702,421)	(\$88,121)	(\$80,344)	(\$7,777)	-9.68%	(\$439,943)	(\$385,038)	(\$54,905)	-14.26%
501-Cosley Zoo Operations Total	(\$1,158,821)	(\$41,308)	(\$40,482)	(\$826)	-2.04%	(\$335,773)	(\$284,639)	(\$51,134)	-17.96%
22-Cosley Zoo Total	(\$269,463)	(\$39,498)	(\$43,915)	\$4,417	10.06%	(\$378,963)	(\$357,001)	(\$21,961)	-6.15%
60-Golf Fund									
000-Administration									

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
41-Taxes	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$0	\$1,500	\$0	\$1,500	0.00%	\$4,500	\$0	\$4,500	0.00%
46-Grants & Donations	\$0	\$0	\$2,435	(\$2,435)	-100.02%	\$0	\$2,435	(\$2,435)	-100.02%
47-Misc. Income	\$3,000	\$6,330	\$716	\$5,614	784.06%	\$5,606	\$7,127	(\$1,520)	-21.33%
48-Interest Income	\$15,000	\$3,425	\$76	\$3,349	4407.07%	(\$5,281)	\$906	(\$6,186)	-682.81%
49-Transfers In	\$0								
4-Revenues Total	\$18,000	\$11,255	\$3,227	\$8,028	248.77%	\$4,826	\$10,468	(\$5,642)	-53.90%
5-Expenses									
51-Salaries & Wages	(\$541,125)	(\$35,189)	(\$32,357)	(\$2,832)	-8.75%	(\$141,506)	(\$130,233)	(\$11,273)	-8.66%
52-Contractual Services	(\$535,728)	(\$25,109)	(\$35,742)	\$10,632	29.75%	(\$115,930)	(\$133,177)	\$17,248	12.95%
53-Supplies	(\$112,524)	(\$4,218)	(\$7,138)	\$2,920	40.91%	(\$18,264)	(\$18,356)	\$92	0.50%
54-Other Charges	(\$150,543)	(\$7,080)	(\$7,253)	\$173	2.39%	(\$32,010)	(\$35,789)	\$3,779	10.56%
57-Capital	(\$115,572)	(\$11,189)	\$0	(\$11,189)	0.00%	(\$11,332)	(\$192)	(\$11,140)	-5801.89%
59-Transfers Out	(\$50,000)	\$0	\$0	\$0	0.00%	(\$12,500)	(\$12,500)	\$0	0.00%
5-Expenses Total	(\$1,505,492)	(\$82,785)	(\$82,490)	(\$295)	-0.36%	(\$331,542)	(\$330,248)	(\$1,294)	-0.39%
000-Administration Total	(\$1,487,492)	(\$71,530)	(\$79,262)	\$7,733	9.76%	(\$326,716)	(\$319,780)	(\$6,936)	-2.17%
101-Parks Maintenance									
5-Expenses									
51-Salaries & Wages	(\$23,309)	(\$1,859)	(\$1,424)	(\$435)	-30.58%	(\$7,729)	(\$5,783)	(\$1,946)	-33.65%
52-Contractual Services	(\$7,057)	(\$142)	(\$108)	(\$33)	-30.91%	(\$1,907)	(\$1,412)	(\$495)	-35.06%
53-Supplies	(\$7,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
57-Capital	\$0								
5-Expenses Total	(\$37,366)	(\$2,001)	(\$1,532)	(\$469)	-30.60%	(\$9,636)	(\$7,195)	(\$2,441)	-33.92%
350-Special Facilities Total	\$0								
601-Golf Maintenance									
4-Revenues									
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$51	(\$51)	-99.65%
4-Revenues Total	\$0	\$0	\$0	\$0	0.00%	\$0	\$51	(\$51)	-99.65%
5-Expenses									
51-Salaries & Wages	(\$672,051)	(\$46,594)	(\$39,514)	(\$7,080)	-17.92%	(\$152,559)	(\$131,300)	(\$21,259)	-16.19%
52-Contractual Services	(\$191,252)	(\$6,503)	(\$7,293)	\$790	10.84%	(\$45,666)	(\$38,089)	(\$7,577)	-19.89%
53-Supplies	(\$417,673)	(\$36,469)	(\$58,878)	\$22,409	38.06%	(\$66,645)	(\$77,904)	\$11,259	14.45%
54-Other Charges	(\$18,000)	(\$1,248)	\$0	(\$1,248)	0.00%	(\$4,478)	(\$10,773)	\$6,295	58.43%
57-Capital	(\$150,216)	\$0	\$0	\$0	0.00%	(\$54)	(\$128)	\$74	57.92%
5-Expenses Total	(\$1,449,192)	(\$90,813)	(\$105,685)	\$14,872	14.07%	(\$269,402)	(\$258,194)	(\$11,208)	-4.34%
601-Golf Maintenance Total	(\$1,449,192)	(\$90,813)	(\$105,685)	\$14,872	14.07%	(\$269,402)	(\$258,143)	(\$11,258)	-4.36%
611-Pro Shop/Golf Fees									
4-Revenues									
42-Charges for Services	\$2,223,000	\$273,864	\$166,603	\$107,261	64.38%	\$546,543	\$454,335	\$92,208	20.30%
44-Rentals	\$564,750	\$44,189	\$20,150	\$24,039	119.30%	\$47,256	\$25,428	\$21,828	85.84%
45-Product Sales	\$142,000	\$17,527	\$8,846	\$8,681	98.13%	\$22,768	\$12,609	\$10,159	80.57%
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$4	\$3	\$1	48.33%	\$7	\$7	(\$0)	-1.71%
4-Revenues Total	\$2,929,750	\$335,585	\$195,603	\$139,982	71.56%	\$616,574	\$492,379	\$124,195	25.22%
5-Expenses									
51-Salaries & Wages	(\$498,582)	(\$35,390)	(\$28,163)	(\$7,227)	-25.66%	(\$104,641)	(\$89,936)	(\$14,705)	-16.35%
52-Contractual Services	(\$238,012)	(\$11,863)	(\$10,170)	(\$1,693)	-16.65%	(\$51,067)	(\$48,196)	(\$2,871)	-5.96%
53-Supplies	(\$134,439)	(\$10,145)	(\$22,033)	\$11,888	53.95%	(\$14,313)	(\$36,838)	\$22,525	61.15%
54-Other Charges	(\$30,000)	(\$75)	(\$639)	\$564	88.25%	(\$350)	(\$770)	\$420	54.56%
57-Capital	(\$90,500)	\$0	(\$94,181)	\$94,181	100.00%	(\$125)	(\$115,963)	\$115,838	99.89%
5-Expenses Total	(\$991,532)	(\$57,474)	(\$155,186)	\$97,712	62.96%	(\$170,495)	(\$291,702)	\$121,207	41.55%
611-Pro Shop/Golf Fees Total	\$1,938,218	\$278,111	\$40,417	\$237,694	588.10%	\$446,079	\$200,677	\$245,402	122.29%
612-Food and Beverage									
4-Revenues									
42-Charges for Services	\$240,000	\$25,322	\$21,251	\$4,071	19.16%	\$91,901	\$69,556	\$22,345	32.13%
44-Rentals	\$300	\$183	\$0	\$183	0.00%	\$1,239	\$457	\$782	171.04%
45-Product Sales	\$5,910,000	\$402,036	\$331,020	\$71,016	21.45%	\$1,208,153	\$971,094	\$237,059	24.41%
46-Grants & Donations	\$0								
47-Misc. Income	\$39,000	\$12,722	\$4,679	\$8,043	171.89%	\$10,662	\$7,503	\$3,159	42.11%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues Total	\$6,189,300	\$440,263	\$356,950	\$83,313	23.34%	\$1,311,956	\$1,048,610	\$263,345	25.11%
5-Expenses									
51-Salaries & Wages	(\$2,574,242)	(\$156,018)	(\$136,248)	(\$19,770)	-14.51%	(\$621,238)	(\$522,088)	(\$99,150)	-18.99%
52-Contractual Services	(\$877,302)	(\$43,366)	(\$32,908)	(\$10,457)	-31.78%	(\$209,327)	(\$163,389)	(\$45,937)	-28.12%
53-Supplies	(\$1,842,784)	(\$105,147)	(\$105,940)	\$794	0.75%	(\$328,555)	(\$281,676)	(\$46,879)	-16.64%
54-Other Charges	(\$77,000)	(\$8,757)	(\$5,031)	(\$3,726)	-74.05%	(\$33,354)	(\$22,264)	(\$11,090)	-49.81%
57-Capital	(\$62,812)	(\$27,990)	\$0	(\$27,990)	0.00%	(\$28,443)	(\$769)	(\$27,674)	-3598.74%
59-Transfers Out	\$0								
5-Expenses Total	(\$5,434,140)	(\$341,277)	(\$280,128)	(\$61,149)	-21.83%	(\$1,220,917)	(\$990,186)	(\$230,731)	-23.30%
612-Food and Beverage Total	\$755,160	\$98,986	\$76,822	\$22,164	28.85%	\$91,038	\$58,424	\$32,614	55.82%
613-Cross Country Skiing									
4-Revenues									
42-Charges for Services	\$20,000	\$0	\$0	\$0	0.00%	\$4,172	\$20,331	(\$16,159)	-79.48%
45-Product Sales	\$0								
4-Revenues Total	\$20,000	\$0	\$0	\$0	0.00%	\$4,172	\$20,331	(\$16,159)	-79.48%
5-Expenses									
51-Salaries & Wages	(\$5,000)	\$0	\$0	\$0	0.00%	(\$546)	(\$1,596)	\$1,050	65.79%
52-Contractual Services	(\$683)	(\$19)	(\$43)	\$24	54.70%	(\$106)	(\$414)	\$308	74.36%
53-Supplies	(\$5,000)								
57-Capital	\$0								
5-Expenses Total	(\$10,683)	(\$19)	(\$43)	\$24	54.70%	(\$652)	(\$2,010)	\$1,358	67.55%
613-Cross Country Skiing Total	\$9,318	(\$19)	(\$43)	\$24	54.70%	\$3,520	\$18,321	(\$14,801)	-80.79%
60-Golf Fund Total	(\$271,355)	\$212,735	(\$69,282)	\$282,018	407.06%	(\$65,117)	(\$307,696)	\$242,579	78.84%
Grand Total	(\$5,760,425)	(\$9,274)	(\$443,294)	\$434,020	97.91%	(\$3,614,227)	(\$3,169,143)	(\$445,084)	-14.04%

Parks Plus Fitness

PPF	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
42-Charges for Services	\$545,000	\$37,586	\$28,906	\$8,680	30.03%	\$122,293	\$115,759	\$6,534	5.64%
44-Rentals	\$1,500	\$30	\$43	(\$13)	-29.84%	\$119	\$187	(\$68)	-36.25%
45-Product Sales	\$500	\$0	(\$1)	\$1	148.00%	\$0	\$37	(\$37)	-100.11%
47-Misc. Income	\$500								
4-Revenues Total	\$547,500	\$37,616	\$28,947	\$8,669	29.95%	\$122,412	\$115,983	\$6,429	5.54%
5-Expenses									
51-Salaries & Wages	(\$399,858)	(\$29,225)	(\$35,587)	\$6,362	17.88%	(\$120,038)	(\$113,499)	(\$6,539)	-5.76%
52-Contractual Services	(\$50,793)	(\$761)	(\$2,863)	\$2,102	73.42%	(\$7,204)	(\$11,727)	\$4,523	38.57%
53-Supplies	(\$61,954)	(\$2,468)	(\$232)	(\$2,236)	-963.76%	(\$8,121)	(\$3,603)	(\$4,517)	-125.38%
54-Other Charges	(\$5,232)	(\$232)	\$0	(\$232)	0.00%	(\$918)	(\$154)	(\$764)	-496.29%
57-Capital	(\$360)	\$0	\$0	\$0	0.00%	(\$90)	(\$160)	\$70	43.86%
5-Expenses Total	(\$518,197)	(\$32,686)	(\$38,682)	\$5,996	15.50%	(\$136,371)	(\$129,143)	(\$7,228)	-5.60%
Grand Total	\$29,303	\$4,931	(\$9,735)	\$14,665	150.65%	(\$13,959)	(\$13,160)	(\$799)	-6.07%

Central Athletic Center

CAC	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
42-Charges for Services	\$62,460	\$2,045	\$5,646	(\$3,601)	-63.77%	\$20,742	\$20,075	\$668	3.33%
44-Rentals	\$95,000	\$8,535	\$10,276	(\$1,741)	-16.94%	\$22,124	\$31,779	(\$9,656)	-30.38%
45-Product Sales	\$75	\$101	\$51	\$51	99.12%	\$101	\$240	(\$139)	-58.03%
4-Revenues Total	\$157,535	\$10,681	\$15,972	(\$5,291)	-33.13%	\$42,967	\$52,094	(\$9,127)	-17.52%
5-Expenses									
51-Salaries & Wages	(\$80,151)	(\$2,851)	(\$3,221)	\$370	11.50%	(\$17,911)	(\$19,534)	\$1,623	8.31%
52-Contractual Services	(\$145,697)	(\$5,506)	(\$10,865)	\$5,358	49.32%	(\$32,346)	(\$45,257)	\$12,911	28.53%
53-Supplies	(\$37,455)	(\$2,604)	(\$10,086)	\$7,481	74.17%	(\$3,668)	(\$15,040)	\$11,372	75.61%
54-Other Charges	(\$500)	\$0	\$0	\$0	0.00%	\$0	(\$56)	\$56	99.55%
57-Capital	\$0								
5-Expenses Total	(\$263,803)	(\$10,962)	(\$24,172)	\$13,210	54.65%	(\$53,926)	(\$79,887)	\$25,961	32.50%
Grand Total	(\$106,268)	(\$281)	(\$8,200)	\$7,919	96.57%	(\$10,959)	(\$27,793)	\$16,834	60.57%

Special Events

Special Events	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
1900-Special Events-Miscellaneous									
4-Revenues	\$2,000	\$3,000	\$0	\$3,000	0.00%	\$3,000	\$0	\$3,000	0.00%
5-Expenses	(\$12,500)	(\$244)	(\$152)	(\$92)	-60.41%	(\$784)	(\$878)	\$93	10.64%
1900-Special Events-Miscellaneous Total	(\$10,500)	\$2,756	(\$152)	\$2,908	1913.27%	\$2,216	(\$878)	\$3,093	352.33%
1902-4th of July									
4-Revenues	\$39,500	\$1,500	\$0	\$1,500	0.00%	\$1,500	\$0	\$1,500	0.00%
5-Expenses	(\$52,400)	\$0	\$0	\$0	0.00%	\$0	(\$765)	\$765	100.00%
1902-4th of July Total	(\$12,900)	\$1,500	\$0	\$1,500	0.00%	\$1,500	(\$765)	\$2,265	296.08%
1903-Ale Fest									
4-Revenues	\$73,250	\$1,500	\$0	\$1,500	0.00%	\$2,500	\$1,000	\$1,500	150.00%
5-Expenses	(\$76,000)	(\$3,278)	(\$200)	(\$3,078)	-1538.79%	(\$3,278)	\$810	(\$4,088)	-504.64%
1903-Ale Fest Total	(\$2,750)	(\$1,778)	(\$200)	(\$1,578)	-788.79%	(\$778)	\$1,810	(\$2,588)	-142.96%
1904-Memorial Park Events									
4-Revenues	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$5,345)	(\$795)	(\$1,106)	\$311	28.08%	(\$1,725)	(\$1,841)	\$116	6.28%
1904-Memorial Park Events Total	(\$5,345)	(\$795)	(\$1,106)	\$311	28.08%	(\$1,725)	(\$1,841)	\$116	6.28%
1905-Taste of Wheaton									
4-Revenues	\$181,500	\$23,750	\$500	\$23,250	4650.00%	\$25,250	\$21,000	\$4,250	20.24%
5-Expenses	(\$128,150)	(\$5,172)	(\$3,626)	(\$1,546)	-42.64%	(\$6,824)	(\$5,154)	(\$1,670)	-32.41%
1905-Taste of Wheaton Total	\$53,350	\$18,578	(\$3,126)	\$21,704	694.30%	\$18,426	\$15,846	\$2,580	16.28%
1906-Summer Concerts									
4-Revenues	\$169,000	\$35,000	\$0	\$35,000	0.00%	\$35,000	\$41,000	(\$6,000)	-14.63%
5-Expenses	(\$213,700)	(\$94)	(\$7,949)	\$7,855	98.82%	(\$284)	(\$8,541)	\$8,257	96.68%
1906-Summer Concerts Total	(\$44,700)	\$34,906	(\$7,949)	\$42,855	539.13%	\$34,716	\$32,459	\$2,257	6.95%
1907-Shakespeare Event									
4-Revenues	\$10,500	\$15,000	\$0	\$15,000	0.00%	\$15,000	\$8,500	\$6,500	76.47%
5-Expenses	(\$21,350)	\$0	(\$400)	\$400	100.00%	\$0	(\$400)	\$400	100.00%
1907-Shakespeare Event Total	(\$10,850)	\$15,000	(\$400)	\$15,400	3850.00%	\$15,000	\$8,100	\$6,900	85.19%
1908-Fun Run Event									
4-Revenues	\$67,500	\$18,246	\$15,687	\$2,559	16.31%	\$34,132	\$57,297	(\$23,165)	-40.43%
5-Expenses	(\$51,950)	(\$8,950)	(\$13,621)	\$4,671	34.30%	(\$13,529)	(\$19,123)	\$5,593	29.25%
1908-Fun Run Event Total	\$15,550	\$9,296	\$2,065	\$7,231	350.15%	\$20,603	\$38,175	(\$17,572)	-46.03%
1910-Light the Torch Run									
4-Revenues	\$22,500	\$844	\$432	\$413	95.52%	\$2,980	\$3,655	(\$675)	-18.47%
5-Expenses	(\$42,275)	\$0	(\$15)	\$15	100.00%	(\$184)	(\$414)	\$229	55.39%
1910-Light the Torch Run Total	(\$19,775)	\$844	\$417	\$428	102.55%	\$2,796	\$3,242	(\$446)	-13.74%
1925-Reindeer Run									
4-Revenues	\$47,000	\$7,129	\$907	\$6,222	685.97%	\$9,406	\$10,382	(\$975)	-9.40%
5-Expenses	(\$25,500)	(\$232)	(\$15)	(\$217)	-1444.20%	(\$416)	(\$414)	(\$2)	-0.56%
1925-Reindeer Run Total	\$21,500	\$6,898	\$892	\$6,005	673.22%	\$8,990	\$9,968	(\$978)	-9.81%
Grand Total	(\$16,420)	\$87,205	(\$9,558)	\$96,764	1012.38%	\$101,745	\$106,117	(\$4,372)	-4.12%

TO: Michael Benard, Executive Director
FROM: Daniel Novak, Director of Athletics & Facilities
Adam Lewandowski, Superintendent of Athletic Programs & Facilities
RE: Athletics & Facilities Board Report
DATE: May 17, 2023



- **Professional Development**

- The Athletic Department represented the Wheaton Park District in the 16th Annual Illinois Park and Recreation Association's Park Pursuit Event. The event provides park district professionals with the opportunity to engage in a day-long race where team building, healthy competition, and recreation take center stage. After traveling through the 7-mile course completing various puzzles and physical activities, the team was able to secure 1st place out of 57 teams in the recreation division and bring the trophy back to Wheaton!



- **Baseball/Softball**

- Spring Baseball/Softball opening day was April 4. There are currently 1,102 in-house participants signed up. At this time last spring season there were 951 in-house participants signed up, putting us on pace for a 13% increase from last year.

- **Spring In-House Soccer**

- Spring Soccer is in full swing. For the 2022 season there were 944 participants total, which brought in \$68,681.00. For the 2023 season there are 1,130 participants signed up, which is bringing in \$93,095.00.

- **Travel Soccer**

- The over 40 Wheaton United travel soccer teams have had great success early in the spring 2023 season.
 - 2012 Premier Red Boys – Woodridge April Showers Tournament Champions
 - 2008 Academy Girls – Spring Turf Classic Champions
 - 2011 Academy Girls – Crusader Cup Champions
 - 2012 Academy Red Girls – Spring Turf Classic Champions



- **Soccer Shots**

- Spring sessions are finishing before Memorial Day. The final numbers for Spring 2023 are 221 total registrants, which is bringing in \$30,459.00. 2022 total participants were 251, with \$28,984.00 brought in.
- **Spring Lacrosse**
 - Spring lacrosse started the week of April 4. This year currently has 105 participants bringing in \$34,635.00 in registration fees. In 2021 we had 83 players bringing in \$18,525.00 in registration fees. That is a 26% revenue increase and 26% participation increase from the Spring 2021 season to this Spring season.
 - The group also hosted a tailgate at the Crosstown Classic between Wheaton Warrenville South and Wheaton North. At halftime the U8 team scrimmaged.



- **Rams Football**

- Rams Tackle Football registration fully opened on December 14. Currently there are 294 participants enrolled for the Rams Fall 2023 Tackle Football season. At this same time last year, we had 248

participants signed up, which means the program has exceeded the previous year's enrollment by 46 additional registrants with 3 months of registration still to go!

- **Rams Cheerleading**

- Rams Cheerleading registration opened fully on December 14. Currently there are 200 participants signed up. At this time last season there were 152 participants signed up, which is an increase of 48 participants, setting us up for an even bigger season than last year!

- **Pickleball**

- Outdoor Coed Pickleball leagues began the first week of May. Currently, 4 of the 6 leagues are maxed out with 24 participants each with a combined gross revenue of \$3,877.00. League play will be taking place at the outdoor Central Park pickleball courts.

- **Central Athletic Complex**

- The Central Athletic Complex is currently basketball rentals Monday-Friday, a Jiu-Jitsu program Monday/Wednesday/Friday, and numerous batting cage and birthday party rentals.
- Open gyms have also been brought back to the CAC on various weekday evenings.

Usage Hours for March			
Categories	2022	2023	Change %
Paying Renters	201.00	257.75	28.2%
Complimentary	2.00	0.00	-100.0%
WPD Programs	517.00	737.25	42.6%
WPD training	1.00	0.00	-100.0%
TOTAL	721.00	995.00	38.0%

YTD Total Usage Hours			
Categories	2022	2023	Change %
Paying Renters	431.25	508.77	18.0%
Complimentary	2.50	0.00	0.0%
WPD Programs	1,552.50	2,201.60	41.8%
WPD training	1.00	0.00	-100.0%
TOTAL	1,987.25	2,710.37	36.4%

YTD Total Rental Revenue			
Month	2022	2023	Change %
January	\$3,820.00	\$5,755.00	34%
February	\$12,517.00	\$3,642.25	-244%
March	\$11,321.75	\$8,063.00	-40%
TOTAL	\$27,658.75	\$17,460.25	-58%

- **Parks Plus Fitness**

PPFC Membership Numbers				
Month	January 2023	February 2023	March 2023	April 2023
Current Week Pass	0	0	2	2
Monthly EFT	379	388	395	390
1-Month	61	20	25	13
3-Month	23	25	28	25
Annual (No Flex or M/M)	358	376	384	406
Medicare/Medicaid	340	396	447	479
Personal Training w/ Membership	61	69	73	69
Misc. Memberships (Punch Passes & Kidz Kingdom Related)	126	115	102	133
Flex	76	81	78	77
Premier GF	12	13	12	12
TOTAL	1,436	1,483	1,546	1,606

- Total amount of paying members PPFC currently holds at 1,606 – Up 60 memberships from last month.
 - 15 Members remain Suspended – down 8 memberships from last month.
- The total number of visits currently sits at 4,660 total visits for the month of April – up 400 visits from last month.
- Membership revenue from this month totaled \$14,919.40
 - Total gross from this month amounted to \$20,236.65 (This includes March insurance-based memberships).
 - \$4.00 From ClassPass
 - \$91.00 From ASHF (Active/Silver & Fit)
 - \$1,236.00 from Healthy Contributions (Renew Active)
 - \$3,986.25 from Tivity (Silver Sneakers)
 - **\$5,317.25 Total**
- Staffing
 - Nikki Peppers has been added to the Kidz Kingdom team!
 - Anthony Cimino has been added to the Personal Training team!
- Marketing/Promotions
 - April promotion program: Easter Flash Sale – 15% off any annual membership from April 6th- April 9th.
Net Sales of \$3,146.45 – 11 members
- Classes
 - Giant Steps came and utilized the fitness center. This program allows those with Autism to get regular exercise with the help of their aids.
 - Neurological Group Fitness Classes are scheduled to start June 1 with our instructors Brian Houzenga, Denise Dimpfl, and Caroline Colley. There will be 3 classes a week taking place on Tuesdays, Wednesdays, and Thursdays.
 - Spring Karate has 63 participants grossing \$9,209.00 and netting \$3,131.06 for the park district.
 - Spring Tae Kwon Do has 25 participants grossing \$1,929.60 and netting \$656.06 for the park district.
 - Spring Kung Fu/Tai Chi has 53 participants grossing \$7,649.00 and netting \$2,600.66 for the park district in profit.

- Health & Wellness Committee
 - The Health and Wellness Committee will be hosting a trivia hike on May 25. The hike will have a trivia competition as we hike around seven gables after the provided lunch.

Aquatics / Safety

- Staff have hired over 180 staff members for the summer and will begin the training process of lifeguards in early May.
- Over the month of April, Max interviewed on 5 different nights at the Community Center and hosted 3 I-9 verification nights where all new staff had to come to the Wheaton Park District in person to verify their identity. Over 40 people have attended the I-9 verification process.
- Max attended PDRMA's Aquatics Risk Management Day and the H.E.L.P. 1 Training.
- Max also attended Ellis & Associates annual review and updates meeting.
- Staff continue to order and inventory equipment, uniform, and supply needs for the season.
- Lifeguards will be in the WATER training for the first time on May 13 at Northside Pool
- Total pool pass sales revenue is at \$297,350, an increase of \$56,215 over the past 30 days. We are currently offering in season pricing for pool passes as of May 1st.

Clocktower Commons Mini Golf & Skate Park

- The facility OPEDNED for the season on March 25th for Spring Break.
 - Facility Hours:
 - Spring: Monday – Friday 3:30-7P | Saturday & Sunday 12-7P
 - Summer: Monday – Saturday 11A-8P | Sunday 12-8P
 - Fall: Monday – Friday 3:30-7P | Saturday & Sunday 12-7P
- **The Rail Skate Park – Free Admission:** This 12,000-square-foot skate park features beginner and advanced areas for all our skate fans. The park is open for inline skate & skateboard use only. Bikes are not permitted.
- **Prairie Path Mini Golf Course:** This 18-hole prairie themed mini-golf course has a center water feature and 10 holes that are ADA accessible. It also has a practice putting green.
 - Rates:
 - Children 15 & under: \$5 (R)/\$6 (NR)
 - Adults 16+: \$6 (R)/\$7 (NR)
 - Seniors 60+: \$5 (R)/\$6 (NR)

2023	Golf Round Revenue	Concession Revenue	Totals
March	\$400	\$6.00	\$406
April	\$2,296	\$144	\$2,440
TOTAL	\$2,696	\$150	\$2,846



TO: Mike Benard, Executive Director
FROM: Vicki Beyer, Director of Recreation
Jamie Martinson, Superintendent of Recreation Programs
RE: Recreation Department Board Report
DATE: May 17, 2023

Recreation Department- General

- The Program & Recreation Services Team is happy to report that the district-wide winter 2023 cancelation rate was **11%**. 550 program sessions were offered; 515 program sessions ran successfully. The cancelation rate for winter 2022 was **18%**. 596 program sessions were offered; 464 program sessions ran successfully.
- The Program & Recreation Services Team is completing the annual update of the Programing Resources and General Consideration Manual and Facility Space Catalog. New content includes recommendations and resources for program, event, and facility evaluations.
- The Recreation and Athletic Departments, in conjunction with the Safety Committee, are drafting child sexual abuse protocols, procedures, and training resources for the district.
- The Recreation Department hosted the annual GO Fly A Kite event on Saturday May 6 at Graf Park. The event featured kite flying, kite team performances, the kids mad dash sponsored by Wheaton Eye Clinic, and the Curious Crow food truck. Approximately 400 people were in attendance.
- The VALUES committee presented the first annual District Derby on Thursday April 27. Thirteen cars representing district departments, divisions, and facilities raced pinewood derby cars in a single-elimination tournament. Congratulations to the Finance/Human Resources car for winning first place. Recreation team featured in below picture.



Preschool & Camps- Jamie Martinson

- Summer camp hiring is complete- new staff members are working on onboarding paperwork with the assistance of HR.
- Summer camp field trips, bussing services and specialty services have all been booked for the summer- we are excited to have some of our “camper favorite” field trips such as Main Event, Fun Way, private movie screenings at Cinemark, DuPage County Fair and more! We will also be bringing in a magician to all camps to do magic workshops, magic shows, and balloon animal workshops.
- Summer camp training schedule has been finalized- over the course of 4 days, we will intensively train on the following topics:
 - CPR/AED/First Aid
 - ALICE Training conducted by the Wheaton Police
 - Behavior Management training conducted by WDSRA
 - Sexual Abuse/Predator Prevention Training
 - Summer Camp Manual/Safety Manual Training
 - WPD General Summer Seasonal In-Service Training

Creative & Performing Arts/Varied Interest- Chad Shingler

- C. Shingler attended a health and wellness meeting and assisted planning of the Trivia Hike scheduled for May at Seven Gables Park
- Spring theatre classes started, Improv and Games and Putting on a Play both had 8 students registered.
- A new session of Adult Swing Dance started with 11 participants.

Mary Lubko Center- Megann Panek

- MLC Manager attended an entertainment fair on Monday, April 3 at the Dundee Township Park District. It featured 10 entertainers geared towards working with seniors.
- There were 25 patrons at the Discover Dante event featuring an afternoon of song with entertainer Dante Salamante.
- The AARP Defensive Driving Course took place on April 5 & 6, 10 patrons participated in this round of classes.
- MLC Tour Coordinator took 20 patrons to see *Grease* at Drury Lane on Wednesday, April 12.
- MLC Manager visited Lisle Park District to take part in their seasonal Bean Bag Baseball game. The MLC will introduce the sport this summer.
- MLC Manager attended classes and became a certified CPR instructor.

- Beyond Glee held their annual spring concert in the Memorial Room at the Community Center on Sunday, April 23. They had approximately 150 people in the audience.



Lincoln Marsh/Green Team- Terra Johnson, Deb Ditchman

- Lincoln Marsh staff presented 37 outdoor education programs to 504 participants in April.
 - 20 environmental education programs were presented to 288 participants.
 - 17 teams course programs were presented to 216 participants.
- Staff hosted a free Earth Day nature play date at the Prairie Patch Play Area. Over 115 people were in attendance and had the opportunity to paint rocks, make recycled paper butterflies and interact with various activities set up around the play area.
- Five Lincoln Marsh staff were certified lead facilitators for the climbing tower by Experiential Systems, Inc.
- Staff attended Teams and Adventure walk training to prepare for the season.

Customer Service, Gracie Aviles & Lyn Havelka

Daytime Community Center Manager - Gracie Aviles

- Daily Cash Balancing/Bank Deposits for Community Center
- Updated accreditation questions for site visit
- Working on updating CC Operations Manual
- Merged & deleted RecTrac Households as needed.
- Added/removed employee's benefits in RecTrac as directed
- Verified Households created in RecTrac to match residency.
- Continue training front desk staff on RecTrac.
- Assisted the New employee orientation.
- Assisted Dan Novak with the complimentary pool family passes.

Evening/Weekend Community Center Manager- Lyn Havelka

- Front desk monthly training
 - Tornado Emergency Procedures
 - Zachs Law
 - ALICE Training (walk thru)
 - Member Features (allergy, Medical, WDSRA)
- Processing Employee Incentive Benefits
- Purchase orders for supplies
- Updated pool pricing sheets for May 1 increase
- Completed I-9 forms for camps

Registration/Software- Rick Napier

- Bulk Web Settings Change for Summer Programming
 - Uploaded/Proofed Summer Programming on WebTrac Demo
 - Uploaded all Summer Programming to WebTrac Live
 - Fall brochure Program Masters
 - Updated/reactivated fall programming in RecTrac
 - Created new program codes as necessary
 - Adjusted POS for Cosley Zoo
 - Changed admissions buttons to allow update quantity
 - Updated concessions pricing
 - Added Admissions layer to Cosley Zoo Gift Shop touchscreen with appropriate switch buttons
 - Period End Processing – 2023 winter league sports completed/rosters transferred to history
 - Created tickets for Children's Playhouse production of *Into the Woods, JR*
 - 600 Tickets created
 - Added gift certificate number to printed GoCards to streamline processing of reloading cards in POS for CC Front Desk staff.
 - Corrected issue with payment processing that was blocking loading replacement GoCards using lost GoCard number
 - Facilitated RecTrac Admin training with Finance Department on 4/28/23
 - Facilitated New Hire Orientation at Community Center on 4/6/
-
- **April Refund Summary**
 - 731 refunds processed.
 - 714 refunds were processed in the same month the previous fiscal year.
 - 2.38% increase in refunds processed.
 - Total refunds: \$68,940.77 vs. \$73,011.72 in 2022 (5.58% decrease)
 - Check refunds: \$548
 - Household credits: \$27,264.85
 - Credit cards: \$41,127.92
 - Administrative/service fees: \$733.50
 - **April Leisureship Program Update**
 - 13 families have been assisted in the current fiscal year.

- 16 families had been assisted in the previous fiscal year.
- 18.75% decrease in families requesting assistance from 2023 vs. 2022
- **Activity Registration Summary for April**
 - Total registrations: 2037
 - Fees processed: \$197,206.20
 - Web registration: 1366
 - Web percent: 67.06%
 - Walk-in registration: 671
 - Walk-in percent: 32.94%
 - Resident registration: 1598
 - Non-Resident registration: 439

TO: Mike Benard, Executive Director
FROM: Rob Sperl, Director of Parks & Planning
DATE: May 9, 2023
SUBJECT: Board Report, April

Administration/Overall Department

- Park Permitting – 20 park reservations have been booked for future dates.
- Parks has completed all annual GCN Trainings.
- Two full time positions have been filled. Mike Devine retired on April 28th and was replaced by KJ Jones as the Community Center AM Supervisor. KJ previously worked part time at Arrowhead. The Superintendent of Parks, Grounds, Forestry and Sports Fields position has been filled. Dan Hopkins will be coming on board May 8th working alongside Deb Seymour until her retirement on May 19th. Previously he had a similar role at Downers Grove and Glen Ellyn Park Districts.
- Staff participated in ALICE training at the Mary Lubko Center on April 24. While this training is typically based on classroom security, we tailored this session towards our outdoor events.
- On April 13th, the Park Services Center hosted with PDRMA two sessions on Back Safety. All parks staff attended the class.

Planning

- Asphalt paving at Kelly Park was completed in April.
- The exterior coating work on the Rice Pool filter room building was started. A small change order was required for additional masonry repairs.
- The tennis courts at Seven Gables have been prepped for color coating and crack repairs. Work will be completed as soon as the temperatures are warm enough.
- The Arrowhead Clubhouse was power washed in preparation for painting.
- The Community Center parking lot, Rathje roof, Cosley visitor center deck and Hoffman playground surface are all out to bid.

Parks & Buildings Operations

- Opened all shelters/restrooms in all parks. Turn on water supply, assemble plumbing, power washed floors, install gable vents.
- Hooked up and sanitized all ice machines for the season.
- The water heater at the Briarpatch shelter was replaced with a tankless unit after the existing unit failed.
- Playground inspections were completed for the month of April, repairs made, and repair parts ordered.

- All outdoor drinking fountains were put together and opened for the season.
- The Clocktower ponds were pumped out, power washed, pumps installed and filled. Also, the edge pavers around the greens were cleaned and glued down as needed. New scorecard posts were installed where needed.
- The missing concrete sidewalk was poured at Toohey Park where we had to trench through from the building out to the lift station to install new conduit.
- 100 ft. of fence was replaced behind the Seven Gables big barn.
- Fence repairs at Atten Park and Sunnyside Park were completed.
- The sump pump was replaced at the Museum at DuPage County's request.
- Asphalt pothole repairs were performed at the Community Center and Central Athletic Center.
- Scheduled spring HVAC maintenance was performed in all buildings including the CC and CAC chillers.
- The Atten irrigation system was plumbed, and water turned on for irrigation and garden plot water supply.
- CC air handler S-9 had a new main contactor installed.
- The Rotary Park water feature was serviced and turned on for the season and the solar panels were cleaned.
- Electrical work on the Cosley electronic message board was fabricated so the carpentry work can start.
- All pond bubblers were serviced and started for the season, Rathje, Seven Gables, Herrick, PSC, and Toohey parks are up and running.
- The Northside Aquatic Center pool boilers were cleaned and serviced.
- New blinds were installed in the Clocktower building per request.
- The Bandshell stage concrete was power washed to remove spill stains and bird droppings.
- The roof was inspected at the PSC and roof drains cleared. Showalter roofing was contracted to repair a failed seam in the roofing material.
- Staff electrician was called out to the CAC garage after an alarm was heard coming from the building. Found the building had no electrical service and found the main breaker had tripped. Re set the breaker and tested the supply and panel and found everything to be in order. Our guess is power interruption from nearby construction work.
- The Rice pool boilers were cleaned and serviced for the start-up of the season.
- The filters were changed in the CAC air handlers.

Projects and Special Events

- Continued Construction on the Cosley Zoo Kiosk. Currently working on the zoo map and brick pavers around the kiosk. Will be completed by May 8th.
 - Repairs to the Lincoln Marsh team's course have been completed.
-

- Preseason Pool maintenance at Rice and Northside Pool. Northside Pool is filled. We will start filling Rice pool by May 13th.
- Set up, event staffing and take down for the Superhero Fun Run was completed.
- Work orders for signs and banners throughout the district are in progress.

Horticulture, Turf & Natural Resources

- Trim crews began the month cleaning up from winter and starting the day-to-day processes of maintaining parks. This is cutting down perennials, grasses, mowing up any stray leaves, and general pre-season parks work. As the month progressed, they started the daily routines of park maintenance.
- Day to day ball field grooming and dragging of each field. Schedules are checked each morning and game fields are groomed, raked, and ready for play. Once the game fields are complete, the practice fields are groomed to provide a consistent play surface for our teams.
- In addition to the daily ball field grooming, staff raked, leveled, and added new screenings to the players benches and backstop areas to enhance the aesthetics of each field.
- April is the month that mowing begins. Early in the month it is spot mowing where the grass grows more quickly. By mid-month we are trying to hit each park and by the end of the month we are hustling to keep up.
- Staff fertilized our athletic fields and Memorial Park early in April. This was to get the much-needed nutrients into the root systems and jump start the season.
- Two staff attended the pesticide safety training and passed the state mandated test. They now have the license to spray herbicides to keep weeds in the turf and landscaping beds to a minimum.
- Danada south properties are now being maintained daily with mowing, trimming, weeding, playground inspections, trail maintenance and baseball grooming.
- Each winter there is damage that occurs on the edges of sidewalks, and roadways from the plows and brooms that clear the snow. This season was no exception. Staff goes out, rakes, and picks up any loose turf, add soil and seed. Staff also worked on adding soil and seed to areas where trees were removed, and stumps remained. They ground the stumps down, removed the shavings, leveled, and added grass seed.
- This season has been quite wet and cold. This creates a lot of difficulties getting the baseball/softball fields ready for play. After attending a seminar in February about soil surfactants for ballfields, we are trying this product on our ball fields this spring. The idea is that it helps pull the water deeper into the field and it does not sit on top, creating that “frosting” layer. Staff believe it is helping. We will see how it goes as the season continues.

- Striping each soccer and lacrosse field this year has begun. Weekly staff mix the paint and take the machine to each field and line.
- April is the beginning of several of our contracted services that parks utilize. K9 goose control is out in the parks helping curtail the goose population. Aronia landscaping was awarded the bid for mowing south of Butterfield Road in the Scottsdale park corridor. Solitude lake management has the contract for the algae and weed control of our many ponds throughout the district. So far, each one is doing well, and we are happy with the services we are receiving.

Conservation

- Continuing to complete Lincoln Marsh team's course work orders, mulching, pruning and trails.
- Storm damage clean up throughout the district.

Fleet Mechanics

- All snow equipment has been converted back to Spring/Summer for mowing. Plows removed and salt removed from truck.
- All four batteries were replaced in the electric cub cadet at CAC.
- All pool vacs have been serviced and ready for use.
- A new skid mounted mobile heated pressure washer has arrived and is being prepped for service.



WHEATON PARK DISTRICT

Wheaton Park

woSummarybyShop

Request or Complete Date from 4/1/2023 to 4/30/2023

Open Work Orders: True / False / Complete Work Orders: True / False

Shop: 2000 / All trades / All WO Types / All RCs

Work Order Type	Count	Estimated		Actual				Total
		Hours	Cost	Hours	Labor	Parts	Other	
2000 - Parks and Planning								
2000 - Parks								
General Maintenance	2			359.75	\$8,351.83	\$0.00	\$0.00	\$8,351.83
Inspection	19			22.00	\$515.79	\$0.00	\$0.00	\$515.79
Preventive Maintenance	164			470.00	\$10,263.74	\$0.00	\$0.00	\$10,263.74
Service Request	8			413.25	\$9,063.39	\$0.00	\$0.00	\$9,063.39
Standing WO	6			585.25	\$14,686.55	\$0.00	\$0.00	\$14,686.55
2000 - Parks Total	199			1850.25	\$42,881.30	\$0.00	\$0.00	\$42,881.30
3000 - Projects								
Service Request	1			9.50	\$251.44	\$0.00	\$0.00	\$251.44
Standing WO	2			558.25	\$14,108.30	\$0.00	\$0.00	\$14,108.30
3000 - Projects Total	3			567.75	\$14,359.74	\$0.00	\$0.00	\$14,359.74
4000 - Mechanic								
Corrective Maintenance	22			39.25	\$1,013.51	\$43.41	\$1,907.51	\$2,964.43
General Maintenance	4			10.00	\$272.73	\$42.24	\$840.56	\$1,155.53
Preventive Maintenance	111			159.75	\$3,921.34	\$198.89	\$5,994.17	\$10,114.40
Service Request	1			0.25	\$7.81	\$0.00	\$0.00	\$7.81
Standing WO	3			571.00	\$14,445.01	\$0.00	\$0.00	\$14,445.01
4000 - Mechanic Total	141			780.25	\$19,660.40	\$284.54	\$8,742.24	\$28,687.18
5000 - Facilities								
Corrective Maintenance	8			261.00	\$8,033.11	\$0.00	\$0.00	\$8,033.11
General Maintenance	6			297.00	\$7,417.92	\$0.00	\$0.00	\$7,417.92
Inspection	29			92.00	\$2,578.86	\$0.00	\$0.00	\$2,578.86
Preventive Maintenance	30			81.50	\$2,629.38	\$0.00	\$0.00	\$2,629.38



WHEATON PARK DISTRICT

Wheaton Park

woSummarybyShop

Request or Complete Date from 4/1/2023 to 4/30/2023

Open Work Orders: True / False / Complete Work Orders: True / False

Shop: 2000 / All trades / All WO Types / All RCs

Work Order Type	Count	Estimated		Actual				Total
		Hours	Cost	Hours	Labor	Parts	Other	
Service Request	16			66.50	\$1,937.59	\$0.00	\$0.00	\$1,937.59
Standing WO	3			565.00	\$14,256.02	\$0.00	\$0.00	\$14,256.02
5000 - Facilities Total	92			1363.00	\$36,852.88	\$0.00	\$0.00	\$36,852.88
8000 - Conservation								
Service Request	1			56.00	\$1,121.68	\$0.00	\$0.00	\$1,121.68
Standing WO	2			558.25	\$14,108.30	\$0.00	\$0.00	\$14,108.30
8000 - Conservation Total	3			614.25	\$15,229.98	\$0.00	\$0.00	\$15,229.98
2000 - Parks and Planning Total	438			5175.50	\$128,984.30	\$284.54	\$8,742.24	\$138,011.08
Report Total	438			5175.50	\$128,984.30	\$284.54	\$8,742.24	\$138,011.08

TO: Mike Benard, Executive Director
FROM: Andy Bendy, Director of Special Facilities
RE: May 17, 2023, Board Report

Cosley Zoo – Susan Wahlgren, Zoo Director

Fundraising/Revenue Activities

- A total of 19,200 people visited the zoo through the end of April compared to 17,579 during the same timeframe in 2022.

Admissions:

Month	2023 Revenue	2023 Avg./Day	2022 Revenue	2022 Avg./Day
January	\$ 3,847	\$ 128.23	\$ 2,967	\$ 98.90
February	\$ 8,797	\$ 314.18	\$ 5,277	\$ 188.46
March	\$ 12,938	\$ 417.36	\$ 23,198	\$ 748.32
April	\$ 32,237	\$ 1,074.57	\$ 26,931	\$ 897.70
Total	\$ 57,819	\$ 481.83	\$ 58,373	\$ 486.44

General Revenue:

- The zoo received April operational donations of \$7,089, bringing the 2023 donation total to \$27,619.
- In April public duck and chicken feeding opportunities earned \$2,378, bringing 2023 total revenue (beginning March 26) to \$3,037. Public feedings will continue through mid-October.
- The zoo received word that it was awarded a \$500,000 grant from DCEO for the construction of the future parking lot.

Significant Activities/Accomplishments

Education Programs and Activities:

- EGGciting Family Night was held on Wednesday, May 5, 2023. This was a rescheduled date due to severe storms that occurred on the original date of March 31. Despite the change from a Friday to Wednesday evening, 310 people attended the event. Guests toured the zoo, met the Easter Bunny, and live rabbits, and took part in various craft and activity stations in the zoo. Complimentary hot chocolate and coffee were provided.
- A total of 12 Summer Teen candidates took part in interviews for this unique summer program. The teens will help to enhance the zoo visitors' experience by engaging them in animal themed conversations. They will also have the opportunity to take part in several training opportunities throughout the summer.
- Education Supervisor, Jackie Karnstedt, facilitated several training opportunities during the past month for the Junior Zookeepers (JZs) to prepare them to engage with guests. To qualify for these training experiences, the JZs must have contributed a set number of hours to the zoo.
 - 11 JZs were trained to facilitate public duck feeding.
 - 26 JZs were trained in the presentation of Critter Cart topics

Total Programs –April

Type of Program	2023 Number of programs	2023 Number of participants	2022 Number of programs	2022 Number of participants
Outreach	7	323	6	151
Guest Engagement	191	3,257	13	271
Camps	0	0	0	0
Teen programs	9	59	4	27
School programs	26	560	10	252
Scout programs	4	56	1	11
Family programs	5	101	5	64
Special Events	1	310	1	224
Rentals	11	500	10	476
Total	254	5,166	50	1,476

Virtual VS. On-Site – April

	Number of Programs	Number of Participants
On-site In-person	236	4,343
Off-site In-person	7	323
Virtual	0	0
Total	243	4,666

(On-site includes JZs, Bookworms, Family Enrichment Workshop, School; Virtual includes JZs, Prerecorded ZTY, Volunteer Open House)

Total Programs – Year-to-Date

Type of Program	2023 Programs	2023 Participants	2022 Programs	2022 Participants
Outreach	17	745	13	738
Guest Engagement	220	3,767	15	276
Camps	0	0	0	0
Teen Programs	48	308	40	200
School programs	27	572	13	286
Scout programs	8	120	2	30
Individual/Family programs	15	295	19	259
Special Events	5	497	4	269
Rentals	17	830	16	789
Total	357	7,134	122	2,847

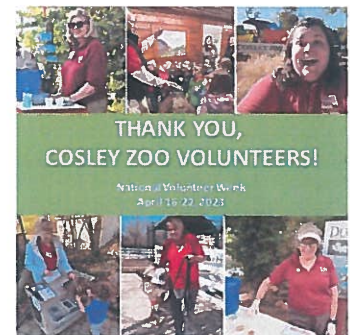
General Activities:

- The operations team installed a mud control geo mesh and crushed stone in a small high traffic area of the deer exhibit.
- Zoo staff worked with the marketing team to update the zoo membership program including a new brochure.
- Zoo Director Sue Wahlgren and Animal Curator Angie Musselman attended a Civic Leaders Roundtable: Plastic Pollution & Community Solutions at Cantigny Park.
- The EPT implemented the second emergency drill of 2023, with a response to severe weather scenario.
- Six current and former Junior Zookeepers applied for the 2023 Michael T. Williams Scholarship.

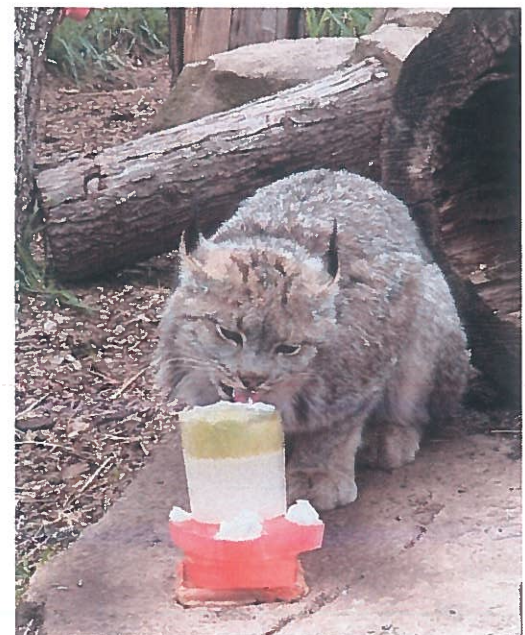
- The zoo welcomes the new part-time zookeeper, Nina Conenna. Nina holds a BA in psychology and sustainability studies from Roosevelt University and has previous experience with marine mammals at Brookfield Zoo, Texas State Aquarium, Gulf World, and Shedd Aquarium.
- A point-of-sale system was installed in the admissions booth in place of the old electric cash register. This should facilitate better data collection and financial management.
- Staff welcomed three Montadale lambs during April.



- The spring newsletter was completed and distributed to stakeholders.
- Boy Scout Troop 3036 from Darien dropped off Easter themed enrichment for the animals.
- Operations staff completed the removal of the old tool cage behind the barn in preparation for the installation of a new enclosure. This enclosure is used for ambassador animals and emergency holding.
- The projects team from the parks department has been working on the installation of a new information kiosk at the zoo. This new feature will not only inform visitors of what is going on during their visit but will also help reduce the need for paper maps.
- Shade sails and benches have been reinstalled in the amphitheater for the season.
- The zoo celebrated National Volunteer week in April with each volunteer receiving a custom Cosley Zoo keyring made and donated by zoo supporter Eloise Smith. The graphic below was shared on the zoo's social media.
- Animal care staff partnered with Racine Zoo to prepare a birthday celebration for the lynx as Racine has the male litter mates (Barney and Bam Bam) to our girls Sage and Poppy. Staff prepared a cake and gifts that matched what Racine was doing on the April 25 birthday.



Baby picture! Kittens Sage, Poppy, Bam Bam, and Barney at Montgomery Zoo.

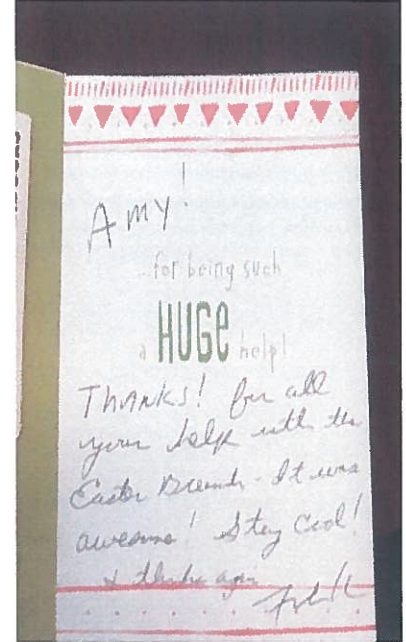


The girls enjoying "cake" and pork chops.

Arrowhead Food and Beverage **Food and Beverage Director Sean Curry**

Banquets

- In April, the banquets team held 47 events.
- One of the events was a wedding reception and ceremonies on premises.
- For Easter Brunch, we accommodated 554 guests between the two seating times. See attached thank you card from a guest at the 11am seating.
- We are looking forward to another successful Mother's Day Brunch on May 14.
- Looking ahead in May, we kick off golf outing season with Elmhurst Foundation on May 22 for over 200 golfers.



Restaurant

- In April Arrowhead Restaurant welcomed 5,857 guests.
- Breakfast started up in the restaurant on Saturday and Sundays from 10am-1pm. This will run till the end of October. We have expanded the menu to include a breakfast burrito with chorizo and eggs, maple bourbon pancakes and on the lighter size avocado toast. It is served in tandem with our lunch menu.
- Here is a five-star reviews left on OpenTable:
 - **Overall5Food5Service5Ambience5**
What a great place! They have a new menu that is loaded with delicious items. I had the BBQ salmon and would absolutely order it again. My friend had the crab cakes which had so many pieces of crab...delicious! The staff is super friendly and if you can score a table outside on the patio - it is the best view in DuPage County.

Arrowhead Golf Club **Director of Golf Operations Bruce Stoller**

- High temperatures in April averaged almost four degrees above normal thanks to an unseasonably warm stretch in the middle of the month. Total precipitation for the month was 46 percent below normal.
- Spring merchandise has arrived, and the pro shop is fully stocked for the start of the season. Multiple new lines are represented, and initial reaction has been extremely positive from customers. Additional shipments will continue to arrive throughout the season so the look of the shop can be regularly updated.
- The annual Kickoff Classic was held on the 22nd with 20 players taking part in the event which saw lower than normal participation numbers due to poor weather conditions that forced play to be shortened to 9-holes. The day finished with lunch in the Champions Room after the round.
- Over 70 couples have registered for the Couples League which will start play in the middle of May.
- The league season started for a handful of groups in April with most scheduled to begin in May and a couple holding off until June. Permanent tee times started on the 29th and 30th and will run through the last weekend of August.

- Students from the Wheaton North Special Education Department used the driving range on two different days as part of their curriculum.
- Geofencing areas on the GPS system were updated to address a few areas that had been registering false warning signals. These will be monitored and adjusted throughout the season if problem areas continue to arise.
- The website has been updated to reflect current hours as well as upcoming events.
- Building maintenance projects included: setting up all outdoor seating areas; preparing beverage carts for the season; installing a new fountain in the pond behind the clubhouse; turning on all AC units and turning off all electric heaters; replacing a pump in the ejector pit; completing a site survey and prep work for the installation of a new oven; conducting a failover test on internet services.
- Grounds maintenance projects included: topping off bunker sand on the South and West courses (East course to follow); placing pine straw in beds throughout the course; prepping and sodding stump holes, cart path edges and parking lot islands; priming and starting the irrigation system; reshaping and grading target bunkers on the driving range; hosting PDRMA sponsored back safety course for staff.

	2023	2022	2021	2020	2019	5 Yr. Avg.
April Paid Rounds	7,565	4,841	8,625	681	6,108	5,564
YTD Paid Rounds	11,825	9,318	13,407	3,028	10,892	9,694

DuPage Historical Museum- Michelle Podkova
Manager & Educator; Emily O'Brien, Curator

Collections and Exhibits

- Exhibit design and research continued *The Roarin' Elgin* exhibit opening in June.
- County and Park District are collaborating on the *Enduring Values* renovation project
- Staff completed several research requests for patrons, more continue to come in daily.

Education, Outreach, and Events

- The Museum hosted a scout group on April 6 for 7 scouts and a tea party on April 8 for 6 scouts.
- Staff facilitated a scout program for 7 scouts on April 18.
- The Museum Curator hosted a table with 75 people at Eisenhower Jr. High School STEAM night April 19.
- The Museum Curator presented *Of Mustaches and Men* Last Chance Virtual Tour on April 21 for 6 logins.
- The Museum led a Girl Scout program on April 22 for 9 scouts and another Girl Scout program on April 29 for 7 scouts.

Marketing

- Marketing sent out eblast for summer camps.
- Marketing created an ad for a regional advertising booklet and online site.
- A Social media graphic was created for Minecraft LEGO camp with openings.
- A social media post was created to highlight the Museum's autism-friendly training.
- Marketing took photographs of Museum Shop items to design social media posts.

- An eblast was planned for May/June events and exhibits.
- Staff finalized the newsletter with Marketing.

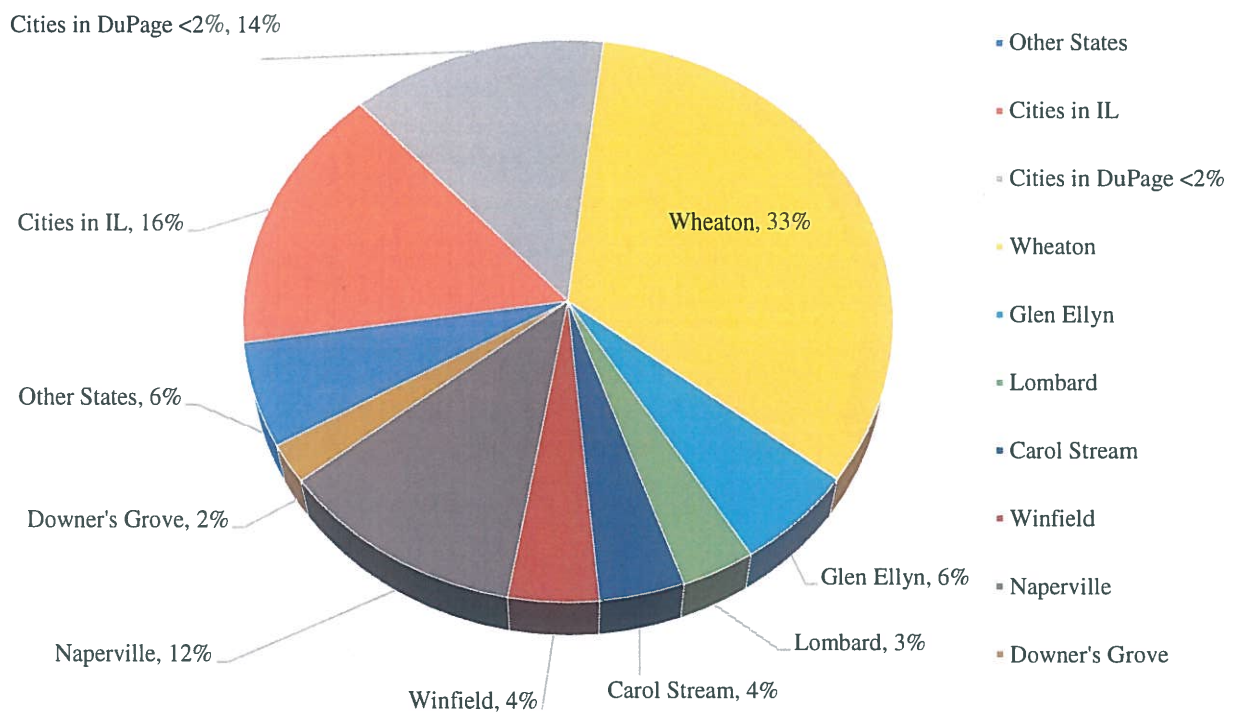
Administration, Rentals, Building, Training and Safety

- Staff met with DuPage Visitors Bureau on April 27 to discuss DCVB helping to advertise our tours and rentals. They may also plan a tour with us later this year.
- The Museum hosted a private rental on April 8 and 18.
- Nearly a dozen new books and a couple new toys were added to the Museum Shop.
- The Wheaton Chamber hosted their monthly meeting at the Museum on April 20.
- The museum Manager attended a webinar with Innovation DuPage on April 26.
- Staff renewed their CPR certification for 2023.
- The Museum hosted a wedding shower rental on April 15.

Foundation

- The Museum Manager attended the Annual Giving and Events Manager interviews.
- Staff ordered name badges for the Foundation.

April 2023 Vistor Demographics by Location



Total Visitors for April 2023: 403 (compared to 347 in April 2022)

Total Visitors for 2023: 1,757 (compared to 1,169 in 2022)

Shop Sales April 2023: \$257.58 (compared to \$133.55 in April 2022)

Annual Shop Sales 2023: \$793.41 (compared to \$401.48 in 2022)

TO: Mike Benard, Executive Director
FROM: Margie Wilhelmi, Director of Marketing and Fund Development
RE: May 17, 2023, Board Report

Marketing

DuPage Convention & Visitors Bureau

Marketing is continuing to work with DCVB to promote our facilities and events. Content is currently being developed for a Cream of Wheat Instagram takeover. Projects that are being discussed for the upcoming months include a video and tasting at Arrowhead, a video at the Sensory Garden Playground, and a sneak peek video of the upcoming Roarin' Elgin exhibit at the Museum. Social media accounts continue to engage with their accounts by tagging them in posts. The Bureau tagged our facilities in 1 social post, 1 blog, and 1 eblast.

Arrowhead Restaurant, Golf Course & Driving Range

Weekly specials, Friday night entertainment and patio dining is the focus for the restaurant currently. An instructional piece was submitted to Golf Chicago. Corporate menus were updated to include new spring menu items.

Cosley Zoo

Marketing for spring and summer programming and special events is underway. This includes Conservation Days in May, Cosley Run for the Animals in June, Neighbor Night in July and Private donor events in June and August.

DuPage County Historical Museum

Content for eblasts that were sent out included a dedicated summer camps still open and may news. Social media content continues with #ThrowbackThursday content from the Museum's archives, a post for Autism Awareness Month was shared, a post for International Day for Monuments and Sites was shared, promotion for Train Saturdays and an article from History.com was shared for Arab American Heritage Month.

Parks Plus Fitness Center

The Easter Weekend Flash Sale ran April 6-9. 11 people signed up with a \$3,146.45 net profit. The Student Summer Sale is currently running, however with no sign ups yet. Promotion for the Marathon Month member event started communication April 26 with an eblast, posters/flyers and website updates. Social media to follow.

Recreation

Marketing & Recreation staff worked together to solicit sponsorship for the Go Fly A Kite Event and promote the one-day kite festival.

Top Social Media Posts for February

Facebook

• Hiring Preschool Instructor	April 2	Reach 1,995
• Summer Entertainment Series Lineup	April 7	Reach 2,255
• Go Fly a Kite event promo	April 11	Reach 1,462
• Photo contest promo	April 13	Reach 1,362
• Superhero Fun Run-Thank you	April 18	Reach 515

Instagram

• Summer Entertainment Series Lineup	April 7	Reach 782
• Superhero Fun Run-Thank you	April 18	Reach 515
• Fish O Rama save the date	April 21	Reach 502

Email Marketing

E-blast/Subject	Date	Open Rate
Summer Entertainment Lineup	April 7	8.3%
Arrowhead Spring Menu	April 12	34.8%
Summer Entertainment Tickets	April 17	5.9%
WPD May Newsletter	April 27	4.6%

PAST EVENTS

Superhero Fun Run 5K | April 15, 2023

Runners and walkers came out in full force wearing their favorite superhero attire and helped to raise funds for the Play for All Playground and Garden Foundation and Rotary charities. The race featured superhero meet and greets, face painting, and music after the race. Registration was down this year with 361 runners. \$29,750 plus in sponsorship revenue was generated plus in-kind donations of water, bananas, and granola bars. Net proceeds are expected.

UPCOMING EVENTS

Cream of Wheaton | June 1-4, 2023

Planning for the Cream of Wheaton 2023 is underway. In partnership with the Wheaton Chamber of Commerce, the four-day event featured live music, 15 food vendors, a beer garden, 30 Arts and Craft Fair vendors, kids' activities, Bike Valet and Bike Skills Bonanza, a Business Expo, and a carnival. Entertainment includes 7th heaven, Hi Infidelity, Vital Signs, Common Area Maintenance, and Planet Groove. To date, \$24,500 has been secured in sponsorship.

Memorial Park Concert Series

The concert series kicks off on June 23 and 24. To date, 1,100 tickets have been sold.

Independence Day | July 3 and 4, 2023

The July 3rd fireworks will return to Graf Park and celebrate a "Star Spangled Summer!" Event activities will include a DJ, small carnival rides, food vendors, and games from 5:30 – 9P, before the fireworks display. The 4th of July Parade will kick-off at 10A and will feature local businesses, community groups, and partners. Parade entry registration is now available. To date, there are 10 entries confirmed.

Wheaton Brew & Seltzer Fest | August 5, 2023

Wheaton Brew and Seltzer Fest event will offer 60 different beer and seltzer options and include food trucks, games and live music from the Four-Star Brass Band and Breakfast Club. Tickets went on sale on May 1 and as of May 5, 36 tickets have been sold. Sponsorship is confirmed at \$2,500. Proceeds will benefit the DuPage County Historical Museum and CASA of DuPage County.

Shakespeare in the Park | August 24-26, 2023

This year's performance will be Twelfth Night, with the production hosted in partnership with Wheaton College Arena Theater. This free event is open to the public and all concessions proceeds will benefit the DuPage County Historical Museum.

📌 Fund Development

Cosley Foundation

Cosley Run for the Animals | June 3, 2023

The 5k/10k race will step off at 7:30am with the kids ½ mile at 8:45am. All participants will receive finisher medals and a T-shirt. As of May 5, 861 runners have registered for the race with \$20,500 in sponsorship secured.

Membership

In April, we increased membership by 126 (new and renewing members)

DuPage County Historical Museum Foundation

October Fest | September 30, 2023

Plans are underway for the event. The entertainment will include a German dance troop, The Wayouts and Wurst Kase Scenario. Sponsorship is being pursued currently.

Membership

In April, we gained one new member.

Play For All Playground & Garden Foundation

Summer Play Days

The first play day will take place on Saturday, May 20 with a Fairy Theme. Other themes will include dinosaurs, animals and music. A new promotional rack card and retractable signage are being designed.
