

MEMORANDUM

To: Wheaton Park District Board of Commissioners

From: Mike Benard, Executive Director
Rita A. Trainor, Finance Director

Date: October 21, 2015

Re: 2015 Resolution Authorizing the Estimate of Annual Aggregate Levy

Attached is a package of information intended to provide you with a complete picture of how the Estimate of the Annual Aggregate Levy in Compliance with the Truth in Taxation Law was calculated. Included are:

- The resolution itself, including the Secretary's Certification.
- A graphic depiction of what the 2015 proposed levy means to various homeowners in Wheaton, one with a home with a value of \$300,000, one with a value of \$450,000 and one with a value of \$600,000.
- Tax Levy Rate History for the past 10 years. This also includes % increase (decrease) in rates each year over this 10 year period. This is a new schedule to our package this year.
- Tax Levy Dollars History for the past 10 years. This also includes % increase (decrease) in dollars each year over this 10 year period. This is also a new schedule to our package this year.
- CPI history for the District for the 16 most current years. This illustrates the changes in the CPI which is the most significant factor to increase the limiting rate for a stable growth community like Wheaton.
- History of the EAV of the Wheaton Park District since 2005. The increases (decreases) in the EAV, year over year and the average changes in EAV over that same period of time have also been calculated as well as the composition of the components of the EAV.
- New construction history since 2004.
- A worksheet that spells out exactly how the limiting rate is calculated.
- Five worksheets that show the Proposed Tax Levies for the 2015, 2016, 2017, 2018 and 2019 levies. You are voting on only the 2015 levy but the future periods are provided for planning purposes.
- The next four worksheets show the calculations for determining the special purpose levies for the Liability, Audit, FICA and IMRF levies. These special purpose levies are evaluated first in calculating the levy as they represent specific obligations that have been imposed upon or assumed by the District. As such, they are a "higher" priority for the District.

CALCULATION OF LEVY: The District first calculates the Liability, Audit, FICA and IMRF levies.

In the proposed levy, note that beginning with the 2015 levy (to be received in 2016) that this levy will begin to be increased (\$2K), a more significant increase of \$26K is anticipated in the 2016 levy (to be received in 2017). As staff has been explaining, we have been levying very small amounts for this fund to "spend down" the fund balance to bring it in line with the board's fund balance policy. From the 2016 levy forward we anticipate a levy in the neighborhood of the low 30 thousands. The Liability and IMRF levies, and to a lesser extent, the FICA levy are all being decreased to maintain their fund balance targeted levels.

FUTURE TAX PICTURE: In the interest of making complete disclosure, it needs to be understood that the out year levies are guesses as to what is really going to happen to the tax levy. The limiting rate is what we are calculating. The taxes we receive are based on multiplying the limiting rate times the EAV divided by \$100. (The limiting rate is per \$100 of assessed value per statute so that's why we divide by \$100). Further, if Governor Rauner's proposed property tax freeze for our 2016 and 2017 levies (taxes to be received in 2017 and 2018) were to be adopted, this would impact our out year tax estimates. The impact for the two years could be anywhere between \$300K and \$600K, depending the final version of the legislation and the CPI % increases.

So what makes the limiting rate go up or down? Short answer, growth in the CPI, lots of new construction or no growth in EAV.

Limiting Rate Calculation:

- The **numerator** is the taxes we received last year times the CPI that the state notifies us of (0.8% for the 2015 levy, which is 0.7% lower than the 1.5% it was for the 2014 levy)
- The **denominator** is the EAV from the most recent final tax levy worksheet, increased by our best guess as to how much we believe the property values will increase overall, reduced by any new construction.
- Our ability to forecast the future tax levies is based upon how close our assumptions about what the changes in the CPI (measure of inflation), EAV (property values) and new construction are. In the levy presentation for the out years, we have taken a pretty aggressive stance on the CPI growth and used the 3.0% from the 2012 actual CPI. Historically as you can see from the CPI History worksheet our cumulative average CPI has been closer to 2.6-2.8%, depending on whether you include or exclude the aberrantly low 2009 CPI of 0.1%.

**WHEATON PARK DISTRICT
RESOLUTION 2015-02**

**AUTHORIZING THE ESTIMATE OF THE ANNUAL AGGREGATE LEVY IN
COMPLIANCE WITH THE TRUTH IN TAXATION LAW**

RESOLVED, by the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law":

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Park District, plus any amount abated by the Park District before extension, upon the final 2014 real estate tax levy of the Park District (2015 tax bill) is \$11,726,887.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Park District for 2015 (2016 tax bill) is \$11,317,813.
3. Based on the foregoing, the estimated percentage decrease in the proposed 2015 aggregate levy from the amount of real estate taxes extended upon the final 2014 aggregate levy is **(3.49)%**, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

AYES:

NAYS:

ABSENT:

Passed this 21st day of October, 2015.

President, Board of Park Commissioners

Attested and Filed this ____ day of _____, 2015.

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
)
)
COUNTY OF DUPAGE) SS

I, Michael J. Benard, Secretary of the Board of Park Commissioners of the WHEATON PARK DISTRICT, County of DuPage, State of Illinois, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Wheaton Park District, County of DuPage and the State of Illinois.

I do further certify that as such official, I have care and custody of all official records of the Board of Park Commissioners of said WHEATON PARK DISTRICT, and I do further certify that the annexed and foregoing Ordinance is a true and correct copy of an Ordinance entitled, **“A RESOLUTION NO. 2015-02 Authorizing the Estimate of Annual Aggregate Levy in Compliance with the Truth in Taxation Law,”** adopted and passed by the Board of Commissioners of the Wheaton Park District on the 21st of October, 2015. The vote to adopt the aforesaid Resolution was as follows:

AYES: _____ NAYS: _____ ABSENT: _____

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the WHEATON PARK DISTRICT.

Michael J. Benard, Secretary,
Board of Commissioners
WHEATON PARK DISTRICT,
County of DuPage, State of Illinois

CERTIFICATE OF PRESIDING OFFICER

I, Jane Hodgkinson hereby certify that I am the duly elected and acting President of the Board of Park Commissioners of the Wheaton Park District, Wheaton, DuPage County, Illinois, and that as such President, I am the presiding officer of the corporate authority of said Park District.

I further certify that the attached copy of the ordinance levying and assessing taxes of the Wheaton Park District for 2015, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the Truth in Taxation Law ("Law").

The notice and hearing requirements of Sections 18-70 through 18-85 of the Law are inapplicable.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and presiding officer of the Board of Park Commissioners of the Wheaton Park District at Wheaton, Illinois this _____ day of _____, 2015.

President, Board of Park Commissioners

Wheaton Park District 2015 Proposed Property Tax Levy

A homeowner whose



			For the Yr.	Monthly	Daily
House is worth	\$ 600,000	would pay Park District Taxes of:	\$1,631.82	\$135.98	\$4.46
House is worth	\$ 450,000	would pay Park District Taxes of:	\$1,223.86	\$101.99	\$3.34
House is worth	\$ 300,000	would pay Park District Taxes of:	\$815.91	\$67.99	\$2.23

Levy Rate History

Levy	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General	0.0999	0.0998	0.0941	0.0954	0.1301	0.1437	0.1520	0.1711	0.1834	0.1914
Bond and Interest	0.0971	0.0823	0.0799	0.0845	0.0930	0.1060	0.1235	0.1444	0.1641	0.1796
Bond and Interest Limited	0.0827	0.0930	0.0860	0.0818	0.0817	0.0868	0.0934	0.1027	0.1088	0.1116
IMRF	0.0309	0.0300	0.0361	0.0322	0.0200	0.0213	0.0591	0.0386	0.0417	0.0368
Audit	0.0015	0.0010	0.0031	0.0030	0.0034	0.0005	0.0002	0.0002	0.0001	0.0001
Liability	0.0230	0.0175	0.0197	0.0270	0.0161	0.0238	0.0230	0.0308	0.0261	0.0299
FICA	0.0296	0.0230	0.0275	0.0321	0.0177	0.0188	0.0045	0.0210	0.0250	0.0235
Recreation	0.1677	0.1725	0.1492	0.1413	0.1470	0.1530	0.1498	0.1687	0.1811	0.1890
Museum	0.0393	0.0352	0.0323	0.0307	0.0306	0.0291	0.0340	0.0367	0.0401	0.0423
SRA	0.0400	0.0399	0.0372	0.0354	0.0353	0.0365	0.0392	0.0400	0.0400	0.0400
Paving & Lighting	0.0014	0.0010	0.0009	0.0010						
Total Tax Rate	0.6131	0.5952	0.5660	0.5644	0.5749	0.6195	0.6787	0.7542	0.8104	0.8442

% Increase over Prior Year	2005-2004	2006-2005	2007-2006	2008-2007	2009-2008	2010-2009	2011-2010	2012-2011	2013-2012	2014-2013
General	1.8%	-0.1%	-5.7%	1.4%	36.4%	10.5%	5.8%	12.6%	7.2%	4.4%
Bond and Interest	-32.3%	-15.2%	-2.9%	5.8%	10.1%	14.0%	16.5%	16.9%	13.6%	9.4%
Bond and Interest Limited		12.5%	-7.5%	-4.9%	-0.1%	6.2%	7.6%	10.0%	5.9%	2.6%
IMRF	1.6%	-2.9%	20.3%	-10.8%	-37.9%	6.5%	177.5%	-34.7%	8.0%	-11.8%
Audit	-34.8%	-33.3%	210.0%	-3.2%	13.3%	-85.3%	-60.0%	0.0%	-50.0%	0.0%
Liability	-5.7%	-23.9%	12.6%	37.1%	-40.4%	47.8%	-3.4%	33.9%	-15.3%	14.6%
FICA	0.7%	-22.3%	19.6%	16.7%	-44.9%	6.2%	-76.1%	366.7%	19.0%	-6.0%
Recreation	-8.6%	2.9%	-13.5%	-5.3%	4.0%	4.1%	-2.1%	12.6%	7.4%	4.4%
Museum	1.6%	-10.4%	-8.2%	-5.0%	-0.3%	-4.9%	16.8%	7.9%	9.3%	5.5%
SRA	0.0%	-0.3%	-6.8%	-4.8%	-0.3%	3.4%	7.4%	2.0%	0.0%	0.0%
Paving & Lighting	-17.6%	-28.6%	-10.0%	11.1%						
Total Tax Rate	3.6%	-2.9%	-4.9%	-0.3%	1.9%	7.8%	9.6%	11.1%	7.5%	4.2%

Levy \$ History

Levy	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
General	2,007,729	2,171,245	2,220,259	2,367,141	3,235,386	3,456,745	3,446,304	3,633,548	3,739,098	3,863,862
Bond and Interest	1,951,456	1,790,516	1,885,214	2,096,682	2,312,766	2,549,861	2,800,122	3,066,536	3,345,616	3,625,651
Bond and Interest Limited	1,662,054	2,023,305	2,029,142	2,029,687	2,031,753	2,087,999	2,117,663	2,180,978	2,218,178	2,252,910
IMRF	621,009	652,679	851,768	798,972	497,369	512,378	1,339,977	819,725	850,166	742,895
Audit	30,146	21,756	73,143	74,438	84,553	12,028	4,535	4,247	2,039	2,019
Liability	462,240	380,729	464,815	669,946	400,382	572,516	521,480	654,081	532,118	603,602
FICA	594,883	500,387	648,853	796,491	440,172	452,239	102,029	445,964	509,692	474,403
Recreation	3,370,331	3,752,904	3,520,325	3,506,049	3,655,662	3,680,459	3,396,423	3,582,581	3,692,207	3,815,412
Museum	789,827	765,810	762,108	761,753	760,975	700,009	770,884	779,376	817,545	853,925
SRA	803,895	868,063	877,722	878,373	877,856	878,018	888,784	849,456	815,507	807,495
Paving & Lighting	28,136	21,756	21,235	24,813						
Total Taxes	12,321,706	12,949,150	13,354,584	14,004,345	14,296,873	14,902,251	15,388,201	16,016,493	16,522,166	17,042,174

% Increase over Prior Ye	2005-2004	2006-2005	2007-2006	2008-2007	2009-2008	2010-2009	2011-2010	2012-2011	2013-2012	2014-2013
General	10.6%	8.1%	2.3%	6.6%	36.7%	6.8%	-0.3%	5.4%	2.9%	3.3%
Bond and Interest	-26.5%	-8.2%	5.3%	11.2%	10.3%	10.3%	9.8%	9.5%	9.1%	8.4%
Bond and Interest Limited		21.7%	0.3%	0.0%	0.1%	2.8%	1.4%	3.0%	1.7%	1.6%
IMRF	10.4%	5.1%	30.5%	-6.2%	-37.7%	3.0%	161.5%	-38.8%	3.7%	-12.6%
Audit	-29.2%	-27.8%	236.2%	1.8%	13.6%	-85.8%	-62.3%	-6.3%	-52.0%	-1.0%
Liability	2.4%	-17.6%	22.1%	44.1%	-40.2%	43.0%	-8.9%	25.4%	-18.6%	13.4%
FICA	9.3%	-15.9%	29.7%	22.8%	-44.7%	2.7%	-77.4%	337.1%	14.3%	-6.9%
Recreation	-0.8%	11.4%	-6.2%	-0.4%	4.3%	0.7%	-7.7%	5.5%	3.1%	3.3%
Museum	10.3%	-3.0%	-0.5%	0.0%	-0.1%	-8.0%	10.1%	1.1%	4.9%	4.4%
SRA	8.6%	8.0%	1.1%	0.1%	-0.1%	0.0%	1.2%	-4.4%	-4.0%	-1.0%
Paving & Lighting	-10.6%	-22.7%	-2.4%	16.8%						
Annual Increase in Taxes	12.5%	5.1%	3.1%	4.9%	2.1%	4.2%	3.3%	4.1%	3.2%	3.1%

Annual Increase in Taxes, excluding Bonds

	4.9%	4.9%	3.3%	4.6%	0.8%	3.1%	2.0%	2.9%	1.8%	1.9%
	36.2%	5.5%	2.6%	5.4%	5.3%	6.8%	6.0%	6.7%	6.0%	5.7%

Bonds	29%	29%	29%	29%	30%	31%	32%	33%	34%	34%
Pensions	10%	9%	11%	11%	7%	6%	9%	8%	8%	7%

CPI History

CPI Increase History for Tax Levy

Tax Levy Year	CPI %	Cumulative Average CPI %	Cumulative Average CPI % (without 2009)
2000	2.7%	2.7%	2.7%
2001	3.4%	3.1%	3.1%
2002	1.6%	2.6%	2.6%
2003	2.4%	2.5%	2.5%
2004	1.9%	2.4%	2.4%
2005	3.3%	2.6%	2.6%
2006	3.4%	2.7%	2.7%
2007	2.5%	2.7%	2.7%
2008	4.1%	2.8%	2.8%
2009	0.1%	2.5%	
2010	2.7%	2.6%	2.8%
2011	1.5%	2.5%	2.7%
2012	3.0%	2.5%	2.7%
2013	1.7%	2.5%	2.6%
2014	1.5%	2.4%	2.6%
2015	0.8%	2.3%	2.4%
	Median CPI %	2.5%	
	Median CPI %, w/o 2009	2.5%	

Limiting Rate

WORKSHEET TO CALCULATE LIMITING RATE FOR LEVY YEAR 2015
Includes TIF Changes

NUMERATOR CALCULATION:

IMPORTANT! Use figures from prior year unless taxes have been abated within the past 3 years; if so, use the year with the highest tax extension amongst the past 3 years.

DuPage County 10,356,119

2015 CPI for Levy Year (1) 0.80%

The CPI is established by the state and provided to the county mid-year.

NUMERATOR --> 10,438,968

DENOMINATOR CALCULATION:

IMPORTANT! Use actual figures for the Levy Year; if not available, estimate by using prior year's figures and increase by estimated percentage.

<u>Year</u>			<u>Estimated EAV Increase Factor</u>	
2015 TIF Valuation (DuPage) (2)	2,018,736,566	X	<u>0.9700</u>	1,958,174,469
2015 Less: DuPage new construction (1)	11,855,450	X	10.0%	= 13,040,995
	DENOMINATOR -->			<u>1,945,133,474</u>

Numerator	10,438,968		<u>Limiting Rate</u>
Denominator	<u>1,945,133,474</u>	=	0.5367%

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- (1) These figures came from the May letter from Gary King (DuPage Co.) providing final prior yr. calculations and information for subsequent year's tax levy. A quicker source is the IDOR website. It posts there in late January.
- (2) These figures are per the "FINAL" Tax worksheet for year indicated.

LEVY

WHEATON PARK DISTRICT TAX LEVY WORKSHEET 2015 Tax Levy (rec'd in subsequent year)

TAX FUND		Statutory Rate Limit <i>(if applicable)</i>	(A)	(B)	(C)	% Increase/ Decrease	Extended Tax Rate
			2014 Limited Figures <i>(DuPage)</i>	2015 Proposed Levy <i>(A)+(C)</i>	Increase (Decrease)	<i>(C)/(A)</i>	<i>(B)/EAV</i>
Fund #							
10	General	0.3500	3,863,862	3,953,862	90,000	2%	0.2019
20	Recreation	0.3700	3,815,412	3,905,412	90,000	2%	0.1994
22	Cosley Zoo	0.0700	853,926	875,526	21,600	3%	0.0447
24	Audit	0.0050	2,019	4,019	2,000	99%	0.0002
23	Insurance Liability	None	603,602	583,602	(20,000)	-3%	0.0298
26	Retirement-IMRF	None	742,895	713,895	(29,000)	-4%	0.0365
25	Retirement-Social Security	None	474,403	474,003	(400)	0%	0.0242
Aggregate Extension			10,356,119	10,510,319	154,200	1%	0.5367
21	SRA	0.0400	807,495	807,495	0	0%	0.0412
30 & 60	Bond & Interest	None	3,625,651	3,894,935	269,284	7%	0.1989
30	Bond & Interest-Limited	None	2,252,910	764,146	(1,488,764)	-66%	0.0390
			<u>17,042,174</u>	<u>15,976,894</u>	<u>(1,065,280)</u>	<u>-6%</u>	<u>0.8159</u>

2015 LIMITING RATE		0.5367	
Numerator		Denominator	
Prior Year Levy	10,356,119	Prior Year EAV with an increase of -3.0%	1,958,174,469
CPI % Increase (Decrease)	0.8%	Prior Year New Constr. w/ change of 10.0%	(13,040,995)
Levy	<u>10,438,968</u>	Valuation	<u>1,945,133,474</u>

LEVY

WHEATON PARK DISTRICT TAX LEVY WORKSHEET 2016 Tax Levy (rec'd in subsequent year)

Fund #	TAX FUND	Statutory Rate Limit <i>(if applicable)</i>	(A)	(B)	(C)	% Increase/ Decrease <i>(C)/(A)</i>	Extended Tax Rate <i>(B)/EAV</i>
			2015 Extensions <i>(DuPage)</i>	2016 Proposed Levy <i>(A)+(C)</i>	Increase (Decrease)		
10	General	0.3500	3,953,862	3,974,362	20,500	1%	0.1990
20	Recreation	0.3700	3,905,412	3,925,912	20,500	1%	0.1966
22	Cosley Zoo	0.0700	875,526	878,476	2,950	0%	0.0440
24	Audit	0.0050	4,019	30,019	26,000	647%	0.0015
23	Insurance Liability	None	583,602	614,602	31,000	5%	0.0308
26	Retirement-IMRF	None	713,895	892,695	178,800	25%	0.0447
25	Retirement-Social Security	None	474,003	510,503	36,500	8%	0.0256
Aggregate Extension			10,510,319	10,826,569	316,250	3%	0.5420
21	SRA	0.0400	807,495	807,495	0	0%	0.0404
30	Bond & Interest	None	3,894,935	4,208,003	313,067	8%	0.2107
30	Bond & Interest-Limited	None	764,146	767,041	2,895	0%	0.0384
			<u>15,976,894</u>	<u>16,609,107</u>	<u>632,212</u>	<u>4%</u>	<u>0.8316</u>

2016 LIMITING RATE		0.5420	
Numerator		Denominator	
Prior Year Levy	10,438,968	Prior Year EAV with an increase of 2.0%	1,997,337,958
CPI % Increase (Decrease)	3.0%	Prior Year New Construction w/ a 4.3%	(13,603,937)
Levy	<u>10,752,137</u>	Valuation	<u>1,983,734,021</u>

LEVY

WHEATON PARK DISTRICT TAX LEVY WORKSHEET

2017 Tax Levy (rec'd in subsequent year)

TAX FUND		Statutory Rate Limit <i>(if applicable)</i>	(A)	(B)	(C)	% Increase/ Decrease <i>(C)/(A)</i>	Extended Tax Rate <i>(B)/EAV</i>
			2016 Extensions <i>(DuPage)</i>	2017 Proposed Levy <i>(A)+(C)</i>			
Fund #							
10	General	0.3500	3,974,362	4,115,112	140,750	4%	0.2020
20	Recreation	0.3700	3,925,912	4,066,662	140,750	4%	0.1996
22	Cosley Zoo	0.0700	878,476	909,476	31,000	4%	0.0446
24	Audit	0.0050	30,019	31,019	1,000	3%	0.0015
23	Insurance Liability	None	614,602	642,602	28,000	5%	0.0315
26	Retirement-IMRF	None	892,695	868,695	(24,000)	-3%	0.0426
25	Retirement-Social Security	None	510,503	521,503	11,000	2%	0.0256
	Aggregate Extension		10,826,569	11,155,069	328,500	3%	0.5475
21	SRA	0.0400	807,495	807,495	0	0%	0.0396
30	Bond & Interest	None	4,208,003	4,550,653	342,650	8%	0.2234
30	Bond & Interest-Limited	None	767,041	768,611	1,570	0%	0.0377
			16,609,107	17,281,827	672,720	4%	0.8483

2017 LIMITING RATE		0.5475	
Numerator		Denominator	
Prior Year Levy	10,752,137	Prior Year EAV with an increase of 2.0%	2,037,284,718
CPI % Increase (Decrease)	3.0%	Prior Year New Construction w/ a 6.0%	(14,357,248)
Levy	11,074,701	Valuation	2,022,927,470

LEVY

WHEATON PARK DISTRICT TAX LEVY WORKSHEET

2018 Tax Levy (rec'd in subsequent year)

Fund #	TAX FUND	(A) 2017 Statutory Rate Limit <i>(if applicable)</i>	(A) 2017 Extensions <i>(DuPage)</i>	(B) 2018 Proposed Levy <i>(A)+(C)</i>	(C) Proposed Incr/ (Decr)	% Increase/ Decrease <i>(C)/(A)</i>	Extended Tax Rate <i>(B)/EAV</i>
10	General	0.3500	4,115,112	4,245,112	130,000	3%	0.2043
20	Recreation	0.3700	4,066,662	4,196,662	130,000	3%	0.2020
22	Cosley Zoo	0.0700	909,476	937,651	28,175	3%	0.0451
24	Audit	0.0050	31,019	33,019	2,000	6%	0.0016
23	Insurance Liability	None	642,602	663,602	21,000	3%	0.0319
26	Retirement-IMRF	None	868,695	884,695	16,000	2%	0.0426
25	Retirement-Social Security	None	521,503	530,328	8,825	2%	0.0255
	Aggregate Extension		11,155,069	11,491,069	336,000	3%	0.5530
21	SRA	0.0400	807,495	807,495	0	0%	0.0389
30	Bond & Interest	None	4,550,653	4,899,905	349,253	8%	0.2358
30	Bond & Interest-Limited	None	768,611	768,914	303	0%	0.0370
			<u>17,281,827</u>	<u>17,967,382</u>	<u>685,555</u>	<u>4%</u>	<u>0.8646</u>

2018 LIMITING RATE		0.5530	
Numerator		Denominator	
Prior Year Levy	11,074,701	Prior Year EAV with an increase of	2.0% 2,078,030,412
CPI % Increase (Decrease)	3.0%	Prior Year New Construction w/ a	5.0% (15,152,272)
Levy	<u>11,406,942</u>	Valuation	<u>2,062,878,140</u>

LEVY

WHEATON PARK DISTRICT

TAX LEVY WORKSHEET

2019 Tax Levy (rec'd in subsequent year)

Fund #	TAX FUND	(A) 2018 Statutory Rate Limit <i>(if applicable)</i>	(A) 2018 Extensions <i>(DuPage)</i>	(B) 2019 Proposed Levy <i>(A)+(C)</i>	(C) Proposed Incr/ (Decr)	% Increase/ Decrease <i>(C)/(A)</i>	Extended Tax Rate <i>(B)/EAV</i>
10	General	0.3500	4,245,112	4,324,112	79,000	2%	0.2040
20	Recreation	0.3700	4,196,662	4,275,662	79,000	2%	0.2017
22	Cosley Zoo	0.0700	937,651	977,601	39,950	4%	0.0461
24	Audit	0.0050	33,019	33,519	500	2%	0.0016
23	Insurance Liability	None	663,602	683,602	20,000	3%	0.0323
26	Retirement-IMRF	None	884,695	893,695	9,000	1%	0.0422
25	Retirement-Social Security	None	530,328	536,128	5,800	1%	0.0253
	Aggregate Extension		11,491,069	11,724,319	233,250	2%	0.5531
21	SRA	0.0400	807,495	807,495	0	0%	0.0381
30	Bond & Interest	None	4,899,905	5,282,980	383,075	8%	0.2492
30	Bond & Interest-Limited	None	768,914	767,864	(1,050)	0%	0.0362
			17,967,382	18,582,657	615,275	3%	0.8767

2019 LIMITING RATE		0.5531	
Numerator		Denominator	
Prior Year Levy	11,406,942	Prior Year EAV with an increase of	2.0% 2,119,591,020
CPI % Increase (Decrease)	2.0%	Prior Year New Construction w/ a	4.3% (15,991,320)
Levy	11,635,081	Valuation	2,103,599,700

Liability

LIABILITY INSURANCE FUND LEVY (Fund #23)

Levy Year:	2014	2015	2016	2017	2018	2019
Fiscal Year:	2015	2016	2017	2018	2019	2020
Spendable Fund Balance, Beginning of Year	304,883	325,934	311,218	309,548	317,353	327,065
Anticipated Revenue	601,284	581,284	612,129	639,989	660,884	680,784
Cash & Revenues	906,167	907,218	923,348	949,537	978,237	1,007,849
Less: Expenditures	580,233	596,000	613,800	632,184	651,172	670,785
Est. Fund Balance, End of Year	325,934	311,218	309,548	317,353	327,065	337,064
Fund Balance Goal (50% of Budgeted expenditures)	290,117	298,000	306,900	316,092	325,586	335,392
Excess (Deficit) of Fund Balance Goal	35,818	13,218	2,648	1,261	1,479	1,672
<u>REVENUE BREAKDOWN</u>						
Actual Extension or Proposed levy	603,602	583,602	614,602	642,602	663,602	683,602
Less: Uncollectibles	3,018	2,918	3,073	3,213	3,318	3,418
Subtotal	600,584	580,684	611,529	639,389	660,284	680,184
Interest	700	600	600	600	600	600
Anticipated Revenues	601,284	581,284	612,129	639,989	660,884	680,784
<u>EXPENDITURE BREAKDOWN</u>						
	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
PDRMA	494,233	510,000	525,300	541,059	557,291	574,009
Unemployment	50,000	50,000	52,500	55,125	57,881	60,775
Background Checks/Physicals (from HR)	25,000	25,000	25,000	25,000	25,000	25,000
Other Expenditures (Supplies, etc)	11,000	11,000	11,000	11,000	11,000	11,000
Annual Expenditures	580,233	596,000	613,800	632,184	651,172	670,785
	<u>2015</u>	<u>Budget</u>	<u>Prior Yr.</u>	<u>Prior Yr.</u>	<u>Prior Yr.</u>	<u>Prior Yr.</u>
PDRMA Annl Prens (paid monthly)	<i>from projections</i>	<u>Estimate</u>	<u>Estimate + 3%</u>	<u>Estimate + 3%</u>	<u>Estimate + 3%</u>	<u>Estimate + 3%</u>
Property coverage	163,572	166,000	170,980	176,109	181,393	186,834
Workers Comp	227,656	235,000	242,050	249,312	256,791	264,495
Public Liability	70,745	75,000	77,250	79,568	81,955	84,413
Employment Practices Liab.	27,455	29,000	29,870	30,766	31,689	32,640
Pollution Liability	4,806	5,000	5,150	5,305	5,464	5,628
Total PDRMA Premiums	494,233	510,000	525,300	541,059	557,291	574,009

The cash and investments goal of 50% is the maximum end of the established goal for the District. That goal was established when the District had a March 31 fiscal year end. Currently the fiscal year end is December 31, since this means that the 5 months of activity will have been incurred by this fund prior to receiving the current year's first tax installment, we have used the high end of the target in this analysis to assure adequate resources are available to meet the obligations of this fund.

Audit

AUDIT FUND LEVY (Fund #24)

Levy Year:	2014	2015	2016	2017	2018	2019
Fiscal Year:	2015	2016	2017	2018	2019	2020
24-Sep-15	<i>(Budgeted)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>
Fund Balance, Beginning of Year	61,119	32,964	6,348	5,394	4,874	7,927
Anticipated Revenue	2,209	4,199	30,069	31,064	33,054	33,551
Cash & Revenues	63,328	37,162	36,417	36,457	37,927	41,478
Less: Expenditures	30,364	30,814	31,023	31,584	30,000	31,000
Est. Fund Balance, End of Year	32,964	6,348	5,394	4,874	7,927	10,478
Fund Balance Goal (50% of budget)	15,182	15,407	15,512	15,792	15,000	15,500
Excess (Deficit) of Fund Balance Goal	17,782	(9,059)	(10,118)	(10,918)	(7,073)	(5,022)
REVENUE BREAKDOWN						
Proposed or actual levy	2,019	4,019	30,019	31,019	33,019	33,519
Less: Uncollectibles 0.5%	10	20	150	155	165	168
Subtotal	2,009	3,999	29,869	30,864	32,854	33,351
Interest	200	200	200	200	200	200
Anticipated Revenues	2,209	4,199	30,069	31,064	33,054	33,551
EXPENDITURE BREAKDOWN						
	2015 <i>from projections</i>	Estimated Expenditures	Estimated Expenditures	Estimated Expenditures	Estimated Expenditures	Estimated Expenditures
Salaries and Wages	2,964	2,964	3,023	3,084	3,145	3,208
Acctg. Services	5,000	5,000	5,000	5,000	1,855	1,792
Legal & Consulting	0	0	0	0	0	0
Audit Fees for Audit fund	22,400	22,850	23,000	23,500	25,000	26,000
	30,364	30,814	31,023	31,584	30,000	31,000

The cash and investments goal of 50% is the maximum end of the established goal for the District. That goal was established when the District had a March 31 fiscal year end. Currently the fiscal year end is December 31, since this means that the 5 months of activity will have been incurred by this fund prior to receiving the current year's first tax installment, we have used the high end of the target in this analysis to assure adequate resources are available to meet the obligations of this fund.

FICA

FICA FUND LEVY (Fund #25)

Levy Year:	2014	2015	2016	2017	2018	2019
Fiscal Year:	2015	2016	2017	2018	2019	2020
	<i>(Budgeted)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>
Fund Balance, Beginning of Year	307,270	318,790	288,342	284,490	282,407	284,314
Anticipated Revenue	512,236	512,579	549,104	560,872	570,492	577,119
Cash & Revenues	819,506	831,369	837,446	845,362	852,899	861,434
Less Expenditures	500,716	543,027	552,956	562,955	568,585	574,270
Est. Fund Balance, End of Year	318,790	288,342	284,490	282,407	284,314	287,164
Fund Balance Goal (50% of Budgeted expenditures)	250,358	271,514	276,478	281,478	284,292	287,135
Excess (Deficit) of Fund Balance Goal	68,432	16,829	8,012	929	22	28
REVENUE BREAKDOWN	2015	2016	2017	2018	2019	2020
Proposed or extended levy	474,403	474,003	510,503	521,503	530,328	536,128
Less: Uncollectibles	0.5% 2,372	2,370	2,553	2,608	2,652	2,681
Subtotal	472,031	471,633	507,951	518,896	527,676	533,447
CPPRT	39,555	40,346	41,153	41,976	42,816	43,672
Interest	650	600	600	600	600	600
Anticipated Revenues	512,236	512,579	549,104	560,872	570,492	577,119
EXPENDITURE BREAKDOWN	2015	Estimated	Estimated	Estimated	Estimated	Estimated
	<i>from projections</i>	<i>from budget</i>	<i>from budget</i>	<i>from budget</i>	<i>(prior yr + 1%)</i>	<i>(prior yr + 1%)</i>
FICA	500,716	543,027	552,956	562,955	568,585	574,270
Estimated expenditures	500,716	543,027	552,956	562,955	568,585	574,270

The cash and investments goal of 50% is the maximum end of the established goal for the District. That goal was established when the District had a March 31 fiscal year end. Currently the fiscal year end is December 31, since this means that the 5 months of activity will have been incurred by this fund prior to receiving the current year's first tax installment, we have used the high end of the target in this analysis to assure adequate resources are available to meet the obligations of this fund.

IMRF

IMRF FUND LEVY (Fund #26)

Levy Year:	2014	2015	2016	2017	2018	2019
Fiscal Year:	2015	2016	2017	2018	2019	2020
	<i>(Budgeted)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>	<i>(Estimated)</i>
Fund Balance, Beginning of Year	409,060	438,796	426,067	463,452	460,780	465,777
Anticipated Revenue	779,736	751,272	929,385	906,328	923,087	932,899
Cash & Revenues	1,188,796	1,190,067	1,355,452	1,369,780	1,383,867	1,398,676
Less Expenditures	750,000	764,000	892,000	909,000	918,090	927,271
Est. Fund Balance, End of Year	438,796	426,067	463,452	460,780	465,777	471,405
Fund Balance Goal (50% of Budgeted expenditures)	375,000	382,000	446,000	454,500	459,045	463,635
Excess (Deficit) of Fund Balance Goal	63,796	44,067	17,452	6,280	6,732	7,769
REVENUE BREAKDOWN	2015	2016	2017	2018	2019	2020
Proposed or extended levy	742,895	713,895	892,695	868,695	884,695	893,695
Less: Uncollectibles 0.5%	3,714	3,569	4,463	4,343	4,423	4,468
Subtotal	739,181	710,326	888,232	864,352	880,272	889,227
CPPRT	39,555	40,346	41,153	41,976	42,816	43,672
Interest	1,000	600	625	625	625	625
Anticipated Revenues	779,736	751,272	929,385	906,328	923,087	932,899
EXPENDITURE BREAKDOWN	2015	Estimated	Estimated	Estimated	Estimated	Estimated
	<i>from projections</i>	<i>from budget input</i>	<i>from budget input</i>	<i>from budget input</i>	<i>(prior yr + 1%)</i>	<i>(prior yr + 1%)</i>
IMRF	750,000	764,000	892,000	909,000	918,090	927,271
Estimated expenditures	750,000	764,000	892,000	909,000	918,090	927,271

The cash and investments goal of 50% is the maximum end of the established goal for the District. That goal was established when the District had a March 31 fiscal year end. Currently the fiscal year end is December 31, since this means that the 5 months of activity will have been incurred by this fund prior to receiving the current year's first tax installment, we have used the high end of the target in this analysis to assure adequate resources are available to meet the obligations of this fund.

TO: Board of Commissioners
 FROM: Rob Sperl, Director of Park & Planning
 THROUGH: Michael Benard, Executive Director
 RE: Hoffman Park Re-paving project
 DATE: October 6, 2015



SUMMARY:

After a proof roll was performed in the parking lot by Oz Engineering, there were two areas of concern that were determined. These areas contained soft subsoil which could lead to premature failure of the parking lot in the future. The total area for these is 2,396 square feet. The recommendation is to do a 1 foot undercut. Adding the additional undercut (stone) to a depth of 1 foot will provide a much firmer foundation for the pavement. This translates to 88.7 cubic yards. Meyer Paving's bid included a \$86.50 per cubic yard unit cost. The total cost for the undercuts would amount to \$7,672.55

It was also determined that due to the poor condition of some of the curbs that 63 linear feet of curb should be replaced. Meyer agreed to charge \$50 per linear foot. This would cost \$3,150.

After reviewing similar projects, staff feels the pricing on these two changes is reasonable.

PREVIOUS COMMITTEE/BOARD ACTION:

The board authorized a contract with Meyer Paving Company for this project on **August 9, 2015** in the amount of **\$37,450**.

REVENUE OR FUNDING IMPLICATIONS:

\$ 500,000.00 is budgeted within the current fiscal year (40-000-000-57-5701-0000) for asphalt projects at Hoffman Park, Graf Park and Scottdale.

The contract costs are as follows:

Item	Contractor	Cost
Original Contract Amount	Meyer Paving	\$37,450.00
CO1: Additional undercut and replacing curb	Meyer Paving	\$10,822.55
Final Contract Amount		\$48,272.55
Other Contracts:	Chicagoland Paving	\$104,000.00
Grand Total		\$152,272.55
Contingency Allocation		\$30,000.00
Amount used to date		\$10,822.55
Contingency Amount remaining		\$19,177.45

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Contract documents were provided by our legal counsel.

ATTACHMENTS:

Please see attached Change Order

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve change order 1 with Meyer Paving Company in the amount of \$10,822.55

TO: Board of Commissioners
 FROM: Rob Sperl, Director of Park & Planning
 THROUGH: Michael Benard, Executive Director
 RE: Graf Park Re-paving project
 DATE: October 16, 2015



SUMMARY:

After a proof roll was performed in the parking lot by Oz Engineering, it was determined that there is little to no stone base under the existing asphalt. If the lot is paved in this condition it could lead to premature failure of the lot. The contractor also will not provide a warranty if the lot is paved in this condition. We recommend adding 8 inches of stone to provide a proper foundation. The contractor provided us with a \$79 per cubic yard price (the lowest unit cost of any of bidders) to remove poor soil and import stone. The total area of the lot is 10,550 square feet. This comes to 260 cubic yards of material at a depth of 8 inches. The cost to install a proper base for this parking lot would therefore be an additional \$20,540.

After reviewing similar projects, staff feels the pricing on this change is reasonable.

PREVIOUS COMMITTEE/BOARD ACTION:

The board authorized a contract with Chicagoland Paving Inc., for this project on **August 9, 2015** in the amount of **\$104,000.00**.

REVENUE OR FUNDING IMPLICATIONS:

\$ 500,000.00 is budgeted within the current fiscal year (40-000-000-57-5701-0000) for asphalt projects at Hoffman Park, Graf Park and Scottdale

The contract costs are as follows:

Item	Contractor	Cost
Original Contract Amount	Chicagoland Paving	\$104,000.00
CO1: Additional undercut	Chicagoland Paving	\$20,540.00
Final Contract Amount		\$124,540.00
Other Contracts:	Meyer Paving	\$37,450.00
Grand Total		\$161,990.00
Contingency Allocation		\$30,000.00
Amount used to date: (Meyer Paving Change order)		\$10,822.55
Proposed Additional Amount (Chicagoland Paving)		\$20,540.00
Contingency Amount remaining		-\$1,362.55

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Contract documents were provided by our legal counsel.

ATTACHMENTS:

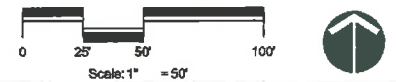
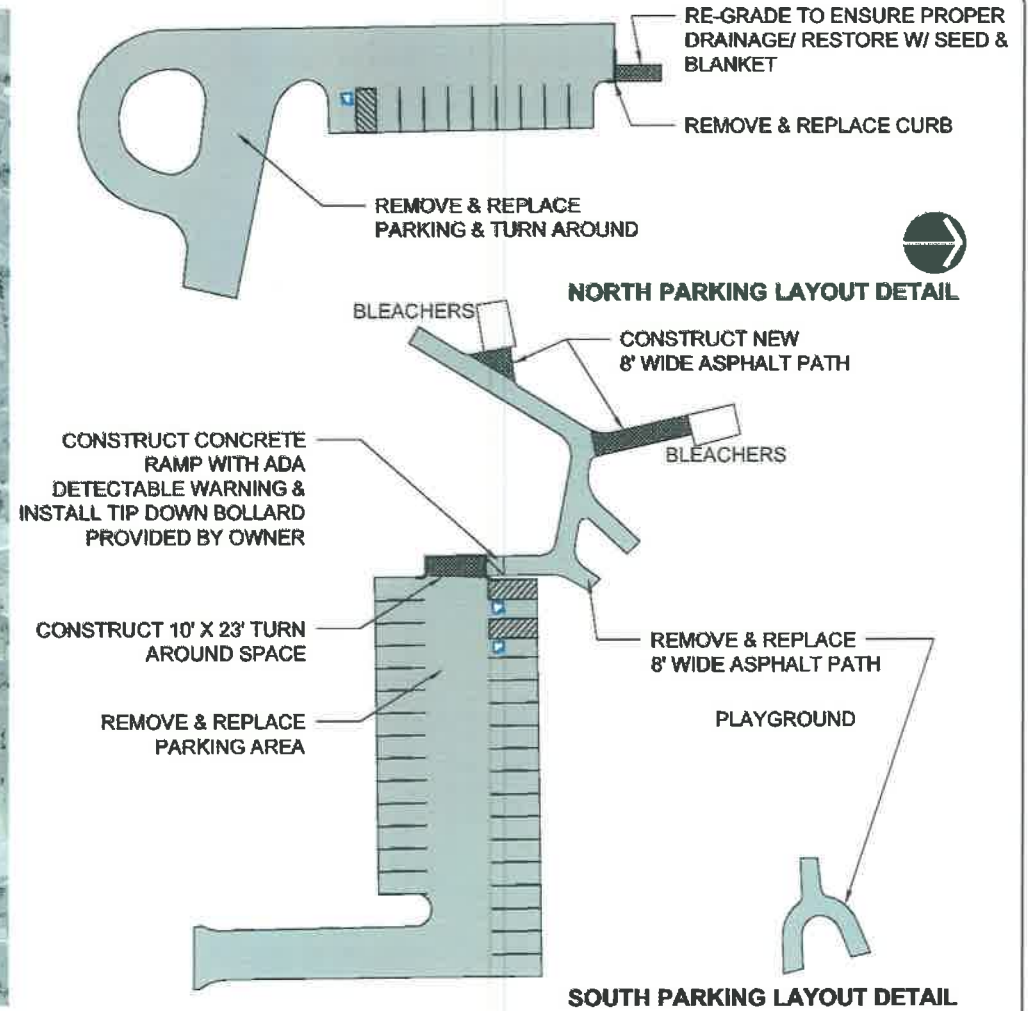
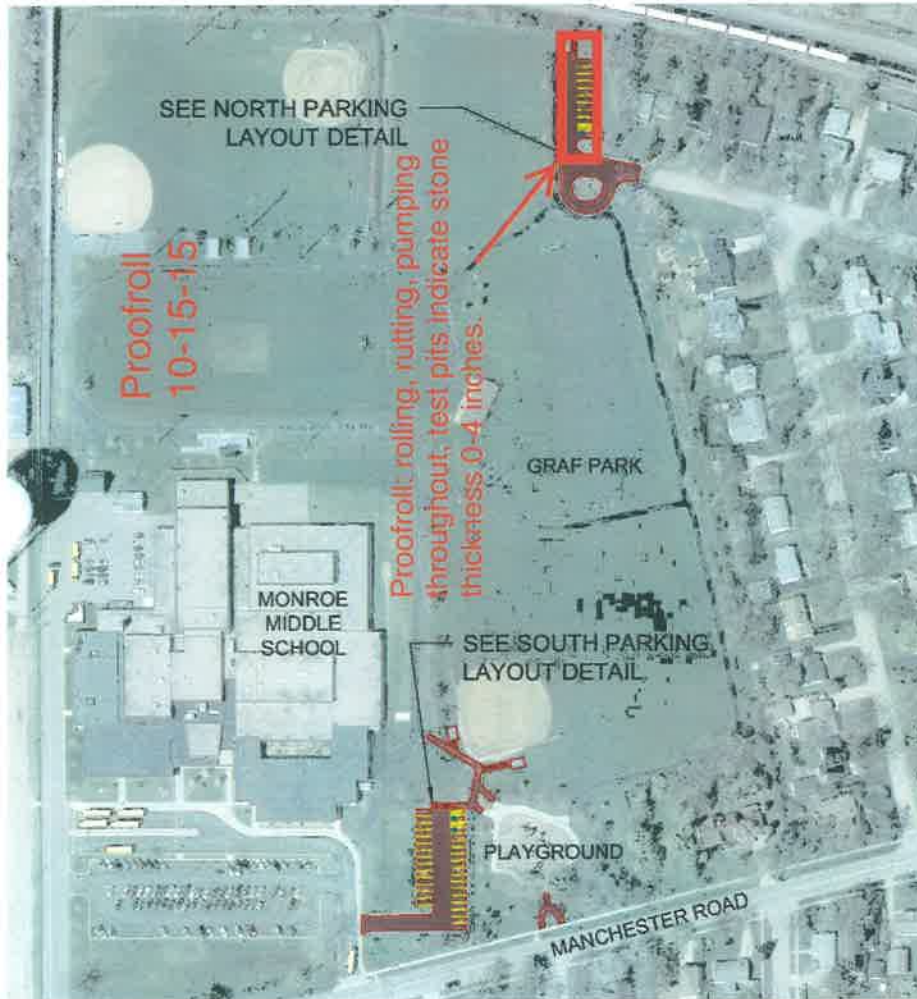
Please see attached Change Order

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve change order 1 with Chicagoland Paving Company in the amount of **\$20,540.00**. Staff also recommends that an additional contingency amount be allocated in an amount agreed upon at the board meeting.



drawn by:	SMH	revised by:	
date:	7/15	date:	
checked by:		revised by:	
date:		date:	
file name:	parking	revised by:	
		date:	

OZ Engineering, LLC

Environmental ▪ Geotechnical ▪ Construction Materials

REPORT OF SUBGRADE INSPECTION AND PROOFROLL OBSERVATION

CLIENT: Wheaton Park District

PROJECT: Wheaton
Parking Lot renovations 2015
Graf Park

Project Number:

Page 1 of 2

Inspection Date: 2015-10-15

RESULTS of INSPECTION:

OZ Representative: L Zablock

There Are No issues In This Report

OZ personnel reported to the above referenced site to inspect the subgrade soils and witness a proofroll to determine and delineate any areas of pumping, soft, or unstable subgrade soils.

The subgrade surface was proofrolled with: A loaded six wheel dump truck

PROOFROLL SUMMARY

LOCATION of PROOFROLL Entire north parking lot, drive areas and parking areas.

SUBGRADE SOIL DESCRIPTION CA-6 Crushed Stone

RESULT: Proofroll revealed soft unstable areas given below

DESCRIPTION OF UNSTABLE SUBGRADE

Location of Unstable Subgrade : Entire lot rutting and pumping. Test pits reveal extremely variable stone subbase thickness across the area ranging from 0 to 4 inches with soft surface clay roughly 2-4 inches below the surface subgrade or below stone.

9358 Calumet Avenue
Munster, IN 46321

1112 Vine Street
New Lenox, IL 60451
Phone (708) 296-4325 ▪ lzablock@ozengllc.com
Fax (630) 480-0219

■ 1206 Sunset Road
Wheaton, IL 60189

PROOFROLL REPORT CONTD.:

CLIENT: Wheaton Park District.

INSPECTION DATE: 10-15-15

Report No.:

DESCRIPTION of UNSTABLE SUBGRADE CONTINUED

INDICATION UNDER PROOFROLL: Rutting and Pumping 2-4 in

Approximate Size of Unstable Subgrade: Entire parking area, See diagram

REMEDIATION

REMEDIATION of the UNSTABLE AREAS :

REMEDIATION :

Respectfully submitted,
OZ ENGINEERING, LLC

WHEATON PARK DISTRICT CHANGE ORDER

Project: Graf Park – Parking lot repaving

Change Order No.: 1

To: Chicagoland Paving Inc.
Attn: Todd Lehr
 225 Tesler Rd.
 Lake Zurich, IL 60047

Change Order Date: 10/15/15

Contract Date: 9/21/15

Contract For: 2015 Asphalt Project
 Graf Park Parking

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

A proof roll was performed in the parking lot and it was determined that there is little to no stone base under the existing asphalt. We recommend 8 inches of stone. The contractor provided us with a \$79 per cubic yard price to remove poor soil and import stone. The total area of the lot is 10,550 square feet. This comes to 260 cubic yards of material at a depth of 8 inches. The cost to install a proper base for this parking lot would therefore be an additional \$20,540.

Add to the Contract Twenty Thousand Five Hundred Forty Dollars and no cents

\$20,540.00

The original Contract Sum was	\$	104,000.00
Net Change by previous Change Orders	\$	[0.00]
The Contract Sum prior to this Change Order	\$	104,000.00
The Contract Sum will be (increased) by this Change Order.....	\$	20,540.00
The new Contract Sum including this Change Order will be	\$	124,540.00
The Contract Time will be (increased)		3
The Date of Completion as of the date of this Change Order therefore is		11/21/15

Wheaton Park District

Owner

Chicagoland Paving Inc.

Contractor

102 East Wesley Street
 Wheaton, IL 60187

Address

225 Tesler Rd.
 Lake Zurich, IL 60047

Address

 Michael J. Benard

Signature

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Fuel Supply and Delivery Bid - 2015

DATE: October 5, 2015



SUMMARY:

The district fleet uses a significant amount of fuel each year. Fuel is stored in tanks located at the Park Services Center and Arrowhead Golf Course. Collectively, we use approximately 30,000 gallons of 87 octane gasoline and 12,000 gallons of off-road diesel that is combined with a biodiesel for cleaner emissions.

With our limited ability to store quantities of fuel and the fluctuating price, fuel prices are tied to the wholesale published "OPIS" (Oil Price Information Service) rate. This rate is updated daily and is specific to the Midwest. Since this rate is consistent between the different vendors, our bids are based on a price adjustment factor which is essentially the cost to deliver the fuel to our sites.

Notice for potential bidders was published on September 10, 2015 and bidders were received through October 1, 2015. Thirteen vendors received our specifications and the three vendors listed below provided bids. Separate pricing was requested for each location and product, however all vendors provided uniform pricing.

The following three contractors provided bids:

Bidder	Two – year Contract
Heritage FS	\$0.1310/gallon
Feece Oil	\$0.1480/gallon
AL Warren Oil	NO BID

Heritage FS is our existing vendor following competitive proposals that were received in the past and we have been pleased with their performance. The pricing would be effective from December 2015 through November 2017.

REVENUE OR FUNDING IMPLICATIONS:

Funds for the fuel supply and delivery are currently budgeted.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Standard bid documents and agreements were used.

ATTACHMENTS:

N/A

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the proposal from Heritage FS for Fuel Supply and Delivery in the amount of \$0.1310/gallon.

New B12#6

TO: Board of Commissioners
FROM: Andy Bendy, Director of Special Facilities
Bruce Stoller, Director of Golf
Justin Kirtland, Golf Course Superintendent
THROUGH: Michael Benard, Executive Director
RE: Approval of Funds in Excess of \$10,000 for Ash Tree Removal
DATE: October 1, 2015



SUMMARY:

Approximately 60 of the original 200 ash trees remain on the Arrowhead Golf Club property. The others have been removed due to the infestation of the Emerald Ash Borer beetle. Of these 60 remaining trees, 50 are of a size that requires them to be taken down by an outside contractor. Staff requested proposals from a number of tree services for the removal of these 50 trees. Work will include removal of 50 trees, removal of logs and trunks and stump grinding. Proposals were received from four companies with the results shown below:

<i>Contractor</i>	<i>Sealcoating</i>
Nels Johnson Tree Experts	\$16,960.00
Green Scene Tree Service	\$17,250.00
Abbott Tree Care Professionals	\$23,250.00
Winkler's Tree and Landscaping	\$23,000.00

The low quote was from Nels Johnson Tree Experts who has done work for us many times in the past. Staff has always been pleased with their work and has received many positive referrals from other area professionals in the golf industry. Staff would like to begin the removal process as soon as possible so it can be completed well before the start of the 2016 golf season.

PREVIOUS COMMITTEE/BOARD ACTION:

A plan to remove the ash trees on the property was provided to the Arrowhead Subcommittee in 2013 and included the removal of over half of the trees by the spring of 2015 which has been completed. The remaining trees were to be continually evaluated and removed in the following 3-5 years as needed. Unfortunately, the beetle infestation has progressed faster than anticipated and staff feels these trees need to be removed as soon as possible.

REVENUE OR FUNDING IMPLICATIONS:

Money is set aside in the Arrowhead budget each year for the care of trees. This includes regular pruning to maintain a safe environment for guests as well as the removal of trees which become unhealthy or are damaged by storms. The majority of these funds over the past three years have gone toward the removal of ash trees. There is currently \$3,360 remaining in this budget area for 2015 with another \$30,000 proposed for 2016.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

N/A

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the removal of 50 ash trees by Nels Johnson Tree Experts at a cost of \$16,960. There is a high likelihood that work will be completed in 2015 that will force the Tree Care line item to exceed the current budget. If this occurs, an amount equal to the 2015 overage will not be spent in 2016.



TO: Board of Commissioners

FROM: Donna Siciliano, Executive Assistant

THROUGH: Mike Benard, Executive Director

RE: Commissioner Attendance – IPRA/IAPD Conference and Exposition in January 2016

DATE: October 16, 2015

SUMMARY:

The Board of Commissioners recently adopted a formal travel policy which is attached for your convenience. Per Policy, the Park Board must approve attendance by, and related budgeted expenses for educational conference attendance by Commissioners.

PREVIOUS COMMITTEE/BOARD ACTION:

The board has previously approved commissioner attendance to the IPRA/IAPD Conference and Exposition.

REVENUE OR FUNDING IMPLICATIONS:

Per Commissioner Expense

Lodging 2 nights	\$286.34
Conference Registration: The Early bird price before December 7, 2015 is \$315.00 after December 1, it is \$380.00.	
Meals and incidental expenses reimbursement maximum 2.5 days @ \$71	\$177.50
Parking \$32.00 per day x 2 days	\$ 64.00
Total per person expense maximum before Dec 1	\$842.84
Total per person expense maximum after Dec 1	\$907.84

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW: N/A

ATTACHMENTS: Travel Policy

ALTERNATIVES: N/A

RECOMMENDATION:

Approval for Commissioners who would like to attend the IPRA/IAPD educational conference at a maximum of \$907.84 per attendee.

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. 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.

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

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

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

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

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

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

In either case, original receipts or equivalent evidence must be provided to support the expenses incurred. These receipts must be turned in within 60 days of the date the purchase was incurred. It is expected that staff and elected officials will be cost-conscious when spending District funds, and make all reasonable efforts to minimize their expenses related to travel, lodging, and meals. The maximum daily limit for meals and incidental expenses is \$71. Further, it is expected that Supervisors and Department Heads will be looking over their staff's charges even when the individual charges do not exceed the employee's approval limit as the travel costs may be broken into multiple charges that individually do not exceed the employee's approval limit but in total for a given trip would exceed that limit.

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

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

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

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

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

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

WHEATON PARK DISTRICT

AN ORDINANCE APPROVING THE DISPOSAL AND SALE OF PERSONAL PROPERTY OWNED BY THE WHEATON PARK DISTRICT

ORDINANCE 2015-05

WHEREAS, the Wheaton Park District, DuPage County, Illinois (the “District”), is a duly organized and existing Park District created under the provision of the laws of the State of Illinois and is now operating under the provisions of the Park District Code of the State of Illinois and all laws amendatory thereof and supplementary thereto (the “Park Code”); and,

WHEREAS, pursuant to Section 8-22 of the Park Code, three-fifths of the members of the Park Board may authorize the trade in, donation, or disposal of personal property that is no longer necessary, useful to, or in the best interests of the Park District; and,

WHEREAS, the Park District owns: One (1) Mac Pro Model: A1186 Serial: G87124PJUQ2 from the Prairie office; One (1) Beverage Air 3 Door Freezer Model # PF4-5as Serial # 7125970 from Arrowhead; One (1) Beverage Air 2 Door Freezer Model # FE48-1as Serial # 7703254 from Arrowhead; One (1) Brother Intellifax 2920 Model# Fax2920 Serial# U61326D8N478434 from Prairie; One (1) Brother Intellifax 2820 Model# Fax2820 Serial# U61325E7N120623 from Prairie; One (1) AOC LCD Monitor serial number 37957HA008558 from the Community Center ; One (1) DELL L100 Keyboard Wired Serial number CN0RH659735717AD00K6 from the Community Center; One (1) APC Battery Backup serial number 3B0625X11093 from the Community Center; One (1) KU 8933 Key board wired serial number 06L1930283D from the Community Center; One (1) KU 8933 Keyboard wired serial number 07J0408955D from the Community Center; One (1) KU 8933 Keyboard wired serial number 07104901664D from the Community Center; One (1) Logitech &-Sz49 Keyboard wired serial number (PN) 867449-0403 from the Community Center; One (1) Dell RT7D00 Keyboard wired serial number TH-025PGG-37171-14S-1130 from the Community Center; One (1) APC BR1500LCD Backup UPS serial number 8B0833R27527 from the Community Center; One (1) Powerware PW 9120 UPS serial number (PN) 05147357-5591 from the Community Center; One (1) Logitech Y-RBA78 Keyboard Wireless serial number (PN) 820-000123 from the Community Center; One (1) Logitech Y-SZ49 Keyboard wired serial number (PN) 867449-0403 from the Community Center; One (1) Dell Inspiron 6400 Laptop serial number Asset # 01147 from the Community Center; One (1) Powerware PW 5110500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Seagate Barracuda LP Internal HD 1TB serial number 9VX15RPA from the Community Center; One (1) Powerware PW5110-500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Linksys ER4116 10/100 EHT Witch 16 Port serial number RD71DHDD511 from the Community Center; One (1) WYSE 8X0 Thin Client serial number 6DSDQC00257 from the Community Center; One (1) HP T41126 Mouse Wired serial number (PN) 458407-002 from the Community Center; One (1) HP T41126 Mouse Wired serial number (PN) 458407-002 from the Community Center; One (1) WYSE M-SBN96 Mouse Wired serial number NA from the Community Center; One (1) APC BR800BLK Battery Backup serial number 5B0840T19297 from the Community Center; One (1) APC BR800BLK Battery Backup serial number 3B1001X06948 from the Community Center; One (1) Sun Ray Sun Ray 2 Thin Client serial number NA from the Community Center; One (1) Powerware PW5110-700 UPS serial number (PN) 103004257-5591 from the Community Center; One (1) Powerware PW5110-500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Dell Optiplex 740 Computer Tower serial number ASSET 01154 from the Community Center; One (1) APC BR500 Battery Backup serial number BB0825020514 from the Community Center; One (1) Tripp Lite BCPERS300 UPS serial number NA from the Community Center; One (1) Inland NA Keyboard

Wired serial number 50909503 from the Community Center; One (1) Powerware PW5100 500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) HP Jet Direct 170X Print Server serial number SG281A4BB3 from the Community Center; One (1) Dell PRO1X Dock Station serial number CN-0HD062-48643-63I-4176 from the Community Center; One (1) Dell PD01X Dock Station serial number CN-0HD026-48643-638-0656 from the Community Center; One (1) HP Jetdirect 170X Print Server serial number SG14355693 from the Community Center; One (1) Gateway M675 Laptop serial number (PN) 3501765 from the Community Center; One (1) Epson TM-U220B Label Printer serial number F6WG176 (PARTIAL- REST IS FADED) from the Community Center; One (1) WYSE M-SBJ96 Mouse wired serial number HCB63308130 from the Community Center; One (1) Dell PRO1X Dock Station serial number CN-0HD062-48643-63I-5388 from the Community Center; One (1) ELO 17151 Monitor serial number NA from the Community Center; One (1) HP Compaq CD7900 Ultra slim PC Tower serial number MXL84306DN from the Community Center; One (1) HP VCVRA-0201 Deskjet 6127 Printer serial number MY4AL4B0F6 from the Community Center; One (1) HP Laserjet 5 Printer serial number JPKF013339 from the Community Center; One (1) Xerox Phaser 6280 Printer serial number NA from the Community Center; One (1) Dell Optiplex Tower serial number DG8T1F1 from the Community Center; One (1) Sun Microsystems Ultra20MW939 Tower serial number NA from the Community Center; One (1) KOI Computers KO1200604004 Tower serial number NA from the Community Center; One (1) Sun Microsystems MW939 Tower serial number NA from the Community Center; One (1) Cisco 1600 Router serial number NA from the Community Center; One (1) ELO 17151 Monitor serial number NA from the Community Center; One (1) Dell Optiplex 740 Tower serial number 3YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number BYFLNH1 from the Community Center; One (1) APC SmartUPS SC620 UPS serial number NA from the Community Center; One (1) Dell Optiplex GX520 Tower serial number 4QF7DB1 from the Community Center; One (1) HP DC7900 Ultra Slim Tower serial number MXL90413HC from the Community Center; One (1) HP DC7900 Ultra Slim Tower serial number MXL842NX8 from the Community Center; One (1) Dell Optiplex 740 Tower serial number DX3nnG1 from the Community Center; One (1) Dell Optiplex 210L Tower serial number 5JF22B1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number FYFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number 6QN18F1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number BLKP1J1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number 8YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number 6YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number 6YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number GRWTDH1 from the Community Center; One (1) Lucent Phone serial number 96SP66142984 from the Community Center; One (1) Samson Receiver Module serial number 66RUR1 from the Community Center; One (1) Motorola CB Radio serial number NA from the Community Center; Two (2) GE Radio serial number NA from the Community Center; One (1) GE Radio serial number NA from the Community Center; One (1) Miscellaneous Charger for cell phone serial number NA from the Community Center; One (1) Denon Dvd Player 5 disc serial number 4016327905 from the Community Center; One (1) Fujitsu N6110 Laptop serial number FPC06050AQ from the Community Center; One (1) Panasonic CF74 Laptop serial number CF74JCJBDAM from the Community Center; One (1) HP EBook Laptop serial number CND0250W2N from the Community Center; One (1) Lucent Partner Mail serial number 501238 from the Community Center; One (1) APC Replacement Battery serial number NA from the Community Center; One (1) 1987 Ford 445D Tractor Loader Serial # A441151 Model KD5PW2 from Arrowhead; One (1) #1109 Dodge Dakota 2003 Extended cab snow plow from Park Services; One (1) #1110 Chevrolet 3500 Crew Cab from Park Services; One (1) #1140 Ford Ranger 1999 XL 2D Extended cab from Park Services; One (1) #1304 Toro Z Turn 2004 mower from Park Services; One (1) #1307 Toro 4000D 2005 mower from Park Services; One (1) #1361 Toro Pro Line 2006 mower from Park Services; One (1) Lesco Mower walk behind mower from Park Services; One (1) #CHO1 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO2 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO3 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO4 Stihl 2006 MS260 chainsaw from Park Services; One (1)

#CHO7 Stihl 2010 MS260 chainsaw from Park Services; One (1) #HQS1 Husqvarna 2005 353 chainsaw from Park Services; One (1) #HQS2 Husqvarna 2005 353 chainsaw from Park Services; One (1) #1771 Stihl 2006 MS280 chainsaw from Park Services; One (1) #1774 Stihl 2006 MS260 chainsaw from Park Services; One (1) #2902 Stihl 2009 MS290 chainsaw from Park Services; One (1) #2903 Stihl 2009 MS290 chainsaw from Park Services; One (1) Snow EX Dump truck salt spreader from Park Services; One (1) Seal coat tank/trailer 200gl 1993 from Park Services; One (1) D&R Brush Chipper 2002 from Park Services; One (1) Genie Lift Hand Crank from Park Services; One (1) Genie Lift Powered from Park Services; One (1) Johnson out board motor 2.3 HP from Park Services; One (1) Snapper Snow Blower 1995 from Park Services; One (1) Troy-Bilt Rototiller 1997 from Park Services; One (1) Trash pump 1996 from Park Services; Two (2) 2 Table saws from Park Services; Two (2) Radial saws from Park Services; One (1) Concrete mixer 1988 from Park Services; One (1) Aladin Power Washer 1997 from Park Services; One (1) Snow plow 5ft fits Land Pride UTV from Park Services; One (1) General Auger from Park Services; One (1) Bench Grinder from Park Services; One (1) Curtis climate control compressor from Park Services; One (1) #1456 Disc tractor implement from Park Services; One (1) #1412 Toro hoe for Dingo from Park Services; One (1) Bradco 609 Hoe for skid steer from Park Services; One (1) #1488 Toro Aerator from Park services; One (1) Gill small grader box 51" from Park Services; One (1) Toro Flail for 325/328 D mower from Park Services; One (1) 2 long Bay locker 36" X 75" x 16" from Central Athletic Complex; Five (5) 2 long bay lockers 31" x 75" x 16" from Central Athletic Complex; Two (2) 4 short bay 1/2 lockers 31" x 75" x 16" from Central Athletic Complex; One (1) 3 long bay lockers 54" x 75" x 16" from Central Athletic Complex; Four (4) 4 long bay lockers 60" x 75" x 16" from Central Athletic Complex;

WHEREAS, the Board of Park Commissioners has determined that it would be in the best interest of the Park District to dispose: One (1) Mac Pro Model: A1186 Serial: G87124PJUQ2 from the Prairie office; One (1) Beverage Air 3 Door Freezer Model # PF4-5as Serial # 7125970 from Arrowhead; One (1) Beverage Air 2 Door Freezer Model # FE48-1as Serial # 7703254 from Arrowhead; One (1) Brother Intellifax 2920 Model# Fax2920 Serial# U61326D8N478434 from Prairie; One (1) Brother Intellifax 2820 Model# Fax2820 Serial# U61325E7N120623 from Prairie; One (1) AOC LCD Monitor serial number 37957HA008558 from the Community Center ; One (1) DELL L100 Keyboard Wired Serial number CN0RH659735717AD00K6 from the Community Center; One (1) APC Battery Backup serial number 3B0625X11093 from the Community Center; One (1) KU 8933 Key board wired serial number 06L1930283D from the Community Center; One (1) KU 8933 Keyboard wired serial number 07J0408955D from the Community Center; One (1) KU 8933 Keyboard wired serial number 07104901664D from the Community Center; One (1) Logitech &-Sz49 Keyboard wired serial number (PN) 867449-0403 from the Community Center; One (1) Dell RT7D00 Keyboard wired serial number TH-025PGG-37171-14S-1130 from the Community Center; One (1) APC BR1500LCD Backup UPS serial number 8B0833R27527 from the Community Center; One (1) Powerware PW 9120 UPS serial number (PN) 05147357-5591 from the Community Center; One (1) Logitech Y-RBA78 Keyboard Wireless serial number (PN) 820-000123 from the Community Center; One (1) Logitech Y-SZ49 Keyboard wired serial number (PN) 867449-0403 from the Community Center; One (1) Dell Inspiron 6400 Laptop serial number Asset # 01147 from the Community Center; One (1) Powerware PW 5110500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Seagate Barracuda LP Internal HD 1TB serial number 9VX15RPA from the Community Center; One (1) Powerware PW5110-500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Linksys ER4116 10/100 EHT Witch 16 Port serial number RD71DHDD511 from the Community Center; One (1) WYSE 8X0 Thin Client serial number 6DSDQC00257 from the Community Center; One (1) HP T41126 Mouse Wired serial number (PN) 458407-002 from the Community Center; One (1) HP T41126 Mouse Wired serial number (PN) 458407-002 from the

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Replacement Battery serial number NA from the Community Center; One (1) 1987 Ford 445D Tractor Loader Serial # A441151 Model KD5PW2 from Arrowhead; One (1) #1109 Dodge Dakota 2003 Extended cab snow plow from Park Services; One (1) #1110 Chevrolet 3500 Crew Cab from Park Services; One (1) #1140 Ford Ranger 1999 XL 2D Extended cab from Park Services; One (1) #1304 Toro Z Turn 2004 mower from Park Services; One (1) #1307 Toro 4000D 2005 mower from Park Services; One (1) #1361 Toro Pro Line 2006 mower from Park Services; One (1) Lesco Mower walk behind mower from Park Services; One (1) #CHO1 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO2 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO3 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO4 Stihl 2006 MS260 chainsaw from Park Services; One (1) #CHO7 Stihl 2010 MS260 chainsaw from Park Services; One (1) #HQS1 Husqvarna 2005 353 chainsaw from Park Services; One (1) #HQS2 Husqvarna 2005 353 chainsaw from Park Services; One (1) #1771 Stihl 2006 MS280 chainsaw from Park Services; One (1) #1774 Stihl 2006 MS260 chainsaw from Park Services; One (1) #2902 Stihl 2009 MS290 chainsaw from Park Services; One (1) #2903 Stihl 2009 MS290 chainsaw from Park Services; One (1) Snow EX Dump truck salt spreader from Park Services; One (1) Seal coat tank/trailer 200gl 1993 from Park Services; One (1) D&R Brush Chipper 2002 from Park Services; One (1) Genie Lift Hand Crank from Park Services; One (1) Genie Lift Powered from Park Services; One (1) Johnson out board motor 2.3 HP from Park Services; One (1) Snapper Snow Blower 1995 from Park Services; One (1) Troy-Bilt Rototiller 1997 from Park Services; One (1) Trash pump 1996 from Park Services; Two (2) 2 Table saws from Park Services; Two (2) Radial saws from Park Services; One (1) Concrete mixer 1988 from Park Services; One (1) Aladin Power Washer 1997 from Park Services; One (1) Snow plow 5ft fits Land Pride UTV from Park Services; One (1) General Auger from Park Services; One (1) Bench Grinder from Park Services; One (1) Curtis climate control compressor from Park Services; One (1) #1456 Disc tractor implement from Park Services; One (1) #1412 Toro hoe for Dingo from Park Services; One (1) Bradco 609 Hoe for skid steer from Park Services; One (1) #1488 Toro Aerator from Park services; One (1) Gill small grader box 51" from Park Services; One (1) Toro Flail for 325/328 D mower from Park Services; One (1) 2 long Bay locker 36" X 75" x 16" from Central Athletic Complex; Five (5) 2 long bay lockers 31" x 75" x 16" from Central Athletic Complex; Two (2) 4 short bay 1/2 lockers 31" x 75" x 16" from Central Athletic Complex; One (1) 3 long bay lockers 54" x 75" x 16" from Central Athletic Complex; Four (4) 4 long bay lockers 60" x 75" x 16" from Central Athletic Complex;

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE WHEATON PARK DISTRICT, DuPage County, Illinois, as follows:

Section 1: The foregoing preamble of the Ordinance is hereby incorporated in its entirety in **Ordinance 2015-05.**

Section 2: The Park District will dispose One (1) Mac Pro Model: A1186 Serial: G87124PJUQ2 from the Prairie office; One (1) Beverage Air 3 Door Freezer Model # PF4-5as Serial # 7125970 from Arrowhead; One (1) Beverage Air 2 Door Freezer Model # FE48-1as Serial # 7703254 from Arrowhead; One (1) Brother Intellifax 2920 Model# Fax2920 Serial# U61326D8N478434 from Prairie; One (1) Brother Intellifax 2820 Model# Fax2820 Serial# U61325E7N120623 from Prairie; One (1) AOC LCD Monitor serial number 37957HA008558 from the Community Center ; One (1) DELL L100 Keyboard Wired Serial number CN0RH659735717AD00K6 from the Community Center; One (1) APC Battery Backup serial number 3B0625X11093 from the Community Center; One (1) KU 8933 Key board wired serial number 06L1930283D from the Community Center; One (1) KU 8933 Keyboard wired serial number 07J0408955D from the Community Center; One (1) KU 8933 Keyboard wired serial number 07104901664D from the Community Center;

One (1) Logitech &-Sz49 Keyboard wired serial number (PN) 867449-0403 from the Community Center; One (1) Dell RT7D00 Keyboard wired serial number TH-025PGG-37171-14S-1130 from the Community Center; One (1) APC BR1500LCD Backup UPS serial number 8B0833R27527 from the Community Center; One (1) Powerware PW 9120 UPS serial number (PN) 05147357-5591 from the Community Center; One (1) Logitech Y-RBA78 Keyboard Wireless serial number (PN) 820-000123 from the Community Center; One (1) Logitech Y-SZ49 Keyboard wired serial number (PN) 867449-0403 from the Community Center; One (1) Dell Inspiron 6400 Laptop serial number Asset # 01147 from the Community Center; One (1) Powerware PW 5110500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Seagate Barracuda LP Internal HD 1TB serial number 9VX15RPA from the Community Center; One (1) Powerware PW5110-500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Linksys ER4116 10/100 EHT Witch 16 Port serial number RD71DHDD511 from the Community Center; One (1) WYSE 8X0 Thin Client serial number 6DSDQC00257 from the Community Center; One (1) HP T41126 Mouse Wired serial number (PN) 458407-002 from the Community Center; One (1) HP T41126 Mouse Wired serial number (PN) 458407-002 from the Community Center; One (1) WYSE M-SBN96 Mouse Wired serial number NA from the Community Center; One (1) APC BR800BLK Battery Backup serial number 5B0840T19297 from the Community Center; One (1) APC BR800BLK Battery Backup serial number 3B1001X06948 from the Community Center; One (1) Sun Ray Sun Ray 2 Thin Client serial number NA from the Community Center; One (1) Powerware PW5110-700 UPS serial number (PN) 103004257-5591 from the Community Center; One (1) Powerware PW5110-500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) Dell Optiplex 740 Computer Tower serial number ASSET 01154 from the Community Center; One (1) APC BR500 Battery Backup serial number BB0825020514 from the Community Center; One (1) Tripp Lite BCPERS300 UPS serial number NA from the Community Center; One (1) Inland NA Keyboard Wired serial number 50909503 from the Community Center; One (1) Powerware PW5100 500 UPS serial number (PN) 103004256-5591 from the Community Center; One (1) HP Jet Direct 170X Print Server serial number SG281A4BB3 from the Community Center; One (1) Dell PRO1X Dock Station serial number CN-0HD062-48643-63I-4176 from the Community Center; One (1) Dell PD01X Dock Station serial number CN-0HD026-48643-638-0656 from the Community Center; One (1) HP Jetdirect 170X Print Server serial number SG14355693 from the Community Center; One (1) Gateway M675 Laptop serial number (PN) 3501765 from the Community Center; One (1) Epson TM-U220B Label Printer serial number F6WG176 (PARTIAL- REST IS FADED) from the Community Center; One (1) WYSE M-SBJ96 Mouse wired serial number HCB63308130 from the Community Center; One (1) Dell PRO1X Dock Station serial number CN-0HD062-48643-63I-5388 from the Community Center; One (1) ELO 17151 Monitor serial number NA from the Community Center; One (1) HP Compaq CD7900 Ultra slim PC Tower serial number MXL84306DN from the Community Center; One (1) HP VCVRA-0201 Deskjet 6127 Printer serial number MY4AL4B0F6 from the Community Center; One (1) HP Laserjet 5 Printer serial number JPKF013339 from the Community Center; One (1) Xerox Phaser 6280 Printer serial number NA from the Community Center; One (1) Dell Optiplex Tower serial number DG8T1F1 from the Community Center; One (1) Sun Microsystems Ultra20MW939 Tower serial number NA from the Community Center; One (1) KOI Computers KO1200604004 Tower serial number NA from the Community Center; One (1) Sun Microsystems MW939 Tower serial number NA from the Community Center; One (1) Cisco 1600 Router serial number NA from the Community Center; One (1) ELO 17151 Monitor serial number NA from the Community Center; One (1) Dell Optiplex 740 Tower serial number 3YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number BYFLNH1 from the Community Center; One (1) APC SmartUPS SC620 UPS serial number NA from the Community Center; One (1) Dell Optiplex GX520 Tower serial number 4QF7DB1 from the Community Center; One (1) HP DC7900 Ultra Slim Tower serial number MXL90413HC from the Community Center; One (1) HP DC7900 Ultra Slim Tower serial number MXL842NX8 from the Community Center; One (1) Dell Optiplex 740 Tower serial number DX3nnG1 from the Community Center; One (1) Dell Optiplex 210L Tower serial number 5JF22B1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number FYFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial

number 6QN18F1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number BLKP1J1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number 8YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number 6YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number 6YFLNH1 from the Community Center; One (1) Dell Optiplex 740 Tower serial number GRWTDH1 from the Community Center; One (1) Lucent Phone serial number 96SP66142984 from the Community Center; One (1) Samson Receiver Module serial number 66RUR1 from the Community Center; One (1) Motorola CB Radio serial number NA from the Community Center; Two (2) GE Radio serial number NA from the Community Center; One (1) GE Radio serial number NA from the Community Center; One (1) Miscellaneous Charger for cell phone serial number NA from the Community Center; One (1) Denon Dvd Player 5 disc serial number 4016327905 from the Community Center; One (1) Fujitsu N6110 Laptop serial number FPC06050AQ from the Community Center; One (1) Panasonic CF74 Laptop serial number CF74JCJBDAM from the Community Center; One (1) HP EBook Laptop serial number CND0250W2N from the Community Center; One (1) Lucent Partner Mail serial number 501238 from the Community Center; One (1) APC Replacement Battery serial number NA from the Community Center; One (1) 1987 Ford 445D Tractor Loader Serial # A441151 Model KD5PW2 from Arrowhead; One (1) #1109 Dodge Dakota 2003 Extended cab snow plow from Park Services; One (1) #1110 Chevrolet 3500 Crew Cab from Park Services; One (1) #1140 Ford Ranger 1999 XL 2DExtended cab from Park Services; One (1) #1304 Toro Z Turn 2004 mower from Park Services; One (1) #1307 Toro 4000D 2005 mower from Park Services; One (1) #1361 Toro Pro Line 2006 mower from Park Services; One (1) Lesco Mower walk behind mower from Park Services; One (1) #CHO1 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO2 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO3 Red Max 2006 G310TS chainsaw from Park Services; One (1) #CHO4 Stihl 2006 MS260 chainsaw from Park Services; One (1) #CHO7 Stihl 2010 MS260 chainsaw from Park Services; One (1) #HQS1 Husqvarna 2005 353 chainsaw from Park Services; One (1) #HQS2 Husqvarna 2005 353 chainsaw from Park Services; One (1) #1771 Stihl 2006 MS280 chainsaw from Park Services; One (1) #1774 Stihl 2006 MS260 chainsaw from Park Services; One (1) #2902 Stihl 2009 MS290 chainsaw from Park Services; One (1) #2903 Stihl 2009 MS290 chainsaw from Park Services; One (1) Snow EX Dump truck salt spreader from Park Services; One (1) Seal coat tank/trailer 200gl 1993 from Park Services; One (1) D&R Brush Chipper 2002 from Park Services; One (1) Genie Lift Hand Crank from Park Services; One (1) Genie Lift Powered from Park Services; One (1) Johnson out board motor 2.3 HP from Park Services; One (1) Snapper Snow Blower 1995 from Park Services; One (1) Troy-Bilt Rototiller 1997 from Park Services; One (1) Trash pump 1996 from Park Services; Two (2) 2 Table saws from Park Services; Two (2) Radial saws from Park Services; One (1) Concrete mixer 1988 from Park Services; One (1) Aladin Power Washer 1997 from Park Services; One (1) Snow plow 5ft fits Land Pride UTV from Park Services; One (1) General Auger from Park Services; One (1) Bench Grinder from Park Services; One (1) Curtis climate control compressor from Park Services; One (1) #1456 Disc tractor implement from Park Services; One (1) #1412 Toro hoe for Dingo from Park Services; One (1) Bradco 609 Hoe for skid steer from Park Services; One (1) #1488 Toro Aerator from Park services; One (1) Gill small grader box 51" from Park Services; One (1) Toro Flail for 325/328 D mower from Park Services; One (1) 2 long Bay locker 36" X 75" x 16" from Central Athletic Complex; Five (5) 2 long bay lockers 31" x 75" x 16" from Central Athletic Complex; Two (2) 4 short bay 1/2 lockers 31" x 75" x 16" from Central Athletic Complex; One (1) 3 long bay lockers 54" x 75" x 16" from Central Athletic Complex; Four (4) 4 long bay lockers 60" x 75" x 16" from Central Athletic Complex;

Section 3: Except, as otherwise provided herein, this **Ordinance 2015-05** shall be in full force and effective forthwith upon its adoption and approval as provided by law.

Adopted this 21 day of October, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

President Board of Park Commissioners
Wheaton Park District

ATTEST:

Secretary, Board of Park Commissioners
Wheaton Park District

(S E A L)



TO: Board of Commissioners

FROM: Michael Benard, Executive Director
Mary Beth Cleary, Director of Recreation
Brad Keene, Athletic Director

RE: Outdoor Athletic Area Policy Statement

DATE: October 16, 2015

SUMMARY:

The Wheaton Park District currently does not have Non-Wheaton Park District Resident Travel Soccer/Lacrosse Teams that are reaching the volume of hours that the volume rate of \$6 per hour was set up for. Staff is seeking approval to eliminate the volume per hour rate, adjust the per hourly rate to be consistent with surrounding Park Districts, have all rentals treated equally and put in a statement in our policy that states that the Wheaton Park District has the right to decline an application to rent an athletic area to competitors that compete with our own programs and leagues.

Discussion of the Issue

In 2008, the Chicago Fire Juniors that were part of the Wheaton Park District decided to merge with the Naperville Lightning and as a result, left the Wheaton Park District but still served the Wheaton soccer community. At that time, staff set up a volume Non-Wheaton Park District Resident Travel Soccer/Lacrosse Team per hour rate of \$5.68. The Chicago Fire Juniors volume of hours in 2009 and 2010 was over 3,800 hours annually. In 2011, the volume per hour rate was raised to \$6 per hour. In 2012, CFJ merged with Sockers FC from Palatine. In 2013, staff has noticed a decrease in field usage by Sockers to only 287.58 and Kopion to 639.5.

See attachment "Outdoor Athletic Field Fee Comparison of other Park Districts."

Based on this information, staff recommends changing our athletic area fees to be:

GROUP CATEGORY	<u>BALL FIELD/ NATURAL GRASS AREAS</u> WEEK DAY DAYTIME USAGE MONDAY - FRIDAY	<u>BALL FIELD/ NATURAL GRASS AREAS</u> EVENING/WEEKEND USAGE - NO LIGHTS	<u>BALL FIELD/ NATURAL GRASS AREAS</u> EVENING/WEEKEND USAGE - WITH LIGHTS	<u>GRAF PARK SYNTHETIC TURF FIELD</u>	<u>GRAF PARK SYNTHETIC TURF FIELD - WITH LIGHTS</u>
A	\$2025/hour	\$2530/hour	\$5560/hour	\$80/hour	\$110/hour
B	\$3540/hour	\$45/hour	\$80/hour	\$95/hour	\$130/hour
C	\$45/hour	\$55/hour	\$9590/hour	\$110/hour	\$145/hour
D	\$5/participant	\$5/participant	Covered by \$5 registration fee		
E	\$10/participant	\$10/participant	\$20/hour		
F	\$15/participant	\$15/participant	\$25/hour		
G	\$6 per field hour	\$6 per field hour	\$12 per field hour		

Reservations are for one (1) hour time periods.

**POLICY STATEMENT
REGARDING USE OF OUTDOOR ATHLETIC AREAS**

I. RENTAL CATEGORIES

- A. Resident: Youth/Adult Serving Groups who reside within park district boundaries. (Boy Scout, Girl Scout, Church Groups)
- B. Nonresident: Youth/Adult serving groups/individuals who reside outside park district boundaries.
- C. Commercial: Individuals, groups and organizations within the park district as well as out of district, for the purpose of monetary gain.

*Additional Fees may be applied for maintenance cost and or supplies. Fee would include but not limited to chalk and turf surface material. Additional fees may be applied for maintenance to layout and stripe a field that is not normally used by a Wheaton Park District program.

A group or organization from within the park district is defined as having the majority of its members residing in Wheaton Park District. (Majority is 70%). The Wheaton Park District reserves the right to request a copy of a membership roster at any time.

Staff recommends that we add the following statement to the policy so that we are not chasing groups or organizations for rosters to prove that they are resident groups. "A group or organization is charged the Non-Resident or Commercial rate. In order for a group or organization to be charged the resident rate, the group or organization must provide a list/ roster of participants with addresses that proves that the group has a majority of its members residing in Wheaton Park District boundaries."

Staff also recommends that we add the following statement to the policy so that it is known that even if we have the space available, we may not honor the request to rent our fields based on the group or organization competing with our programs or leagues. "The Park District has the right to decline any athletic area request that it feels is in competition with a Park District program or league."

Staff recommends adding the Graf Park Synthetic Turf Field rental rates and the rules.

IMPACT:

The change in the Outdoor Athletic Area Policy will provide each resident an equal opportunity to rent our fields at the same rate. It will also allow us to recover costs for labor and materials to maintain the fields, instead of using tax dollars.

PREVIOUS COMMITTEE/BOARD ACTION:

In June 2011, the Park Board approved the current policy.

REVENUE OR FUNDING IMPLICATIONS:

In 2013, the Sockers FC was charged for 287.58 hours x \$6 per field hour = \$1,725.48. If they were charged the new rate, the Park District would take in the following revenue, 287.58 hours x \$30 per hour (resident rate) = \$8,627.40, if it was the non-resident rate (\$45 per hour) = \$12,941.10. Kopion was charged for 639.5 hours x \$6 per field hour = \$3,837. If they were charged the new rate, the Park District would take in the following revenue, 639.5 hours x \$30 per hour (resident rate) = \$19,185, if it was the non-resident rate (\$45 per hour) = \$28,777.50. Briarcliffe Youth Baseball/ Softball currently paid \$10 per in-house player and \$15 per travel player. In 2014, Briarcliffe paid \$5,520 for field rental. In 2013, Briarcliffe paid \$4,180.54 in field materials. In 2014 Briarcliffe paid \$4,757.83 in materials, daily maintenance, man-hours/administrative cost. This would greatly increase.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

Outdoor Athletic Field Fee Comparison of other Park Districts.

ALTERNATIVES:

Keep the policy as it's currently written or come up with another version of the Outdoor Athletic Area Policy statement for approval.

RECOMMENDATION:

Staff respectfully requests the Board's approval of the proposed Outdoor Athletic Area Policy to go into effect on January 1, 2016, so groups and organizations have one year to evaluate their fee structure and get ready for these fee changes. It is believed that groups and organizations have set their fees for fall 2014 and spring 2015 already.



WHEATON PARK DISTRICT
Administration Office
102 E. Wesley St.
Wheaton, IL. 60187
(630) 665-4710

WHEATON PARK DISTRICT
Community Center
1777 S. Blanchard
Wheaton, IL. 60189
(630) 690-4880

Field Code Changed

WHEATON PARK DISTRICT OUTDOOR ATHLETIC AREAS – FEE SCHEDULE

WHEATON PARK DISTRICT OUTDOOR ATHLETIC AREAS FEE SCHEDULE

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GROUP CATEGORY	BALL FIELD/ NATURAL GRASS AREAS WEEK DAY DAYTIME USAGE MONDAY - FRIDAY	BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE - NO LIGHTS	BALL FIELD/ NATURAL GRASS AREAS EVENING/WEEKEND USAGE - WITH LIGHTS	GRAF PARK SYNTHETIC TURF FIELD	GRAF PARK SYNTHETIC TURF FIELD - WITH LIGHTS
A	\$2025/hour	\$2530/hour	\$5560/hour	\$80/hour	\$110/hour
B	\$3540/hour	\$45/hour	\$80/hour	\$95/hour	\$130/hour
C	\$45/hour	\$55/hour	\$9590/hour	\$110/hour	\$145/hour
D	\$5/participant	\$5/participant	Covered by \$5 registration fee		
E	\$10/participant	\$10/participant	\$20/hour		
F	\$15/participant	\$15/participant	\$25/hour		
G	\$6 per field-hour	\$6 per field-hour	\$12 per field-hour		

Reservations are for one (1) hour time periods.

POLICY STATEMENT
REGARDING USE OF OUTDOOR ATHLETIC AREAS

I. RENTAL CATEGORIES

- A. Resident: Youth/Adult Serving Groups who reside within park district boundaries. (Boy Scout, Girl Scout, Church Groups)
- B. Nonresident: Youth/Adult serving groups/individuals who reside outside park district boundaries. Organizations that have formal non-for-profit status in the state of Illinois.
- C. Commercial: Individuals, groups and organizations within the park district as well as out of district, for the purpose of monetary gain. Nonresident organizations that are unable to prove formal non-for-profit status in the state of Illinois.
- D. ~~Wheaton Park District Athletic Leagues/ Teams: Per season*~~
- E. ~~Non-Wheaton Park District Resident in-house Baseball Leagues: (Per season - Briarcliffe Youth Baseball/Softball)**~~
- F. ~~Non-Wheaton Park District Resident Travel Baseball Leagues/ Teams: (per season - Briarcliffe Youth Baseball/Softball)**~~
- G.D. ~~Non-Wheaton Park District Resident Travel Soccer/Lacrosse Teams: (per hour - Chicago Fire Juniors, Kopion Soccer)*~~

*This fee includes use of Community Center space for meetings. This fee includes the maintenance to the turf grass areas. Established rental procedures must be followed. Additional fees may be applied for maintenance to layout and stripe a field that is not normally used by a Wheaton Park District program.

*Additional Fees may be applied for maintenance cost and or supplies. Fee would include but not limited to chalk and surface material. Additional fees may be applied for maintenance to layout and stripe a field that is not normally used by a Wheaton Park District program.

A group or organization from within the park district is defined as having the majority 70% of its members residing in Wheaton Park District. (Majority is 70%). The Wheaton Park District reserves the right to request a copy of a membership roster at any time.

A group or organization is charged the Non-Resident or Commercial rate. In order for a group or organization to be charged the resident rate, the group or organization must provide a list/ roster of participants with addresses that proves that the group has a majority of its members residing in Wheaton Park District boundaries.

II. SCHEDULING

- A. Park District programs and activities have priority over all others, and, if necessary, will supersede a group's activity.
- B. Any regular extended use of a particular athletic area(s) may be scheduled three (3) months in advance in writing. These will be approved **only after** regular Park District seasonal programs have been scheduled.
- C. Once presented and approved, any changes may be made only with approval of the Park District.
- D. Approval and scheduling will be based on the availability of an outdoor athletic area and consistent with the Wheaton Park District Statement of Objectives by Priorities. (See #IV)
- E. Baseball and Softball fields will open no earlier than April 1st, weather permitting.
- F. Athletic Turf Grass fields will open no earlier than April 10th for practices.
- G. Athletic Turf Grass fields will open no earlier than the third weekend of April for games.
- H. The turf cannot withstand the pounding early in the season while it is still getting itself established. This includes not scheduling tournaments early in the spring. No tournament should be scheduled before May 15. This is a date that can be used as bench mark allowing heavier use as temperatures are warmer and turf is more established.
- I. The Park District has the right to decline any athletic area request that it feels is in competition with a Park District program or league.

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III. Key Usage

- A. No groups shall duplicate any Park District key without prior permission from the Park District.
- B. Each group shall submit in writing the name of those people in the group who will have keys, along with their home phone numbers. The Park District shall be notified of any changes, additions or deletions in the list as they occur.
- C. Keys may not be lent out to another organization at any time once a group has permission to use them.

IV. STATEMENT OF OBJECTIVES BY PRIORITIES

1. To provide athletic opportunities and facilities for Wheaton Park District sponsored athletic programs.
2. To provide athletic facilities for School District #200 sponsored athletics programs.
3. To provide athletic facilities for youth serving organizations from within the Park District boundaries.
4. To provide athletic facilities for community adults and families.
5. To provide athletic facilities for other organizations and out of district groups.

V. RESERVATION PROCEDURE

- A. Application for use of outdoor athletic areas may be made in person at the Wheaton Park District Administration Office, 102 E. Wesley St., Monday through Friday from 8:30 am to 4:30 pm, or the Community Center, 1777 S. Blanchard, Monday through Friday 5 am to 10 pm, Saturday, 7 am to 7 pm and Sunday 8 am to 6 pm.
- B. Written application must be made on the form provided by the Park District and signed by the adult assuming responsibility for the group.
- C. Applications may be made up to six (6) months in advance, but should not be made less than eight (8) days in advance of requested date.
- D. Full payment of rental fee is due no less than eight (8) days prior to use of the facility. (Late payment will result in a late fee of \$20).
- E. The supplying of inaccurate information on the permit or violation of park rules will be cause for revocation of permit. No refund will be granted.
- F. Permits must be approved by the Director of Recreation, Athletic Director, or Athletic Manager. One copy of the approved permit is given to or mailed to the person making the reservation and one copy is kept on file.
- G. Reservations are for one (1) hour time periods. Additional time may be reserved at one (1) hour time blocks.
- H. Rental charges are subject for periodic change.
- I. Permits are mandatory for all athletic grass turf game fields and athletic grass turf fields at American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park and Seven Gables Park. Permits are not mandatory for non game fields in parks other than American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park and Seven Gables Park but do guarantee a designated athletic area. An athletic grass turf game field is one that lined for a particular sport.
- J. Permits are not mandatory for groups under 20 people for non game fields that are not located in American Legion, Atten Park, Briar Patch Park, Graf Park, Northside Park or Seven Gables Park, but do guarantee a designated athletic area.
- L. No permits are issued for holidays or holiday weekends.
- M. Cancellation of a reservation must be received at least five (5) days prior to the reserved time. Failure to comply with this requirement will result in loss of the rental fee. In case of inclement weather, the rental fee will be returned or an

alternate date may be scheduled.

N. The park district reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the District. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.

O. Organizations obtaining permits must provide a certificate of insurance naming the Wheaton Park District and DuPage County Forest Preserve District* as the certificate holder and as additionally insured for public liability insurance. This must be given to the Recreation Department at least eight (8) days prior to the field/court usage.

VI. RULES GOVERNING USE OF ATHLETIC AREAS

A. Adequate adult supervision, as determined by the Executive Director of the Wheaton Park District, must be provided at all times. Renting organizations may be required to employ officers of the Wheaton Park District.

B. All groups or individuals using outdoor athletic facilities will be responsible for any set-up they may require and for the clean and orderly condition of the facility after their scheduled use.

C. Set-up service may be arranged by indicating so on application under special arrangements. An additional charge will be assessed for set-up/clean-up service.

D. Any use of loud speakers or public address instruments is prohibited except by special written permission from the Park District.

E. The posting of advertisements is not permitted except in designated areas and upon approval of the Park District.

F. No permit will be issued to an individual or group who will be charging admissions or fees on a regularly scheduled basis with the purpose of private monetary gain except by special written permission from the Park District. If an organization, group or individuals choose to run a concession stand requiring cooked food items must obtain a Health Department permit.

G. Alcoholic beverages are prohibited by law on Park District property.

H. Smoking is prohibited at/ by athletic areas.

I. Gambling, lotteries or raffles are not permitted.

J. If the area is left in such a condition as to require additional maintenance by the Park District or Forest Preserve District*, the individual signing the permit shall be billed for this expense.

K. The Park District and DuPage County Forest Preserve District* will assume no responsibility for any accident or losses of property.

L. All applicants agree to abide by all Wheaton Park District, and applicable DuPage County Forest Preserve District* Ordinances and rules, athletic field guidelines, regulations or procedures pertaining to the use of Park District facilities.

M. Any organization, group or individual wishing to use motorized vehicles within designated park boundaries must obtain written permission from the Park District and Forest Preserve District* eight (8) days prior to rental date and

provide additional insurance coverage.

N. At time of reservation, a permit will be issued. Bring the permit with you to the athletic area in order to eliminate any conflicts. Those individuals with permits will have priority over facility usage.

O. All Wheaton Park District parks close at dusk unless otherwise posted.

P. Requests for the lighted outdoor athletic areas must be made at the time of the field application.

Q. Organizations obtaining permits must provide a certificate of insurance naming the Wheaton Park District and DuPage Forest Preserve District* as the certificate holder and as additionally insured for public liability insurance. This must be given to the Recreation Department at least eight (8) days prior to the field/court usage.

R. Please be aware that the signer of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The Wheaton Park District and DuPage County Forest Preserve District* shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Wheaton Park District and DuPage County Forest Preserve District* Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. Applications must be completed in full and signed by an adult (21 years or older) who must assume responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.

S. Individuals, groups, and organizations must agree not to discriminate on the basis of disability, in accordance with the American with Disabilities Act, while utilizing any park district facility.

T. Athletic usage policies are subject to change without prior notice.

* Applicable only to athletic field rentals at Danada South.

Graf Park Synthetic Turf Field Rules

Please help to protect this community asset by observing the following rules.

- Field use requires a permit. See field rental information.
- Water only. No other food or drinks, including but not limited to soda, sport drinks, sunflower seeds, gum, or chewing tobacco is allowed on the synthetic turf. Glass containers are prohibited.
- Smoking is prohibited.
- Metal spiked shoes are not allowed on the synthetic turf. Clean athletic shoes (free of mud) and plastic cleats are permissible.
- Only freestanding field markers and sports equipment may be used on the synthetic turf. No stakes, posts, poles or markers of any kind may be driven into the field.
- Tables and chairs are not allowed on the synthetic turf.
- Portable soccer goals may be moved by Park District personnel only.
- Golfing, shot putting, javelin or discus throwing is prohibited on the synthetic turf.
- During athletic competitions all spectators shall remain in designated spectator areas.

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- Whenever you hear thunder or see lightning, all activity must be suspended and all persons should move to a place of safety until 30 minutes after the last time you see lightning or hear thunder.
- Wheeled devices, including but not limited to motorized vehicles, bicycles, wagons, inline skates, scooters and skateboards are not allowed on the synthetic turf.
- Pets are not allowed on the turf field.

Report any damage or vandalism to the Wheaton Park District by calling the Community Center at (630) 690-4880.

Synthetic Turf Field Rentals

The synthetic turf field and the field lighting are available for rental. A permit is required for organized team activities. Individuals/ Groups wishing to use the synthetic turf field must obtain a permit to use the field. Please contact the Wheaton Park District at (630) 668-3371 for fees and availability.

Thank you for your cooperation!

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Wheaton Park District Athletic Field Use Guidelines

We are all committed to provide high quality, safe playing surfaces for our multi-use athletic facilities, but we need the help and consideration of all user groups in protecting the turf from excessive damage due to game and practice activities. The turf grass is the safety surface for the athletic fields.

During the spring before soil temperatures are warm the roots of grass are shallow and the blades are still dormant, any twisting or turning on the turf can cause damage. Therefore, the turf can be easily damaged with heavy play and little moisture due to the shallowness of roots. The following athletic areas open for the season for practice, weather permitting, on:

1. Baseball/ Softball : April 1st
2. All Athletic Turf Grass Fields: April 10th

All Athletic Turf Grass fields will open for the season for games the Third Weekend in April.

If any of the following conditions occur, scheduled games and practices must be canceled or postponed.

1. Standing water on the field of play.
2. Soil Saturation:
 - Walking on turf causes water to surface
 - Walking on turf on heels causes indentations
 - One inch or more of rain 48 hours prior to scheduled game or practices accompanied by steady rain on game or practice day.
 - Steady downpour of rain on game or practice day which could cause damage to turf or injury to participants.
3. Extreme drought conditions where 50% of the playing surface has turned dormant.
4. Audible thunder or visible lightning.
5. Visibility (darkness)

All coaches, referees, and umpires are responsible for insuring the safety of field playing conditions at all times during the scheduled play. *Safety implies protection of the resource, as well as the participants.*

The turf can not withstand the pounding early in the season while it is still getting itself established. This includes not scheduling tournaments early in the spring. No tournament should be scheduled before May 15. This is a date that can be used as bench mark allowing heavier use as temperatures are warmer and turf is more established.

Wheaton Park District
Board of Commissioners

Adopted: April 17, 2002
Revised: June 15, 2011



Wheaton Park District
Application for Outdoor Athletic Areas

Date of Application: _____
Name of Park Desired: _____ (Park)
Location/ Field Desired: _____
Day(s) of the Week Desired: _____
Exact Date(s) Desired: _____
Exact Time Desired: _____
Name of Organization: _____
Purpose or use: _____
No. of People in Group: _____
Do the majority (70%) reside within the Wheaton Park District? _____
Special Arrangements: _____

Person In-Charge: _____ Email Address: _____
Address: _____ City: _____ St: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Alternate Contact: _____ Email Address: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

I, the undersigned, have read, understand and agree to abide by the Wheaton Park District/DuPage County Forest Preserve District* rules, regulations and guidelines. I am also aware that in renting an athletic area for myself and/or other participants, I invite for participation in the above rental, I will be waiving and releasing all claims for injuries my participants or I might sustain arising out of the above rental. I agree that while we use the park district facilities we will not discriminate on the basis of disability.

Print Name _____ Signature _____ Date _____
=====

OFFICE USE ONLY

Approved: _____ Disapproved: _____ Deposit: _____ Rental: _____

Wheaton Park District Staff: _____ Date: _____ /AOAA.FORM



TO: Board of Commissioners

FROM: Mary Beth Cleary, Director of Recreation
Brad Keene, Athletic Director

THROUGH: Michael Benard, Executive Director

RE: Field rental fees for Briarcliffe Youth Baseball/ Softball and Kopion Soccer Club

DATE: October 16, 2015

SUMMARY:

The Wheaton Park District has been renting fields for years to the Kopion Travel Soccer Club and Briarcliffe Youth Baseball/ Softball Program, which have a majority of their teams as Wheaton residents. Wheaton Park District staff feels that it is time to review the financial agreement for usage of Wheaton Park District fields with these organizations in order to recover costs for maintaining these fields.

Discussion of the Issue

In-House Briarcliffe Baseball Program

	<u>Residents</u>	<u>Non-Residents</u>	<u>Percentage</u>
2014 In-House Baseball Players	348	99	78 %
2015 In-House Baseball Players	301	114	73 %

Fields that Wheaton Briarcliffe Baseball and Softball currently use exclusively:

1. Briar Patch Park Field 11
2. Briar Patch Park Field 12
3. Briar Patch Park Field 13
4. Briar Patch Park Field 14
5. Briar Patch Park Field with two T-Ball fields.
6. Briar Glen School Field 15B
7. Scottdale Soccer Field SW & SE corners for T-Ball, one field with cut outs.

Kopion Futbol Club (Travel Soccer)

<u>Kopion Teams</u>	<u>Residents</u>	<u>Non-Residents</u>	<u>Percentage</u>
U9 Boys Orange Kopion Team	7	3	70 %
U9 Girls Kopion Team	8	1	89 %
U10 Boys Blue Kopion Team	7	3	70 %
U10 Girls Kopion Team	9	3	75 %
U10 Boys Orange Kopion Team	9	1	90 %
U11 Boys Blue Kopion Team	6	6	50 %
U11 Girls Kopion Team	12	2	86 %
U11 Boys Orange Kopion Team	7	5	58 %
U12 Boys Orange Kopion Team	6	7	46 %
U13 Boys Blue Kopion Team	5	11	31 %
U13 Boys Orange Kopion Team	6	10	38 %
U14 Boys Orange Kopion Team	10	8	56 %
Total: 12 Teams	92	60	61 %

Total Players: 152 (6 resident teams and 6 non-resident teams)

PREVIOUS COMMITTEE/BOARD ACTION:

The buildings and grounds subcommittee has reviewed this issue with staff over the year with a consensus achieved on bringing this recommendation to the entire board at their October 8, 2015 meeting.

REVENUE OR FUNDING IMPLICATIONS:

In 2014, these soccer clubs paid the following for renting our fields:

Kopion Soccer Club:

Spring Grass Usage: 445.5 Hours \$6 = \$2,673
Fall Grass Usage: 424 Hours x \$6 = \$2,544
Fall Graf Park Turf: \$2,970
Total: \$8,187

In 2014, Briarcliffe paid:

381 In-House Baseball Players x \$10 per player = \$3,810
66 In-House Softball Players x \$10 per player = \$660
58 Travel Baseball Players x \$15 per player = \$870
12 Travel Softball Players x \$15 per player = \$180

Sub-Total: \$5,520
Material and Labor: \$4,757.83
Grand Total: \$10,257.83

STAKEHOLDER PROCESS:

Upon approval, the athletic director will speak to the affected organizations. Making a change now will allow them to alter their fee structure (if need be) to accommodate this fee increase in advance of advertising their spring programs.

LEGAL REVIEW:

N/A

ATTACHMENTS:

N/A

ALTERNATIVES

Continue to rent fields at the current rates which are \$6 per hour per field for Kopion. For Briarcliffe Youth Baseball/ Softball it's \$10 per in-house player and \$15 per travel player.

RECOMMENDATIONS:

Recommendation # 1: Since Briarcliffe has 73 % of their in-house players as residents, staff recommends that we charge Briarcliffe in 2016, \$15 per in-house player and \$20 per travel player plus charge them for material and labor. Based on the participation numbers from 2014, we would charge them \$8,105 for field usage plus \$4,757.83 for material and labor. Total estimated cost would be \$12,862.83. In 2017, we recommend increasing fee for Briarcliffe to \$20 per in-house player and \$30 per travel player plus charge them for material and labor. Based on the participation numbers from 2014, we would charge them \$11,040 for field usage plus \$4,757.83 for material and labor. Total estimated cost would be \$15,797.83. In the fall, the fall in-house baseball and softball leagues and the fall travel baseball league contributes over \$20,000 to the Recreation Department fund balance and an additional \$2,765 to the \$5 Athletic Fund for capital improvements. Staff feels that Briarcliffe should pay more for the use of the fields and contribute more to the capital fund. This recommendation was made with input from Park Board Commissioners at the October 8, 2015 Buildings and Grounds Subcommittee Meeting.

Recommendation # 2: Staff recommends allowing Kopion teams that have 70 % residents on them, pay \$20 per player per season. 65 participants x \$40 (\$20 per season, fall and spring) = \$2,600. Then the non-resident teams would pay the weekday daytime non-resident hourly rate of \$40 per hour. 319.75 hours x \$40 (weekday non-resident daytime rate) = \$12,790. Total would be \$15,390. Any usage of the Graf Park Synthetic Turf field would be billed at normal turf field rates. The Wheaton Wings currently contribute \$75,000-\$100,000 to the Recreation Fund balance a year. This amount is to go towards indirect costs such as maintaining fields, full-time staff salaries and other costs such as brochure costs. Staff believes that \$15,390 is reasonable. This recommendation was made with input from Park Board Commissioners at the October 8, 2015 Buildings and Grounds Subcommittee Meeting.

TO: Board of Commissioners
FROM: Andy Bendy, Director of Special Facilities
Dan Novak, Superintendent of Special Facilities
Ryan Miller, Manager Parks Plus Fitness
THROUGH: Michael Benard, Executive Director
RE: Parks Plus Fitness Full-Time Assistant Manager Position
DATE: October 21, 2015



SUMMARY: Currently, one full-time manager oversees an operation that is open to the public 7 days a week, for a total of 107 hours a week or 5,564 hours annually. That same full-time manager also manages 47 part time hourly staff including:

- Service Desk Attendants (8@18 hours/wk average)
- Personal Trainers (8@18 hours/wk average)
- Group Fitness Coordinator (1@28 hours/wk)
 - Group Fitness instructors (20@3 classes/wk average)
- Kidz Kingdom Coordinator (1@28 hours/wk)
 - Childcare Attendants (6@12 hours/wk average)
- Clocktower Commons (3@ 23 seasonal hours/wk average)

With the fitness center operation available to the public 5,564 hours annually and the one full-time manager covering 40 - 50 hours/wk or 2,600 hours annually, this leaves 2,964 hours with no facility coverage other than by part-time employees. With the addition of the full-time assistant manager at 40 hours/wk or 2,080 per year, the facility's total coverage increases to 4,680 hours. This would give Parks Plus Fitness coverage seven days a week with only a small portion of the facility's hours of operation monitored by part time staff. The full-time assistant manager would also assist with staff support, recruiting participation in fitness classes, floor time, new member orientation, service desk, personal training, hourly child care, membership retention and recruitment and overall, be an ambassador for Park Plus Fitness and the Community Center.

This position will also require the assistant manager to become a Certified Race Director (within six months of employment), so they can assist with the large scale community races the park district implements; Cosley Zoo Run for the Animals, Rotary Fun Run in Color, First Trust Light the Torch Run, and Lions Club Reindeer Run.

PREVIOUS COMMITTEE/BOARD ACTION: This has not been previously presented to the board.

REVENUE OR FUNDING IMPLICATIONS: This full-time position is currently in the approved 2015 Parks Plus Fitness operating budget. The salary and benefits total \$65,268. The full-time assistant manager position would re-appropriate personal training floor hours and Kidz Kingdom childcare coordinator duties for a net impact savings of \$30,000 in part-time wages. In 2014, PPF operational budget netted \$228,812. As of the 2015 September closing, Parks Plus is netting more than \$175,000 and is on track to exceed a net operational profit of \$225,000.

STAKEHOLDER PROCESS: Staff anticipates moving a valued team member and personal trainer, Michelle Artis, into the full-time position of assistant fitness manager. Michelle is a valued team member that leads by example and has the respect among staff. She has been a valued employee for 9 ½ years and is recognized by the facility members (of which 97% are residents) for her knowledge and upbeat attitude.

LEGAL REVIEW:

ATTACHMENTS: Compensation and Benefit Statement, Job Description and Budget Status Comparison

ALTERNATIVES:

RECOMMENDATION: Staff seeks approval to establish a full-time assistant fitness manager position.

**Sample Compensation & Benefit Statement for
Assistant Manager - Parks Plus Fitness Center**

Salary and Benefits	PPO Family	
	Park District's Annual Cost	Employee's Annual Cost
Annual Salary	\$35,000.00	
Benefits:		
Medical, Prescription, Dental, Life, AD & D Insurance and Employee Assistance Program	\$24,195.54	\$3,000.00
IMRF (ER - 9.70%; EE - 4.5%)	3,395.00	1,575.00
Social Security Tax (FICA cap \$118,500) (ER - 6.2%; EE 6.2%)	2,170.00	2,170.00
Medicare (ER - 1.45%; EE - 1.45%)	\$507.50	\$507.50
Total Benefits	\$30,268.04	\$7,252.50
Total Benefits and Salary	\$65,268.04	\$7,252.50

Projected Time Off Compensation *(included in above figures)* :

Holidays - 12 1/2 days	\$1,682.69
Personal - 2 days	269.23
Vacation - 12 days	1,615.38
Sick - 12 days	1,615.38
Total Projected Time Off Compensation	\$5,182.69

Total annual benefits equals an additional percent of your base annual salary: **86%**

Note: All amounts are estimates.

This Benefit Statement is a brief outline of the benefits received for the above position while working for the Wheaton Park District.

**WHEATON PARK DISTRICT
JOB DESCRIPTION**

Title of Position: Parks Plus Fitness Center Assistant Manager

Division: Park Services

Reports To: Parks Plus Fitness Center Manager Updated: 9-2015

FLSA:

General Purpose

Responsible for supervision of personal trainers, service desk attendants, members fitness programs, fitness orientations, facility cleaning and maintenance, membership sales and renewals, member public relations, Kidz Kingdom operations. Flexible schedule includes evenings, weekends and holidays. A full-time position.

Qualifications

Degree in recreation, physical education or health education field preferred. Minimum one year experience in supervising a fitness center preferred. Experience in teaching exercise classes, fitness assessments, exercise programming, personal leadership and public relations. Knowledge of park and recreation administration and supervision. Certified in CPR and First Aid. Evidence of involvement in continuing education through participation in seminars and workshops related to the field. Valid Illinois driver's license required. Computer skills necessary.

Essential Duties

- Work the hours necessary to produce exceptional results. Attendance at work site required every day.
- Develop and maintain cooperative relationships and effective communication with internal and external customers.
- Develop, implement, supervise and evaluate a minimum of three new programs each fiscal year.
- Hire, train, schedule, supervise and evaluate the Kidz Kingdom babysitting staff.
- Assist in hiring, training, scheduling, supervising and evaluating the personal training and service desk staff.
- Plan, coordinate, implement and promote the personal training program and sales.
- Plan, coordinate and implement member retention strategies through calling and corresponding with expired/non-renewed members on a monthly basis.
- Plan, coordinate and implement prospective new member strategies through cold calls and letters.
- Plan, coordinate, implement, supervise and promote corporate membership sales and strategies.
- Develop goals and objectives for assigned program areas to ensure continuous quality and cost efficiency.
- Register new and renewal memberships. Trains staff on how to register members.
- Handle fitness orientations and program updates.
- Qualified to conduct personal training programs.
- Respond to members' complaints and/or inquiries within one working day of receipt and report it to Parks Plus Manager.
- Take charge in an emergency.

- Assist in the development and implementation of staff meetings and in-service trainings, and assist in leading these trainings.
- Check shift maintenance check list for completion.
- Instruct participants in the correct use of all equipment in Parks Plus Fitness.
- Follow, administer and implement Wheaton Park District policies and guidelines.
- Assist in the preparation of the annual report, board report and other reports as necessary.
- Assist in the promotions and implementation of member incentive/retention programs, special events and other fitness/health programs.
- Coordinating and instructing CPR/AED certification and re-certification classes.
- Assist in developing, coordinating, and implementing two customer service in-service trainings at each front desk and fitness staff meeting
- Process membership changes and cancellations.
- Assist in planning for department and district goals and objectives.
- Contribute to park district seasonal brochure.
- Recommend purchase of equipment and supplies.
- Assist in leading staff meetings.
- Generate locker renewal letters and lists; checks and tags lockers.
- Contribute to the Wheaton Park District seasonal brochures.
- Assist in supervising the maintenance and regular inspection and documentation of all exercise equipment and the cleanliness of the fitness center and exercise equipment.
- Assist in the planning, implementing, evaluating and promoting the sale of memberships for the fitness center.
- Assure that courteous and helpful assistance to the public in answering questions about the fitness center, programs and other basic information.

Marginal Functions

- Answers phones/emails
- Cleans towels.
- Cleans equipment and surfaces.
- Conducts fitness orientations.
- Repair fitness equipment.
- Attend staff meetings.
- Schedules appointments.
- Changes bulletin boards.

Psychological Considerations

Solves problems with patrons and staff. Motivates Parks Plus Fitness staff. At times works under the direct supervision of the manager.

Physiological Considerations

Properly demonstrates how to use exercise equipment. Acute hearing and vision necessary.

Environmental Considerations

Able to work extended hours without natural light.

Cognitive and Safety Considerations

Correct posture when putting weights away. Able to problem solve, follow directions, communicate verbally and in writing, possess good safety awareness and sound judgment.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

“I have read this Job Description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations.” The Executive Director may amend this position’s description from time to time at his/her discretion. In addition, the Executive Director, and/or appointed authority, has and retains the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the Executive Director shall be effective on such date as designated.

Employee Printed Name

Employee Signature

Date

TO: Board of Commissioners

FROM: Andy Bendy, Director of Special Facilities
Dan Novak, Superintendent of Special Facilities
Ryan Miller, Manager Parks Plus Fitness



THROUGH: Michael Benard, Executive Director

RE: Approval of Full-Time Assistant Fitness Manager Parks Plus Fitness

DATE: October 21, 2015

Below is a summary of Parks Plus Fitness Budget Status Report:

- 2014 Year End Actual
- YTD Comparisons / 2014 & 2015 / January – September

	<u>2014</u>	<u>(1-9) 2014</u>	<u>(1-9) 2015</u>
Total Revenue:	775,685	564,463	572,746
Expenses:			
Wages	401,931	292,155	293,816
Contractual	48,835	42,489	50,935
Supplies	57,603	33,073	34,238
Ads & Pub	23,271	5,682	6,224
Capital	503	515	0
Parks	14,725	11,792	12,362
TOTAL EXP	546,872	385,708	397,576
NET	228,812	178,754	175,169

New Biz # 12



TO: Board of Commissioners

FROM: Andy Bendy, Director of Special Facilities
Steve Glass, Food & Beverage Director
Alan Pirhofer, Executive Chef

THROUGH: Michael Benard, Executive Director

RE: Arrowhead Food Supply Bid 2015

DATE: October 21, 2015

SUMMARY: Arrowhead's 2015 Food Supplies Bid Specs document was available to vendors Wednesday, September 3, 2015 with bids officially opened Wednesday, September 2, 2015. The legal notice specified that all bids would be accepted up until the bid opening, September 21, 2015 at 2 p.m. Several vendors requested and obtained a bid packet although did not submit a bid: Dietz & Watson, Edward Don & Co., Gordon Foods, Labriola Bakery, Reinhart Foods, Tri-Mark Marlin, Performance/Fox River Foods and Anmar Wholesale Meats.

This year, eight vendors submitted bids covering twelve categories. Bids were submitted for commodity pricing as well as fixed. Two and three year fixed only pricing was a new option for bidders this year. In this particular bracket, it was required that the entire category be offered at a fixed price for the second and/or third year.

Bid Category:	Bids Received From:
Appetizers	Fortune Fish
Breads	Highland Bakery Turano
Dairy	Sysco Chicago US Foods
Meat	Consumers Packing Sysco Chicago US Foods
Seafood	US Foods Fortune Fish Sysco Chicago
Poultry	Consumers Packing Sysco Chicago US Foods
General/Frozen	Sysco Chicago US Foods
Dry Goods	Sysco Chicago US Foods
Paper & Disposable	Sysco Chicago US Foods
Smallwares	US Foods Sysco Chicago
Produce	Get Fresh Produce Midwest Foods Sysco Chicago US Foods
Beverages	Sysco Chicago

Implementation:

This contract will begin December 1, 2015 and will run through November 30, 2016.

In the attached Bid Opening spreadsheet, the reader will note bid prices and “Adjusted” prices for many bids. A bid without an “Adjusted” price is one that supplies 100% of the requested product. The “Adjusted” price fills line items that the particular vendor cannot supply with the lowest price from among all bids. It is anticipated that if an attractive bid cannot supply one or two line items, those line items can be shopped from another bidder. The difficulty in this practice becomes evident when multiple line items must be shopped elsewhere. It is always more efficient to look to a vendor that can supply 100% of the requested line items with the specific brand name and quality level requested.

After Board approval, award letters developed by Tressler LLC will be distributed confirming length and dates of contract as well as Arrowhead’s right to terminate, at any time, for convenience and without cause upon seven days prior written notice.

Impact:

It should be noted that in all 27 individual bids received this year, 9 or 33% were submitted at fixed pricing. Fixed pricing for certain volatile items such as beef, poultry, sugar, flour and coffee is viewed as extremely valuable. Fixed pricing for those items will keep our costs and margins predicable and avoid unexpected product increases. Both Bread and Meat categories were submitted and awarded at 2 year fixed pricing. Staff has recorded the savings seen recently through fixed priced purchasing versus current commodity prices offered in the marketplace.

Staff reports specific savings with awarded 2014/2015 fixed priced bids on a portion of food bid items:

FIXED VS. COMMODITY		Fixed Price	Average Commodity Price	Savings based on 2014/2015 bid estimated usage
Pretzel Bread,4.5", Kaiser cut, 5 oz.	Per each	.51	.53	\$ 600
Bacon, Applewood Smoked	Per 1#	4.05	4.15	\$ 600
Beef, Ground, Patties, Cert Angus 8oz	Per 1#	3.18	3.81	\$ 9,450
Beef, Cert. Angus, Choice Ribeye Lip On, Bnls, Fresh	Per 1#	8.31	8.93	\$ 2,480
Tomato, Plum, Fresh	Per 1#	.84	.93	\$ 450
Coffee Liquid Colombian Douwegbert	Per 2 ltr.	65.00	66.00	\$ 200
<i>TOTAL</i>				\$13,780

The 2015 bid requested vendors chosen for four or more categories to specify possible discounts. Bidders were also asked for any applicable discounts towards ETF payments or payment made within 25 days, donations to fundraising events and/or donation of a refrigerated truck at fundraising events. The following is a list of details offered.

Appetizers:

- Fortune Fish offered a \$150 donation towards a Park District Not-for-Profit Fundraising event fund.

Bread:

- Highland Bakery offered a \$500 donation towards a Park District Not-for-Profit Fundraising event fund although declined rebates and discounts for payments made within 25 days.
- Turano Baking Company declined any discounts as well as refrigerated truck although offered donations on a case-by-case basis.

Dairy:

- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

Meat:

- Consumers Packing Company also agreed to a donation towards Park District Not-for-Profit Fundraising events although declined any discounts and rebates.
- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.

- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

Seafood:

- Fortune Fish offered a \$150 donation towards a Park District Not-for-Profit Fundraising event fund.
- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

Poultry:

- Consumers Packing Company also agreed to a donation towards Park District Not-for-Profit Fundraising events although declined any discounts and rebates.
- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

General/Frozen:

- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

Dry Goods:

- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

Paper & Disposables:

- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

Smallwares:

- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and decline to supply a refrigerated truck.

Produce:

- Get Fresh Produce offered a \$1,000 donation towards a Park District Not-for-Profit Fundraising event fund and a refrigerated truck twice a year, including fuel and delivery, although declined rebates and discounts for payments made within 25 days.
- Midwest Foods offered a 1/2% discount for ETF payments made within 25 days, a refrigerated truck, including delivery and fuel, at fundraising events and \$2,500 worth of produce for fundraising events.
- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.
- US Foods declined offering a rebate nor discount whatsoever and declined to supply a refrigerated truck.

Beverages:

- Sysco declined offering rebates and discounts for payments made within 25 days, although offered a donation fund comprising one-half percent of all sales and the use of a refrigerated truck, including fuel and delivery for three day increments.

PREVIOUS COMMITTEE/BOARD ACTION: Arrowhead's Food Supply Bid 2014/2015 awarded the following vendors for the categories so noted.

Appetizers:	Fortune Fish	\$26,335.00/Commodity Pricing
Bread:	Highland Bakery	\$55,572.30/Fixed Pricing

Dairy:	Sysco Chicago	\$149,551.50/Commodity Pricing
Meat:	Consumers Packing	\$457,977.70/Fixed Pricing
Seafood:	Fortune Fish	<i>Adjusted</i> \$113,271.80 Commodity Pricing
Poultry:	Sysco Chicago	<i>Adjusted</i> \$126,196.23/Commodity Pricing
General/Froz.:	Sysco Chicago	\$92,786.69/Fixed Pricing
Dry Goods:	Sysco Chicago	\$102,396.31/Fixed Pricing
Paper/Disp.:	Sysco Chicago	<i>Adjusted</i> \$42,885.46 Fixed Pricing
Smallwares:	Sysco Chicago	\$10,648.57/Fixed Pricing
Produce:	Midwest Foods	\$97,724.50 Fixed and Commodity
Beverages:	Sysco Chicago	\$29,374.42/Fixed Pricing

REVENUE OR FUNDING IMPLICATIONS:

STAKEHOLDER PROCESS:

LEGAL REVIEW: Attached.

ALTERNATIVES:

RECOMMENDATION:

• **ONE YEAR BIDS**

Staff Recommendation and commentary:

Appetizers: Fortune Fish \$28,864.00 Commodity Pricing

Fortune Fish is the only vendor to submit a proposal and is based on commodity pricing. Fortune Fish completed our Appetizer bid section with 100% of the necessary item brands specified. Staff believes the specific requested appetizer brands noted will retain the high quality of our appetizers.

Dairy: Sysco Chicago \$152,857.12 Commodity Pricing

Both Sysco Chicago and US Foods bid on the Dairy category. Sysco Chicago's bid is based on commodity pricing and is the lower of the two bids. Staff recommends Sysco Chicago be awarded the Dairy category.

Seafood: Fortune Fish \$89,412.00 Commodity Pricing

Three commodity based bids were received for the Seafood category; Sysco Chicago, Fortune Fish and US Foods. Fortune Fish is the lower of the three bids. Staff recommends awarding Fortune Fish the Seafood category.

Poultry: US Foods \$ 121,302.00 Commodity Pricing

Three bids were received for Poultry category; Sysco Chicago's at commodity pricing, Consumers Packing Co's at fixed pricing and US Foods at commodity pricing. Consumer Packaging's fixed priced bid is the highest Poultry bid received. Research by staff has found projections for anticipated price increases for the poultry Arrowhead uses to be under 5%. With this information, staff does not see Consumer Packaging's fixed bid to be a benefit since it is the highest bid at nearly 14% more than the other two bids received. US Foods is the lowest of all bids and samples of their products have been tested in Arrowhead's kitchen and have met staff's standards. Delivery needs have also been confirmed. Staff recommends US Foods for the Poultry category.

General Grocery/Frozen: US Foods \$ 110,574.72 Commodity Pricing

Two bids were received for the General Grocery/Frozen category; Sysco Chicago bid at fixed pricing and US Foods at commodity pricing. Staff recommends US Foods for General Grocery/Frozen category since they are the lower priced bid and meet our specifications. Prices in the category typically remain stable and are not expected to increase more than 2%.

Dry Goods: Sysco Chicago \$126,084.81 Fixed Pricing

Sysco Chicago the lower of two bidders and based on fixed pricing versus commodity. (Sysco Chicago and US Foods). Staff recommends Sysco Chicago for the Dry Goods category award.

Paper & Disposables: Sysco Chicago Adjusted \$42,631.61 Fixed Pricing

Two bids were received for this category: Sysco Chicago at fixed pricing and US Foods at commodity pricing. Sysco Chicago's fixed pricing is the lower of the two bids. Staff recommends Sysco Chicago at fixed pricing for the Paper and Disposables category.

Smallwares: Sysco Chicago \$14,150.77 Fixed Pricing

Two bids were received for Smallwares; Sysco Chicago at fixed pricing and US Foods at commodity pricing. Sysco Chicago's fixed pricing is the lower of the two bids. Staff recommends Sysco Chicago for smallwares.

Produce: Get Fresh \$124,304.35 Fixed Pricing

Four bids for Produce were received; Sysco Chicago and US Foods at commodity pricing, Midwest Foods at fixed and commodity combination pricing and Get Fresh Produce at fixed pricing. Get Fresh Produce's bid was not the lowest but certainly the most valuable considering the volatility of produce pricing. Staff recommends Get Fresh for the Produce category.

Beverages: Sysco Chicago \$30,580.20 Fixed Pricing

Sysco Chicago is the sole bid submitted for the Beverage category. Sysco Chicago is fixed pricing. Staff recommends Sysco Chicago continue to service Arrowhead's Beverage related orders.

• **TWO YEAR BIDS**

Bread: Highland Bakery \$72,587.00 Fixed Pricing

Turano Baking Company and Highland Bakery both bid in this category. Highland Bakery is unquestionably the lower bid with the offer of a second consecutive year at the same pricing. Turano Baking Company's bid is for one year. Staff recommends Highland Bakery continue to supply Arrowhead with fresh bread and bakery product at the lower, fixed price for two consecutive years.

Meat: Consumers Packing Co. \$324,762.50 Fixed Pricing

Two bids were received in this category. Consumers Packing submitted their bid for two consecutive years at fixed pricing with no increase in prices in second year and Sysco Chicago submitted a one year bid at commodity pricing. Staff recommends awarding the Meat Category to Consumers Packing for two consecutive years at no increased prices the second year.

In conclusion, staff respectfully requests approval to accept the following 2015/16 Food Supply bids.

<u>ONE YEAR CONTRACT</u>				<u>TWO YEAR CONTRACTS</u>	
Appetizers:	Fortune Fish	\$ 28,864.00	Commodity Pricing		
Bread:	Highland Bakery			Highland Bakery	\$ 72,587.00 per yr. Fixed
Dairy:	Sysco Chicago	\$152,857.12	Commodity Pricing		
Meat:				Consumers Packing	\$324,762.50 per yr. Fixed
Seafood:	Fortune Fish	\$ 89,412.00	Commodity Pricing		
Poultry:	US Foods	\$121,302.00	Commodity Pricing		
General/Froz:	US Foods	\$110,574.72	Commodity Pricing		
Dry Goods:	Sysco Chicago	\$126,084.81	Fixed Pricing		
Paper/Disp.:	Sysco Chicago	\$ 42,631.61	Fixed Pricing		
Smallwares:	Sysco Chicago	\$ 14,150.77	Fixed Pricing		
Produce:	Get Fresh	\$124,304.35	Fixed Pricing		
Beverages:	Sysco Chicago	\$ 30,580.20	Fixed Pricing		

	Sysco	Turano	Highland	Consumers	Midwest	FortuneFish	GetFresh	US Foods	Awarded Vendor	
Appetizers						\$28,864.00			FortuneFish 28,864.00	Appetizers
						Comm			Commodity	
Bread		\$86,930.00	\$72,587.00						Highland 72,587.00	Bread
		Fixed	2 YR.Fixed						2 Year Fixed	
Dairy	\$152,857.12							\$153,930.94	Sysco \$152,857.12	Dairy
	Comm							Comm	Commodity	
Meat	\$344,868.50			\$324,762.50				\$346,730.00	Consumers \$324,762.50	Meat
	Comm			2 yr. Fixed				Fix & Comm	2 Year Fixed	
Seafood	\$95,478.00					\$89,412.00		\$108,565.00	FortuneFish \$89,412.00	Seafood
	Comm					Comm		Comm	Commodity	
Poultry	\$122,722.00			\$140,770.00				\$121,302.00	US Foods \$121,302.00	Poultry
	Comm			Fixed				Comm	Commodity	
General	\$115,535.26							\$110,574.72	US Foods \$110,574.72	General
	Fixed							Comm	Commodity	
Adjusted	\$118,997.26									
Dry Goods	\$126,084.81							\$137,693.62	Sysco \$126,084.81	Dry Goods
	Fixed							Comm	Fixed	
PaperDispo	\$42,631.61							\$46,741.85	Sysco \$42,631.61	PaperDisposables
	Fixed							Comm	Fixed	
Smallwares	\$14,150.77							\$14,568.06	Sysco \$14,150.77	Smallwares
	Fixed							Comm	Fixed	
Adjusted								\$15,670.66		
Produce	\$135,936.65				\$121,427.23		\$124,304.35	\$120,287.08	GetFresh \$124,304.35	Produce
	Fixed				Fix & Comm		Fixed	Comm	Fixed	
Adjusted	136,746.55							\$123,851.68		
Beverages	\$30,580.20								Sysco \$30,580.20	Beverages
	Fixed								Fixed	

Total Estimated Order 1,238,111.08

TO: Board of Park Commissioners
FROM: Rita A. Trainor
THROUGH: Mike Benard
RE: New Phone System
DATE: October 7, 2015

SUMMARY: The District's current phone system is out of date, incurring significant operating challenges and is estimated to have been pushed several years beyond its useful life. The system was purchased in phases, the most significant of which was financed by two capital leases which began in September of 2006. In addition to the purchase of the system, there was ongoing maintenance that was paid monthly on the system. In January of 2015, staff decided to drop the maintenance agreement and take a chance that we would not incur maintenance expenses in excess of the nearly \$19K in annual maintenance. As luck would have it, 2015 has wound up being the year when we began experiencing significant issues with our phone system. Fortunately however, those issues have only resulted in \$7K in expenses to date.

In 2015 our voice mail server was malfunctioning and we brought in a 3rd party to work on it. They were able to get it up and running for a while until the physical server died. It was replaced and voice mail service was restored in a few days. However, it should be noted that the District incurred "double charging" in that we were using up our IT support hours with our current IT support group, JDA, to assist in trouble shooting. They would attempt to resolve the problems, when they were unable to do so, they would reach out to the 3rd party and work with them to get the issue resolved. While they were doing this, we were using our contracted hours on those issues as well as paying the 3rd party vendor for their time.

Some new positions in 2015 experienced significant delays in getting a phone (up to a month and a half). Some new employees are still waiting for a phone assigned to them. The reasons for this relate to the age of our current system and the lack of available licenses for additional phone lines.

When any requests for new phones or fixing significant problems, the District has incurred significant staff time and difficulty in resolving the issues. Simply trying to identify phone lines that are not in use and thus available to be repurposed has been a project that has spanned weeks.

The District's consultant for information technology, Vision 96, has performed an evaluation of replacement options for the District's current system. It is their recommendation that the District should move to a cloud based phone system. They have prepared a report on their recommendation, but in short the reasons are that this type of arrangement would:

- Simply and minimize user and IT time spent use and fix phone issues
- If a new phone is needed, the cloud providing sends a new phone and provisions a line
- Eliminates paying additional 3rd parties for support, all the support is included in the monthly fees we pay to the cloud provider
- No huge up front cost for purchasing the system (initial estimate for Avaya quote is \$145K and our consultant believes this initial quote doesn't address all areas insufficient

detail and would likely result in that estimate going up an additional 10-20% if it is the Board's direction to pursue this avenue. Also, annual maintenance is estimated at \$23,500)

- Cloud provider has redundant locations, so if one goes down we are just handed off to one of the redundant systems, seamless to us
- Known cost to add or savings to experience if we change the number of phone lines
- Eliminates the cost of PRIs, business lines or traffic costs (our consultant indicates that we will experience significant decreases in telecommunications costs with a cloud solution)

The speed of changes/requests and technology can be slower with more hardware, software, and resources on site with the District. Technology changes are more significant and the onus is on the District with an owned solution.

PREVIOUS COMMITTEE/BOARD ACTION: N/A

REVENUE OR FUNDING IMPLICATIONS: The sum of the capital lease payments totaled \$143K. From May 10, 2008 through January 10, 2015 the District paid \$153K in maintenance to Avaya. In addition to the \$296K paid to Avaya, we have incurred \$7K in expenses to a 3rd party vendor, North American Communications Resource, Inc. \$3.5K of this expense was to purchase a new voice mail server when the existing one died this year.

STAKEHOLDER PROCESS: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: Vision96's phone system recommendation report.

ALTERNATIVES: The District could purchase another phone system to replace the existing system. A preliminary quote for this has been obtained as explained above.

RECOMMENDATION: Staff recommends that the Board approve moving forward with negotiating for a cloud based solution with ANPI based upon the recommendation of our consultant.



VISION96

9600 Bryn Mawr Avenue, Rosemont, Illinois 60018 USA

Date: October 7, 2015

Topic: Phone System

Recommendation: Change to a "Cloud/Hosted" Phone System

EXECUTIVE SUMMARY

Increasingly during 2015 and to a lesser extent recent previous year(s) the Wheaton Park District has encountered operational issues with their Avaya Phone System. This Phone System's life cycle is past expiration to a large extent as it is over 8 years old. There are many components that are failing from a hardware perspective and the technology is dated. The support and maintenance costs justify looking for a new system. The main business driver though is the ability of the user community to work effectively and be efficient.

Because of multiple hardware failures, software licensing constraints and support difficulties, it was our recommendation to place a priority on evaluating the best path for sustained operations regarding voice communications, specifically the phone system. Purchasing a Phone System to own and administer has high costs including the capital expense as well as the ongoing support of the system. We have received a couple recommendations and a budgetary proposal which is significant in cost. As an alternative, we also researched, matched and vetted several hosted phone system providers.

The current recommendation is to approve moving to a hosted phone system and provider. There are several factors which make this desirable. The cost of a hosted phone system is a monthly operational cost. This price when looking at a 3-5 year model is less expensive than the traditional phone system ownership model. As the park district has increasingly experienced, keeping technology 5-10 years is less likely to occur in current times. Technology life cycles are measured in the 3-5 year model as a best practice.

There are several additional positive reasons for utilizing a hosted phone system. The hardware and software infrastructure is redundant limiting exposure to system failures. The cost is prohibitive to do this by purchasing your own redundant systems. As technology changes the provider incurs the responsibility and cost for these system changes. It is easier and faster to make changes. Telecommunications costs will decrease due to the hosted phone system provider services that are included. Also, forecastable budget as park district needs change due to the hosted pricing structure and model.

As always, the Vision96 staff will be available and answer any questions.

Warm Regards,

Adam Nirenberg
President

**ATTACHMENT C
PRICING INFORMATION**

Equipment	Quantity	ANPI		EVOLVE		NEXTIVA - MONTHLY		NEXTIVA - PHONE COSTS	
		Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)
Phones	182	\$ 4,134.29		\$ 4,267.40	\$ 3,800.00	\$ 945.00	\$ 1,399.65		\$ 15,140.55
Auto-Attendant (Call Queuing)	11	\$ 54.89		\$ 66.00					
Voice Mail	182								
Unified Messaging - Optional	182			\$ 8.95	\$ 1,700.50				
Other Charges				\$ 1,986.05	\$ 7,940.00	\$ 1,810.90		\$ 1,800.95	
Sub-Total Telephone Equipment		\$ 4,189.18	\$ -	\$ 6,328.40	\$ 13,440.50	\$ 2,755.90	\$ 1,399.65	\$ 1,800.95	\$ 15,140.55
Traffic and Circuit Costs	Quantity	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)
Local Traffic (refer to Attachment B)									
Band A cost per minute =	3697	\$ -		\$ -		\$ -		\$ -	
Band B cost per minute =	3017.5	\$ -		\$ -		\$ -		\$ -	
Band C cost per minute =	0	\$ -		\$ -		\$ -		\$ -	
LD Traffic (refer to Attachment B)									
IntraLata/intrastate traffic cost per minute =	440.3	\$ -		\$ -		\$ -		\$ -	
Interstate traffic cost per minute =	1229.3	\$ -		\$ -		\$ -		\$ -	
SIP-Trunks		\$ -				\$ 1,097.25		\$ 1,097.25	
Connection to PSTN		\$ -							
Other Charges		\$ -							
Sub-Total Traffic and Circuits		\$ -	\$ -	\$ -	\$ -	\$ 1,097.25	\$ -	\$ 1,097.25	\$ -
Installation and Implementation	Quantity	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)	Cost/Month	NRC (one-time \$)
Site Surveys			\$ -						
Installation			\$ 4,000.00						
Training			\$ -						
Shipping & Delivery			\$ 686.23				\$ 576.50		\$ 576.50
Other Charges			\$ -						
Sub-Total Installation and Implementation			\$ 4,686.23		\$ -		\$ 576.50		\$ 576.50
Total Costs		\$ 4,189.18	\$ 4,686.23	\$ 6,328.40	\$ 13,440.50	\$ 3,853.15	\$ 1,976.15	\$ 2,898.20	\$ 15,717.05

ATTACHMENT C PRICING INFORMATION

Additional Bidder's Notes:

1. ANPI:

- a. Equipment Cost Phones= cost for average Seat cost and monthly lease on phones
Includes Polycom 300/400 units with 7 extension modules for reception areas
- b. Auto- Attendant = 1 advanced AA and 11 Standard AAs
- c. All other equipment costs included in seat price
- d. Traffic and Circuit costs included in Seat cost
- e. Circuit costs included with Seat cost
- f. The cost per phone per month = \$ 23.02
- g. Customer portal and implementation process are solid
- h. Staff experience is solid
- i. There may be some overkill on the larger locations regarding types of phones.

2. Evolve

- a. Equipment Cost Phones= includes Polycom VVX 300 rental for each user
- b. Auto- Attendant = covered for all locations
- c. Other - high cost for POE, switches, VoIP gateways
- d. Traffic included
- e. Circuit costs are not part of the architecture and solution - this will make their solution even more costly
- f. Installation/Implementation costs are included with the Other charges for equipment.
- g. The cost per phone per month = \$ 34.36
 - Phones = \$ 23.45
 - Ancillary Equipment = \$ 10.91
- h. Only proposed Polycom 300s; what about executive staff needs.
- i. The portal appears to be very user friendly and would allow IT to stay on top of the configuration including auto attendants. It has won awards.
- j. The Evolve SLA does not meet the 99.999% reliability - their SLA = 99.99%
- k. E911 - not comfortable with the MSA restrictive language.
- l. Did not provide specific locations for the primary and secondary host locations; technology is strong
- m. Capable of bonding the Internet connections as part of the solution.

3. Nextiva

- a. Equipment Cost Phones= Polycom 330 and 400 units, with 7 extension modules for reception areas
- b. Auto- Attendant = they provide unlimited AAs and Call Queuing
- c. Other = license costs at \$9.95/month
- d. Traffic - local, domestic and Canada - no cost
- e. Circuit costs - SIP trunks
- f. No additional charges for installation and implementation
- g. The cost per phone per month =

\$	15.14	rental phone option
\$	9.90	purchase phones option
\$	6.03	SIP Trunks
\$	21.17	Total Rental Option
\$	15.92	Total Purchase Option
- h. 25 port conference bridge is included

Strengths

Install Process
 Portal
 Less NRC required
 Response to bid
 Location of Hosted Data Centers
 Location of Personnel
 Very flexible and willing to work with client

Weaknesses

One-Time Charge

Technology

Price
 Response to Bid
 Location of Hosted Data Centers
 Eliminated on Price and Response to Bid

Price
 Location of Hosted Data Centers
 Portal

Responsiveness/Lack of Detail
 Location of Personnel
 Billing not on Portal
 Staff assigned - not heavy on experience with Nextiva

Very flexible and willing to work with client

**ATTACHMENT C
PRICING INFORMATION**

Evaluation Criteria		ANPI	EVOLVE	NEXTIVA
1.	Financial Stability	1	1	1
2.	Ability to successfully install services/equipment	1	2	1.5
3.	Ability to provide economical ongoing service/support	1.5	2	1
4.	Suitability of equipment proposed	1	2	1
5.	Quality of response to RFP	1	3	2
6.	Quoted Price	1.5	3	1
		7	13	7.5
Weighted Scores				
1	0.1	0.1	0.1	0.1
2	0.3	0.3	0.6	0.45
3	0.1	0.15	0.2	0.1
4	0.1	0.1	0.2	0.1
5	0.1	0.1	0.3	0.2
6	0.3	0.45	0.9	0.3
	1	1.2	2.3	1.25



VISION96

9600 Bryn Mawr Avenue, Rosemont, Illinois 60018 USA

Date: October, 2015

Topic: Phone System

Sub-Topic: Selection Process

EXECUTIVE SUMMARY

The Wheaton Park District has an emergent need to evaluate, select, implement and support the user community and park district constituency. Vision96 has considerable experience in telecommunications and phone systems. We hypothesized that a hosted phone system based upon hosted or “cloud” services may be a best fit for the park district. This was confirmed through our process. The process included looking at phone systems to be purchased as well as the hosted service option from both incumbent park district providers and ones new to the district experience and relationship.

During our initial evaluation we obtained a budgetary proposal for a non-redundant Avaya phone system from the current phone resource, NACR. The estimate cost exceeds the hosted phone service options. This is just comparing a single non-redundant system price. Also, the complexity and soft costs such as labor are not inclusive. The general market for phone systems will approximately be the same for recognized industry brands such as Cisco, ShoreTel, so on and so forth. Additionally, when a ShoreTel phone provider was asked to provide a proposal their recommendation was to go with ShoreTel’s cloud option because of the same reasons we are proposing. We did also evaluate ShoreTel from your current telecommunications provider, AT&T. This budgetary analysis and proposal is significantly higher and has other implications that make it less attractive to Wheaton Park District.

When evaluating services and technology for the park district Vision96 utilizes proprietary market analysis and experience. We also use our knowledge of Wheaton Park District to match providers and services with the park district needs, culture and an overall best fit. There are literally over a hundred hosted phone system providers. We short listed a few to obtain basic information then down selected 3 finalists that we felt best matched the criteria for a successful outcome. Vision96 used an audit of telecommunications, first hand experience and interviews with park district employees including staff and management.



VISION96

9600 Bryn Mawr Avenue, Rosemont, Illinois 60018 USA

The finalists evaluation was run using criteria referenced above and requested in a requirements document. Responses were obtained and a "Q&A" performed. After that period, meetings for further explanation were completed. An analysis was performed using the data provided during this process. This included a score card for each provider based upon the information obtained during this process. The scorecard and evaluation document has been provided and discussed with park district management along with other documentation supporting this process.

We have every confidence in all of the finalists to do a good job for the park district. During the process, we aim to pick an economical option that will serve the park district well as a technology partner. While we have three good options, we feel ANPI will have the best fit for the park district.

Warm Regards,

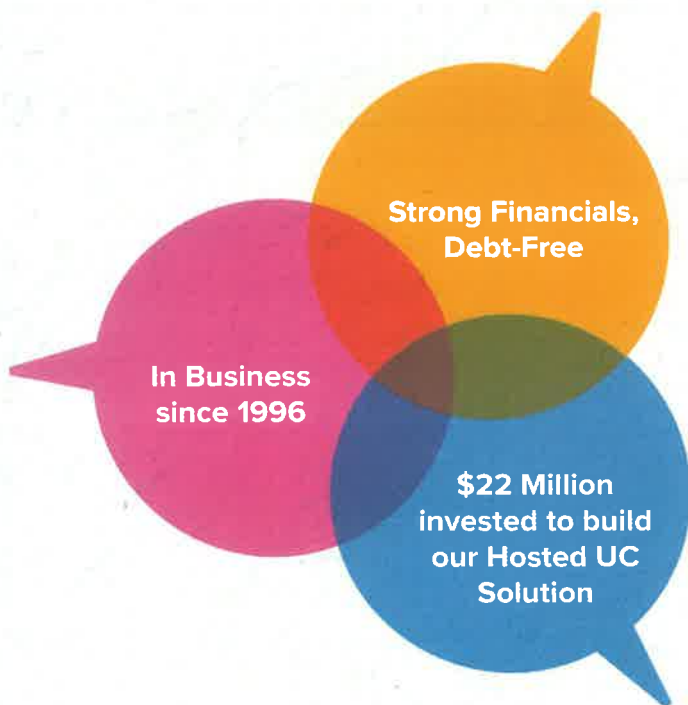
A handwritten signature in black ink, appearing to read 'Adam A N', with a long, sweeping underline that extends to the right.

Adam Nirenberg
President

ABOUT ANPI and WHY WE'RE DIFFERENT

Since 1996, ANPI has served over 550 ILECs.

From the very beginning, we have been viewed as a trusted advisor to our partners, and a thought leader within our space. We have strong financials; we're profitable and we have no debt. This is what differentiates us from most other hosted providers. We're not a "pop up" provider; we're here to stay.



So Why Consider ANPI for Hosted UC?

We have invested more than \$22 million in our Hosted UC solution, and built it on top of our carrier-grade voice network that transports billions of minutes per month. Our solution was purpose-built from the ground up for the ILEC community, our agent partners and wholesalers.

A financially strong, tenured solutions company with a multi-award-winning solution, easy-to-use customer portals, unparalleled agent training and industry-leading commissions – that's ANPI.

The differences don't stop there. Our Hosted Solution, ANPI VIP, is actually an award-winning, record-breaking, industry-leading Hosted UC solution. Forgive us as we toot our own Hosted horn, but we're pretty proud of what we have accomplished.

RECENT ANPI VIP SUCCESSES

We have set (and re-set) our own sales records each month of Q1.

We were the fastest provider to sell 10,000 seats in BroadSoft history.

We are ranked as a Top 20 North American Service Provider by BroadSoft.

We are ranked as a Top 15 North American Service Provider by Polycom.

We have not yet had to pay out a single month on our Installation Guarantee (which guarantees the installation date).

In 2015 only, we have launched a half dozen new products, plus two system upgrades, all glitch free.

Just 15 months after launch, our Hosted UC business has achieved more than many providers do in their entire business lifetimes.

The best news of all? This is only the beginning. Stay tuned for more accomplishments and success stories.



TO: Board of Commissioners
FROM: Rob Sperl, Director of Park & Planning
THROUGH: Michael Benard, Executive Director
RE: Memorial Park Master Plan
DATE: October 16, 2015



SUMMARY:

Memorial Park (our first park) continues to be a prime location for hosting community events. This includes weekly events such as those hosted by the Wheaton Municipal band to larger annual events such as the Taste of Wheaton, Shakespeare in the Park and Brewfest. In addition, it is a popular location for community groups to rent for semi-public events.

Recently the City of Wheaton completed master planning for much of the downtown area to help shape its future for redevelopment and growth. Memorial Park is a natural extension of the downtown and many events have used the park as an anchor.

Staff would like to contract the services of a professional landscape planning and design firm to explore improvements to the park. They would look at existing conditions, use and patterns throughout the area and provide recommendations to improve safety, access and circulation.

The nature of these services requires a certain level of expertise that is not conducive to competitive pricing. However, landscape design is not covered by the professional services selection act because it is not licensed by the state. Consultants from Kimley Horn (previously with Norris Design) have been working pro bono during the last year on conceptual designs for the park. We feel that they are well suited to develop the master plan we are looking for to guide future development of this park and integration with the downtown.

The attached proposal was provided to outline a menu of possible services and costs for us to choose from. A summary of the costs are as follows:

- Project Kick-Off (\$3,000)
- Information Gathering (\$7,000 - \$9,000)
- Multimodal Access Study (\$8,000-\$10,000)
- Community Needs Assessment (\$8,000-\$12,000)
- Conceptual Design (\$25,000 - \$30,000)
- Feasibility Analysis (\$5,000)
- Draft & Final Master Plan (\$10,000 - \$15,000)

The total for all tasks ranges from \$66,000 to \$84,000 however our needs will only a reduced amount of the of the services outlined.

PREVIOUS COMMITTEE/BOARD ACTION:

It was recommended at the September 2 Building and Grounds meeting to proceed with soliciting this proposal. Staff followed up with the attached proposal at the October 8 Building and Grounds meeting at which some of those present stated that while the amount approved in the 2015 budgeted was \$50,000 for planning purposes for Memorial Park, they do not want to spend more than \$30,000 on this planning process.

The Board recently also directed Staff to plan for future recognition for our armed service branches, local veterans living and dead as well as the many wars in which our local veterans served. Memorial Park is the right place to achieve this goal and this plan will address that direction.

REVENUE OR FUNDING IMPLICATIONS:

\$50,000 was budgeted in the 2015 capital budget for this work.

The construction of a first class Ravinia like facility to be programmed seasonally with musical performances will result in significant revenue generation for the district as well as the downtown Wheaton Area. Funding partnerships with the City of Wheaton and the Private Sector will be explored and developed for Board review.

LEGAL REVIEW:

Our legal counsel provided correspondence on July 27, 2015 confirming that this type of work would not be applicable to the Professional Services Selection act.

ATTACHMENTS:

Proposal from Kimley Horn
Correspondence with Tressler

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's authorize staff to accept a reduced scope project from Kimley Horn in an amount not to exceed \$30,000. Staff will provide the Buildings and Grounds subcommittee with the opportunity to review and edit the amended proposal prior to signing it.

It is also recommended that the remaining \$20,000 of the 2015 budgeted amount be held in reserve for possible near future Board approved expenses for hard architectural needs to be assigned to Williams / PHN as our Architects of Record to supplement the Kimly Horn Product.



September 4, 2015

Mr. Michael Benard
Wheaton Park District
102 E Wesley Street
Wheaton, IL 60187

MEMORIAL PARK MASTER PLAN APPROACH - DRAFT

Project Approach

Task 1 – Project Kick-Off (\$3,000)

Upon contract approval, Kimley Horn will begin the project by conducting a Project Kick-Off Meeting. We will schedule a meeting with the Wheaton Park District (WPD) staff to finalize the project management, work plan and schedule – including the project timeline, major stakeholder input, identification of relevant resources, define key player roles, and to gather data and base information.

Deliverables include:

- Meet with WPD Staff for project kick-off meeting
- Meet with key stakeholders to gather input on needs of partners

Task 2 – Information Gathering (\$7,000-\$9,000)

Kimley Horn will work to ensure the Plan evaluates and integrates current and future planning efforts related to adjacent properties and existing and ongoing Downtown Wheaton master plans and streetscape improvements. Additional inventory and analysis for a thorough understanding of the physical and sociopolitical opportunities and constraints of the site. As a part of this task, Kimley Horn will prepare a topographic survey for the site to include existing topography, boundary, utilities, and existing structures and vegetation.

The project team will review existing land uses, including both passive and active recreation areas, accessibility, connectivity, current usage, and infrastructure plans.

Deliverables include:

- Topographic Survey
- Site evaluation – inventory and analysis
- Identification of earthwork
- Parking analysis
- Utilities assessment

- Traffic Impact Study

Task 3 – Multimodal Access Study (\$8,000-\$10,000)

I. Existing Condition Inventory

Kimley-Horn will visit Memorial Park and the surrounding street network to observe existing traffic conditions and confirm pertinent data in the site vicinity regarding vehicular circulation, traffic control, curbside regulations and activity, pedestrian/bicycle accommodations, and parking conditions. Observations will be conducted during the peak period of a typical day (Non-Event) and the peak arrival and departure periods for a programmed event at Memorial Park (Event). Conditions will be compared between the Non-Event and Event periods.

Observations will be conducted for the area bounded by Union Avenue on the north, Main Street on the east, Wesley Street on the south and West Street on the west (Study Area). Observations will focus on:

- Prevailing multimodal traffic conditions and patterns
- Posted parking restrictions and general parking operational characteristics
- Curbside activity (e.g., parking, loading zones, drop-off/pick-up activity, etc.)
- Operational deficiencies and their contributing factors
- Other characteristics impacting how vehicles, pedestrians, and bicyclists circulate through the immediate area and surrounding streets

II. Recommendations

Based on the Existing Condition Inventory, Kimley-Horn will identify appropriate improvements and/or suggest potential site plan modifications, as needed, to mitigate multimodal safety, access, and circulation issues in the Study Area. A summary of existing parking conditions and anticipated issues associated with removal of existing parking spaces will be provided.

III. Documentation

Kimley-Horn will prepare a memorandum summarizing the study methodology, data collected, analyses, and key findings. As appropriate, potential improvements to address any identified issues will be summarized.

IV. Parking Demand Analysis

Kimley-Horn will visit Memorial Park to inventory the existing parking supply and perform parking utilization counts for public parking spaces located within the Study Area. In addition, a parking supply inventory and utilization count will be conducted for the adjacent Wheaton Place Parking Garage. The number of occupied spaces will be counted during the Non-Event and Event periods. For the Non-Event period, counts will be conducted every 30 minutes for a two-hour period. For the Event period, counts will be conducted for a period beginning one hour before the programmed event and ending one-hour after the conclusion of the programmed event. These parking counts will also be conducted at 30-minute intervals. The parking supply and demand data will be summarized by time and location.

The projected future parking demand will be compared to the future parking supply, which will reflect any planned changes associated with the park improvement plan (i.e., removal of onstreet spaces). Based on this review, potential solutions will be identified to address anticipated parking deficiencies, as needed.

Task 3 – Community Needs Assessment (\$8,000-\$12,000)

Community input meetings enable us to gather pertinent information on the needs of partners and user groups, key issues to be addressed through the plan, as well as identify potential partnerships and funding opportunities. Our team will work with the WPD to identify the best forums, dates, times and strategies to gain valuable input from a diverse representation of Village residents.

Community input forums may include the following:

- Focus Groups
- Public Meetings / Open Houses
- Stakeholder Interviews
- Committee, Board and Elected Official Interviews
- Intercept Input (existing community events/meetings)

Task 4 – Conceptual Design (\$25,000-\$30,000)

I. Park Design

Utilizing base data information gathered from the inventory and analysis phase of the project and input from the community needs assessment, Kimley Horn will work closely with the WPD to develop a park program and prepare color rendered schematic park designs that reflect the needs and demands of its users. Connectivity, signage and wayfinding, and sustainable design principles will be identified as a part of this plan. Detailed vignettes of key areas of the park will be developed to illustrate proposed features of the War Memorial, Entry Plazas, Amphitheater structure massing and Seating, and Concession Plazas.

II. Amphitheater Schematics

Based on feedback from the Programming process, Park District Staff/Board and Public Engagement, the project architect will develop a minimum of (2) Schematic Design Plan options for the buildings. The plans will be prepared to scale and formatted in color for presentation purposes. The Schematic Plans will address proposed site location/s, critical space adjacencies and circulation requirements, seating/plumbing/occupancy, and annotate primary equipment and proposed key dimensions. We will also work with Kimley-Horn to address site circulation and parking layouts, loading/staging and drop-off needs to support the facilities, and accessible site and building design.

Also in this phase the project architect will develop the preferred Schematic Design option in greater detail and present a 3D rendering of the design. The 3D rendering will be developed to a level of detail intended for public presentation and will include rendered materials, pedestrian figures, conceptual landscaping, and contextual surroundings of the site.

III. Project Promotion

Kimley Horn's in-house graphic design team will work with the WPD to facilitate a public awareness program in order to constantly update the public on the project progress, key decisions and recommendations. Components of the public awareness program may include, but are not limited to:

- Public information displays
- Press releases and/or print advertisements
- Web materials to support a project website
- Newsletter(s) and/or flyers
- Public presentations

Task 5 – Feasibility Analysis (\$5,000)

The Kimley Horn Team will develop high-level opinion of probable cost based on knowledge of and past experience designing and providing construction administration services for similar projects. If requested, we will identify and make recommendations on how to utilize alternative funding and public and private partnership opportunities to maximize financial support for the Memorial Park Improvements.

Task 6 – Draft & Final Master Plan (\$10,000-\$15,000)

For use as an internal document and guide for future improvements of Memorial Park, the Kimley-Horn team will assemble the findings of the plans developed in previous tasks to prepare a Draft Master Plan for review by the WPD Staff and Board. Once feedback and comments are received, Kimley-Horn will revise the document and furnish the Park District with ten (10) hard copies and a digital copy of the Master Plan Document.