

old Bus 3
9/9/15

WHEATON PARK DISTRICT
ORDINANCE NO. 2015-03

An Ordinance Adopting Amendment to Investment Policy

WHEREAS, the Wheaton Park District ("Park District") is an Illinois park district organized and operating pursuant to the Illinois Park District Code, 70 ILCS 1205 1/1 *et seq.*; and

WHEREAS, on Wednesday, May 21 2014, the Wheaton Park District Board of Park Commissioners ("Park Board") adopted the Wheaton Park District Investment Policy in order to develop, implement and monitor guidelines for the prudent investment and management of the Park District's funds in accordance with the Public Funds Investment Act, 30 ILCS 235/0.01 *et seq.* ("Public Funds Investment Act"); and

WHEREAS, Section 2 of the Public Funds Investment Act sets forth authorized investments for public agencies; and

WHEREAS, the Board of Park Commissioners has determined that it is in the Park District's best interest to amend the Investment Policy to clarify and provide additional investment options for the Park District's funds in accordance with Section 2 of the Public Funds Investment Act and to further amend the Investment Policy to clarify and update certain sections; and

WHEREAS, the Park District's Executive Director has caused to be drafted for and on behalf of the Park District an amendment to the Investment Policy to clarify and authorize additional investment options for the Park District's funds in accordance with Section 2 of the Public Funds Investment Act and otherwise to amend the Investment Policy to clarify and update certain sections, which is attached to and incorporated in this Ordinance as Exhibit 1 ("Amendment to Investment Policy"), and have determined that it is in the best interests of the Park District that the Amendment to Investment Policy be approved at this time.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE WHEATON PARK DISTRICT, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The Park Board hereby finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance as if said preambles were fully set forth within this Section One.

SECTION TWO: The Park Board hereby approves the Amendment to Investment Policy attached to and incorporated in this Ordinance as Exhibit 1, and authorizes the investment of its funds as authorized by the Amendment to Investment Policy.

SECTION THREE: Any and all policies, resolutions or ordinances of the Park District which may conflict with this Ordinance are hereby repealed.

SECTION FOUR: This Ordinance shall be in full force and effect from and after its passage as provided by law.

PASSED THIS 9th day of September, 2015 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF DUPAGE)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Commissioners of the Wheaton Park District, DuPage County, Illinois, and as such I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 2015-03, titled, AN ORDINANCE ADOPTING AMENDMENT TO INVESTMENT POLICY, adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Wheaton Park District, held at Wheaton, Illinois at 7:00 p.m. on the 9th day of September, 2015.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Wheaton, Illinois, this 9th day of September, 2015

Michael J. Benard, Board Secretary
Wheaton Park District
DuPage County, Illinois

EXHIBIT NO. 1
AMENDMENT TO INVESTMENT POLICY

A. *Scope of Investment Policy*

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

B. *Responsibility for the Investment Program*

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

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

CB. *Objectives of Investment Policy*

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

1. Generally

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

2. Risk Management

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

Comment [ADM1]: Consider adding the following sections a and b.

a. Credit Risk

The Park District will minimize credit risk, or the risk of loss due to the failure of the security issuer or backer, by:

- i. Limiting investments to the safest types of securities;
- ii. Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with whom the District will do business; and
- iii. Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

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

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

3. Liquidity

The District's investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements. This is

accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

Comment [ADM2]: Consider adding.

4. The investment portfolio should be designed with the objectives of maximizing return while securing both safety and liquidity.

4. Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The cores of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

Comment [ADM3]: Consider adding section 4.

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

D. Standard of Care

1. Prudent Person Standard

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

2. Ethics and Conflicts of Interest

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

C. Responsibility for the Investment Program

Responsibility for the investment program will be delegated to the Executive Director and the Finance Director/Treasurer of the District. No person, unless authorized by the Executive Director and the Finance Director/Treasurer, shall make investment transactions on behalf of the Wheaton Park District.

~~The Executive Director and the Finance Director/Treasurer shall be responsible for all investment transactions undertaken, and furthermore, shall establish a system of internal controls to regulate the activities in the portfolio. p~~

ED. Investment Selection

While striving to achieve the objectives of this investment policy, ~~and in accordance with Section 2 of the Public Funds Investment Act and limited by the State statutes (30 ILCS 235/2)2) (from Ch. 85, par. 902),~~ the Park District has approved the following for investment of public funds (for purposes of this policy, the term "public funds" shall mean current operating funds, special funds, interest and sinking funds and funds of any kind or character belonging to or in the custody of the Park District, provided that funds accruing from any sale of the Park District's bonds, notes, warrants or other securities may be further restricted):

~~1. Other local government general obligation bonds, as permitted by Illinois statutes, such investment must be registered in the name of the District or held under a custodial agreement at a bank.~~

~~2. Notes~~

~~3. Treasury Bills~~

~~4. Other securities which are guaranteed by the full faith and credit of the United States of America~~

~~5. Interest bearing savings and money market accounts~~

~~6. Interest bearing certificates of deposit~~

~~7. Interest bearing time deposits constituting direct obligations of any bank as defined by the Illinois Banking Act and insured by the Federal Deposit Insurance Corporation~~

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.

2. Bonds, notes debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities. The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; (ii)

the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing times deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

~~Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one third of the public agency's funds may be invested in short term obligations of corporations.~~

4. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in 1 ~~or and~~ 2 of this section of this investment policy.

5. ~~In addition to any other investments authorized under this Act, a municipality, park district, forest preserve district, conservation district, county, or other governmental unit may invest its public funds in interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the municipality, Ppark Ddistrict, forest preserve district, conservation district, county, or other governmental unit, or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.~~

6. Investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation. ~~The Park District Any public agency~~ may invest any public funds in short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations

incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of- the District's Board of Park Commissioners (the "Board") ~~such governing authority~~, the public funds so invested will be required for expenditure by ~~such the Park District public agency or its governing authority~~. The expressed judgment of the Board ~~any such governing authority~~ as to the time when any public funds will be required for expenditure or be redeemable is final and conclusive. The District ~~Any public agency~~ may invest any public funds in dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

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

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

E. *Collateral*

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

1. U.S. Government Securities
2. Obligations of Federal Agencies
3. Obligations of the State of Illinois
4. General Obligation municipal bonds rated "A" or better issued by a governing body in the State of Illinois

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

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

F. *Safekeeping and Custody*

1. Qualifying Financial Institutions

a. Institution Security

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

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

~~G.~~ b. Location

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

c. Size

The Park District will not maintain deposits in any financial institution in which the District funds on deposit would exceed 75% of the institution's capital stock and surplus.

Comment [ADM4]: Consider adding section c.

d. Statement of Condition

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

The Park District will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Finance Director/Treasurer to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of Park District funds.

2. K. Internal Controls

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

Comment [ADM5]: Should this be Finance Director/Treasurer?

Accordingly, the Finance Director/Treasurer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

a. Control of collusion;

- b. Separation of transaction authority from accounting and recordkeeping;
- c. Custodial safekeeping;
- d. Avoidance of physical-delivery securities;
- e. Clear delegation of authority to subordinate staff members;
- f. Written confirmation of telephone transactions for investments and wire transfers;
- g. Development of a wire transfer agreement with the lead bank or third party custodian; and
- h. Development of cyber security protocols with regards to investment transactions and reporting.

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

3. Delivery vs. Payment

Comment [ADM6]: Consider adding.

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

G. Investment Parameters

1. Maturity

The maximum maturity of individual securities will be 3 years from the settlement date. The maximum weighted average maturity of the portfolio will not exceed 18 months.

2. Credit Quality

At the time of purchase, all issues with short-term ratings must be rated at least P-1, A-1 or F1 by one of the three rating agencies: Moody's, Standard & Poors or Fitch. All issues with long-term ratings must have at least one rating that is at least A2 by Moody's, or A by Standard & Poors or Fitch. For split rated securities, the lowest rating shall prevail.

The Investment Manager shall notify the District if any security held in the portfolio is downgraded below the minimum rating set forth in this policy and shall advise the District as to a recommended course of action.

Comment [ADM7]: Are these credit ratings still industry standard and do our current investments meet these ratings.

Comment [ADM8]: Who is this?

3. Diversification

Single issuers are limited to 5% of the total market value of the portfolio. Obligations of the US Treasury, US Agencies, tri-party repurchase agreements and money market mutual funds are exempted from this diversification limit.

Investment in corporate debt obligations shall not exceed 50% of the total market value of the portfolio.

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

1. No individual issuer shall account for more than 5% of the value of the portfolio (direct obligations of the US Treasury and money market funds are excepted.)
2. No advisor or fund manager having a mandate and discretion to invest in a variety of the allowable assets detailed in this policy shall allocate more than 35% of the value of the portfolio into a single asset class.
3. At least quarterly, outside advisors and fund managers must furnish a detailed list of holdings so that the District can be assured that the limitations established here have not been violated.

K. Internal Controls

~~The investment manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Wheaton Park District are protected from loss, theft or misuse. The internal control structure~~

~~shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.~~

~~Compliance should be assured through the Wheaton Park District annual independent audit.~~

H. Reporting

1. Methods

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

Comment [ADM9]: Or Investment Manager – either way, need to include this pursuant to the Act.

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

2. Marking to Market

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

I. Selection of Investment Advisors, Money Managers and Financial Institutions

To the extent that the Park District requires advice concerning its investments, the Park District's Finance Director/Treasurer and Executive Director may, from

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

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

J. Annual Review

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

old Bcs 4
9/9/15



TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning

THROUGH: Michael Benard, Executive Director

RE: Request for full time operations from part-time

DATE: August 12, 2015

SUMMARY:

The Wheaton Park District provides parks, facilities and special events for the residents of Wheaton. Staff seeks approval to promote three long term part time employees to full time status.

The position of Operations 1 is primarily responsible for but not limited to:

- An entry level position of day to day maintenance during the growing season of the districts parks and pools in mowing, equipment operation, tree removal etc.
- Assist with layout and set up of athletic fields such as baseball, soccer, lacrosse and football.
- Athletic field maintenance and repairs throughout the season.
- Operates equipment including trucks, mowers, snow removal equipment and small engine equipment.
- Trains summer seasonal staff on the use of equipment following the training guidelines set forth by department.
- Assists all departments with various set ups, takedowns, deliveries.
- Maintains ice rinks and assist with snow removal as assigned.
- Assist in the removal of invasive species within our natural areas.
- Provides support to all special events.

IMPACT:

Since 2012 the number of highly trained yearlong part time employees has significantly declined from 17 to the current 4. Many left our employment for either full time roles, part time positions with more hours or retirement. Based on the current ACA regulations these individuals were never replaced. This reduction in staff has affected our abilities to "perform the details" that we were once so good at producing.

- Longevity and experience are a key piece to success. The three individuals have a total of 51 years of valuable skilled and trained experience in the parks department.
- Training for our mowing crew is extensive. It can take a minimum of two seasons to learn the boundaries and the intricacies of each park. In addition, the geographical way finding for the 54 sites which parks maintain would take several weeks to months to master. Our current mowing crew leader knows this utilizing his 18 years with the district.

- Most recently the personnel hired to adhere to the 24 hours per week is compromised with their skill level, lack of training and experience. They do not show the same commitment, dedication and loyalty for a 24 hour a week position.
- During the busy growing season we cannot survive on 24 hours a week, therefore they are working 40+ but are then laid off when maximum hours are reached, which can be as early as end of October.
- The workload has not decreased but increased with the additions of CAC, 855 Prairie, Danada south and Gateway gardens which require substantial time and effort to produce a great product. This will continue to grow with the new athletic fields coming on line fall 2015 at CAC and the addition of Play for All at Danada.
- During the winter in past years part-time staff assisted with winter snow removal on assigned crews. Currently the snow crews have the absolute minimum numbers to get the job completed with other staff filling in to complete the routes so patrons can get to their destinations safely.
- Winter is the primetime for removal of invasive species in our natural areas that part time employees always assisted with. With the decrease in hours our ability to successfully complete large projects of invasive plant removals is impeded.
- The ash removal plan has been in place for two years and still has 2-3 years to complete. This is being accomplished by staff in house and utilizes the highly skilled and trained part time staff to safely carry out this plan.
- Special events are continually increasing in numbers and length which the parks department provides much support.

PREVIOUS COMMITTEE/BOARD ACTION:

At the request of the Board of Commissioners detailed information is to be provided as to the significance and needs of the department of said positions.

REVENUE OR FUNDING IMPLICATIONS:

Annual salary: See provided documentation from Executive Director

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

See Compensation & Benefit statement based on annual salary provided by Finance and Human Resources.

ALTERNATIVES:

- Continued reduction in part time hours hinders the ability of staff to produce the detailed park maintenance the residents have come to expect.

RECOMMENDATION:

Based on the information provided above, it is our recommendation to promote these highly trained, dedicated and loyal individuals for full time employment who will continue to provide skilled labor for the parks department.

Parks Monthly Man-hour Totals 2011-2014 Summary

Month	2011	2012	2013	2014
January	4,740.50	5,593.25	5,689.00	4,563.50
February	4,945.00	5,881.25	6,019.25	4,404.25
March	6,817.50	6,811.25	6,302.75	4,491.75
April	8,190.50	7,599.50	6,998.50	5,944.00
May	9,715.50	9,808.50	9,214.00	8,141.50
June	11,686.00	12,067.00	10,624.75	10,737.45
July	10,008.25	10,507.25	10,711.00	11,429.25
August	9,248.25	10,072.50	9,174.50	8,299.25
September	7,069.00	7,732.00	6,857.75	6,913.25
October	7,447.50	7,550.50	7,239.75	6,328.25
November	6,405.00	6,382.00	5,650.25	4,413.25
December	4,722.50	4,743.50	4,645.75	4,271.00
Total:	90,995.50	94,748.50	89,127.25	79,936.70

Included in this report is each individual man-hour report that was submitted throughout 2014 showing total comparisons from 2013 vs. 2014

Summary of Areas Affected

	2013	2014
Athletic Fields	2,620	2,420
Community Center Custodial	9,780	9,250
Cosley Zoo Maintenance	6,100	5,900
Electrical	2,020	1,800
Facility Custodial	6,000	5,000
Garbage Removal	4,600	4,500
Mechanical	3,200	3,100
Trim Crew	12,950	10,590
Water Wagon Operations	1,070	540

2011-2014 New Location Man-hour Report

Summary

Location	2011	2012	2013	2014
855 Prairie Building			1,895	1,285
Central Athletic Center		342	5,567	2,522
Danada South		12	1,609	1,417
Gateway Gardens				256
Play for all Playground			105	2,614

Breakdown

Man-hours Row Labels	Column Labels			
	2012	2013	2014	Grand Total
855 Prairie Building				
Building Maintenance		722	224	945
Custodial		726	597	1,324
Electrical Work		53	58	111
Garbage Removal		180	225	404
Grounds Maintenance		130	96	226
Mowing		36	28	64
Snow		48	57	105
855 Prairie Building Total		1,895	1,285	3,179
Central Athletic Center/ Gateway Garden				
Building Maintenance	299	2,539	321	3,159
Custodial	8	1,445	821	2,274
Electrical Work	15	335	52	401
Garbage Removal	8	96	127	231
Grounds Maintenance	5	845	768	1,617
Mowing		89	148	237
Parking Lot Maintenance	7	84	143	234
Snow	1	133	144	278
Central Athletic Center/ Gateway Garden Total	342	5,567	2,522	8,431
Danada South				
Garbage Removal	7	69	75	151
Grounds Maintenance	1,750	1,270	1,067	4,086
Mowing	374	271	274	919
Danada South Total	2,131	1,609	1,417	5,157
Play for All Playground				
Play for All Playground		105	2,614	2,719
Play for All Playground Total		105	2,614	2,719
Grand Total	2,473	9,176	7,838	19,486

Park Services Center Expectations for Central Athletic Center in 2015

The field area at CAC was graded and seeded late fall of 2014. With the early November cold temperatures we did not get full germination. The following is what Park Services believes will have to happen to get them ready for use fall of 2015. (If all the stars align with weather) This is only factoring in getting it ready for fall play. **This is not the yearly maintenance it will need for 32 weeks per year.** Many of the tasks will remain the same. Mowing will be 32 weeks each year, fertilizing and top dressing will be the same, watering will be dependent on weather.

Labor

- Soil and leveling: 3 employees x 8 hours daily x 2 days = 48 hours. Fields were graded in the fall however the first year there can be significant settling. We believe that we will have to initially do some additional soil and grading work.
- Overseeding: 1 employee x 6 hours done twice = 12 hours
- Topdressing: 1 employee x 12 hours = 12 hours
- Fertilizing: 1 employee x 2.5 hours x 4 times / year = 10 hours
- Watering: 2 employees to set the water wheels and move it throughout the day. 6 hours per day. Number of days? It will depend on natural rainfall.
- Mowing: Once established and growing. Weekly mowing 2 employees x 6 hours x 12 weeks = 144 hours

old Bus 5
9/9/15

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

- A. The Park District Purchasing Policy establishes the guidelines under which all purchases are made. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. This policy is governed by the Park District Code, Sec 8-1c.
- B. All purchases are to be made by authorized Park District personnel under the guidelines established in this policy and are required to follow Purchase Order Procedures or Purchase Card Procedures when procuring goods or services on behalf of the District.
- C. All items purchased will be in the best interest of the Park District. The District will endeavor to purchase from local vendors and merchants when prices are equal (see also section D Qualified Local Businesses below for more on this).
1. For budgeted purchases greater than \$5,000, written price quotes must be obtained from at least three vendors or merchants.
 2. The purchasing decision should take advantage of the most competitive price without compromising the quality of the product or service.
 3. An electronic copy of all written price quotes must be attached to the electronic purchase order when the purchase order is prepared.
 4. ~~Unless previously approved by the Board of Commissioners, purchases involving the replacement of assets currently owned by the District, shall not include trade-in arrangements. Instead, it is the policy of the District to dispose of the old property by selling it at the most advantageous value, as either a usable asset or for scrap. The determination of which assets are to be disposed of and by what method will originate in the area using the asset. The recommendation of the department is to be reviewed by the department head and the Executive Director. Asset disposals must follow state statute which require Board approval as well.~~ Any assets being disposed of must follow the District's Disposal Policy.
- D. Qualified Local Businesses
1. To the extent not prohibited by state statute, it shall be the policy of the District to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:
 - a. Business must be located within limits of the District.
 - b. Employs year round staff located at the business within the District.
 - c. Is current with all payments to the District.
 - d. Has adequately qualified/trained staff to service the bid item.
 2. If the lowest responsible quote is not from a qualified local business and if a qualified local business has submitted a quote which is within the applicable percentage (as hereinafter set forth) of the lowest responsible quote for an item, the qualified local business shall be given written notice by the District to that effect and shall, within ten (10) days from the date of such notice, provide written confirmation to the District that it will match the price of the business that provided the lowest responsible quote. Should a qualified local business fail to provide such confirmation within the time allowed its quote shall be considered as originally submitted.

3. When more than one qualified local business is within the applicable percentage of the lowest responsible quote, only the qualified local business submitting the lowest local quote shall be given the opportunity to match the lowest responsible quote. It shall, where the quote is an aggregate of separate price components, reduce the price of each subcomponent of its aggregate bid by the same percentage that was used to match the quote of the business with the lowest responsible quote.

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

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

5. The District may reject any and all quotes and award the purchase to someone other than the lowest responsible business or a qualified local business who matches the lowest responsible bid upon a two-thirds (2/3) vote of the District Park Board members then holding office.

E. Purchase guidelines shall be followed and approved for all repairs, services, supplies, and capital items procured for Park District purposes. Exceptions include utilities, bonds, insurance premiums; certain contractual services (i.e. individuals possessing professional skills such as attorneys, architects and engineers), monthly service agreements which must obtain new quotes at least every two years, payroll and some payroll related expenditures, such as payroll taxes and utility services including telecommunications and interconnect equipment, software and services. Also, any purchases made using the state contracts or any purchasing consortium as permitted by applicable state statute.

F. Unless the Purchase Card is used for payment, applicable Purchase Order Procedures are:

1. A purchase order shall be created in the purchase order module of the district's financial software. The information to be included will be as directed by the Finance Department and may change from time to time. This process and subsequent approval **must** be completed **prior** to any purchase.

2. In the event that an item is substituted for the item on the purchase order and provided that said substitutions is determined to be acceptable by the District, the department making the purchase shall do a change order to the original purchase order in the purchase order module of the district's financial software.

Purchase orders shall be created for specific items and purposes. No additional items will be authorized, nor will charges be authorized which will significantly increase the cost of the purchase. In the event a change is required, a change order will be made to the original purchase order in the purchase order module of the district's financial software and it will go through the same approval process as the original purchase order.

G. Purchase Card Procedures:

1. To facilitate the purchasing process, authorized Park District personal may be issued a corporate credit card upon the approval of the appropriate Department Head. Any purchases made under the Purchase Card Program are subject to the purchasing guidelines and approval

authorization amounts set forth in this policy. Personal purchases, cash advances, and alcohol are not allowed to be charged to the District's expense.

2. Individual transaction limits and overall card limits are determined by the appropriate Department Head. All purchases and subsequent approvals are subject to the same dollar thresholds established in Section F-Purchase Authorization Amounts, of this policy.

3. An employee's transaction limit and or credit limit may be temporarily extended to allow them to complete an approved budgeted purchase beyond their regular spending limits. These temporary extensions must be approved by the Department Head and potentially the Finance Director and Executive Director based upon the purchase authorization amounts outlined in Section F of this policy.

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

F. Purchase Authorization Amounts:

1. Although any employee of the District may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below.
2. For budgeted purchases less than \$1,000, only the purchaser's approval is required.
3. For budgeted purchases between \$1,000 and \$4,999.99, the purchaser and the Department Head's approval are required. In instances where the Department Head is unable to approve, their designee (see #5 below) or the Finance Director may also authorize the purchase.
4. For budgeted purchases greater than \$4,999.99, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases greater than \$9,999.99 board approval must be obtained prior to the purchase. Bids must be taken for any purchases in excess of \$20,000, public notice provided and board approval obtained for staff recommended bid. These procedures are described in the Bidding Procedures Policy.
5. From time to time, staff may be absent from their office during a time when a purchase order or purchase card transaction need approval. To facilitate the smooth operation of the District's business, any employee with approval authority as outlined above may designate another employee to have temporary signature authority in their absence. This authority is limited to the levels specified above and must be documented. The recommended method of documenting is to send an email from the employee who is designating the temporary signature authority to the Finance Department, it may also be sent to all users. This designation should indicate the beginning and ending dates of the designation of the temporary signature authority. Finance Department staff will retain a PDF copy of this email in a folder in the finance drive for the auditors review in the annual external audit. Once the audit is complete, that year's temporary signature authority files may be deleted.

6. A purchase for any item or service which has not been budgeted, no matter what the amount, requires the approval of the Department Head. It is the responsibility of the purchaser to know if an item is included in the budget.
7. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is in excess of \$9,999.99 is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of same. Executive Director shall make every reasonable effort to contact each commissioner within five business days. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).
8. Sole source purchases are sometimes required as the vendor is the only provider. For this to be permitted, the department must submit this request for sole source designation to the Finance Director for approval, prior to making the purchase.

G. Payment of Invoices:

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

In most cases, it is financially sound practice to trade in equipment when its replacement is purchased. In certain situations, it may not be in the best interest of the Park District to trade in the equipment but rather to sell it to the highest bidder. In disposing of equipment determined to be no longer needed by the district, the Executive Director may advertise for the disposal of surplus equipment and/or supplies, and such disposal must be approved by three-fifths (3/5) vote of the Board of Commissioners.

Acceptable venues for selling these assets include the city's annual auction, the DuPage County Mayors' and Manager's auction and online services such as EBay.

New Bus 1
9/9/15



TO: Board of Commissioners
FROM: Rob Sperl, Director of Planning
THROUGH: Michael Benard, Executive Director
RE: Northside Park Tree Removal
DATE: September 3, 2015

SUMMARY:

There are currently nineteen (19) large Cottonwood trees at the west border of Northside Park, bordering residents. They are at the end of their lifespan and we have significant concerns about the damage they would cause by falling. We received an independent evaluation of these trees from a professional arborist recommending removal.

The size of these Cottonwood trees will require equipment that the park district does not have. Three quotes were solicited for this work and are as follows:

<i>Contractor</i>	<i>Amount</i>
Abbot Tree Care Professionals	\$18,800.00
Family Landscaping & Tree Werks, Inc.	\$34,500.00
The Davey Tree Expert Company	\$52,800.00

Abbot Tree Care Professionals has completed projects for the district in the past. Staff has been pleased with their work.

PREVIOUS COMMITTEE/BOARD ACTION:

NA

REVENUE OR FUNDING IMPLICATIONS:

\$2,500 is budgeted for contractual tree services in 10-101-000-52-5210-0000. We will need to exceed this amount to complete this work.

STAKEHOLDER PROCESS:

Neighbors along the property line have been contacted regarding our concerns via email with the assistance of the homeowners association. The majority of the neighbors understand the need for the work and are supportive. Planting replacement trees that will not have the same long term problems will hopefully alleviate some of the remaining concerns.

LEGAL REVIEW:

We will utilize our standard contractor agreement for this work.

ATTACHMENTS:

Proposals for tree removal

Assessment from Graf Tree Services

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve a contract with Abbott Tree Care Professionals for the Northside Park Tree Removals in the amount of \$18,800.00.

Graf Tree Care, Inc.

1652 East Main Street
St. Charles, IL 60174
630/762-2400 Fax 630/578-1304
www.graftreecare.com



Tree Evaluation

Client: Wheaton Park District

Date: August 5, 2015

Arborist: Phil Graf, Certified Arborist #IL 1553 – AM, Municipal Specialist

Location: North Side Park, Wheaton, IL

Tree Species/Size: 19 Eastern Cottonwoods (*Populus deltoides*). Avg DBH (Diameter) 39", Approx. 60-70' height, 70-80' canopy spread.

Concern: On the west side of North Side Park, there is a row of 19 Cottonwood Trees that are in between the berm and homes on the east side of Morse Street. After a limb of one of these trees recently failed and caused damage to the landscape below, the Park District, along with several neighboring residents, became aware that these trees are becoming high-risk, and may be a liability.

Evaluation:

Cottonwood trees are fast growing, soft-wooded trees that have a short lifespan relative to other large trees in our Urban Forest. It is not uncommon for Cottonwood trees to begin to decline in tree health and structural stability as they mature. Their average diameter as stated above is 39". Based on an analysis of historic aerial imagery, I believe these Cottonwood trees to be approximately 75 years old. Pictured to the right is the aerial photograph from 1939. You can see the trees lining the path in the center of the frame. They appear to be quite young, perhaps newly planted to line the farm field to the west.



Today these Cottonwood trees stand in the low lying area between the homes. The homes appear to have been built higher than the original grade, and a berm was constructed by the Park District during the park's development to provide visual screening. This area is a swale which is designed to carry stormwater away from the trail and the backyards of the homes. Cottonwood trees thrive in wetland settings such as this, and so the trees have grown quite large. These wet soils also encourage the growth of wood-rotting fungi as well, resulting in weak structural components

These trees are exhibiting the following defects:

- Hollows and pockets of visible decay in the trunk(s)



- Long vertical wounds from lightning strikes



- Broken and hanging branches



- Weak trunk unions



- Poor architecture



- Crown dieback



Recommendation:

It is my opinion that these Cottonwoods should be removed as a preventative measure before a storm or other such event occurs that could cause property damage, personal injury, or a fatality. These trees are very heavy, and tree or tree part failure could cause severe damage to property, and could easily injure or kill a passerby. After approximately 75 years, I believe these trees have served the Park District and the surrounding community as long as they could have been reasonably expected to. When trees are allowed to grow large and are expected to coexist with people and sensitive infrastructure, risk must be weighed carefully against the tree's benefits. In this case, I believe the risk of further damage from tree or tree part failure exceeds the benefits gained, and the trees should be removed. These trees pose a large potential liability to the Park District and its patrons and taxpayers.

I fully understand and acknowledge the many environmental benefits of mature trees, such as shade and reduced energy costs, improved air quality, and reduced stormwater runoff. It is for this reason, that I strongly recommend that the Park District reforests this area to begin to mitigate this loss in an expeditious manner. Careful attention should be paid to match the proper species to these sites, as they are very wet soils, and will require trees that are tolerant of that condition. It is important to consider species requirements with the site characteristics, to ensure that the newly planted trees have the best chance of long term survivability and may serve also for the next 75 years. I would be happy to assist you in creating a Reforestation Plan for this coming fall.

If you have any questions, please feel free to contact me,

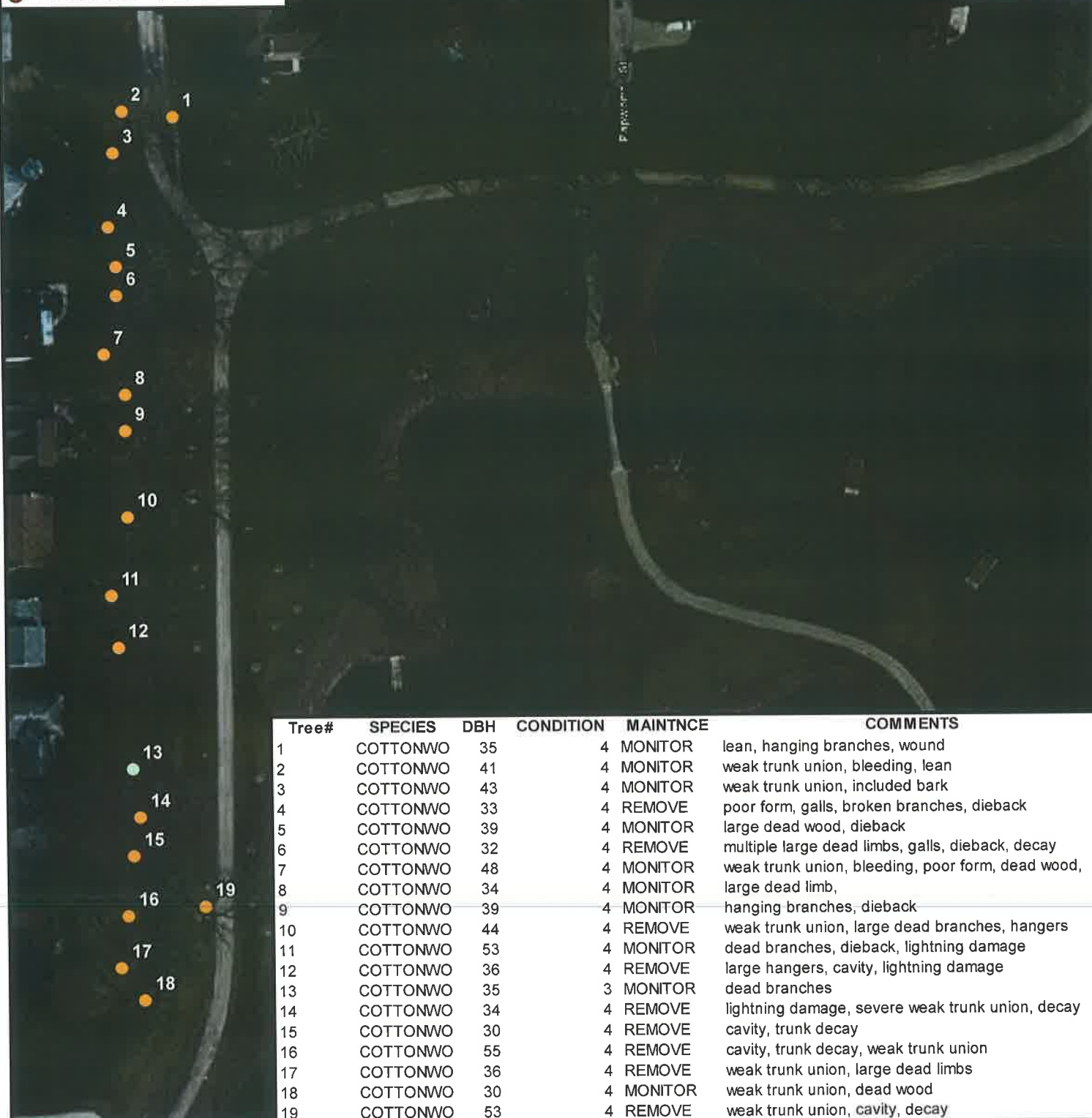
Phil Graf, Graf Tree Care, Inc.

ISA Certified Arborist #IL 1553 – AM, Municipal Specialist



LEGEND

- Condition 1 - Specimen
- Condition 2 - Above Average
- Condition 3 - Average
- Condition 4 - Below Average
- Condition 5 - Very Poor



Tree#	SPECIES	DBH	CONDITION	MAINTNCE	COMMENTS
1	COTTONWO	35	4	MONITOR	lean, hanging branches, wound
2	COTTONWO	41	4	MONITOR	weak trunk union, bleeding, lean
3	COTTONWO	43	4	MONITOR	weak trunk union, included bark
4	COTTONWO	33	4	REMOVE	poor form, galls, broken branches, dieback
5	COTTONWO	39	4	MONITOR	large dead wood, dieback
6	COTTONWO	32	4	REMOVE	multiple large dead limbs, galls, dieback, decay
7	COTTONWO	48	4	MONITOR	weak trunk union, bleeding, poor form, dead wood,
8	COTTONWO	34	4	MONITOR	large dead limb,
9	COTTONWO	39	4	MONITOR	hanging branches, dieback
10	COTTONWO	44	4	REMOVE	weak trunk union, large dead branches, hangers
11	COTTONWO	53	4	MONITOR	dead branches, dieback, lightning damage
12	COTTONWO	36	4	REMOVE	large hangers, cavity, lightning damage
13	COTTONWO	35	3	MONITOR	dead branches
14	COTTONWO	34	4	REMOVE	lightning damage, severe weak trunk union, decay
15	COTTONWO	30	4	REMOVE	cavity, trunk decay
16	COTTONWO	55	4	REMOVE	cavity, trunk decay, weak trunk union
17	COTTONWO	36	4	REMOVE	weak trunk union, large dead limbs
18	COTTONWO	30	4	MONITOR	weak trunk union, dead wood
19	COTTONWO	53	4	REMOVE	weak trunk union, cavity, decay



EXPERT CONSULTANTS IN MAPPING,
MONITORING, AND MANAGING YOUR
NATURAL RESOURCES AND DATA
WITH GIS

WWW.GRAFTTREECARE.COM

630-762-2400

1652 E MAIN STREET
SAINT CHARLES, IL, 60174

**COTTONWOODS
NORTHSIDE PARK
WHEATON, IL**

1 inch = 100 feet

0 20 40 80 120
Feet

Created On : 8/06/2015



ABBOTT Tree Care Professionals

(630)681-8733

P.O. Box 249, Wayne, IL 60184
fax (630)372-0332 www.abbotttreecare.com



PROPOSAL: Wheaton Park District 2015827050

Billing Information: 130511

Kevin Flynn
Wheaton Park District
855 Prairie Ave
Wheaton, IL 60187

Phone 630-510-4972
Phone 630-639-8783
Fax 630-665-8946
KFlynn@WheatonParks.org

Estimator: **Thursday, August 27, 2015**

John Huber 630-309-8733
johnh@abbotttreecare.com

Job Site:

1300 West St
Wheaton, IL 60187



#	Item	Description	Qty	Cost
Back Yard				
	Cottonwood	Remove Tree(s) - Cut stump flush. trees located on west side of park.	19	\$17,100.00
	Stump(s)	Stump(s) Grinding Grind stump 6-12" below ground level, fill chips into hole.	19	\$1,700.00
Notes:			Subtotal:	\$18,800.00
			Total:	\$18,800.00

Includes all hauling, disposal and rake clean up of debris, stump chips will be left in a pile on site.no backfilling of the holes - unless otherwise noted... if you have any questions concerning this estimate please call the office at 630-681-8733

This proposal has my approval for work to commence, and my agreement to the conditions listed on the last page.

Customer Signature

Date



☐ **SCHEDULED Date:** ____/____/____



When Your Family Can't Do The Job, Ours Will!

FAMILY
LANDSCAPING & TREE WORKS, INC.

227 W. GRAND LAKE BOULEVARD
WEST CHICAGO, IL 60185

PHONE 630.876.TREE (8733)

FAX 630.876.8788

www.familylandscapingandtreeworks.com

EMAIL Familytreecare@sbcglobal.net



Wheaton Park District
Kevin Flynn
1000 Manchester Road
Wheaton, IL 60187

Phone: 630-639-8783

Fax:

Work:

Mobile:

Email: kflynn@wheatonparks.org

Date: 9/2/2015

Proposal: 3815

Estimator: Jeff Bilek

Appt Date:

Tracking:

>>PROPOSAL FOR WORK. WHEN ACCEPTED, PROPOSAL IS CONTRACT.<<

****All debris except chips from stump removal are removed off-site unless otherwise specified with an additional charge.****

SITE ADDRESS: **Northside Park - 1300 West Street, Wheaton**

Type of Work	Location	Description	Price
Remove		Remove 14 Cottonwood trees along west side of burm, flush cut	\$29,000.00
Remove		Remove 1 Cottonwood tree on east side of burm along path, flush cut Remove 4 Cottonwood trees closest to Ellis Road, flush cut	\$5,500.00
MINIMUM CHARGE \$300			TOTAL

A convenience fee of \$5.00 will be applied on credit card payments up to \$500.00.

A convenience fee of \$10.00 will be applied on credit card payments over \$500.00.

****FULLY INSURED****

IF YOU WOULD LIKE TO ACCEPT, PLEASE SIGN AND RETURN THE PROPOSAL TO OUR OFFICE.

The undersigned hereby agrees to pay all reasonable attorneys' fees, costs, and expenses incurred by Family Landscaping & Treeworks, Inc. in the collection and enforcement of this contract, whether or not a lawsuit is filed.

THE UNDERSIGNED HEREBY AGREES TO ALL CONTRACT CONDITIONS LISTED ON THE REVERSE SIDE. (OVER)
ACCEPTED AND AGREED:

X

DATE: ____/____/____

PAYMENT IS REQUIRED AT TIME OF SERVICE

☐ BUCKET TRUCK ☐ CRANE ☐ LOG LOADER ☐ SM/LG BOBCAT ☐ STUMPER ☐ JULIE ☐ COM-ED LINE DROP

CREW NOTES:

JULIE #:

TO CLEAR:

TREE WORK COMPLETED ____/____/____ Start time ____ Finish time ____

☐ **ACCEPTED Date:** ____/____/____ **STUMPS YES NO COMPLETED** ____/____/____

LOGS YES NO COMPLETED ____/____/____



The Davey Tree Expert Company
 395 Industrial Dr, Suite D
 West Chicago, IL 60185
 Phone: (630) 293-9336 Fax: (630) 293-9613
 Email: Bradford.Wise@davey.com



Client	Service Location	9/2/2015
WHEATON PARK DISTRICT 1000 Manchester Rd Wheaton, IL 60187-4849	North Side Park Kevin Flynn 1300 West St Wheaton, IL 60187 Mobile: (630) 639-8783	Proposal #: 20047757-00001119 Account #: 1678538 Email: kflynn@wheatonparks.org

- | | | | |
|--|------|-------------|-------------|
| <input type="checkbox"/> Tree Removal | Fall | \$50,000.00 | \$50,000.00 |
| <i>Remove to near ground level 19 large Cottonwood trees, along the west side of North Side Park. Technical rigging and plywood to protect understory objects. Clean up related debris. Large trucks and equipment needed, Crane, Bobcat, Large chipper and trucks, Log loader. There will be damage to the turf and berm due to large equipment, and large wood being dropped and dragged across the grass.</i> | | | |
| <input type="checkbox"/> Stump Grinding | | \$2,800.00 | \$2,800.00 |
| <i>Grind out 19 large Cottonwood stumps, leave grindings, no clean up.</i> | | | |

Grind accessible stump(s) 6-8" below grade and leave stump chips in large pile.

We call JULIE to mark location of public utilities. We cannot be responsible for unmarked private utilities such as sprinkler systems, lighting systems, underground dog fences, or security systems within 3 ft of the stump.

☐ Yes, please schedule the services marked above.

ACCEPTANCE OF PROPOSAL: The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

Bradford Wise

Bradford Wise ISA Certified Arborist OH-0448A

Authorizing Signature

Date

New Bus 1
9/9/15

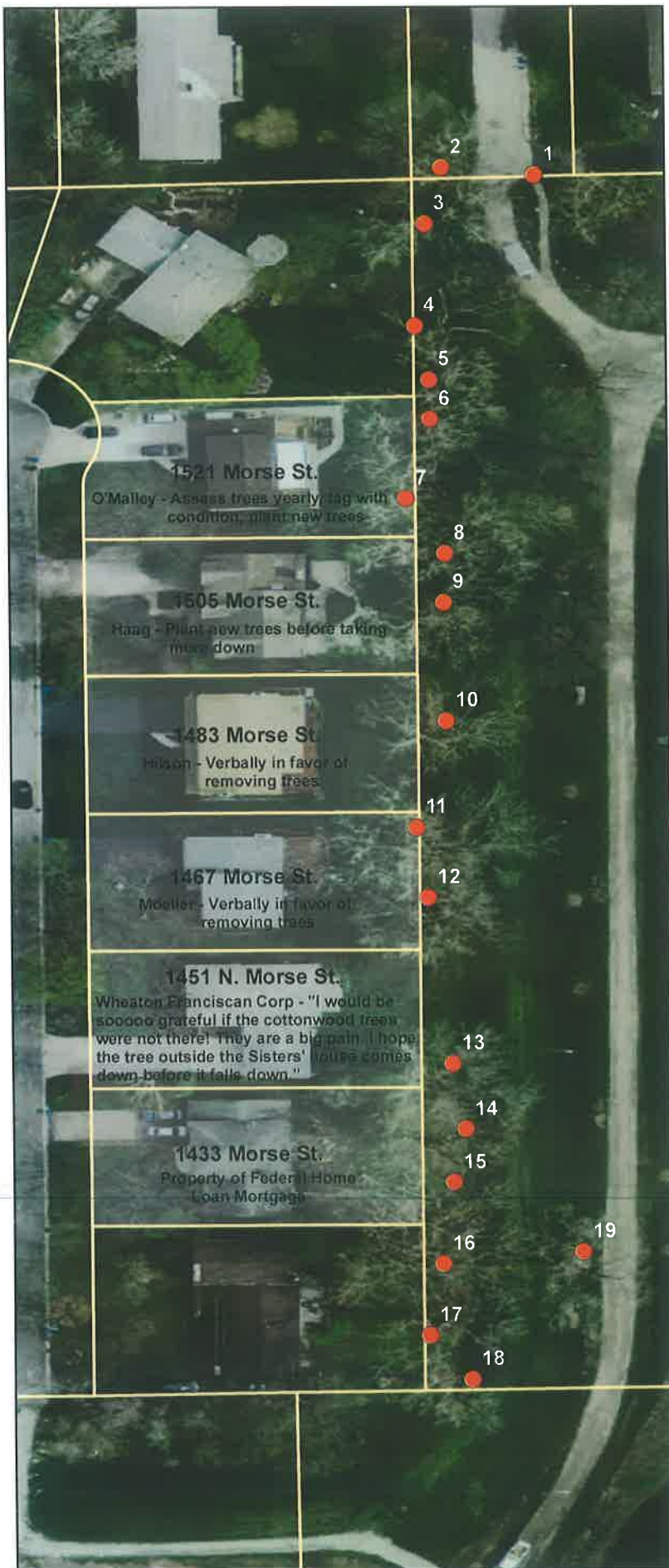
Cottonwood Trees at Northside Park

Species

19 Cottonwood

Tree Information

- 1 -- DBH-35; lean, hanging branches, wound
- 2 -- DBH-41; weak trunk union, bleeding, lean
- 3 -- DBH-43; weak trunk union, included bark
- 4 -- DBH-33; poor form, falls, broken branches, dieback
- 5 -- DBH-39; large dead wood, dieback
- 6 -- DBH-32; multiple large dead limbs, galls, dieback, decay
- 7 -- DBH-48; weak trunk union, bleeding, poor form, dead wood
- 8 -- DBH-34; large dead limb
- 9 -- DBH-39; hanging branches, dieback
- 10 -- DBH-44; weak trunk union, large dead branches, hangers
- 11 -- DBH-53; dead branches, dieback, lightning damage
- 12 -- DBH-36; large hangers, cavity, lightning damage
- 13 -- DBH-35; dead branches
- 14 -- DBH-34; lightning damage, severe weak trunk union, decay
- 15 -- DBH-30; cavity, trunk decay
- 16 -- DBH-55; cavity, trunk decay, weak trunk union
- 17 -- DBH-36; weak trunk union, large dead limbs
- 18 -- DBH-30; weak trunk union, dead wood
- 19 -- DBH-53; weak trunk union, cavity, decay



0 25 50 100 150 200 Feet



New Bus 2
9/9/15



TO: Board of Commissioners
FROM: Rob Sperl, Director of Park & Planning
THROUGH: Michael Benard, Executive Director
RE: Cosley Zoo Facility Architecture
DATE: September 4, 2015

SUMMARY:

Cosley Zoo recently went through the American Zoo and Aquarium accreditation process for the fourth time after first becoming accredited in 2000. An ongoing concern for the review committees has been our lack of a quarantine facility - referred to by staff as an "animal welcome center". Essentially this building would allow us to keep new animals separated from the rest of the zoo for a period of time after we receive them. This is a standard safety protocol that allows us to maintain the health of our other animals by not introducing any potential contagious illnesses.

This topic was discussed during the recent master planning process with potential locations considered. The decision to discontinue use of the converted house/office space adjacent to the staff parking lot gives us a good location for this facility. Preliminary planning indicates that we can reuse the foundation from that building and reduce the overall cost from starting with a new location.

We have received the attached preliminary plans at no cost from Kmiecik Architects. They have also provided a proposal to continue planning the facility. It is felt that entering into this agreement prior to the AZA conference later this month would give us the ability to prove our commitment to providing this facility and addressing a major concern with re-accreditation. The agreement is broken into phases that will allow us to cease future planning if necessary.

PREVIOUS COMMITTEE/BOARD ACTION:

Kmiecik Architects was previously hired for architectural modifications required at the Central Athletic Complex.

REVENUE OR FUNDING IMPLICATIONS:

We will need to discuss the expenses for this facility further with the Cosley Foundation.

STAKEHOLDER PROCESS:

If approved, we will communicate our intentions to the neighbors as soon as practical and address any concerns they may have.

LEGAL REVIEW:

A standard AIA contract developed by our legal counsel will be used in conjunction with this proposal.

ATTACHMENTS:

Architectural proposal from Kmiecik Architects.

Preliminary construction budget from Doyle Construction.

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the proposal from Kmiecik Architects in the amount of \$30,000.



KMIECIK ARCHITECTS LTD.

1621 ASTON COURT
WHEATON, ILLINOIS 60187-3701
708-347-0941
E-MAIL lmk@kmiecik-architects.com

PROPOSAL FOR ARCHITECTURAL SERVICES

Wheaton Park District Board of Commissioners
Michael J. Benard
Executive Director
Rob Sperl
Director Parks and Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

PROJECT Quarantine Facility / Animal Welcome Center - Cosley Zoo
PROJECT # 2015-018
DATE 09/02/2015
REVISIONS None

Dear Mike,

It is my pleasure to have this opportunity to submit this proposal for your review and presentation to the Board for Architectural services. I look forward to continue to work on this project to get the Animal Welcome Center ready for Cosley Zoo Use and accreditation.

PROJECT UNDERSTANDINGS

Kmiecik Architects, Ltd. (Architect) shall provide Architectural, Structural and Mechanical Engineering services for the remodeling of the existing house at 1351 N. Gary Avenue into the Quarantine Facility / Animal Welcome Center (Project) as the Wheaton Park District (WPD) directs.

BASIC SCOPE OF SERVICES – DESCRIPTION OF WORK

SHEMATIC DESIGN – Completed

DESIGN DEVELOPMENT – Completed

BIDDING / CONSTRUCTION DOCUMENTS / CONSTRUCTION OBSERVATION

Prepare Architectural / Structural / Mechanical drawings and specifications required to obtain a building permit and bidding documents for work related to the Project.

1. Code analysis and meeting with City Officials as required.
2. Salvaging the existing foundation to build the new Project.
3. Coordinate documents prepared by Johnson, Wilbur, Adams for Structural Engineering and WT Engineering for Mechanical Engineering with Architectural drawings prior to bidding and permit submittal.
4. Respond to the City's Code Official's comments and revise and resubmit the documents to the reasonable satisfaction of the City to receive a building permit.

BIDDING

1. The WPD shall prepare the bid forms and Architect shall review.
2. Provide addendums as needed to clarify the documents, to the bidding trade contractors.
3. Review all bids received and make recommendations to the Board.

CONSTRUCTION ADMINISTRATION

1. Review product submittals
2. Prepare Change Orders if required
3. Provide on-site observation during construction
4. Attend project meetings
5. Review payment requests

TERMS

1. The Architect shall preform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with the professional skill and care and the orderly progress of the Project.
2. The Architect will need to review the proposed agreement provided as part of the Request for Proposal with the District to negotiate the final terms and conditions.
3. Termination – The District can terminate architect at any time for its convenience. Payment is due for work completed up to the day the written termination notice is received.
4. Architect, Owner and Consultants agree to provide electronic file format information for drawings and other work between them; however, each party is responsible to verify the accuracy of the electronic information provided based upon hard copies.

INSURANCE

Upon acceptance of this proposal, the Architect shall provide the WPD with all required documentation to meet the Districts requirements and shall be part of the signed negotiated agreement.

WORK NOT INCLUDED IN BASIC SERVICES

1. Site work
2. Bid proposal forms
3. Public hearings if Special Use Zoning is required (this fees will be billed on a hourly basis) PUD approval.
4. Design of phone, computer, A/V, radio and other low voltage wiring systems.
5. Environmental, LEED or wetlands consulting and testing.
6. Civil Engineering and site surveying.
7. Landscaping Design
8. Interior Design
9. Furniture Fixtures and Equipment (FFE)
10. Soil and Material testing.
11. Cost estimating or guarantee of the final construction cost.
12. As built drawings

ADDITIONAL SCOPE OF SERVICES – DESCRIPTION OF WORK

Public Hearing for Special Use Zoning if required by the City of Wheaton. If requested, a proposal will be prepared or will be billed hourly with the rates listed below.

SCHEDULE

It is the Architects understanding that the WPD will proceed with the construction of the project as soon as bids are reviewed and contracts signed. The Architect is prepared to meet the following dates:

September 9 th 2015	Board approves Architect to proceed with Construction Documents
November 1 st 2015	Bid Drawings completed for WPD review
Mid November 2015	Drawings out to bid
Mid December 2015	Construction Bids due
December 9 th 2015	Board approves construction contracts
January 1 st 2016	Contracts signed / Construction begins
August 2016	Construction completed

ESTIMATED COST OF CONSTRUCTION

It is estimated that the cost of construction for above has been prepared by E. P. Doyle and is attached as Exhibit A at \$498,624.00.

COMPENSATION

Kmiecik Architects, Ltd. is pleased to provide these services for a lump sum fee of \$30,000 to be billed on a monthly basis for percentage of work completed based on the following breakdown:

Schematic Design	Waived
Design Development	Waived
Construction Documents	75%
Bidding	5%
Construction Administration	20%

RATE TABLE

Our hourly-based work, and any additional services approved in writing, will be provided on an hourly basis in accordance with the following rate table. Our consultants' respective rate schedules vary by consultant but are generally comparable to our own. The following rate schedule is revised at the beginning of January each year.

Principal	\$ 150.00/Hour
Project Technician	\$ 42.00/Hour

REIMBURSABLE FEES

In addition to the fees listed above, we shall invoice the Wheaton Park District for all out of office reimbursable expenses at a 1.15 multiplier. Reimbursables shall include such items as printing, photography, deliveries, etc..

We recommend that you budget \$ 500 for reimbursable expenses for this project. We shall invoice the Wheaton Park District on a monthly basis for all services provided and payment is due within thirty (30) days of your receipt of each invoice.

In house expenses are included in our hourly rates and the lump sum amount. This includes mileage, local phone calls, office supplies, in house copies, etc.

Wheaton Park District / Animal Welcome Center, Quarantine Center – Cosley Zoo / 2015-018 / 02 September 2015

If you are in agreement with this proposal of services, please sign below.

Sincerely,

A handwritten signature in black ink, appearing to read "Lawrence M. Kmiecik". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lawrence M. Kmiecik, NCARB
President / Kmiecik Architects Ltd.

XC:

APPROVED:

Authorized Signature – Wheaton Park District

Date

Printed Name and Title

Cosley Zoo - Animal Welcome Center

Preliminary Budget Analysis

06/30/15



Trade Code	Trade	Budget	Trade/Scope Summary
01001	Testing	\$1,500	Allowance for soils, concrete, and structural testing as required by code or the city.
01002	Survey/Layout	\$1,200	Construction staking for exterior stair column foundations
01003	Shoring	N/A	None anticipated at this time May come into play for alternate location on zoo property
02050	Demolition	By Owner	Removal of existing building and CMU foundation cap down to existing concrete foundations.
02500	Excavation	\$6,000	Excavation & drilling for exterior concrete foundations & removal of spoils. Stone for slab-on-grade, stone for exterior flatwork.
27000	Site Utilities	N/A	Existing utilities to remain.
29000	Landscaping	\$5,000	Restoration of turf areas and minor landscaping around new building.
03300	Concrete	\$22,000	Repair existing foundations if needed, new slab-on-grade at animal side and topping at administration side. Exterior flatwork and footings, exterior foundations for stair columns
04000	Masonry	\$30,000	Exterior and interior CMU walls with dowels, reinforcement, grouting and anchor bolts as necessary.
05120	Steel	\$2,000	Misc. lintels for masonry openings in CMU walls.
06100	Carpentry/Framing/Drywall	\$115,380	Roof & floor trusses, interior & exterior wall framing, wall & roof sheathing, insulation, vertical siding, attic stair & deck. Drywall, door/frame/hardware install, millwork install, accessory install.
06400	Millwork	\$14,000	Base & upper cabinets at Food Prep 118 with stainless steel top
07310	Shingle Roofing	\$8,500	50 year asphalt shingles over ice & water/felt paper
07620	Metal Flashing/Trim	\$3,000	Gutters & downspouts, trim pieces, flashings
07900	Joint Sealers	\$3,500	masonry control joints, door frames, fixtures & millwork

Cosley Zoo - Animal Welcome Center

Preliminary Budget Analysis

06/30/15



Trade Code	Trade	Budget	Trade/Scope Summary
08100	Doors, Frames, and Hardware	\$19,575	Special lite doors, aluminum frames and all associated hardware <i>To use galvanized hollow metal doors & frames deduct \$6,000</i>
08800	Windows	\$5,600	Operable vinyl windows
08800	Skylights	\$7,000	Motorized skylights
09510	Floor Prep	\$1,500	Allowance for prep at sheet vinyl areas.
09660	Res. Floor & Base	\$2,400	Linolium floor and vinyl base on administrative side.
09690	Paint & Epoxy	\$22,000	Floors, walls, ceilings, exterior siding & trim, attic stair & platform. Interior animal areas (walls and ceiling) to be epoxy painted.
10522	Fire Exting/Cabinets	\$450	1 fire extinguisher with recessed cabinet.
10505	Metal Lockers	\$1,985	Infinity metal locker system
10506	Owner Supplied Equipment	\$34,140	Misc. owner provided and installed materials- equipment/cages/shelving/materials.
10710	Faux Barn Doors	In 06100	Carpenter made with on site materials
10810	Toilet Accessories	\$2,000	Accessories at toilet 117 and shower 115 Misc. stainless hooks and shelves throughout
15300	Fire Protection	N/A	
15400	Plumbing	\$42,750	All new plumbing connected to existing water and sanitary services. Water, waste and vent piping to all fixtures. Restroom, shower, prep sink, mop basin, washer, 3 hose bibs, fridge line & water heater
15500	HVAC	\$41,400	3 separate zone mechanical system (92% Furnace 13 seer AC) with exhaust fans for restroom & shower <i>To install radiant heat in the 5 holding areas add \$XXXX</i>
16000	Electrical & Fire Alarm	\$39,000	Relocate service and new wire from adjacent pedestal. All new power distribution and lighting. Power to other's equipment Fire alarm per code
17000	Contingency	By Owner	General Allowance for unforeseen and unknown items.

Cosley Zoo - Animal Welcome Center

Preliminary Budget Analysis

06/30/15



Trade Code	Trade	Budget	Trade/Scope Summary
18000	Misc. Contracts	\$5,000	Grouping of small miscellaneous costs in order to abbreviate breakdown. Spread across several trade line items.
19000	GC's	\$38,000	Site supervision and project management, dumpsters, cleaning, safety, and general laborer. Also includes temp facilities set up for construction purposes only.
OH&P:		\$23,744	
Total:		\$498,624	

To construct the building at a new location would require the following additional work:

01001	Testing	\$2,000	Allowance for more soils testing.
01002	Survey/Layout	\$2,500	Construction staking for foundations and spot survey/as-built survey.
01003	Shoring	TBD	Need to verify necessity depending on proximity to adjacent improvements
02050	Demolition	TBD	Removal of any existing structures, utilities or vegetation depends on final location
02500	Excavation	\$10,000	Excavation and spoil removal for trench foundations & more stone for slab on grade No site work included
27000	Site Utilities	\$38,000	New water and sanitary services, no stormwater included (downspouts discharge to grade) Distances and routes need to be verified.
29000	Landscaping	\$5,000	Restoration of more turf areas at access road
03300	Concrete	\$21,000	New trench foundations and slab on grade at administrative side ILO topping
16000	Electrical	\$6,000	New electrical service from either adjacent building or ComEd line. Distance and route needs to be verified.
18000	Misc. Contracts	\$10,000	Grouping of small miscellaneous costs in order to abbreviate breakdown. Spread across several trade line items. R&R existing zoo fence, stone access road, traffic control etc. for on-zoo location.
18000	GC's	\$7,500	Same as above for longer project duration.
OH&P:		\$5,100	
Total:		\$107,100	

Cosley Zoo - Animal Welcome Center

Preliminary Budget Analysis

06/30/15



Trade Code	Trade	Budget	Trade/Scope Summary
------------	-------	--------	---------------------

Exclusions:

Architectural and design fees
Permit or impact fees
Permit or new utility fees
Owner supplied equipment
Hazardous material testing or abatement
Environmental testing or contaminated hauling
Signage other than those required by code

Note: THE ABOVE REPRESENTS A CONCEPTUAL BUDGET BASED ON VERY LIMITED INFORMATION PROVIDED BY CONCEPTUAL SKETCHES. IN ORDER TO PROVIDE THIS INFORMATION, MANY ASSUMPTIONS WERE MADE BASED ON SQUARE FOOT COSTS WHEN COMPARED TO PROJECTS OF SIMILAR SIZE AND SCOPE. PRELIMINARY COSTS MAY NOT REPRESENT ACTUAL COSTS WHEN COMPARED TO PRELIMINARY AND/OR 100% COMPLETE WORKING DOCUMENTS.

New B-3
9/9/15



TO: Board of Commissioners

FROM: Steve Hincee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Brighton Playground Equipment

DATE: September 1, 2015

SUMMARY:

Staff has requested bids for the replacement of playground equipment installed in 1997 at Brighton Park.

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

The first step was to conduct a survey of neighbors surrounding the park to see what types of equipment is desired. 230 neighbors and athletic participants who practice at Brighton were notified of the survey. Additionally it was posted on the Capital Projects page of the park district website. Staff received 75 completed surveys and compiled the results.

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

Plans and specifications were prepared by staff. Bids were solicited on July 13, 2015 and they were opened on July 31, 2015. The results were as follows:

Contractor	5-12 Yrs. Proposal A	5-12 Yrs. Proposal B	2-5 Yrs. Proposal A	2-5 Yrs. Proposal B	Swings Proposal A	Swings. Proposal B	Misc. Equip. Prop. A	Misc. Equip. Prop. B	Discount
Team REIL	\$35,982. ⁰⁰	\$44,382. ⁰⁰	\$19,608. ⁰⁰	\$10,999. ⁰⁰	\$3,899. ⁰⁰	\$3,750. ⁰⁰	No bid	\$2,999. ⁰⁰	No
Park & Play Structures	\$28,268. ⁵⁰	\$28,268. ⁵⁰	No bid	\$12,535. ⁶⁶	No bid	No bid	No bid	No bid	No
Reese Recreation	\$29,527. ³⁵	\$37,267. ²⁵	\$23,541. ⁷⁵	\$3,830.90	\$4,205. ⁴⁵	\$4,205. ⁴⁵	\$4,002. ⁴⁵	\$16,202. ²⁵	Yes ^{1,2}
Parkreation	\$34,544. ⁰⁰	\$32,928. ⁰⁰	\$9,838. ⁰⁰	\$11,355. ⁰⁰	\$3,964. ⁰⁰	\$3,964. ⁰⁰	\$4,896. ⁰⁰	\$4,834. ⁰⁰	No
Nutoys	\$35,000. ⁰⁰	\$35,000. ⁰⁰	\$10,000. ⁰⁰	\$10,000. ⁰⁰	\$4,815. ⁰⁰	\$4,815. ⁰⁰	\$5,000. ⁰⁰	\$5,000. ⁰⁰	No
Imagination	\$29,236. ⁰⁰	No bid	\$12,256. ⁰⁰	No bid	\$4,340. ⁰⁰	No bid	\$15,314. ⁰⁰	No bid	Yes ³
Play Illinois	\$34,923. ⁰⁰	\$35,248. ⁰⁰	\$8,935. ⁰⁰	\$9,023.00	\$4,921. ⁰⁰	\$4,921. ⁰⁰	\$4,466. ⁰⁰	\$4,802. ⁰⁰	Yes ^{4,5}

1 If all proposal A equipment ordered total adjusted to \$57,755.00

2 If all proposal B equipment ordered total adjusted to \$57,318.85

3 If all proposal B equipment ordered total adjusted to \$53,250.00

4 If all proposal B equipment ordered total adjusted to \$51,188.00

5 If all proposal B equipment ordered total adjusted to \$51,898.00

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

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

The preferred proposal based on budget and staff rating was Proposal A provided by Play Illinois. They are the local sales representative of BCI Burke, which has been installed at a number of parks in the past. Staff has been pleased with their product and the references provided.

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

PREVIOUS COMMITTEE/BOARD ACTION:

NA

REVENUE OR FUNDING IMPLICATIONS:

\$120,000 is budgeted within the current fiscal year (40-000-000-57-5701-0000). This includes playground equipment and any other necessary site work such as concrete sidewalks and curbs. Unitary safety surfacing will be bid separately after the site design is complete. Half of the surfacing is budgeted in this account, with the other half being drawn from accessibility funding* (40-000-000-12-1224-0000). The projects crew will perform all removals, site work and installation of the equipment. The anticipated costs are as follows:

Item	Cost
Equipment	\$53,400.00
Surfacing	\$60,562.50*
Removals	\$2,380.00
Site Furniture	\$3,000.00
Landscape	\$5,000.00
Misc. Site Work	\$15,000.00
Total	\$147,942.50

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

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

ATTACHMENTS:

Recommend playground equipment design

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve a contract with Play Illinois for the Brighton Playground Equipment in the amount of \$51,188.00.

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

Existing Playground Equipment at Brighton



Need Bus 4
9/9/15



TO: Board of Commissioners
FROM: Rob Sperl, Director of Park & Planning
THROUGH: Michael Benard, Executive Director
RE: Park Rental Fee Revisions
DATE: September 4, 2015

SUMMARY:

The Park Services department is proposing revisions to our park rental fees. These would provide more flexibility in scheduling options for patrons and provide better protection to the district for any potential damage through increased deposits.

PREVIOUS COMMITTEE/BOARD ACTION:

Not applicable.

REVENUE OR FUNDING IMPLICATIONS:

In 2014, park rentals generated \$6,364. If our number of rentals remained the same, the revenue would not change substantially. We are focusing more on promoting these facilities to improve our rentals.

STAKEHOLDER PROCESS:

If approved, these new rates would be advertised for the 2016 season.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Recommended rental fees

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve the recommended park rental fee schedule.

SUGGESTED CHANGES AND SECURITY DEPOSIT AMOUNTS

LEVEL I

Level I parks are considered to be Wheaton Park District's premier parks. These parks offer the opportunity to host beautiful weddings, photo shoots and also offer special amenities including a band shell.

Park Name	Current R/ NR Rate	Suggested	Non Profit R/ NR	Suggested Capacity	Current Deposit Fee	Suggested Deposit Fee
HURLEY GARDENS	\$100/\$200 (4 hour rental)	\$75.00/\$150 per hour	\$75/\$150 Per hour	100	\$50.00	\$150.00 (Wedding ceremony)
MEMORIAL PARK	Res \$100.00/hr Non-\$200/hr (3 hr min)	Res \$150.00/hr Non \$250.00/hr (3 hr. min)	\$50/hr./ \$100hr.	500	50.00	\$250.00 (up to 100) \$500.00 (Over 100 people)
FILMING PERMITS	R \$100/2 hrs NR \$175/2 hrs	Same	-----	Per park limit	N/A	N/A

LEVEL II

All level II parks offer public washrooms, picnic shelters and open space for your guests to enjoy.

Park Name	Current R/NR Rate	Suggested	Non Profit R/ NR	Suggested Capacity	Current Deposit Fee	Suggested Deposit Fee
ATTEN PARK	\$60/\$120 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$30/\$60	50	\$50.00	\$100.00
BRIAR PATCH PARK	\$60/\$120 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$30/\$60	50	\$50.00	\$100.00
GRAF PARK	\$60/\$120 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$30/\$60	50	\$50.00	\$100.00
NORTHSIDE PARK PICNIC SHELTER	\$60/\$120 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$30/\$60	100	\$50.00	\$100.00 \$250.00 75/over
SEVEN GABLES PARK PLAYGROUND PICNIC SHELTER	\$60/\$120 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$30/\$60	50	\$50.00	\$100.00

SEVEN GABLES OPEN SPACE PICNIC SHELTER	\$60/\$120 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$30/\$60	50	\$50.00	\$100.00
GIRL & BOY SCOUT CABINS	\$60/\$120 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$30/\$60	25 50 – Fire Pit	\$50.00	\$150.00
BOY SCOUT OVERNIGHT <i>Check in 3:00 p.m. out by 12:00 noon following day.</i>	\$120/\$240	No Change	\$60/\$120	20	\$50.00	\$250.00
GIRL SCOUT OVERNIGHT <i>Check in 3:00 p.m. out by 12:00 noon following day.</i>	\$120/\$240	No Change	\$60/\$120	20	\$50.00	\$250.00

LEVEL III

Level III parks offer a wide variety of amenities. Each park offers wide open spaces for your guests to enjoy.

Park Name	R/ NR Rate	Suggested	Non Profit R/ NR	Suggested Capacity	Current Deposit Fee	Suggested Deposit Fee
BRIAR KNOLL	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00
BRIGHTON PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00
C.L. HERRICK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	25	--	\$50.00
HAWTHORNE JUCTION	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	25	--	\$50.00
HILLSIDE (Tot Lot)	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	25	--	\$50.00
HOFFMAN PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00
HULL PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00
KELLY PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	25	--	\$50.00
PRESIDENTS PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00

RATHJE PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00
SCOTTDALE PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00
SUNNYSIDE PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	25	--	\$50.00
TOOHEY PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	50	--	\$50.00
TRIANGLE PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	25	--	\$50.00
W.W. STEVENS PARK	\$40/\$80 Per six hour	Per 4 hour Add. Hour 25.00/Hr	\$20/\$40	25	--	\$50.00

Security deposit **will not** be refunded if:

- Property is damaged or mistreated.
- Keys are not returned w/in 3 business days of event.

New Bus 5
9/9/15

TO: Board of Commissioners
FROM: Rob Sperl, Director of Park & Planning
THROUGH: Michael Benard, Executive Director
RE: Central Sports Lighting
DATE: September 2, 2015



SUMMARY:

Staff requested pricing to allow for the installation of 4 electrical outlets to power equipment such as a portable sound system at each of the fields at Central. Additionally the request included running power that could be tapped into for the installation of 2 future scoreboards.

We received a proposal in amount of \$10,274.00 for this work. Staff has reviewed the pricing for these changes by comparing them to work recently completed on other projects and feels the pricing is fair.

PREVIOUS COMMITTEE/BOARD ACTION:

The board authorized a contract with Jasco Electric for this project on July 16, 2015 in the amount of \$408,114.00.

REVENUE OR FUNDING IMPLICATIONS:

\$720,000 is budgeted within the current fiscal year (40-000-187-57-5701-0000) for projects at Central Park.

The contract costs are as follows:

Item	Contractor	Cost
Original Contract Amount	Jasco Electric	\$408,114.00
CO1: Additional conduit & wiring for outlets and future scoreboards.	Jasco Electric	\$10,274.00
Final Contract Amount		\$418,388.00
Other Contracts		
Grading work	JEM Morris	\$143,650.00
Grading work CO2	JEM Morris	\$3,650.00
Engineering for lights	Berg Engineering	\$15,000.00
Fencing	Northern IL Fence	\$83,137.00
Grand Total		\$663,775.00

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Contract documents were provided by our legal counsel.

ATTACHMENTS:

Contractor proposal for additional scope of work

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve change order 1 with Jasco Electric in the amount of \$10,274.00.

WHEATON PARK DISTRICT CHANGE ORDER

Project: Central Sports Lighting

Change Order No.: One (1)

To: Jasco Electric

Change Order Date: 8/25/15

Attn:

2750 Barney Court
McHenry, IL 60051

Contract Date: 7/16/15

Contract For: Supply and installation of Musco sports lighting system

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

Additional conduit & wiring for outlets and future score boards.

Add

\$10,274.00

The original Contract Sum was	\$	408,114.00
Net Change by previous Change Orders	\$	0.00
The Contract Sum prior to this Change Order	\$	408,114.00
The Contract Sum will be increased by this Change Order.....	\$	10,274.00
The new Contract Sum including this Change Order will be	\$	418,388.00
The Contract Time will be no change by		0
The Date of Completion as of the date of this Change Order therefore is		10/16/15

Wheaton Park District

Jasco Electric

Owner

Contractor

102 East Wesley Street
Wheaton, IL 60187

2750 Barney Court
McHenry, IL 60051

Address

Address

Jane Hodgkinson, President

Signature

JASCO ELECTRIC CORPORATION
2750 Barney Court
815-363-5905 McHenry, IL 60051 815-363-5973 Fax

CHANGE ORDER
#824908

8-24-15

To: Wheaton Park District
Attn: Steve Hinchee
Re: Central Park

Addition of receptacles and scoreboard provisions

- Supply and install (4) separate circuit receptacles per the attached sketch
- Supply and install (1) additional 277v circuit to pole A2 for future scoreboard feed
- Cap circuit and leave in pole handhole for future use
- Please note that if the circuit is to be used you will need to tap the existing receptacle transformer or install a new transformer to convert power from 277v to 120v

Total for change order #824908: ADD \$9,873.00

Alternate to supply and install (1) additional 120v circuit to pole S2 for future scoreboard feed. Circuit to be capped and left in pole handhole for future use: ADD \$401.00

Date: _____ Signature: _____

**Project: Central Park
Wheaton, IL
Change Order 824908 Breakdown**

August 24, 2015

A4 Pole	Material	Labor
• (94') of 1" PVC conduit	34.00	188.00
• (330') with (3) #8 wires	106.00	188.00
• (1) GFI receptacle	18.00	60.00
• (1) 20 amp breaker 120 volt	22.00	30.00
S3 Pole	Material	Labor
• (324') of 1 1/4" PVC conduit	149.00	648.00
• (1032') with (3) #6 wires	454.00	648.00
• (1) GFI receptacle	18.00	60.00
• (1) 20 amp breaker 120 volt	22.00	30.00
S2 Pole	Material	Labor
• (420') of 1 1/4" PVC conduit	193.00	840.00
• (1) 12"x12" hand hole	160.00	100.00
• (1320') with (3) #4 wires	898.00	840.00
• (1) GFI receptacle	18.00	60.00
• (1) 20 amp breaker 120 volt	22.00	30.00
A2 Pole	Material	Labor
• (948') changed from 1" to 1 1/4" PVC	95.00	0.00
• (2904') with (3) #6 wires	1,278.00	948.00
• (1) 277 volt transformer to 120 volt	254.00	250.00
• (1) GFI receptacle	18.00	60.00
• (1) 277 volt breaker	38.00	30.00
Scoreboard Circuit to pole A2	Material	Labor
• (968') with (1) #6 wire	426.00	170.00

5% overhead and profit: \$470.00

Total as specified above: \$9,873.00

Project: Central Park
Wheaton, IL
Change Order 824908 Breakdown

August 24, 2015

Alternate

<u>Scoreboard Circuit to pole S2</u>	<u>Material</u>	<u>Labor</u>
• (440') with (1) #4 wire	273.00	109.00

5% overhead and profit: \$19.00

Total as specified above: \$401.00

New B-S 6
9/9/15



TO: Board of Commissioners
FROM: Rob Sperl, Director of Park & Planning
THROUGH: Michael Benard, Executive Director
RE: Central Fencing & Equipment
DATE: September 2, 2015

SUMMARY:

Shortly after the work for the sport lighting began, it became apparent that one of the light poles would need to be located in foul territory of the baseball field at the northeast corner of the site. In order to prevent a player from running into this pole while chasing a foul ball, staff requested an additional 63' of eight foot high fencing. Additionally 11 posts on top of the retaining wall need to be cored and replaced at \$45 each.

We received a proposals in amount of \$3,492 for this work. Staff has reviewed the pricing for these changes by comparing them to work recently completed on other projects and feels the pricing is fair.

PREVIOUS COMMITTEE/BOARD ACTION:

The board authorized a contract with Northern Illinois Fence for this project on May 20, 2015 in the amount of \$83,137.

REVENUE OR FUNDING IMPLICATIONS:

\$720,000 is budgeted within the current fiscal year (40-000-187-57-5701-0000) for projects at Central Park.

The contract costs are as follows:

Item	Contractor	Cost
Original Contract Amount	Northern IL Fence	\$83,137.00
CO1: Alternate 1 and additional 170' on east	Northern IL Fence	\$3,492.00
Final Contract Amount		\$86,629.00
Other Contracts		
Grading work	JEM Morris	\$143,650.00
Grading work CO2	JEM Morris	\$3,650.00
Engineering for lights	Berg Engineering	\$15,000.00
Sports Lighting	Jasco Electric	\$408,114.00
Grand Total		\$657,043.00

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Contract documents were provided by our legal counsel.

ATTACHMENTS:

Contractor proposal for additional scope of work

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve change order 1 with Northern Illinois Fence in the amount of \$3,492

WHEATON PARK DISTRICT CHANGE ORDER

Project: Central Park Fence & Equipment

Change Order No.: [One (1)]

To: Northern IL Fence
Attn: Ray Hohe
320 W. Lincoln Hwy
Cortland, IL 60120

Change Order Date: 8/31/15

Contract Date: 4/28/15

Contract For: Fence and equipment installation at athletic fields & retaining wall

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

Add 63' of eight foot high fence to prevent players from running into light pole. Additionally 11 posts on top of the retaining wall need to be cored and replaced at \$45 each.

No Change

\$3,492.00

The original Contract Sum was	\$	83,137.00
Net Change by previous Change Orders	\$	0.00
The Contract Sum prior to this Change Order	\$	83,137.00
The Contract Sum will be increased by this Change Order.....	\$	3,492.00
The new Contract Sum including this Change Order will be	\$	86,629.00
The Contract Time will be extended by		45
The Date of Completion as of the date of this Change Order therefore is		8/31/15

Wheaton Park District

Owner

102 East Wesley Street
Wheaton, IL 60187

Address

Northern IL Fence

Contractor

320 W. Lincoln Hwy
Cortland, IL 60120

Address

Jane Hodgkinson, President

Signature



Complete Northern Illinois Fence
Cortland, IL 60112

320 W LINCOLN HIGHWAY
Office:815-756-3561

Fax:815-756-7920

PROPOSAL/CONTRACT

Page 1
08/28/2015

Customer Information:

Wheaton Park District
c/o Steve Hinchey
102 E. wesley
Wheaton, IL 60187

Job Information:

Central Park
600 S. Main St.
Wheaton, IL 60187
shinchey@wheatonparkdistrict.org

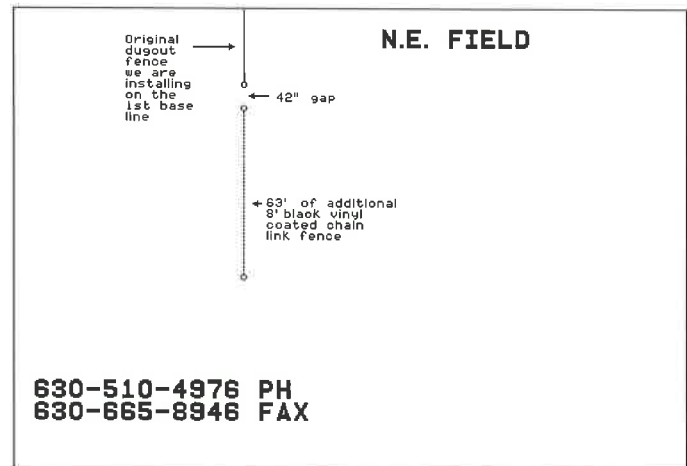
Notes:

Quote #38873 - Change Order Request

We agree to provide and install 63' of additional 8' vinyl coated chain link fence (same specifications as fences we are installing) on the 1st base line of the N.E. ball field 42" away from the end of the dugout fence.

\$2,997.00

Thank you, Dean A. Clark



Complete Northern Illinois Fence shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits or approvals (HOA) shall rest with the customer. Complete Northern Illinois Fence will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does Complete Northern Illinois Fence assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

Complete Northern Illinois Fence will assume the responsibility for having underground public utilities located and marked. However, Complete Northern Illinois Fence assumes no responsibility for unmarked sprinkler lines, or any other private unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Complete Northern Illinois Fence to dig in the immediate vicinity of known utilities.

The final billing will be based on the actual footage of fencing built and the work performed. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced.

A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after

completion of any work invoiced.

All materials will remain the property of Complete Northern Illinois Fence until all invoices pertaining to this job are paid in full. Right of access and removal is granted to Complete Northern Illinois Fence in the event of non-payment under the terms of this contract. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

Complete Northern Illinois Fence agrees to guarantee above fence to be free from defects in materials and workmanship for one year.

Complete Northern Illinois Fence insurance limits are as follows: General Liability: each occurrence \$1,000,000 Damage to rented premises (ea occurrence)\$200,000 Mad Exp (any 1 person) \$10,000 Personal & Adv Injury \$1,000,000 General aggregate \$2,000,000 Products - Comp/Op Agg 2,000,000 Emp. Ben. 1,000,000 Auto Liability Combined single limit (ea accident) \$1,000,000 Excess/Umbrella Liability Each Occurrence 5,000,000 Aggregate 5,000,000 Workers Comp & Employers' Liability E.L. ea accident \$1,000,000 E.L. Disease- ea employee \$1,000,000 E.L. Disease-Policy Limit 1,000,000 Any additional insurance coverage needed will be at your cost and must be made clear at time of bidding.

"DUE TO THE NATURE OF TODAY'S STEEL MARKET WE CANNOT GUARANTEE PRICES. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE."

Approved & Accepted for Customer:

Contract Amount: \$ _____

Down Payment: \$ _____

Balance Due: \$ _____

Customer

Date

Complete Northern Illinois Fence:

Salesperson

Date



TO: Board of Commissioners

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

THROUGH: Michael Benard, Executive Director

RE: Athletic Manager Position

DATE: April 22, 2015

SUMMARY:

The Wheaton Park District continues to cultivate athletic programs, leagues, and facilities to meet the needs of the Wheaton residents. Staff seeks approval to add a new full-time Athletic Manager position.

Discussion of the Issue

The Athletic Division of the Recreation Department has enjoyed increased success in recent years by keeping up with the needs of the residents of Wheaton. In 2011, we had 15 Wheaton Wings teams which we grew to 22 teams currently. In 2012, we successfully set up the first Wheaton Wings Spring Classic Soccer Tournament that has grown to 156 teams in 2013 with a net income of \$25,049.29. In February 2013, the Park District re-opened the Central Athletic Center and has increased services and rental opportunities in order to make the facility self-sustainable. In August 2014, the Park District installed its first outdoor synthetic turf field and it is our goal to generate at least \$40,000 a year by either rentals or program revenue in order to replace the carpet in 8-10 years. Over the last three years the Athletic Division has increased athletic classes, camps and non-board supported league revenue by \$349,943.21 or 38% which has, and will continue to, significantly increase the workload of the current athletic full-time staff.

With the increase in facility and program offerings, staff believes hiring a full-time position with benefits is needed to service the current and growing responsibilities of our athletic staff. We believe this is warranted to keep our current full-time athletic staff fresh and able to continuously service our residents.

The expectation of the Wheaton Wings Soccer Club has grown due to competition in this area. The person that runs the club must keep up with:

- Setting up tryouts, marketing tryouts with banners, posters, e-blasts, etc.
- Recruiting a parent manager and parent assistant coach for each team.
- Work with the training organization to get appropriate trainers. Deal with training issues.
- Processing league registration paperwork for each team for both teams and players.
- Sign up teams and process payment for tournaments.

- Organize and run parent manager trainings.
- Constructing the practice schedule for fall, winter and spring.
- Coordinate the home game schedule for our fields.
- Oversee the processing of assistant referee payments.
- Resolve any disciplinary issues that come up.
- Set up goal keeper trainings.
- Setting up supplemental tryouts for those that want to tryout after open tryouts if we have spots available.
- Organize and run parent advisory meetings.
- Set up and resolve any issues with uniform company.
- Attend IWSL and NISL league administrator meetings.
- Setting up optional training sessions.
- Go to the IWSL seeding meeting in fall and spring.
- Updating the Wheaton Wings Soccer Club website.
- Updating the Wheaton Wings Facebook page.
- Order any necessary supplies for each team's equipment.
- Setting up summer, spring break and winter break camps.
- Investigate and rent larger turf fields for indoor training for U11 and older.
- Get the necessary coaches cards, add players and get player passes for players added into the middle of the season.
- Organize, purchase and pick up spirit items.
- Set up and attend club outings.
- Collect registration fees by following up with parents after due dates of the payment plan.
- Working with local high school coaches to see how our club can partner with them to provide more services to our players.
- Assist in setting up, coordinate and run the Wheaton Wings Spring Classic tournament that has over 150 teams.

The requested new Athletic Manager's responsibilities would include, but are not limited to:

- Supervises the Wheaton Wings Soccer Club (club administrator).
- Attends Wheaton Wings Soccer Club advisory committee meetings monthly.
- Organize and post current Wheaton Wings Soccer Club website information to the website.
- Assistant Tournament Director for the Wheaton Wings Spring Classic.
- Schedules outdoor athletic areas for programs including but are not limited to Victory Sports Camps, Kopion, Sockers FC, Synergy and True Lacrosse.
- Create and provide soccer field usage reports for spring and fall.
- Invoice field renters.
- Work with Athletic Supervisor in-charge of soccer to develop maintenance service request for field layout and striping. Also, create a practice schedule for both travel and in-house to use.
- Create, organize and implement summer, winter break, spring break and day off of school soccer camps.
- Create, market, organize and implement new U8 Indoor Travel Soccer league.
- Create, market, organize and implement the new 3 v3 indoor and outdoor travel soccer tournaments.

- Assist with planning, organizing, implementing and supervising Baseball/Softball special events and tournaments throughout the summer.
- Prepare and teach Coaching Youth Sports (ASEP) coaches training courses.
- Supervises and organizes Pilot Basketball leagues as assigned.
- Supervises Winter Baseball/ Softball Camps.
- Schedule tennis courts.
- Organizes and supervises tennis lessons.
- Directly supervise and staff open gym.
- Supervise various summer sport camps. (i.e. contractual).
- Help plan, organize and implement Baseball/Softball special events and tournaments throughout the summer.
- Assistant Tournament Director for Travel Basketball tournaments.

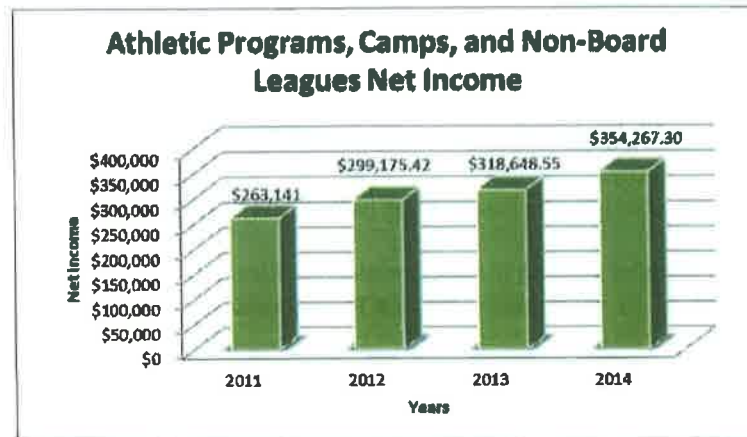
PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

Athletic Division non-board leagues and programs have increased in revenue by \$349,943.21 from 2011 to 2014. Athletics has increased the net income by \$91,126.30 from 2011 to 2014.

Budget Information for Athletic Programs, Camps and Non-Board Leagues (203's and 204's):



	2011	2012	2013	2014
Revenue	\$927,384	\$1,129,229	\$1,256,754.18	\$1,277,327.21
Expenses	\$664,243	\$830,053.58	\$938,105.63	\$923,345.58
Net Income	\$263,141	\$299,175.42	\$318,648.55	\$354,267.30

Starting in 2011, Full-time Athletic salaries and benefits were taken out of this account. The Park District added a new full-time Athletic Supervisor in 2013 and that salary plus benefits was covered by program revenue. Even with the addition of the new staff member, we still increased our net income that year by \$19,473.13. Note: Tax dollars are not figured into the budget information above. All revenue is generated by charges for services.

	2011	2012	2013	2014
Athletic Full-time Salaries and Benefits charged to program accounts.	\$125,810.15	\$131,742.34	\$190,242.95	\$186,464.91

Central Athletic Center Budget Information

Revenue	2010	2011	2012	2013	2014
Sponsorships	\$400	\$500	\$400	\$600	\$1,400
Program Revenue	\$9,091	\$9,440	\$6,159	\$3,085	\$6,570
Batting Cage Revenue	\$7,039	\$9,306.25	\$6,396.87	\$10,160	\$13,867
Birthday Party Rental	\$6,520	\$8,130	\$8,710	\$5,983	\$8,245
Facility Rental	\$39,162	\$81,379.35	\$39,085	\$48,750.87	\$58,344.13
Concessions	\$2,451	\$9,140.03	\$8,648.65	\$7,290.46	\$8,335.50
Vending Concessions	\$0	\$28.53	\$143.28	\$0	\$0
Special Events	\$0	\$3,156	\$9,621	\$9,813	\$8,608
Total Revenue**	\$63,161	\$121,080.16	\$79,163.80***	\$85,682.33	\$105,370
Expenses					
Part Time Site Supervisor	\$11,532	\$26,140.93	\$20,273.44	\$24,885.19	\$28,272.40
Contractual – Other	\$3,842	\$4,081.00	\$646	\$328	\$410
General Supplies	\$1,431.96	\$3,004.46	\$3,129.81	\$3,691.14	\$4,839.98
Utility Payment	\$24,393	\$79,311.56*	\$65,191.71	\$32,963.52	\$43,653.17
Maintenance Expenses	\$743	\$10,418.52	\$8,437.43	\$11,797.28	\$11,695.77
Total Expenses	\$41,943	\$122,956.47	\$97,678.39	\$73,665.13	\$88,871.32
Total Revenue	\$63,161	\$121,080.16	\$79,163.80	\$85,682.33	\$105,370
Total Expenses	\$41,943	\$122,956.47	\$97,678.39	\$73,665.13	\$88,871.32
Total Net Income/Loss	\$21,218	-\$1,876.31	-\$18,514.59	\$12,017.20	\$16,498.68

*Note: Starting in April 2011, the Wheaton Park District was paying a higher percentage of the utility bills. By the end of 2011, the Wheaton Park District was paying 100% of the utilities.

** Note: Does not include revenue generated from leagues and programs. This account only includes revenue from facility rentals, birthday parties, batting cage rentals, and programs created specifically for the Central Athletic Center.

*** Note: Facility was scheduled to close for construction on June 1, 2012 so we did not book any rentals after June 1, 2012. Revenue was generated in the first five months of the year.

Notes on Central Athletic Center:

- No tax dollars are used to support the day to day operations for the Central Athletic Center.
- The net income does not include all in-house and travel programs/leagues. Staff estimates that an additional net income of \$94,408 is generated by existing programs that live in the 203 and 204 budget accounts that wouldn't be produced without the Central Athletic Center.

Field Rental Budget Information

Field Rentals	2011	2012	2013	2014
Misc. Grass Field Rentals	\$32,796	\$24,643.25	\$31,604	\$30,881.50
Sockers/ Kopion: Funds that go to Parks.	\$12,772.80	\$13,725	\$5,562.48	\$7,137
Graf Park Turf Field	Opened	In	Fall 2014	\$14,115*
Total Revenue	\$45,568.80	\$38,368.25	\$37,166.48	\$52,133.50

*Note: The turf field was only open from August-December in 2014.

Athletic Fund Balance Information

The athletic division of the Recreation Department has the following fund balances as of 12/31/2014:

\$5 Athletic Fund Balance: \$172,665.07 (Contributes to this fund approximately \$42,000 a year)

Youth Baseball/ Softball Fund Balance: \$86,917.64

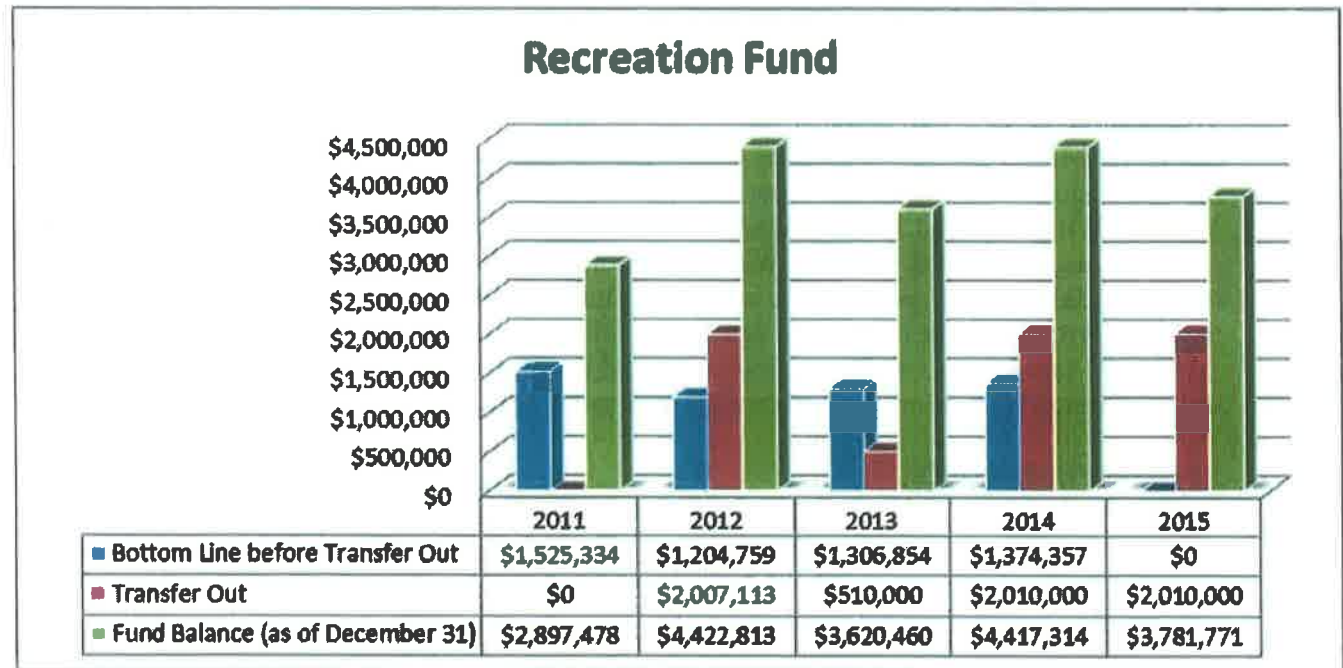
Rams Football: \$78,762.91

Rams Cheerleading: \$50,140.61

Total Athletic Fund Balances: \$388,486.23

Recreation Fund (20) Information

The overall Recreation Fund is healthy.



*Note: In the 2015 budget document, it projected a Net Loss for 2014 to be -\$833,116 after the \$2,010,000 transfer out. The actual Net Loss was -\$635,543, which was a difference of \$197,573 in the positive.

In 2014, Athletics added \$422,899.48 to the Recreation Bottom Line of \$1,374,357, which is 31% of the bottom line. In addition to the \$422,899.48, athletics contributes \$5 from each league participant to the \$5 athletic fund balance which is approximately \$42,000 a year. Currently, athletics has \$388,486.23 in fund balances to contribute to athletic capital projects.

The proposed new full-time Athletic Manager would be funded completely out of the above Athletic Programs, Camps and Non-Board Leagues Funds. Based on the information above, staff believes that we can generate additional revenue to cover the expense of the new full-time Athletic Manager by giving more attention to programs that need it and we can add services that people have been asking for, such as:

- U8 Winter Indoor Travel Soccer League at Central Athletic Center Turf Field.
- 3 v 3 indoor and outdoor travel soccer tournaments.
- 7 v 7 summer Rams football tournament.
- Youth Lacrosse fall/winter training options.
- Summer in-house basketball league.

- Late fall (November-December) indoor in-house soccer league at Central Athletic Center Turf Field.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

- Salary and Benefits analysis to hire one Athletic Manager in the range of \$43,000-\$47,000.
- Job description.
- Estimated net income generated by use of Central Athletic Center.

ALTERNATIVES

This position needs a staff member that is hard working, detail and people orientated, have soccer knowledge and have a sense of ownership in what they are doing. We need someone that has this position as their primary focus. We don't believe a part-time position would give the Wheaton Wings Soccer Club the attention and time that is needed to run this program. There are many moving parts to the Wheaton Wings Soccer Club and this program needs one person making decisions in a timely manner with all the information of what's currently taking place in the club. We believe the best option is to hire a full time athletic manager in order to keep our current full-time athletic staff fresh, motivated and inspired to maintain and improve current service through innovation, professionalism, and productivity (all while avoiding burnout).

RECOMMENDATION:

Staff respectfully requests Board approval to hire a full-time Athletic Manager.

WHEATON PARK DISTRICT

JOB DESCRIPTION

Title of Position: Athletic Manager (Full-Time)

Division: Recreation

Reports To: Athletic Director

FLSA: Exempt

Updated: 04/15

General Purpose

The Athletic Manager is responsible for all aspects of management and administration of assigned athletic programs, including all services, projects and programs. The employee follows the overall goals and objectives determined by the Athletic Director – activities, teaching programs, services, policies and procedures are to be followed as prescribed by the Executive Director upon policy approval of the Board of Directors, but with a great deal of autonomy. The employee will be held accountable for providing our customers a functional, attractive, safe and accessible recreation experience within limitations in the resources made available. The employee is also evaluated in terms of program management, personnel management, fiscal administration, quality of customer service, the ability to set and meet the financial budget and assigned athletic program operations.

Qualifications

Graduate of a four-year college or university. A Bachelor's Degree in a recreation-oriented or closely related field preferred. Experience in Travel Soccer Administration preferred. Experience in playing, coaching or refereeing travel soccer a plus. Must have good oral and written communications skills. Medic/First Aid required or willing to obtain within six months of employment. Should have a valid Illinois Driver's License.

Essential Duties

1. Plans, administers, and maintains assigned athletic programs.
2. Perform all job tasks within the rules and guidelines of the District's safety program.

Program Operations

1. Within established Wheaton Park District goals, objectives, policies and procedures, plan and administer assigned athletics programs.
2. Actively supports the Safety Policy and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.

3. Monitor activity of participants, staff and volunteers to ensure adherence to all safety rules and regulations.
4. Submits reports related to accidents/incidents to management within 24 hours.
5. Supervises the Wheaton Wings Soccer Club (club administrator and Spirit Wear organizer).
6. Attends Wheaton Wings Soccer Club advisory committee meetings monthly.
7. Organize and provide current Wheaton Wings Soccer website information to the WPD Web Master quarterly.
8. Assistant Tournament Director for the Wheaton Wings Spring Classic.
9. Schedules outdoor athletic areas for programs including but are not limited to Victory Sports Camps, Kopion, Sockers FC, Chicago Inferno, Synergy and True Lacrosse.
10. Provides soccer field usage report for spring and fall.
11. Work with Athletic Supervisor in-charge of soccer to develop maintenance service request for field layout and striping. Also, create a practice schedule for both travel and in-house to use.
12. Create, organize and implement summer, winter break, spring break and day off of school soccer camps.
13. Create, market, organize and implement a U8 Indoor Travel Soccer league.
14. Create, market, organize and implement 3 v3 indoor and outdoor soccer tournaments.
15. Assist with planning, organizing, implementing and supervising Baseball/Softball special events and tournaments throughout the summer.
16. Prepare and teach Coaching Youth Sports (ASEP) coaches training courses.
17. Supervises and organizes Pilot Basketball leagues as assigned.
18. Schedule tennis courts.
19. Organizes and supervises tennis lessons.
20. Directly supervise and staff open gym.
21. Supervises Winter Baseball/ Softball Camps.
22. Supervise various summer sport camps. (i.e. contractual)
23. Help plan, organize and implement Baseball/Softball special events and tournaments throughout the summer.
24. Assistant Tournament Director for Travel Basketball tournaments.
25. Organizes and implements the Character Counts program for coaches and parents.
26. Sets examples for coaches, parents and players by living, demonstrating the core values of Character Counts – trustworthiness, fairness, caring, respect, responsibility, and god citizenship.
27. Evaluates the effectiveness of all services under his/her authority and makes recommendations for modifications of services to the Athletic Director.
28. Demonstrate the agency core values of the district: Integrity (articulated through Character Counts) Fun, Adaptability & Growth, commitment, kindness and Service.
29. ~~Support and demonstrate the One Team, One Goal concept.~~
30. Prepare and/or direct the preparation of board summaries, monthly, quarterly and periodic special reports, as required by the Athletic Director.
31. Provides appropriate information for district program guides and websites.
32. Acts as a representative/liaison to local clubs or affiliate groups as assigned.
33. Seeks, interprets and implements input from the public.
34. Maintains required records.
35. Submits room requests to Scheduling Assistant in a timely manner.
36. Keeps accurate records of school district and park district room requests.

Personal Management

1. Supervises part-time staff and volunteers and solicits volunteers for programs.
2. Interviews, selects and supervises such staff and provides them with a detailed orientation on the district in general, required duties, technical aspects for the job and prioritizing multiple tasks.
3. Directly supervises athletic staff and instructors.
4. Provides all subordinates with specific guidelines and task instructions as necessary to ensure program effectiveness.
5. Responsible for time and attendance, paid time off and sick leave control.
6. Recommends bonuses, promotions and position structures.
7. Evaluates employees' performance and overall effectiveness to the district and take the necessary steps to reward team players and discipline non-team players. Holds employees accountable for meeting deadlines.
8. Monitor all aspects of the recreation department to ensure compliance with the Fair Labor Standards act and all other district human resource policies, procedures and regulations. Any unusual or unprecedented human resource or personnel occurrence or situation is quickly brought to the attention of the Director of Recreation, ensuring that all proper documentation is followed as prescribed by the director's policies.
9. Researches and prepares operating and procedural manuals for staff.
10. Maintains and processes payroll.

Fiscal Management

1. Develops periodic program fiscal plans for the budget with supporting data for inclusion in the overall district budget formulated at a higher level of the organization.
2. Assists in the development of long range planning, goals and program forecasts. Responsible for the quarterly reports and budget analysis and constantly reviews and monitors the budget and takes appropriate action to ensure that variances stay within budget guidelines.
3. Work with the Marketing Division in soliciting local and corporate sponsors to help defray costs.
4. Prepare budgets for the assigned athletic programs.

Customer Service

1. Maintain close contact with the population and guests served.
2. Continually evaluate the effectiveness of athletic programs, policies and procedures from the standpoint of customer and participation response. In light of these findings, makes recommendations to the Athletic Director as appropriate to improve the recreation department's effectiveness and efficiency.
3. Provide input and program guidance of the Athletic Director for all programs, activities and services associated with the assigned athletic programs.
4. Ensuring a high quality customer service experience and assure adequate customer service training for all employees.
5. Responsible for maintaining positive working relationships with customers, coworkers, district staff, the Athletic Director, Superintendent of Recreation, Director of Recreation, the Executive Director and the Board of Commissioners.

Other Duties and Responsibilities

1. Serve on committees and focus groups as assigned by the Athletic Director.
2. Attend professional conferences, training sessions and workshops to further develop knowledge in related area of responsibility.
3. Appropriately resolve concerns, problem and emergencies that arise.
4. Perform other duties and special projects as assigned.
5. Assists with emergency procedures and facility evacuations.
6. Follow, administer and implement Wheaton Park District policies and guidelines.

Psychological Considerations

The Athletic Manager may feel stress from being held responsible for daily and numerous demands by staff and customers. He/she will resolve differences and problems that will arise with customers as well as staff.

Physical Demands

This position involves frequent sitting, walking, reaching handling, and fingering; the ability to lift 20-50 lbs.; and occasional climbing, balancing, stooping, kneeling and crouching.

Cognitive and Safety Considerations

Good problem solving ability, flexibility and organization, sound judgment and good safety awareness. Will be exposed to outdoor elements.

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

Sample Compensation & Benefit Statement for Athletic Manager

Salary and Benefits	PPO Family	
	Park District's Annual Cost	Employee's Annual Cost
Annual Salary	\$47,000.00	
Benefits:		
Medical, Prescription, Dental, Life, AD & D Insurance and Employee Assistance Program	\$24,219.30	\$3,000.00
IMRF (ER - 9.70%; EE - 4.5%)	4,559.00	2,115.00
Social Security Tax (FICA cap \$118,500) (ER - 6.2%; EE 6.2%)	2,914.00	2,914.00
Medicare (ER - 1.45%; EE - 1.45%)	\$681.50	\$681.50
Total Benefits	\$32,373.80	\$8,710.50
Total Benefits and Salary	\$79,373.80	\$8,710.50

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

Holidays - 12 1/2 days	\$2,259.62
Personal - 2 days	361.54
Vacation - 12 days	2,169.23
Sick - 12 days	2,169.23
Total Projected Time Off Compensation	\$6,959.62

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

69%

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.*