



PUBLIC NOTICE

**Wheaton Park District Board of Commissioners
SUBCOMITTEE MEETING
Wednesday January 13, 2021 5:00 p.m.
via Zoom Video Teleconference**

Public Notice Date January 11, 2021

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the “Park Board”) will hold a Meeting at 5 pm on Wednesday January 13, 2021 via Zoom Video Teleconference.

The Meeting will be held by video conference as permitted by the most recent Gubernatorial Disaster Proclamation issued by Governor J.B. Pritzker in Response to the ongoing COVID-19 pandemic and Section 7(e) of the Open Meetings Act exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting.

Phone: 1-312-626-6799
Meeting ID: 881 2748 2157
Passcode: 662519

The meeting will take place by video conference via Zoom. Please contact Michael J. Benard, Board Secretary, for further information.
mbenard@wheatonparks.org

Michael J. Benard
Secretary

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district’s ADA Compliance Officer, Michael Benard, at the park district’s Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

The Agenda for the January 13, 2021 Meeting is as Follows:
Meeting of the Wheaton Park District Board of Commissioners
January 13, 2021 5:00 pm

No Action Will Be Taken at This Meeting – Review & Discussion Only

CALL TO ORDER

DISCUSSION ITEMS

Buildings and Grounds

1. Review of Memorial Park Bandshell Proposed Use Agreement
2. Review of Pool Facilities 2021 Preliminary Operating Plans
3. Review of Change Order No.13 Revision #2 for the Memorial Park Renovation Project

Finance and Administration

1. Review of Asset Inventory 2020 Report
2. Review of Access Control and Acceptable Use Policy
3. Review of Accounts Payable Vendor Payment Agreement for Services
4. Review of Human Resources Information System and Payroll Processing Renewal / Addendum for Agreement for Services
5. Review of Resolutions 2021-01 and 2021-02 - Amendments to Cafeteria Plan, Health Flexible Spending Arrangements and Dependent Care Assistance Plan Rules

CLOSED SESSION

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, 5ILCS 120/2 (c) (1)
- b. Purchase or Lease of Real Property, 5ILCS 120/2 (c) (5)
- c. Setting of Price for Sale or Lease of Property Owned by the Public Body, 5ILCS 120/2 (c) (6)
- d. Pending, probable or imminent litigation, 5ILCS 120/ 2 (c) (11)
- e. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes, 5 ILCS 120/2(c) (21)

ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org

TO: Wheaton Park District Board of Commissioners

FROM: Mike Benard, Executive Director

THROUGH: Rob Sperl, Director of Parks & Planning
Kristina Nemetz, Superintendent of Marketing & Special Events

RE: City of Wheaton Municipal Band Use of Memorial Park Bandshell 2021

DATE: January 8, 2021



SUMMARY:

Staff seeks the board's review, input, and ultimately approval to fees and restrictions as it relates to the City of Wheaton Municipal Band's use of the Memorial Park Bandshell for their Summer Municipal Band concerts. The Municipal Band has held concerts in this location since approximately 1952. Historically, the band has utilized the bandshell for practice, concerts, and storage at no charge. The Wheaton Park District historically has also provided and covered the expenses related to park and bench set-up, clean-up and garbage following events, and staff/labor during the Thursday evening concerts each summer. The band program itself is funded in part by the City of Wheaton.

The 2019-2020 Memorial Park renovation project was designed with feedback from all stakeholders including the City of Wheaton Municipal Band. Design and final construction include a storage area for the band's sole use, upgraded lighting and sound equipment to support the band's performances, built-in seating, and general park improvements which will benefit the Municipal Band concert experience for both musicians and their audience.

The final construction project cost for the bandshell construction only was just over \$3 million dollars which was paid by the Wheaton Park District through capital and grants obtained. Based on the size and square footage of the band's storage area (381 square feet), \$302,900 of the project is attributed directly to the sole use of the bandshell by the Municipal band. An additional \$78,750 (45%) of the sound and lighting cost is also attributable the City Municipal Band's use of the park. This figure was calculated by determining their portion of the scheduled events at the park on an annual basis. Many improvements to this system were made due to direct input from Municipal band members on this project.

Staff is recommending with the completion of the construction project the Wheaton Park District require a more formal use agreement which includes an annual fee from the City of Wheaton and/or Municipal Band. Additionally, the agreement would limit use and access to specific areas of the bandshell which will be reserved solely for use by the Wheaton Park District staff for the storage and execution of our events and operations. The proposed use agreement is attached to this Statement of Issue for the Board's review and consideration.

PREVIOUS COMMITTEE/BOARD ACTION:

On December 16, 2020, the Board of Commissioners approved fees and pricing for outside rentals of Memorial Park and the Mary Lubko Center. Included in this Statement of Issue as reference as Attachment B.

REVENUE OR FUNDING IMPLICATIONS:

The large investment the park district made into this project will provide not only an updated park amenity for the Wheaton community but will also drive traffic and commerce to the downtown area. This renovation project comes at a great cost to the district and should be operated in a sustainable fashion moving forward. Assessing a fee and guidelines to “renters” such as the Wheaton Municipal Band will help offset the labor costs associated with staffing and setting up these events, utilities for the bandshell, and compensate for the depreciation of this asset.

Fees estimated for the bandshell use by the Wheaton Municipal Band was done so in consideration of the Board approved fees and charges of Memorial Park and the Mary Lubko Center previously approved at the December 16, 2020 Board Meeting. At \$3,000 per evening for a weekday rental, the rental value is \$51,000.00. Additional fees would need to be assess for staffing based on the actual staff time logged and would be billed following the event. These fees would be billed at the standard Parks Services Team overtime labor rate of \$45.00 per hour.

ATTACHMENTS:

- A) Proposed Wheaton Park District Memorial Park Use Agreement with the City of Wheaton Municipal Band
- B) December 2020 Approved Memorial Park & Mary Lubko Center Rental Fees and Pricing
- C) Proposed Estimated Invoices Reflected 25% and 50% Rental Fee Discount Extended to City of Wheaton Municipal Band
- D) Estimated City of Wheaton Service Fees for 2021 Special Events following the Updated City Ordinance 0-2020-22 Chapter 10 Special Events, Amusement & Entertainment and Fee Schedule.

STAFF RECOMMENDATION:

Information is presented for the purpose of facilitating further Board discussion and reaching consensus on an approach to pursuing the Park Board’s guidance related charging the City of Wheaton & the Municipal Band for the use of Memorial Park Bandshell and Park going forward.

APPENDIX B

Approved Rental Rates for 2021

MARY LUBKO CENTER | up to 75 guests

	2021 Resident / Not for Profit	<i>Current Rate</i>	2021 Nonresident / Corporate	<i>Current Rate</i>
Three- Hour Rental Fee	\$300	\$250	\$450	\$400
Additional Hour Rental Rate (after initial fee is paid)	\$50	\$50	\$75	\$100
Security Deposit	\$125	\$125	\$125	\$125

+Includes one-hour set-up and 30-minute clean-up. Guests are still required to remove garbage from the facility.

MARY LUBKO CENTER WITH OUTDOOR LIONS TERRACE | up to 100 guests

	Resident / Not for Profit	Nonresident / Corporate
Three- Hour Rental Fee	\$500	\$700
Additional Hour Rental Rate (after initial fee is paid)	\$100	\$150
Staffing Fee (Required for parties of 75**)	\$45 per hour	\$45 per hour
Security Deposit	\$250	\$250

+Includes one-hour set-up and 30-minute clean-up. Guests are still required to remove garbage from the facility.

**Includes one sweep of garbage at end of event with removal. Required for events of 75 guests or more but can be added to any size event. Minimum of three hours of staffing time required.

MULTI-USE OUTDOOR EVENT SPACE* | up to 200 guests

	Resident / Not for Profit	Nonresident / Corporate
Weekday (M-Th) Daytime	\$1,000	\$1,700
Weekday (M-Th) Evening	\$1,500	\$2,700
Friday/Saturday Evening	\$2,750	\$3,950
Saturday/ Sunday Daytime	\$1,250	\$1,950
Sunday Evening	\$1,250	\$1,750
Security Deposit	\$500	\$500

*All rentals are for three hours. Fee includes access and rental of the Mary Lubko Center with Outdoor Lions Terrace spaces as well. Daytime rentals must end by 4P. All evening rentals must start after 5P and be completed by 9P, clean-up by 9:30P. All tables, tents, and chair rentals are additional. Please see preferred vendor list. Please see *Additional Terms & Conditions Applicable to All Outdoor Events* below.

MEMORIAL PARK BANDSHELL RENTAL FEES* | up to 400 guests

	Resident / Not for Profit	Nonresident / Corporate
Weekday (M-Th) Daytime	\$1,500	\$2,500
Weekday (M-Th) Evening	\$3,000	\$5,000
Friday/Saturday Evening	\$4,500	\$6,500
Saturday/ Sunday Daytime	\$1,500	\$2,500
Sunday Evening	\$2,500	\$3,500
Security Deposit	\$1,000	\$1,000

**All rentals are for three hours. Daytime rentals must end by 4P. All evening rentals must start after 5P and be completed by 9P, clean-up by 9:30P. Alcohol service will not be allowed for bandshell only rentals, renters would be required to rent the entire park for an outdoor private event (with fencing) in order to alcohol to be sold/served onsite. Please see *Additional Terms & Conditions Applicable to All Outdoor Events* below.

MEMORIAL PARK FULL PARK / OUTDOOR PRIVATE RENTAL FEES*+ | up to 600 guests

	Resident / Not for Profit	Nonresident / Corporate
Weekday (M-Th) Daytime	\$3,000	\$4,200
Weekday (M-Th) Evening	\$4,500	\$6,700
Friday/Saturday Evening	\$6,000	\$8,200
Saturday/ Sunday Daytime	\$3,000	\$4,200
Sunday Evening	\$4,000	\$5,200
Security Deposit	\$2,500	\$2,500

*Full park private rental rates allow for an event not to exceed four hours. Rentals are available between the hours of 8A and 9:30P. Set-up cannot begin more than 2 hours ahead of event start and all cleanup and tear down must be complete no more than two hours after the end of the rental period. All renters and vendors must vacate the park no later than 10P. Daytime rentals must end by 4P. Evening rentals must be completed by 9P. Full park private rentals include the rental fees for the Mary Lubko Center with Outdoor Terrace.

+Full park private rentals require additional fees for the following: fencing of the entire perimeter of the park* (estimated cost \$1,500-3,000), tenting and equipment rentals, and all applicable fees associated with permitting at a district, city, and state level as it relates to outdoor special events and liquor service (if applicable). Liquor sales must be contracted through the Wheaton Park District and/or Arrowhead Golf Club. Fencing is a mandatory City of Wheaton requirement in order for any alcohol to be sold or serviced at an outdoor special event within the City limits. Please see *Additional Terms & Conditions Applicable to All Outdoor Events* below.

ADDITIONAL TERMS & CONDITIONS APPLICABLE TO ALL OUTDOOR RENTALS AT MARY LUBKO CENTER & MEMORIAL PARK

- 1) All outdoor rentals subject to at least 2 staff persons for every 100 guests and 1 additional staff person for every 100 guests up to 600 (max capacity for full-park private rental). To be billed at \$45 per hour per staff which is applicable to all setup, event rental, and clean-up time. This fee includes access to electrical, bathrooms, dressing rooms (with limitations), and one-round of garbage cleanup.
- 2) Additional garbage disposal needs, rental of equipment (tables, chairs, tents) are all additional and subject to additional charges.
- 3) Access to concessions is prohibited and concession area is not available for rental nor included in bandshell or full park private rental rates.
- 4) Events requiring service of alcohol are subject to additional permitting fees and all sales must be contracted through Wheaton Park District or Arrowhead Golf Club.
- 5) Fee is for a maximum rental time of 3 hours (with the exception of the full park private rental which is 4 hours). Daytime rentals must be complete no later than 4P. Evening rentals must begin after 4P and end no later than 9P. All amplified sound must be completed by 9P.
- 6) Park must be vacated no later than 10P which includes all clean up and load out of vendors. Any failure to comply will result in a reduction of security deposit returned at the rate of \$150 per hour.
- 7) The park district is limited in outdoor events with sound amplification. Please see sound ordinance for restrictions and limitations.
- 8) Bandshell and full park private event rentals are extremely limited. The district will restrict rentals to promoters, outside concerts and performances, and any non-park district affiliated public events that will require promotional marketing for the purpose of ticket sales or fundraising (private or nonprofit).
- 9) Outdoor events cannot take place in inclement weather. Rental fees are non-refundable. Rainout dates are not included in above fee structures. If event is cancelled due to extreme weather conditions at least six hours in advance, 50% of the rental fees will be returned. If event is canceled more than 2 hours in advance 25% of the fees will be returned. Any cancellation of the event after two hours from contracted set-up time is non-refundable even as it relates to weather.

APPENDIX C. 1

Wheaton Park District

102 E. Wesley St.
 Wheaton, Illinois 60187
 Phone: 630-665-4710

INVOICE

EVENT DATE: Summer 2021 Season
 EVENT NAME: City of Wheaton Municipal Band
 BILL DATE: 6/1/2021

CONTACT:

Park Rental Fees	\$ 51,000.00
Labor Fees	\$ 4,185.00

Credit cards also accepted

QUANTITY	DESCRIPTION	PRICE	TOTAL
9	Bandshell Rental Fee Weekday - Evening - WED	\$ 3,000.00	\$ 27,000.00
	<i>June 9, 16, 23, 30 July 7, 14, 21, 28 August 4</i>	\$ -	\$ -
8	Bandshell Rental Fee Weekday - Evening - THUR	\$ 3,000.00	\$ 24,000.00
	<i>June 17, 24 July 1, 8, 15, 22, 29 August 5</i>	\$ -	\$ -
9	Practice Night ESTIMATED Staffing Fee Per Night	\$ 225.00	\$ 2,025.00
	<i>1 Staff, \$45 per hour from 6-11P = \$225.00</i>	\$ -	\$ -
8	Performance Night ESTIMATED Staffing Fee Per Night	\$ 270.00	\$ 2,160.00
	<i>1 Staff, \$45 per hour from 5-11P = \$270</i>	\$ -	\$ -
Optional Additional Requirements Per Park User Agreement			\$ -
0	<i>Rental: Full Park Fencing Per Week</i>	\$ 1,500.00	\$ -
0	<i>Additional Tables (4 included in rental)</i>	\$ 20.00	\$ -
0	<i>Additional 10x10 Pop Up Tent (1 included in rental)</i>	\$ 100.00	\$ -
0	<i>Additional Chairs (6 included in rental)</i>	\$ 5.00	\$ -
		\$ -	\$ -
Certificate of Insurance Required for ALL Vendors			
<i>Additional Outside Vendors as needed can be contracted from our preferred vendor list. This includes but is not limited to food, tent rental, tables and chairs, sound or lighting for stage performances, entertainment or amusement type vendors.</i>		Sub Total	\$ 55,185.00
		Optional Rental Add Ons	\$ -
		TAX EXEMPT	\$ -
		GRAND TOTAL	\$ 55,185.00
Discount only offered to City of Wheaton Municipal Band. 25% off the listed bandshell rental rates.		25% RENTAL FEE DISCOUNT	\$ 12,750.00
		Less Damage Deposit	\$ -
		Additional Payment	
		BALANCE DUE:	\$ 42,435.00

APPENDIX C. 2

Wheaton Park District

102 E. Wesley St.
 Wheaton, Illinois 60187
 Phone: 630-665-4710

INVOICE

EVENT DATE: Summer 2021 Season
 EVENT NAME: City of Wheaton Municipal Band
 BILL DATE: 6/1/2021

CONTACT:

Park Rental Fees	\$ 51,000.00
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Optional Additional Requirements Per Park User Agreement			\$ -
0	<i>Rental: Full Park Fencing Per Week</i>	\$ 1,500.00	\$ -
0	<i>Additional Tables (4 included in rental)</i>	\$ 20.00	\$ -
0	<i>Additional 10x10 Pop Up Tent (1 included in rental)</i>	\$ 100.00	\$ -
0	<i>Additional Chairs (6 included in rental)</i>	\$ 5.00	\$ -
Certificate of Insurance Required for ALL Vendors <i>Additional Outside Vendors as needed can be contracted from our preferred vendor list. This includes but is not limited to food, tent rental, tables and chairs, sound or lighting for stage performances, entertainment or amusement type vendors.</i>			
Sub Total			\$ 55,185.00
Optional Rental Add Ons			\$ -
TAX EXEMPT			\$ -
GRAND TOTAL			\$ 55,185.00
Discount only offered to City of Wheaton Municipal Band. 50% off the listed bandshell rental rates.		50% RENTAL FEE DISCOUNT	\$ 25,500.00
Less Damage Deposit			\$ -
Additional Payment			
BALANCE DUE:			\$ 29,685.00

APPENDIX D



PROPOSED CITY OF WHEATON SERVICE FEES FOR 2021 SPECIAL EVENTS

Summary:

Proposed City of Wheaton Ordinances were passed June 1, 2020, effective immediately. With the cancellation of 2020 events we are now reviewing the impact these fees will have on our upcoming event financial reporting. A copy of the signed ordinance can be found online at <https://www.wheaton.il.us/ArchiveCenter/ViewFile/Item/5007>.

With the new ordinance amendment, applicants *who are units of local government who are not co-sponsoring the special event with an individual or private entity and are not sharing the proceeds of the special event with an individual or private entity are exempt from event permit fees, charges for city services, and outdoor special event liquor license fees. Any partnered events without 100% of proceeds going back to the park district will be charged for ALL City of Wheaton services, fees, and permitting.* This is regardless of any percentage of the proceeds going to the district or funds being routed through the district and back to our partner. The City of Wheaton will attempt to assess fees in advanced, but they will be based on charges given to the finance department for expenses incurred by the public works, police, fire, building and/or engineering as it relates to the events. These will be determined by the city services and the routes/street closures required by the park district and our various partners.

Any events that are 100% park district run and operated where funds, proceeds and/or losses are maintained by the park district will be exempt from these fees as part of the standing Intergovernmental Agreement and updated ordinances attached.

As part of the IGA, the park district receives \$500 in building and engineering permitting waived (does not allow for waiving of special event fees). It was mentioned in early 2020, that there is discussion at the City to update the IGA in the near future. To the best of our knowledge, these credits will not apply to partnered events.

Special Events that are 100% Wheaton Park District and will be exempt from additional City services fees in 2021 are:

- Go Fly A Kite | Graf Park
- Cosley Run for the Animals | Memorial Park & Downtown Wheaton
- 3rd of July Fireworks & Independence Day Parade | Graf Park & Downtown Wheaton
- Cosley Uncorked Wine Event | Cosley Zoo
- Shakespeare in the Park | Memorial Park+
- October Fest | Memorial Park

+ In its current format Shakespeare in the Park would be exempt as no City services are required and no liquor service or permitting is requested. If this changes, it would have the potential of being impacted with city service fees. A building permit has been required in the past, but at no charge.

At this point in time the impact these fees have the Summer Concert Series at Memorial Park are unknown but can be assumed to be assessed as listed in the attached ordinance, which would be at no charge to the district.

Services and fees **will be** assessed to following events: Fun Run in Color (not taking place in 2021), Taste of Wheaton, Wheaton Brew Fest, Light the Torch Night Run, and Reindeer Run. Estimates below were received from City of Wheaton in February of 2020 and based off city services utilized in 2019. These events will now be subject to the additional fees as the partnering organization is considered “private”.

Under the updated ordinance with the new proposed fees the district’s partnered events will be charged for the following:

1. Labor & Services Used per hour

a. Police Officers

- i. For certain events, we already pay to have officers in the park, but this is for any officers required for races or events where they provide them because of the volume of traffic to the area or for safety measures.
- ii. The number of officers would be determined by the request.

b. Public Works

- i. Includes labor hours for Public Works to not only deliver barricades, but also put signs together and prepare them for events and races.
- ii. The number of staff and hours are determined by the request.

2. Equipment

a. Squad Cars

- i. Police Officer(s) will arrive in car, but event may be assessed additional charges for the required use of the vehicles by the officers.

b. Public Works Vehicles

- i. Fees assessed for the trucks used to deliver barricades and City owned signage.

c. Barricades

- i. Billed by piece.

d. Signage

- i. This includes no parking signs, bags for meters, etc.

3. Permitting & Administrative Fees

a. Application Fees | \$50 per event

- i. We already pay this and will continue to pay.

b. Special Event Fees

- i. We pay this currently.
 - 1. \$100 - 90 days out
 - 2. \$250 - 60-89 days out
 - 3. \$500 - 30-59 days out

c. Building Permits

- i. For tents larger than 10x10. Fees range per tent, but average about \$500.

d. Liquor Permitting Fees

- i. Assessed if applicable.

- e. Amusement Fees
 - i. Assessed if applicable.
 - 1. \$50 per ride, attraction, or inflatable up to \$500.
- 4. **Utility Services**
 - a. Power (Example, Mead, for contracted Taste of Wheaton electrical service)
 - b. Miscellaneous

FUN RUN IN COLOR

2019	City of Wheaton Permit Fee	\$50.00
	TOTAL	\$50.00
2021 Estimate	City of Wheaton Permit	\$50.00
	Public Works Estimate based on 2019 services used	\$6,100.00
	TOTAL	\$6,150.00
	Change	+\$6,100.00

TASTE OF WHEATON

2019	City of Wheaton Permit Fee	\$50.00
	City of Wheaton Liquor Permit Fee	\$50.00
	City of Wheaton Liquor Special Event Permit Fee (\$200 per day x 4 days)	\$800.00
	Building Permits for Tents (waived for this event)	\$0
	City of Wheaton Police Services Fees Pay Period 1	\$12,635.00
	City of Wheaton Police Services Fees Pay Period 2	\$3,150.00
	TOTAL	\$16,685.00
2021 Estimate	City of Wheaton Permit Fee	\$50.00
	City of Wheaton Liquor Permit Fee	\$50.00
	City of Wheaton Liquor Special Event Permit Fee (\$200 per day x 4 days)	\$800.00
	Building Permits for Tents (waived for this event)	Will be assessed \$100 fee for every tent exceeding 400 square feet.
	Amusement Fees (*NEW beginning 2021)	\$500.00
	City of Wheaton Police Services Fees Estimated with Increase in Fees Outlined in Ordinance (<i>estimate 30%</i>)	16,425.50
	City of Wheaton Police Services Fees Estimated with Increase in Fees Outlined in Ordinance (<i>estimate 30%</i>)	\$4,095.00
	Public Works Fee Estimate for Barricades, Signage, Electrical Set Up	\$4,000.00
	Mead Electrical Contracted Service (outsourced labor and temporary electrical set up)	\$15,000.00
	TOTAL	\$40,920.50
	Change	+\$24,235.50

WHEATON BREW FEST

2019	City of Wheaton Permit Fee	\$50.00
	City of Wheaton Liquor Permit Fee	\$50.00
	City of Wheaton Liquor Special Event Permit Fee (\$200 per day x 1 day)	\$200.00
	Building Permits for Tents (waived for this event)	\$0
	City of Wheaton Police Services Fees	\$1,540.00
	TOTAL	\$1,840.00
2021 Estimate	City of Wheaton Permit Fee	\$50.00
	City of Wheaton Liquor Permit Fee	\$50.00
	City of Wheaton Liquor Special Event Permit Fee (\$200 per day x 1 days)	\$200.00
	Building Permits for Tents (waived for this event)	Will be assessed \$100 fee for every tent exceeding 400 square feet.
	City of Wheaton Police Services Fees Estimated with Increase in Fees Outlined in Ordinance (<i>estimate 30%</i>)	\$2002.00
	Public Works Fee Estimate for Barricades and Signage related to closing Karlskoga Ave.	\$110.00
	TOTAL	\$2,720.00
	Change	+\$572.00

LIGHT THE TORCH NIGHT RUN

2019	City of Wheaton Permit Fee	\$50.00
	TOTAL	\$50.00
2021 Estimate	City of Wheaton Permit	\$50.00
	Public Works Estimate based on 2019 services used	\$7,200.00
	Amusement Fee (Fun slide and inflatable)	\$100.00
	TOTAL	\$7,350.00
	Change	+\$7,300.00

REINDEER RUN

2019	City of Wheaton Permit Fee	\$50.00
	TOTAL	\$50.00
2021 Estimate	City of Wheaton Permit	\$50.00
	Public Works Estimate based on 2019 services used	\$7,300.00
	TOTAL	\$7,350.00
	Change	+\$7,300.00

Statement of Issue



To: Michael Benard, Executive Director
From: Andy Bendy, Director of Special Facilities
Dan Novak, Superintendent of Special Facilities
Max Yoshikawa, Pool & Safety Manager

Date: December 29, 2020

Re: Wheaton Park District Aquatic Facilities 2021 Seasonal Operation Planning

SUMMARY

The Wheaton Park District did not operate either of the Aquatics Facilities during the 2020 season due to the ongoing COVID-19 pandemic. Historically, Rice Pool and Water Park and Northside Family Aquatic Center averages 120,000 visits through daily admissions, pool passes, and various programs and activities throughout the summer season. Potential restrictions from the state and local levels are still unknown at this time, however staff has begun planning for operations under existing guidelines in order to develop a framework for a safe and successful aquatic season in 2021. Staff has outlined plans involving operational capacity, 2-hour time block reservation system for public swim, daily admission rates, and sanitation protocols.

OPERATION CAPACITY

Maximum operational capacity will be determined by Illinois State and Local guidelines including Region 8 health and safety guidelines.

- **Pool Capacity:** Determined by a percentage of the maximum bather load established by the Health Department upon the construction of the aquatics facility. In 2020 the state and local guidelines allowed for a maximum of 25% bather load for aquatics facilities. Rice Pool's maximum bather load at is 1,500 while Northside Pool's maximum bather load is 767 both at 100%. Staff is currently planning for a 25% bather load to allow for social distancing within the aquatics facility's fenced areas and to logistically provide a safe and enjoyable aquatics experience.
- **Time Slots:** Within each time slot, aquatics facilities may allow up to the 25% maximum bather load capacity allowed in the facility at one time. Rice Pool and Water Park and Northside Family Aquatics Center will each offer 3 time slots of 2 hour increments per pool which will allow for 1,005 (335 patrons x 3 time slots) patrons at Rice pool and 503 (168 patrons x 3 time slots) patrons at Northside per day.
- Staff determined that reservations at these time slots would allow for programs that typically run during a season would still be available to the community, including youth and adult swim lessons, our internal competitive swim team, and a time slot at each facility for our internal summer camp programs.

	Rice Pool Per Time Slot				3 Time Slots	
	Patron Bather Load	Staff	Patrons allowed	Families of 4	Patrons	Families of 4
100%	1500	40	1460	365	4380	1095
50%	750	40	710	178	2130	533
25%	375	40	335	84	1005	251

	Northside Pool Per Time Slot				3 Time Slots	
	Patron Bather Load	Staff	Patrons allowed	Families of 4	Patrons	Families of 4
100%	767	24	743	186	2229	557
50%	384	24	360	90	1079	270
25%	192	24	168	42	503	126

- **Reservations:** Staff has been working with other departments and researching various platforms for taking reservations. Eventbrite and SignupGenius are two examples that staff is currently exploring as

reservation systems that take payment and could be used at the pools. Key factors we are still exploring include processing residency versus non-residency in an outsourced reservation system,

charging credit card processing fees to the purchaser, and check-in protocols for the large potential volume of swimmers at each public swim time slot. A final software decision will be made by February 1st, 2021. The graphic below details what weekdays and weekends would look like at both aquatics facilities and includes programs, time slots for public admission, and cleaning times. Please note staggered start times between the pools are intended to accommodate programs and also allow management to monitor both pools simultaneously with check-in logistics, set time blocks, entrance and exits of patrons, and cleaning procedures.

- **Cleaning Blocks:** After each time slot, once participants have completely exited the facility, all surfaces and objects that people contact will be cleaned. Staff has recommended a minimum of 15 minutes of cleaning after swim lessons and summer camp swim times and 45 minutes for cleaning following each public admissions time slot.

	6A	6:30A	7A	7:30A	8A	8:30A	9A	9:30A	10A	10:30A	11A	11:30A	12P	12:30P	1P	1:30P	2P	2:30P	3P	3:30P	4P	4:30P	5P	5:30P	6P	6:30P	7P	7:30P	8P	8:30P	9P
Rice Weekdays			7-8A Lap Swim		8:00-9:50A Swim Lessons				10:15-11:30A Camp Swim			11:30-12P Cleaning		12-2P Time Slot 1			2-2:45P Cleaning		2:45-4:45P Time Slot 2				4:45-5:30P Cleaning		5:30-7:30P Time Slot 3*			7:30-8:30P Closing			
Rice Weekends			7-8A Lap Swim		8:30-11:30A Swim Lessons							11:30-12P Cleaning		12-2P Time Slot 1			2-2:45P Cleaning		2:45-4:45P Time Slot 2				4:45-5:30P Cleaning		5:30-7:30P Time Slot 3*			7:30-8:30P Closing			

Northside Weekdays	Private Swim Team Rental	7-9A WPD Swim Team Practice	9-9:30A Cleaning	9:30-10:40A Swim Lessons	11-12:15P Camp Swim	12:15-12:30P Cleaning	12:30-2:30P Time Slot 1	2:30-3:15P Cleaning	3:15-5:15P Time Slot 2	5:15-6P Cleaning	6-8P Time Slot 3*	8-9P Closing
Northside Weekends	Closed/WPD Swim Team Meets						12:30-2:30P Time Slot 1	2:30-3:15P Cleaning	3:15-5:15P Time Slot 2	5:15-6P Cleaning	6-8P Time Slot 3*	8-9P Closing

*A potential "Twilight Rate" for the 3rd Time Slots of each day is under review.

ADMISSIONS RATES VERSUS SEASONAL POOL PASSES

In order to ensure equal opportunities to all community members and equitable chances at securing aquatics reservations, staff proposes eliminating the annual seasonal pool pass and only charging daily admissions rate for the 2021 season. The sheer volume of pool passes sold (7,634 in 2019 with 92% being residents) would make it impossible for all pool pass holders to have access to Northside or Rice on a given day.

- **Case Study:** During a peak season week of June in 2019 between the 24th and 30th which averaged 89 degrees, Rice Pool averaged 833 pool pass visits and 403 daily admissions, totaling an average of 1,236 patrons per day.
 - 1,236 would average over the allotted number of 1,005 capacity per day at Rice Pool in the proposed 2021 season.
 - During this week, 5,836 pool passes were swiped. Had all 7,634 pool pass holders wanted to attend, 1,798 members would have been turned away.
 - Looking at the check-in tendencies during this week, pool pass holders would have checked in at 393 within the first time slot (12-2P), requiring us to turn away 58 pass holders (based on the 25% bather load at 335) and not allowing us to accept any daily admissions.
- **All Pool Pass Membership:** Requiring all aquatics patrons to have pool passes would not alleviate issues of pool access.
 - Daily admissions fees accounted for \$198,812 in 2019. This was 34% of all aquatics revenue.
 - Pool pass check-ins are not evenly distributed, which means members are more likely to be turned away for certain time slots. If a member cannot ever get the time slot they prefer, it will be viewed as an equity issue for pool pass holders. 54% of pool pass check-ins from 2019 occurred in the first time slot of 2021.

- o A reservation system for a membership base would mean no recourse for time slots being reserved and abandoned. This lack of recourse would negatively impact our ability to serve the maximum amount of patrons. Cosley Zoo's Winter Festival of Lights has averaged a 20% no show rate for their presold tickets, with all community tickets costing \$0. A paid reservation with a rolling 7 day window of availability is a quantified commitment from the patron as opposed to a non-financial obligation.

REVENUE IMPACT

The graphic below represents an estimate of the revenue impact based on the following variables; percentage of bather load capacity at each pool, historic ratios of children to adults, resident daily admissions rates, 3 time slots available per day, an estimated 70% of available tickets sold throughout the regular season, and the regular season opening on June 14th and ending on August 20th (in conjunction with estimates for the CUSD 200 School Year).

The estimate does not include preseason and postseason pool operations as they are not full days, are more susceptible to inclement weather, and vary between the two pools.

Estimated Revenue Impact: The 2019 season produced a total of \$589,461 in revenue generated by all pool pass sales and daily admissions. The estimated 2021 season at 25% bather load with 70% usage for a 10 week regular season could produce \$589,461 in revenue with strictly daily admissions at the resident rates for an increase of \$51,948 over the 2019 season.

Rice Pool and Water Park				2020 Daily Rates		Per Day Revenue	
% Capacity	Patrons	% Res Adults	% Res Child	Res Adult Ra	Res Child Ra	Per Time Slot	3 Time Slots
100%	1500	40%	60%	\$ 10.75	\$ 7.50	\$ 13,200	\$ 39,600
50%	710	40%	60%	\$ 10.75	\$ 7.50	\$ 6,248	\$ 18,744
25%	335	40%	60%	\$ 10.75	\$ 7.50	\$ 2,948	\$ 8,844
% Sold Out				% Capacity		Season Est. Revenue	
70%				100%		\$ 646,800	\$ 1,940,400
2021 Est. Full Weeks				50%		\$ 306,152	\$ 918,456
Est. Full Days				25%		\$ 144,452	\$ 433,356
Regular Season Est. 6/14/21 to 8/20/21							

Northside Family Aquatic Center				2020 Daily Rates		Per Day Revenue	
% Capacity	Patrons	% Res Adults	% Res Child	Res Adult Ra	Res Child Ra	Per Time Slot	3 Time Slots
100%	767	30%	70%	\$ 10.75	\$ 7.50	\$ 6,500	\$ 19,501
50%	359	30%	70%	\$ 10.75	\$ 7.50	\$ 3,043	\$ 9,128
25%	167	30%	70%	\$ 10.75	\$ 7.50	\$ 1,415	\$ 4,246
% Sold Out				% Capacity		Season Est. Revenue	
70%				100%		\$ 318,516	\$ 955,548
2021 Est. Full Weeks				50%		\$ 149,084	\$ 447,251
Est. Full Days				25%		\$ 69,351	\$ 208,053
Regular Season Est. 6/14/21 to 8/20/21							

	3X Slots
Season Total w/50% Capacity Rice and Northside	\$1,365,707
Season Total w/25% Capacity Rice and Northside	\$ 641,409

Revenue generated in 2019: \$ 589,461
 Estimated revenue increase: \$51,948

- o Twilight rates for the 3rd time slot would result in a revenue decrease of **-\$54,954** compared to 2019.
- o 2021 mandated minimum wage increases will increase staff wages by approximately **\$24,000**

ADDITIONAL STAFF CONSIDERATION / PLANNING

Staff will continue to review guidelines as available and explore how to best handle, control the capacity limits for safety and sanitation. This includes but is not limited to bather loads/capacity, cleaning requirements, updating patron guidelines, updating staff manuals and procedures, review and adapt hiring protocols and procedures, and operational planning as it relates to potential closures due to outbreak by patron or staff.

TO: Board of Commissioners
FROM: Rob Sperl, Director of Park & Planning
THROUGH: Michael Benard, Executive Director
RE: Memorial Park Renovation – Change Order 13 **Revision #2**
DATE: January 7, 2021



SUMMARY:

There was one remaining Potential Change Order (PCO 12R) from Memorial Park that was still being discussed between the architect and the contractor in November when change order 13 was approved. Since that time they have come to agreement on the cost for this work and change order 13 was revised accordingly (changes highlighted below).

Change Order 13 revised

PCO #48 – Installation of additional benches (approved in November)

PCO #12R – Additional concrete work at west wall of band storage

As previously discussed, these remaining change orders are being deducted from the remaining contingency. At this point, we are closing out the project and requesting approval for the final change order that will settle the accounting.

PREVIOUS COMMITTEE/BOARD ACTION:

Change Orders 1 and 3 were approved at the December 11, 2019 Board meeting.

Change Order 2 pertaining to the storm sewer repair along Wheaton Avenue was approved on November 20, 2019.

Change Order 4 approved at the January 15, 2020 Board meeting.

Change Order 5 approved at the February 19, 2020 Board meeting.

Change Orders 6 and 7 approved at the April 15, 2020 Board meeting.

Change Orders 8, 9 and 10 approved at the May 20, 2020 Board meeting.

Change Order 11 approved at the June 17, 2020 Board meeting.

Change Order 12 approved at the July 15, 2020 Board meeting.

Change Order 13 (previous version) approved at the November 18, 2020 Board meeting.

REVENUE OR FUNDING IMPLICATIONS:

Current change order amounts are being deducted from the remaining contingency resulting in a net deduct from the project.

Final contract amount is **\$4,776,016.**

ATTACHMENTS:

Williams Approval Recommendation
CO#13 Rev02

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner's approve revised Change Order 13 from Frederick Quinn Corporation:

- A. Installation of additional benches - \$2,075 to be deducted from A/V contingency
- B. Additional concrete work at west wall of band storage - \$1,250 to be deducted from A/V contingency
- C. Final contingency to be deducted from contract sum – Deduct \$5,604

Change Order



Number: **Thirteen Rev02**

Date: **12/21/2020**

Project: **Wheaton Park District Memorial Park Improvements**

WA Project Number: **2016-049**

General Contractor: **Frederick Quinn Corporation (FQC)**

Note: The following Proposed Change Orders (PCO's) have been reviewed by the Owner, Architect, and Contractor. All parties herein are in agreement with the following approved project PCO's.

Proposed Change Order #	Description	Amount
PCO #48	Install cost for additional benches, to be deducted from AV contingency	\$ -
PCO #12R	Additional concrete work at west wall of Band Storage 104 , to be deducted from AV contingency	\$ -
	Final remaining contingency amount deducted from contract sum	\$ (5,604.00)

Total Amount This Change Order **\$ (5,604.00)**

The Contract Sum Prior To This Change Order Was **\$ 4,781,620.00**

The Contract Sum Following This Change Order Is **\$ 4,776,016.00**

The Contract Time Is Changed By **0 days**

APPROVAL:


 Andy Dogan - Williams Architects
 Architect


 Michael J. Bernard - Wheaton Park District
 Owner

Frederick Quinn Corporation
 General Contractor

21-Dec-2020
 Date

12/21/2020
 Date

Date

Allowance Release -A/V



Number: **Five**

Date: **21-Dec-20**

Project: **Wheaton Park District Memorial Park Improvements**

WA Project Number: **2016-049**

General Contractor: **Frederick Quinn Corporation (FQC)**

Note: The following items have been reviewed by the Owner, Architect, and Contractor. All parties herein are in agreement with the adjustment of the contingency allowance for the project as indicated in this agreement. Upon execution by Owner, Architect, and Contractor, this document shall serve as written authorization for the Work herein to proceed.

Allowance Item No.	Description	Amount
PCO 12R	Cost of additional concrete work at west wall of Band Storage 104	\$ 1,250.00

Total Amount This Allowance Adjustment Is **\$ 1,250.00**

The Project Contingency Allowance Prior To This Adjustment Was **\$ 6,786.00**

The Project Contingency Allowance Remaining Following This Adjustment Is Now **\$ 5,536.00**

APPROVAL:

Andy Dogan - Williams Architects
Architect

Wheaton Park District
Owner

Frederick Quinn Corporation
General Contractor

21-Dec-20
Date

12/21/2020
Date

Date

December 21, 2020

Rob Sperl, Director of Parks and Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

Re: Memorial Park Improvements
Project No. 2016-049
PCO Review

Dear Rob:

To the best of our knowledge, information and belief, the amount requested for the following Proposed Change Orders (PCO) are fair and reasonable. Accordingly, we are recommending they be signed by the Wheaton Park District so they may be processed as an Owners Change Order (OCO.) See attached documentation for further detail.

#	FQC Issued	Amount	Description
48	2020-07-31	\$ 2,075	Install cost for additional benches- to be deducted from A/V contingency
12R	2020-11-12	\$ 1,250	Foundation re-work at band storage due to changes in plaza grading - to be deducted from A/V contingency

Cordially,



Andrew Dogan, AIA, NCARB, LEED AP
Associate Principal

cc: Cindy Barbera, Frederick Quinn Corporation
Gary Pingel, Williams Architect





create.
discover.
play.

**Board of
Commissioners**

John Vires

Terry A. Mee

Kevin Fahey

Bob Frey

Jane Hodgkinson

John Kelly

Ray Morrill

Executive Director

Michael Benard
630.510.4945

Community Center

630.690.4880

Administration

102 E. Wesley Street
Wheaton, IL 60187

To: Finance Subcommittee
Mike Benard
Rita Trainor

From: Randy Tucker

Date: 1/04/2021

Re: Asset Inventory 2020 Report

Finance has just concluded our fifth year of asset inventory for the moveable items with a cost of \$5000.00 and over. I am happy to report that our audits have accounted for each piece of tagged equipment again in 2020.

Everything got off to a slow start this year with the Covid shutdown. We started with Arrowhead in late July and finished with Parks in November. Those two locations account for the majority of the tagged items. The smaller satellite locations were done over the summer and fall. Those included Atten, Cosley, Community Center, Graf, Rice Pool, Northside Pool, Lincoln Marsh, Lucent, Seven Gables and Toohey Park. The last few items that we missed along the way were chased down to complete things for 2020. With all of the equipment being movable, something is always away from home when you go looking.

Only five new items were purchased and tagged in 2020. Fourteen items were retired and sold at two different auctions. I have included a spreadsheet of our inventory. The column to the far right is the date the item was verified throughout the year.



Tag Number	Description	Vehicle Number	Manufacturer	Model	Serial Number	Acquisition Date	Class Code	Class Description	Site Description	Building Description	Status	Notes	Last Verified
A00010000	2014 John Deere 825i	#2751	John Deere	825i /825GE	1M0825GEPEM084929	6/26/2014	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010001	2011 Ford F250 Pickup w/Plow	2102	Ford	F250 Pickup	1FTFB2B83EA30684	6/8/2010	2600	LICENSED VEHICLES	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		11/17/2020
A00010002	Yamaha U-Max Utility Cart	2732	Yamaha		JUS-000664	1/1/2005	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010003	Yamaha Golf Cart w/Hitch	172	Yamaha		JUO-308116			Below \$5000 Threshold			Inactive	Below \$5000 Threshold	
A00010004	TRUCK DUMP	2103	FORD	1 TON 2002	1FDWFX36S22ED11918	1/1/2002	2600	LICENSED VEHICLES	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010005	2013 Foley 672 Bedknife Grinder	2013-14	Foley	F0672-901	31867201539	6/20/2014	1300	MACHINERY & TOOLS	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010006	2012 Foley 652 Reel Grinder	2012-14	Foley	F06520911	21165201296	6/20/2014	1300	MACHINERY & TOOLS	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010007	2014 Toro Greensmaster 3320	2302-14	Toro	Greensmaster 3320 Hybrid	314000224	7/16/2014	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010008	2014 Toro Greensmaster 3320	2305-14	Toro	Greensmaster 3320 Hybrid	314000305	7/16/2014	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010009	2014 Toro Greensmaster 3320	2304-14	Toro	Greensmaster 3320 Hybrid	314000286	7/16/2014	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010010	Toro Greensmaster 3150	2307	Toro	3150	04357-280000832	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010011	Toro Greensmaster 3150	2306	Toro	3150	04357-240000343	1/1/2004	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010012	Toro Greensmaster 3150	2314	Toro	3150	04357-280000834	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010013	Toro Greensmaster 3150	2303	Toro	3150	04357-250000602	1/1/2005	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010014	Toro Greensmaster 1600	2729	Toro	Greensmaster 1600	4.05631E+12	7/26/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010015	Toro Greensmaster 1600	2725	Toro	1600	04060-280000217	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010016	Toro Greensmaster 1600	2728	Toro	Greensmaster 1600	04060-210000407	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010017	Toro Flex-21 Greens Mower	2735	Toro	Flex-21	04022-280000462	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010018	Toro Flex-21 Greens Mower	2733	Toro	Flex-21	04022-280000458	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010019	Toro Flex-21 Greens Mower	2737	Toro	Flex-21	04022-280000466	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010020	Toro Flex-21 Greens Mower	2721	Toro	Flex-21	04022-280000228	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010021	Toro Flex-21 Greens Mower	2736	Toro	Flex-21	04022-280000465	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010022	Toro Flex-21 Greens Mower	2734	Toro	Flex-21	04022-280000460	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010023	Toro Flex-21 Greens Mower	2738	Toro	Flex-21	04022-280000472	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010024	Workman 1110	2744	Workman	1110	27000697	8/31/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010025	Toro Workman MD	2750	Toro	Workman MD	313000247	6/12/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010026	Toro Workman MD	2749	Toro	Workman MD	313000121	6/12/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010027	Toro Workman 1110	2745	Toro		07264-270000716	1/1/2007	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010028	Toro Workman 1110	2746	Toro		07264-270000751	1/1/2007	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010029	2010 Toro Workman HDX	2747	Toro	Workman HDX	310000155	3/23/2010	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010030	Workman 3200 Utility Vehicle	2742	Workman 3200	7360	260000326	6/7/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010031	Ty-Crop ProPass 180 Base Unit with Tw	2743	Ty-Crop Propass	D000-6107	17964	6/7/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010032	2010 Toro Workman HDX	2748	Toro	Workman HDX	310000159	3/23/2010	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010033	Cushman Utility Cart	2714			898628-2311481	1/1/2005	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010034	Multi-Pro 5700-D Sprayer	2741	Multi-Pro 5700-D		260000398	6/1/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Sold at Auction 7/16	
A00010035	MultiPro 5700-D sprayer	2727			41582-270000422	6/14/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010036	2015 Toro Multi Pro 5800 Sprayer	#2753-15	Toro	Multi Pro 5800 Tier 4	41594-315000286	9/16/2015	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010037	2010 Toro Reelmaster 5210	2316	Toro	Reelmaster 5210	310000144	4/30/2010	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010038	Reelmaster 5210-28 horsepower.	2317	Reelmaster		270000575	7/10/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	GovDeals Auction 6/19	
A00010039	Toro 5210 Fairway Mower	2318	Toro	5210	03660-270000607	1/1/2007	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	GovDeals Auction 6/19	
A00010040	2010 Toro Reelmaster 5210	2315	Toro	Reelmaster 5210	310000130	4/30/2010	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010041	Yamaha Golf Cart w/Hitch	169	Yamaha		JUO-306877			Below \$5000 Threshold			Inactive	Below \$5000 Threshold	
A00010042	Yamaha Golf Cart w/Hitch	166	Yamaha		JUO-312402			Below \$5000 Threshold			Inactive	Below \$5000 Threshold	
A00010043	Toro Greens Pro 1200 Roller	2417	Toro	Greens Pro 1200 Roller	312000078	8/24/2012	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010044	Toro Greens Pro 1200 Roller	2418	Toro	Greens Pro 1200 Roller	312000129	8/24/2012	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010045	Turbine blower	2740	Buffalo	BT0066 BT-KB10G2	11715	5/9/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	At Parks	11/13/2020
A00010046	Turbine blower	2379	Buffalo	BT0065 BT-KB10G2	11714	5/9/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	Currently at AGC	7/24/2020
A00010047	MOWER RIDING	2320	TORO	ZMASTER 287L	74213-220000658	6/1/2002	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010048	2015 John Deere 4066R Loader	2206-15	John Deere	4066R	1V4066RAFHZ40944	11/3/2015	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010049	John Deer 4710 Tractor-Diesel	2202	John Deer	4710	LV4710H270801	1/1/2003	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010050	DAMAGED TAG - NOT USED										Inactive		
A00010051	TRACTOR UTILITY	2204	JOHN DEERE	5200	LV5200E421710	1/1/1995	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010052	2004 Toro Reelmaster 3100D-SW	2312	Toro	Reelmaster 3100D-SW	03201-240000515	6/4/2009	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010053	Groundmaster 4000-D	2321	Groundmaster	4000-D	270000589	6/18/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Sold at Auction 8/17	
A00010054	Toro MO 4000-D	2322	Toro	4000-D	30410-280000285	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010055	SNOWMOBILE	2503	POLARIS	0995U485	4XASU485XC082499	1/1/1999	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010056	TRACTOR UTILITY	2201	JOHN DEERE	5210	LV5210S122362	1/1/1998	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010057	MH-400	2712	Tycrop	MH-400	19448	6/19/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010058	Cushman Utility Cart	2730			898626-4055258	1/1/2003	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Sold at Auction 8/17	
A00010059	Cushman Utility Cart	2701			898656-00001062	1/1/2000	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Sold at Auction 8/17	
A00010060	CART UTILITY	2726	JACOBSON	1110 HAULER	84024	1/1/1999	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	GovDeals Auction 6/19	
A00010061	Utility Cart - 1110 Hauler	2702		1110 Hauler	840410302	5/15/2003	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	GovDeals Auction 6/19	
A00010062	CART UTILITY	2724	EZ-GO	TURF WORKHORSE	AS1225	1/1/1997	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	GovDeals Auction 6/19	
A00010063	Milkcreek Top Dresser	2406	Milkcreek	Turfgr Curb 3200	793	7/11/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010064	2014 Toro Pro Core 648	2752	Toro	Pro Core 648	314000619	7/14/2014	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010065	Toro Procore 648 Aerator	2710	Toro	648	09200-280000983	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010066	Groundmaster 3500-D Mower	2319	Groundmaster	3500-D	270000752	6/11/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010067	Groundmaster 3500-D mower.	2308	Groundmaster	3500-D	270000748	6/11/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010068	John Deer Aercore	2718	John Deer		TC800AC030511	1/1/2002	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010069	New Holland Skid Steer	2207	New Holland		LMU005263	1/1/2003	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010070	Lely Spreader	2415			W-23202119057719			Below \$5000 Threshold			Inactive	Below \$5000 Threshold	
A00010071	Turfco Topdresser	2416	Turfco		85423-EO8551	1/1/2003	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010072	Verti-Drain Aerator	2413			VD7316-7253	1/1/2003	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010073	Verti Quake 2516	2713		Verti Quake 2516	118794	6/29/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010074	SAND PRO	2703	TORO	3020	00814-22000068	1/1/2002	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Sold at Auction 6/18	
A00010075	MOWER BANK	2311	NATIONAL	84-14	5208	1/1/1995	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Sold at Auction 7/16	
A00010076	UTV Tracks UTV45	NA	UTV	UTV45	67221RO2613-0-3-2-3	1/1/2014	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010077	VEHICLE LIFT		MAINTOWOC	CI-9000	1146	1/1/1999	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/24/2020
A00010078	John Deer 5105 Tractor	2203	John Deer	5105	LV5								

A00010086	CART GOLF	102	YAMAHA	G21A	JA6-000692	1/1/2000	2800	GROUPS & MAINTENANCE EQUIPMENT	SEVEN GABLES PARK	BIG BARN	Active	Atten	10/23/2020
A00010087	2014 Yamaha Beverage Cart	103	Yamaha	YT2AM1BEV2	JW7-500714	3/20/2015	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active		7/30/2020
A00010088	Kolpak Walk-in Cooler/Freezer		Kolpak	187834A	410055818D	6/30/2015	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010089	Walk in cooler/freezer				05K0865CLR1	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010090	Walk-in beer cooler		Kolpak		05K0864CLR1	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010091	Kolpak Walk-in Beer Cooler		Kolpak		410002325CLR1	9/3/2008	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010092	Gas Fryer		Pitco Frialator	2-5G14S5TC-S/FD	G062C000206	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010093	Chef Counter		Nationwide Fabrication Inc.			1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010094	Exhaust Hood		Avtec	BCCH	692238	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010095	Exhaust Hood		Avtec	AFWO	629223B	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010096	Gas Range - heavy duty 36 inch		Blodgett Oven	B36D-B8B	05G99851	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Inactive	Disposal 11/20/19	
A00010097	AGC Clubhouse - dishwashing machine		ADS	H-25		1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Inactive	Disposal 11/20/19	
A00010098	Braining pan, gas		Green	BPM-30G-NAT-E	26236HFC	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010099	Convection Oven, gas		Blodgett Oven	DFG100 Double	0712005RA0141	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010100	Heavy Duty Gas Range				051206R0011	9/19/2011	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010101	Gas Range Heavy Duty 36 Inch		Montague	V136-5	D-64746A	10/24/2011	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active	Could not locate TAG ?	7/24/2020
A00010102	HDTV System Bar 2009					2/28/2009	2150	ENTERTAINMENT EQUIPMENT	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010103	Golf Cart GPS System		Pro Link			6/15/2009	1900	COMPUTER EQUIPMENT	ARROWHEAD GOLF COURSE	Clubhouse - New	Inactive	Sold at Auction 5/18	
A00010104	Dishwasher, door type		Hobart	AM15-5	231085412	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Inactive	Disposal 11/20/19	
A00010105	32CH 750 GB digital video recorder. Arrowhead video surveillance		Honeywell	32CH 750 GB	J240649455	10/30/2007	2100	AUDIOVISUAL EQUIPMENT	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/30/2020
A00010106	DAMAGED TAG - NOT USED										Inactive		
A00010107	Refrigerator, roll-in		Randell	2168E	T363221	1/1/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020
A00010108	AGC Residence - furnace		Lennox	G61MPV-60C-11006	5306A38813	1/1/2007	1300	MACHINERY & TOOLS	ARROWHEAD GOLF COURSE	RESIDENCE	Inactive	DEMO 2/15/18	
A00010109	2003 GMC 2500 HD	1122	GMC	2500 HD	1GTHK244UX3E319614	5/1/2003	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010110	2012 Ford F450 Regular Cab Dump	1104	Ford	F450 Regular Cab	1FDUHF4HY9CEC98987	11/8/2012	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010111	2008 Ford F-350 truck and one plow	1108	Ford	F-350	1FDWF37Y28ED8884	12/31/2007	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010112	2011 Dodge Dakota w/Plow	1120	Dodge	2011 Dakota	1D7RW2BP385G66806	1/27/2011	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010113	Ford F450 Dump Truck	1114	Ford	F450	1FDXF47Y8EE54070	9/15/2008	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010114	2008 Ford F-350 truck	1127	Ford	F-350	1FTWF31Y98ED04182	12/31/2007	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010115	2008 Ford F-450 truck w/ plow	1170	Ford	F-450	1FDXF47Y28E8C3074	12/12/2007	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010116	2014 Ford F450	1112	Ford	F450	1FD0W4HY7E4A3272	10/1/2013	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010117	2012 Ford F250 with Plow	1192	Ford	F250 with Plow	1FTBF286CE3C2068	7/11/2012	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010118	2015 Ford F250 Regular Cab	1101	Ford	F250D	1FTBF286SFEB61587	11/14/2014	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010119	2014 Ford F250	1193	Ford	F250	1FT7W286EEA34997	9/3/2013	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010120	2015 Ford F450 SD	1103	Ford	F450 SD	1FD0W4HY9FB95815	12/18/2014	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010121	Ford F250 Crew Cab	1177	Ford	F250 Pickup	1FTSW21Y08EE54092	8/4/2008	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010122	1822 Trailer	1822			5NHUCM6204N045597			Below \$5000 Threshold			Inactive	Below \$5000 Threshold	
A00010123	2005 GMC 2500 HD	1119	GMC	2500 HD	1GTHC23U45F935899	4/5/2005	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010124	1821 Trailer	1821			5NHUCM6204N045598			Below \$5000 Threshold			Inactive	Below \$5000/Sold Auction 2/20	
A00010125	2012 Ford F450 Crew Cab Dump	1130	Ford	F450 Crew Cab	1FD0W4HYZCE19158	11/8/2012	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010126	1998 Ford F800 HI-Ranger	1128	Ford	F800 HI-Ranger	1FDPF86C6VW217958	6/19/2009	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010127	2013 Ford E250 Econoline Van	1117	Ford	E250 Econoline Van	1FTNSE140DB11440	7/11/2013	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010128	2011 Ford E350 Super Duty Cargo Van	1116	Ford	E350 Super Duty Cargo Van	1FTSE3EL2BDB29271	10/4/2011	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010129	2011 Ford E350 Super Duty Cargo Van	1113	FORD	15 PASS 2000	1FB5511L1YH882211	6/28/2000	2600	LICENSED VEHICLES	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	At Parks	9/14/2020
A00010130	SUV		FORD	EXPLORER 2002	1FMZU72E2AU32454	1/1/2002	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010131	2010 Vermeer BC1800XL Chipper	1429	Vermeer	BC1800XL	1VRY131Z5A1002675	3/26/2010	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 7/18	
A00010132	2010 Ford Ranger	1107	Ford	Ranger	1FTRL1EE4AP53516	5/19/2010	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010133	Ford Ranger	1181	Ford	Ranger	1FTYR14U68P801462	6/24/2008	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010134	2003 Ford Explorer XLS	1011	Ford	Explorer	1FMZU72K23B37763	7/15/2003	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010135	Ford Ranger	1182	Ford	Ranger	1FTYR14U88P801463	6/24/2008	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010136	2008 F-550 Ford Truck w/ plow & spre	1106	Ford	F-500 F-550	1FDFA57Y8BE15129	10/5/2007	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 8/17	
A00010137	2015 Ford F350 Super Cab	1102	Ford	F350SD	1FD8X3866FE81591	11/14/2014	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010138	2002 Chevrolet C2500	1115	Chevy	C 2500	1GCHC23U73F111473	8/29/2002	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	CC	11/13/2020
A00010139	2013 Vermeer Mini Skid Steer	1209	Vermeer	S800TX	1VRB070A0D1000920	6/6/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010140	2006 Vermeer Tree Spade	T2607	Vermeer	5-444	1VKC161P751005514	10/24/2006	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010141	Toro Turf Sprayer	1385	Toro		280000247	9/9/2008	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010142	2010 Bobcat 5300 Skid-Steer Loader	1206	Bobcat	5300 Skid-Steer Loader	ASGP36685	4/12/2010	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 7/18	
A00010143	Case 580N Loader/Backhoe	1207	Case	580N Loader/Backhoe	JJGN580NLC5560722	10/11/2012	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010144	B&B Trailer for Parks Dept	T2601	B&B	2006 1914EDO	4L55A25236F012364	8/3/2006	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010145	TRAILER FLAT BED	T1801	DYNAWELD		19K42AEXOM1X22586	6/19/1991	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 12/20	
A00010146	2010 SR-700 Trailer	1411	Seal-Rite	SR-700	1N81101070	2/24/2010	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010147	Sweep Star 60	1920	Smithco	50086 76-000CF	G1785	4/27/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 7/16	
A00010148	Smithco 1919 Sweep Star 60	1919	Smithco	77-100-0F	D2094	5/15/2008	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 2/20	
A00010149	2008 700 EFI Arctic Cat w/winch.	1881	Arctic Cat	700 EFI	4UF0BATV38T206941	8/21/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 8/17	
A00010150	2013 Toro Groundmaster 4000D	1312	Toro	4000	313000259	8/8/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020
A00010151	Toro Groundmaster 7210	1301	Toro	Groundmaster 7210	311000135	8/1/2008	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010152	Toro 4000D Mower	1308	Toro	4000D	240000359	5/3/2004	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 7/16	
A00010153	2015 Toro Groundmaster 4010D	1352	Toro	Groundmaster 4010D	315000530	9/23/2015	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Returned	
A00010154	Toro 4000 D Mower	1383	Toro	4000-D	290000107	9/30/2008	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	Lucent	10/6/2020
A00010155	Toro 328D Mower	1302	Toro	30627 328D	240000129	5/3/2004	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 8/17	
A00010156	Toro 4000D Mower	1307	Toro	30410 4000D	250000321	6/27/2005	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 7/16	
A00010157	Toro 7210 Z Mower	1381	Toro	7210 Z	279000348	5/6/2011	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 2/20	
A00010158	MOWER RIDING FRONT DECK	1310	TORO	GROUNDMASTER 325-D	200004002	1/1/1996	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 7/16	
A00010159	Toro Z580-D Mower	1305	Toro	Z580-D 52	311000102	3/30/2012	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 1/19	
A00010160	Toro Grandstand Mower	1318	Toro	Grandstand									

A00010173		2013 Ryan Mataway Overseeder	1412	Ryan	5544873D	54487301250	4/23/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010174		Foley 460 Rotary Blade Grinder.	2703	Foley	460	80046001017	8/31/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 12/20
A00010175		PATCHER HOT TRAILER		SPAUDLING			1/1/1990	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010176		2011 Ford Explorer	1010	Ford	Explorer	1FMHK8D82BGA43501	4/7/2011	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	Prairie
A00010177		Smithco Sand Pro Sweepstar	1208	Smithco	42-000E	5178	6/15/2006	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 6/18
A00010178		Toro Silt Seeder	1351	Toro	44830	135000008	9/9/2015	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010179		2009 Kubota RTV 900	2791	Kubota	RTV 900 W6-H	95311	3/19/2009	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 2/20
A00010180		2013 John Deere Gator TE Electric	2702	John Deere	Gator TE Electric	1MOT145EEDM080304	6/17/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	LINCOLN MARSH NATURAL ARE	RESIDENCE STORAGE SHED	Active	10/22/2020
A00010181		Personnel Lift	1709	Genie	AWP-25-DC	64552	3/5/2009	1300	MACHINERY & TOOLS	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010182		Kubata L5030 HSTC-Hydro 4wd Cab w/	1213	Kubata	L5030 HSTC-Hydro	37837	8/1/2007	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 8/17
A00010183		Kubota tractor and accessories	1201	Kubota	KA2264 MX5000F	11975	9/12/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	7 Gables
A00010184		Yamaha Golf Cart	1	Yamaha	JNE-608374	JNE-608374	1/1/2001	6000	Asset Inventory Equip TrueUp 2015	SEVEN GABLES PARK	BIG BARN	Inactive	Sold at Auction 6/18
A00010185		Yamaha Golf Cart	4	Yamaha	JNE-006691	JNE-006691	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	SEVEN GABLES PARK	BIG BARN	Active	10/23/2020
A00010186		Yamaha Golf Cart	3	Yamaha	JUO-208057	JUO-208057	1/1/2008	6000	Asset Inventory Equip TrueUp 2015	SEVEN GABLES PARK	BIG BARN	Active	10/23/2020
A00010187		Yamaha Golf Cart	6	Yamaha	4P EFI	JCO-503897	4/9/2014	6000	Asset Inventory Equip TrueUp 2015	SEVEN GABLES PARK	BIG BARN	Active	10/23/2020
A00010188		2013 Toro Sand Pro 3040	1211	Toro	Sand Pro 3040	313000368	7/30/2013	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	Lucent
A00010189		Wacker Ride-on Roller	1999	Wacker	RD11A	5536499	4/28/2005	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010190		Ingersoll-Rand Air Compressor	1485	Ingersoll-Rand	185	1FCBAA6343373329	1/1/2005	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 8/17
A00010191		AERATOR WALK BEHIND	1921	RYAN	LAWNNAIRE	508420	1/1/1990	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010192		Power Boss Floor Sweeper	1686	Power Boss		1419004	3/1/2005	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010193		KIFCO Water Reel	1997	KIFCO		420475WRD3C	6/13/2007	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010194		Wacker Walk-Behind Roller	1998	Wacker	RSS800	5616425	10/28/2005	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010195		TRUCK	1151	Chevrolet	Colorado Extended Cab	1GCCS198558273482	6/14/2005	2600	LICENSED VEHICLES	COSLEY ZOO	NEW STORAGE BARN	Active	Moved to Cosley
A00010196		1999 Chevy 3500 Pickup Truck	1126	Chevrolet	CK 25-3500	1GCGC33R7X100220	7/13/1999	6001	Asset Inventory Vehicle TrueUp 2015	COMMUNITY CENTER	PROPERTY IN THE OPEN	Inactive	Sold at Auction 1/19
A00010197		2006 Chevrolet Express 15 passenger v	1141	Chevrolet	2006 Chev Express Van	1GAHG39U261266637	6/28/2006	2600	LICENSED VEHICLES	COMMUNITY CENTER	PROPERTY IN THE OPEN	Active	CC
A00010198		PIANO UPRIGHT		YAMAHA	P22	T123831	1/1/1980	2500	MUSICAL INSTRUMENTS	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020
A00010199		PIANO UPRIGHT		STULTZ & BRAUER	WORLD CLASS PIANO	29574	1/1/1984	2500	MUSICAL INSTRUMENTS	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020
A00010200		MACHINE TREADMILL		LIFE FITNESS	FLEXDECK 9500HR	HTL 339423	6/1/2001	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010201		MACHINE TREADMILL		LIFE FITNESS	FLEXDECK 9500HR	HTL361411	6/1/2001	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010202		MACHINE TREADMILL		LIFE FITNESS	FLEXDECK 9500HR	HTL339405	6/1/2001	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010203		2009 Precor C956i		Precor	C956i	AGYI29090056	12/15/2009	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010204		2009 Precor AMT 100i		Precor	AMT 100i	A927W1090039	12/15/2009	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010205		2009 Precor AMT 100i		Precor	AMT 100i	A927L01090042	12/15/2009	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010206		2010 Precor AMT 100i		Precor	AMT 100i	A927F11083006	1/1/2010	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010207		2011 Precor AMT 100i		Precor	AMT 100i	A927F290900025	1/1/2011	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020
A00010208		Basketball LiR Upgrade					10/31/2009	2300	ATHLETIC EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020
A00010209		Network Data Storage Device		Equal Logic	PS6000XV		8/22/2013	1900	COMPUTER EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020
A00010210		SERVING LINE 5/5 W/TRAY SLIDE					1/1/1989	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COMMUNITY CENTER	BATH HOUSE/CONCESSION BUILE	Active	9/10/2020
A00010211		COOLER WALK-IN					1/1/1989	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COMMUNITY CENTER	BATH HOUSE/CONCESSION BUILE	Active	9/10/2020
A00010212		FREEZER WALK-IN					1/1/1989	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COMMUNITY CENTER	BATH HOUSE/CONCESSION BUILE	Active	9/10/2020
A00010213		Ice Maker and attachments for Rice Pool		Hoshizaki	KM-1800SAH3	R00278C	6/30/2006	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COMMUNITY CENTER	BATH HOUSE/CONCESSION BUILE	Active	9/10/2020
A00010214		Rice Sound System Renovation					9/7/2011	2100	AUDIOVISUAL EQUIPMENT	COMMUNITY CENTER	BATH HOUSE/CONCESSION BUILE	Active	9/10/2020
A00010215		OVEN CONVECTION		HUSSMAN	XSE-10A	8939932	1/1/1999	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020
A00010216		REFRIGERATOR 1 DOOR		TRAUlsen	AHT1-32WUT	M1920607L	1/1/1999	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020
A00010217		REFRIGERATOR 2 DOOR		TRAUlsen	URS36DT	M1823607L	1/1/1990	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020
A00010218		DAMAGED TAG - NOT USED										Inactive	
A00010219		DAMAGED TAG - NOT USED										Inactive	
A00010220		DAMAGED TAG - NOT USED										Inactive	
A00010221		DAMAGED TAG - NOT USED										Inactive	
A00010222		REFRIGERATOR 2 DOOR		BEVERAGE-AIR	E SERIES	3528935	1/1/1999	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	TOOHEY PARK	DAYCARE BUILDING	Active	9/10/2020
A00010223		FREEZER 1 DOOR		BEVERAGE-AIR	E SERIES	3718197	1/1/2000	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	TOOHEY PARK	DAYCARE BUILDING	Active	9/10/2020
A00010224		REFRIGERATOR 2 DOOR		TRUE	T-49	1059593	1/1/1990	1300	MACHINERY & TOOLS	NORTHSIDE PARK	POOL BUILDING	Active	9/4/2020
A00010225		Freezer 2 Door		Beverage Aire	EF48-1A5		1/1/2006	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	NORTHSIDE PARK	POOL BUILDING	Active	9/4/2020
A00010226		Horse Trailer - 2007 Sundowner Stampede		Sundowner	Stampede	135V5182671VC9280	11/30/2006	2600	LICENSED VEHICLES	COSLEY ZOO	NEW STORAGE BARN	Active	9/15/2020
A00010227		2005 Chevrolet 2500	1105	Chevy	2500	1GCHC24U55E290488	6/14/2005	6001	Asset Inventory Vehicle TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010228		2012 Chevy Colorado Pickup	1118	Chevrolet	Colorado	1GCE5B9PC8150570	2/2/2012	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010229		COOKER MOBILE		HOLSTEIN	1240G	1052	1/1/1995	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COSLEY ZOO	NEW STORAGE BARN	Active	11/13/2020
A00010230		2009 Bobcat S150 Skidsteer	1220	Bobcat	S150	A3L135505	10/15/2009	2700	CONTRACTOR'S EQUIPMENT	COSLEY ZOO	BIG BARN	Inactive	Sold at Auction 12/20
A00010231		2014 Polaris Ranger	2141	Polaris	Ranger	4XARH57A9EE13235638	6/27/2014	6001	Asset Inventory Vehicle TrueUp 2015	COSLEY ZOO	BIG BARN	Active	9/15/2020
A00010232		FREEZER WALK-IN					1/1/2002	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COSLEY ZOO	PUMP HOUSE	Active	9/15/2020
A00010233		Refrigerator - Cosley		TRUE		B14RQ0086			Below \$5000 Threshold			Inactive	Below \$5000 Threshold
A00010234		Freezer - Cosley		CONTINENTAL		14937200			Below \$5000 Threshold			Inactive	Below \$5000 Threshold
A00010235		Concession stand heat pump		Lennox EMI	AC1301823002 CACA24D3	5806A05525 1-06-K-6117-	3/23/2007	1400	KITCHEN/APPLIANCE/CUSTODIAL EQUIP	COSLEY ZOO	TRAIN STATION	Active	9/15/2020
A00010236		SYSTEM PA		SOUND INC			5/1/2002	2100	AUDIOVISUAL EQUIPMENT	COSLEY ZOO	TRAIN STATION	Active	9/15/2020
A00010237		Aaladin Power Washer	1744	Aaladin	71-423	118655	6/20/2013	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010238		2003 Aera-Vator AE801	AE801	Aera Vator	AE 801	109851	3/30/2003	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010239		Graco Line-Lazer	2143	Graco	LL IV 3900 2 Gun	NBR-BA9422	6/17/2014	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010240		SCAG V-Ride Mower	1322	SCAG	SRV 52V	3900024	10/9/2014	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010241		Yamaha Golf Cart	8	Yamaha	JW7	JW7-600673	8/20/2015	6000	Asset Inventory Equip TrueUp 2015	SEVEN GABLES PARK	BIG BARN	Active	Tag under seat-lower frame
A00010242		1990 Ditch Witch RD 400	2709	Ditch Witch	RD 400	SF05S0	3/30/1989	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 8/17
A00010243		Yamaha Golf Cart	5	Yamaha	JUO	JUO-217781	1/1/2005	6000	Asset Inventory Equip TrueUp 2015	SEVEN GABLES PARK	BIG BARN	Active	10/23/2020
A00010244		Club Car Carry-All II Golf Cart	7	Club Car	Carry-All II	EG9545-473491	1/1/2005	6000	Asset Inventory Equip TrueUp 2015	SEVEN GABLES PARK	BIG BARN	Active	Graf
A00010245		Smithco Super Star and Accessories	2810			95311	6/15/2006	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 12/20
A00010246		Genie Personnel Lift	1704	Genie	AWP305	13AC111118	9/9/2014	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	Clubhouse - New	Active	7/24/2020
A00010247		Toro AeroHatch w/Overseeder	2404	Toro	R5E544873	44830-20215	4/3/2013	6000	Asset Inventory Equip TrueUp 2015	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020
A00010248		2016 Ford F250 Regular Cab	1154	Ford	F250 Regular Cab	1FTFB2B65GEB26145	12/15/2015	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010249		2016 Ford F250 Crew Cab w/Plow	1152	Ford	F250 Crew Cab	1FT7W2B64GEB17880	12/15/2015	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020
A00010250		2016 Ford F250 Crew Cab	1153	Ford	F250 Crew Cab	1FT7W2B66GEB17879	12/15/2015	2600	LICENSED VEHICLES	COSLEY ZOO	NEW STORAGE BARN	Active	9/15/2020
A00010251		Portable Restroom Trailer		Comforts of Home	3 Station ADA Restroom	4C9TN1616FM081598	7/27/2015	1450	MECHANICAL SYSTEMS				

A00010260		2016 John Deere TS Gator	R161	John Deere	TS Gator	1M04X2JVGM113227	9/9/2016	6999	Asset Tracking below 10K	SEVEN GABLES PARK	BIG BARN	Active		10/23/2020	
A00010261		2016 John Deere TS Gator	R162	John Deere	TS Gator	1M04X2SAGM113228	9/9/2016	6999	Asset Tracking below 10K	SEVEN GABLES PARK	BIG BARN	Active	Atten	10/23/2020	
A00010262		Portable Restroom Trailer		West	Comforts of Home	3 Station ADA Restroom	4C9TN1413GM081742	8/16/2016	1450	MECHANICAL SYSTEMS	ARROWHEAD GOLF COURSE	PROPERTY IN THE OPEN	Active	7/30/2020	
A00010263		1998 Olympia Ice Resurfacer	IC1E	Olympia	Ice Resurfacer	RC9810049	10/28/2016	6999	Asset Tracking below 10K	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020	
A00010264		Kilco Water Reel	1996	Kilco	B-140G Water Reel	510785	7/22/2016	6999	Asset Tracking below 10K	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020	
A00010265		Ball Dispenser			Range Servant	Ultima 15	F6032C46-4715N	3/7/2016	1700	BUSINESS MACHINES	ARROWHEAD GOLF COURSE	PROPERTY IN THE OPEN	Active	7/30/2020	
A00010266		Gas Range 36in w/Broiler			Southbend	4361A w/Broiler	16K50622	10/28/2016	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	Clubhouse - New	Inactive	7/24/2020	
A00010267		2007 Chevy Van	1171	Chevy	V1500	1GFCG1SX071134156	6/19/2007	6000	Asset Inventory Equip TrueUp 2015	MANCHESTER PARK	Parks and Planning Service Center	Inactive	Sold at Auction 8/17		
A00010268		Portable Restroom Trailer			Comforts of Home	2 Station ADA	4C9TN1419GM081793	12/14/2016	1450	MECHANICAL SYSTEMS	MANCHESTER PARK	Parks and Planning Service Center	Active	Northside	10/5/2020
A00010269		Manitowoc Ice Machine			Manitowoc	IY180AA-261	11/20144278	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	Clubhouse - New	Active		7/24/2020	
A00010270		Portable Air Compressor	1486	Doosan	P185WDD0-T4F	478826UKAAF63	1/5/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active		11/13/2020	
A00010271		Yamaha Golf Cart	9	Yamaha	2014 Conclerge	JCO-507331	3/1/2017	6999	Asset Tracking below 10K	SEVEN GABLES PARK	BIG BARN	Active		10/23/2020	
A00010272		Golf Skate Caddy	SC1		Caddy's R Us	2017 V2 Golf Skate Caddy	ME1500009	3/13/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Returned to Manuf Fall 17/Settlement 3/7/18	
A00010273		Golf Skate Caddy	SC2		Caddy's R Us	2017 V2 Golf Skate Caddy	UK1500012	3/13/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Returned to Manuf Fall 17/Settlement 3/7/18	
A00010274		Golf Skate Caddy	SC3		Caddy's R Us	2017 V2 Golf Skate Caddy	US1500024	3/13/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Returned to Manuf Fall 17/Settlement 3/7/18	
A00010275		Golf Skate Caddy	SC4		Caddy's R Us	2017 V2 Golf Skate Caddy	UK1500040	3/13/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	Returned to Manuf Fall 17/Settlement 3/7/18	
A00010276		Burris Equipment	2756-17		Burris Equipment	Torrent 2	85651-X0327	4/27/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Inactive	7/24/2020	
A00010277		2017 Turfco Blower	2755-17		Burris Equipment	Torrent 2	85651-X0322	4/27/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010278		2017 Ford Van	1129		Landmark Ford	Transit 150	1FYEE12M2HKB04649	5/10/2017	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010279		2017 Toro 4000-D Mower	2321-17		Toro	4000-D	400957652	5/12/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010280		2017 Toro Workman HDX	2730-17		Toro	HDX	400236832	5/23/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010281		2017 Toro Workman HDX	2701-17		Toro	HDX	400236813	5/23/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010282		2017 ADA Single Rider Golf Cart			Golf Express	GX5 Single Rider	GX51542024	5/19/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	Clubhouse - New	Active	7/30/2020	
A00010283		2017 Kubota M7060	2712		Kubota	M7060HFC	11142	6/9/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010284		2017 ABI Force	2711		ABI	Force S360	A103012	6/9/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010285		2017 Range Ball Picker Attachment	RP-1		Range Servant	5 Gang HD Picker	17PKH40	5/31/2017	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/30/2020	
A00010286		Western Hopper Spreader	1173A		Western	8' Tornado 2.5 cubic yd		7/10/2017	6999	Asset Tracking below 10K	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010287		AGC Halfway House Trailer			ATC	QSTB8520 0-2T3.5K	5JX2C2028HEZ08600	7/5/2017	1450	MECHANICAL SYSTEMS	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010288		2017 Toro 4000-D Mower	1371		Toro	4000-D	316000616	7/31/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	Lucent	11/13/2020
A00010289		2017 Toro 7210 Mower	1372		Toro	7210	316000213	7/31/2017	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	Lucent	10/6/2020
A00010290		2017 Ford F350 w/plow	2105		Ford	F350	1FT8X3B69HEE09095	8/28/2017	2600	LICENSED VEHICLES	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010291		2017 Clark Floor Scrubber			Clark	Focus 2	8000117323	8/29/2017	6999	Asset Tracking below 10K	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020	
A00010292		2017 Ford F350	1172		Ford	F350	1FDRF3H60HEE09092	9/14/2017	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010293		2018 ABI Force	2714		ABI	Force S360	A104996	3/9/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010294		2016 Toro 4000-D Mower	2323-16		Toro	4000-D	315001025	4/13/2016	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010295		2018 Toro 3500D Sideswinder	2324-18		Toro	3500-D	402964836	4/11/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010296		2018 Yamaha Beverage Cart			Yamaha	Deluxe Fairway Lounge	JW7-9900730	4/11/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010297		2018 Bobcat T740 Track Loader	1205		Bobcat	T740	B3CA13683	4/23/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010298		2018 Toro Sand Pro 2040Z	2774-18		Toro	Sand Pro 2040Z	402565798	4/20/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010299		2018 Vertidrain Aerator 2220	2419-18		Vertidrain	2220	H2170973	5/10/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010300		2018 Ford F350 Reg Cab	1185		Ford	F350	1FDRF3H6JCE65380	6/19/2018	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010301		2018 Ford F350 Reg Cab	1186		Ford	F350	1FDRF3H63JCE65379	6/19/2018	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010302		2018 Ford F350 Reg Cab	1187		Ford	F350	1FDRF3H6JCE65381	6/19/2018	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010303		2018 Ford F350 Crew Cab w/long bed	1188		Ford	F350	1FT8W386JCE65386	6/26/2018	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010304		2018 Ford F350 Reg Cab	1189		Ford	F350	1FDRF3H6JCE65382	6/26/2018	2600	LICENSED VEHICLES	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010305		2019 Yamaha Umox	2758-18		Yamaha	VY2AS1CM	JOG-0000913	10/9/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010306		2019 Yamaha Umox	2757-18		Yamaha	VY2AS1CM	JOG-0000911	10/9/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010307		Roland VG-540 Sign Printer			Roland	VG-540	LD01148	10/4/2018	1900	COMPUTER EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010308		Articulated Boom Lift	TR83		All Access Equipme	CMC 83 HD	518A1799	11/27/2018	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010309		2019 Toro Greens Pro 1260	2420-19		Toro	Greens Pro 1260	403039980	3/21/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010310		2019 Toro Greens Pro 1260	2421-19		Toro	Greens Pro 1260	403039997	3/21/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010311		HPE Prilant Rack Server			HPE	LD360 G10	1328	3/26/2019	1900	COMPUTER EQUIPMENT	COMMUNITY CENTER	COMMUNITY CENTER	Active	9/10/2020	
A00010312		2019 Toro 3555D Fairway Mower	2325-19		Toro	3555D	404925985	5/9/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010313		2019 Toro 3555D Fairway Mower	2326-19		Toro	3555D	404925993	5/9/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010314		2019 Toro Workman GTX	2759-19		Toro	GTX	403081159	5/16/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	ARROWHEAD GOLF COURSE	MAINTENANCE FACILITY - NEW	Active	7/24/2020	
A00010315		2019 Toro MBTX 2500 Mud Buggy	Bug1		Toro	MBTX 2500	403439549	7/9/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010316		2019 Kubota RTV-X900	1731		Kubota	RTV-X900	48732	7/15/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	LINCOLN MARSH NATURAL AREA	RESIDENCE STORAGE SHED	Active	10/22/2020	
A00010317		2019 Bobcat 5740 Skid Steer	1210		Bobcat	5740	B3B715125	7/19/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010318		2019 Toro 7210 Groundsmaster	1390		Toro	7210	405157938	7/20/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010319		2019 Kubota MX5200 Loader	1291		Kubota	MX5200	10766	7/31/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	7 Gables	11/13/2020
A00010320		2019 Vermeer BC1800XL Chipper	1219		Vermeer	BC1800XL	1VRY215124K1007296	8/14/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010321		2020 Sure-Trac Trailer	T184		Sure-Trac	SR2816TBE-B-140	5JW2U1624L2278852	9/17/2019	6999	Asset Tracking below 10K	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010322		Matrix Ascent Elliptical			Matrix	A7XE-06 W/A	EP308190712348	9/17/2019	6999	Asset Tracking below 10K	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020	
A00010323		Matrix Ascent Elliptical			Matrix	A7XE-06 W/A	EP308190712347	9/17/2019	6999	Asset Tracking below 10K	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020	
A00010324		Matrix Ascent Elliptical			Matrix	A7XE-06 W/A	EP308190712346	9/17/2019	6999	Asset Tracking below 10K	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020	
A00010325		Matrix Ascent Elliptical			Matrix	A7XE-06 W/A	EP308190712351	9/17/2019	6999	Asset Tracking below 10K	COMMUNITY CENTER	COMMUNITY CENTER	Active	8/20/2020	
A00010326		Hoshizaki 4 Drawer Refrierator			Hoshizaki	CR98A	J50054E	9/20/2019	6999	Asset Tracking below 10K	ARROWHEAD GOLF COURSE	Clubhouse - New	Active	7/24/2020	
A00010327		2019 Toro 4000-D Mower	1391		Toro	4000-D	405204394	10/2/2019	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	11/13/2020	
A00010328		2016 Toro 4000-D Mower	1364		Toro	4000-D	316000616	6/22/2016	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active	12/3/2020	
A00010329		2016 Toro 4000-D Mower	1363		Toro	4000-D	316000597	5/31/2016	2800	GROUPS & MAINTENANCE EQUIPMENT	MANCHESTER PARK	Parks and Planning Service Center	Active		

TO: Wheaton Park District Board of Park Commissioners

FROM: Sandra Simpson and Rita A. Trainor

THROUGH: Mike Benard

RE: Adoption of new policy

DATE: January 20, 2021

SUMMARY: Staff is requesting that the board adopt a new policy. The need for adopting this policy “off cycle” has arisen as part of the annual credit card Payment Card Industry Data Security Standard (PCI DSS) questionnaires completion. The PCI DSS is a set of security standards designed to ensure that ALL companies that accept, process, store or transmit credit card information maintain a secure environment.

The policy is:

- An Access Control and Acceptable Use Policy which explains how access is determined and explains appropriate uses of District property. This policy is focused on electronic assets of the District and what employees have access to them and what their respective access and use of those assets are.

PREVIOUS COMMITTEE/BOARD ACTION: N/A

REVENUE OR FUNDING IMPLICATIONS: There are additional costs that will be incurred to implement some of the measures outlined in the policies, but they will be absorbed within the existing IT budget and are anticipated to be relatively small.

STAKEHOLDER PROCESS: N/A

LEGAL REVIEW: This policy was originally begun several years ago, involving Vision 96 and Secure Compliance Solutions who was our 3rd party network monitor at the time. It was not finalized at that time, but with the review of the annual PCI DSS questionnaire, this was identified as a priority.

ATTACHMENTS: The policy is attached. Please note that this policy will be grouped with all of the other existing Finance Policies of the District and will be reviewed annually as part of the District’s budget cycle.

RECOMMENDATION: Staff recommends the board adopt the attached policy.

1 Access Control Policy

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

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

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

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

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

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

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

1.1 Identification & Authentication

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

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

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

1.1.1 Password Requirements

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

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

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

Password Protection:

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

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

2 Wheaton Park District Acceptable Use of Technology Policy

2.1 Scope and Applicability

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

2.2 Purpose

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

2.3 Policy

2.3.1 Acceptable Use of Technology

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

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

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

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

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

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

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

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

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

2.3.2 System Monitoring

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

2.4 Acceptable Use of Technology Compliance

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

TO: Wheaton Park District Board of Park Commissioners
FROM: Bethany Meger
Rita Trainor
THROUGH: Mike Benard
RE: Accounts Payable Automation to generate income for WPD
DATE: January 8, 2020

SUMMARY: Finance is recommending that the District move to a 3rd party payment processor for Accounts Payable payments. The idea for this change came from a GFOA session that two Finance staff members attended. The shelter in place experienced with COVID-19 brought home some additional values to be realized from this change.

During the Park District office closure from the COVID-19 shelter in place order, Finance Accounts Payable staff were unable to pay vendors with physical checks due to all staff being required to work from home. A large push during this time to enroll vendors in Automated Clearing House (ACH) payments allowed some check vendors to receive payment but many vendors remained unpaid until the Finance staff returned to the office.

The net zero-cost electronic payment solution being recommended consists of the Park District's vendors being paid through electronic transmission via ACH, credit card network or a physical check managed through a third party.

In 2019 the District processed 4,872 payments totaling over \$16.5M. Of these payments 2,130 were paid through ACH and 2,742 were paid through check. The account payable automation process solution would include:

- Conversion of vendor payments to electronic payment – ACH, credit card or electronic check
- Reduction of physical check processing
- Revenue share of credit card payment rebate
- Flexible payment options for vendors - optimizing pay method for each vendor
- Minimized risk and reduction of payment fraud liability
- Ability to pay all vendors including those vendors receiving check payments during an office closure
- Reduction of AP staff processing hours and check supply cost

Five account payable automation firms were contacted to review the process. Three responded and provided Finance staff with product demonstrations and bid proposals. One of the firms that responded provided vague details in their bid proposal and had the lowest expected rebate, so they were removed from consideration.

PREVIOUS COMMITTEE/BOARD ACTION: None.

REVENUE OR FUNDING IMPLICATIONS:

Each account payable automation firm provided a bid valuation based on the 2019 Account Payable spend and their respective vendor networks. Each bid consisted of a firm optimizing our current vendor list to their expected payment method (ACH, credit card or check), identifying the per payments fee associated with each payment and calculating the Park District’s share of the credit card rebate. One firm, Nvoicepay, requires a subscription fee for the use of their online software as well as a per payment fee. Below is a summary of these fees and rebates.

	<u>Paymerang</u>	<u>Nvoicepay</u>
Total Annual Per Payment Fee	(9,886.00)	(3,131.00)
Annual Subscription Fee	-	(4,200.00)
Total Cost based on 2019 AP Spend	(9,886.00)	(7,331.00)
Annual Credit Card Rebate	30,299.63	14,050.00
Total Net Annual Rebate	20,413.63	6,719.00

Finance staff contacted references provided by both firms and they received favorable responses.

Account payable automation will also provide a cost savings in AP staff labor and check supplies. This is an estimated reduction of staff hours at 4 hours per week (\$4,492.80) and check supply cost of \$2.00 per check payment (\$5,484) which is a total cost savings of \$9,976.80 per year.

STAKEHOLDER PROCESS: N/A

LEGAL REVIEW: Reviewed by Tressler, LLP, December 2020

ATTACHMENTS: N/A

ALTERNATIVES: Continue to process Accounts Payable payments in house.

RECOMMENDATION: Staff recommends the Board accept the proposal from Paymerang for account payable automation.



Date: January 4th, 2021

Wheaton Park District
Attention: Michael Benard
102 E. Wesley St.
Wheaton, IL 60187

PAYMERANG MASTER SERVICES AGREEMENT

Sent by email

Dear Michael,

I'm pleased to present you with an agreement for Paymerang services for e-payables. We hope to add you to our growing list of delighted clients from coast to coast that have been able to achieve greater efficiency and security, all while earning valuable rebates.

In the attached agreement, you will find our terms for pricing and service. We have tried to make our agreement simple and clear, with a 90-day termination for convenience—we want you to stay with us because you are happy with our services. Feel free to call me at 804-256-7902 or email me at mdoerr@paymerang.com should you have any questions. Please note that the pricing included in this agreement is valid for 30 days.

We look forward to working with you and helping you achieve profitable growth over the coming months and years!

Sincerely,

Mike Doerr,

Vice President — Public Sector

Master Services Agreement

This **Master Services Agreement** ("Agreement") is entered into by and between **Paymerang, LLC** ("Paymerang"), a Virginia limited liability company located at 7401 Beaufont Springs Drive, Ste. 300, Richmond, VA 23225 and **Wheaton Park District** ("Client"), and is effective as of the date of execution by Client which is accepted by Paymerang (the "Effective Date"). Paymerang and the Client may each be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

WHEREAS, Client and Paymerang desire to enter into an agreement for Paymerang to provide vendor payment services and any additional digital services as the Parties agree to in separate statements of work (individually a "SOW" and collectively "SOWs").

The Parties hereby agree as follows:

All SOWs, attachments and exhibits to this Agreement (each an "Exhibit" and collectively, "Exhibits") are incorporated by reference herein and made a part of this Agreement as of the date of their respective effective dates. In the event of any conflict between the terms of an Exhibit and the terms contained in this Agreement, the terms in this Agreement shall control unless the Exhibit states that the Parties are modifying the terms of this Agreement, with specific reference to the section(s) of this Agreement to be modified. Any such modification shall be limited in application to the related Exhibit.

1. SERVICES PROVIDED

Paymerang agrees to perform the services for Client as described in one or more SOWs subject to the terms and conditions of this Agreement (the "Services"). Any changes made to any SOW shall be approved by both Parties in writing. The Parties may add additional services and products to this Agreement by amending in writing or executing a new SOW pertaining to such services or products which will be deemed to be incorporated into this Agreement as agreed to in writing or in any amendment. If requested, Paymerang may also provide data transition services at a mutually agreed upon price upon or in the event of the termination of this Agreement or any SOW, but such services are not included as part of the Services.

Paymerang's performance of the Services is contingent upon its satisfactory completion of Paymerang's due diligence process. Paymerang may decline to provide the Services in its sole and absolute discretion as a result of its due diligence investigation.

Paymerang represents and warrants: (i) that in providing the Services, Paymerang will employ a degree of skill and care that is consistent with industry standards as designated and set forth in any SOW; (ii) that Paymerang will complete an annual System and Organization Controls (SOC) attestation to demonstrate its commitment to internal controls as applicable to the Services provided; (iii) that the Services will not violate or infringe on any patent, copyright, trademark, trade secret or other intellectual property or proprietary right of any other Party; and (iv) that, with

respect to any software used in conjunction with the Services, Paymerang has all rights necessary to provide or use such software for the benefit of Client.

2. PAYMENT FOR SERVICES AND TAXES

Paymerang shall send billing statements to the Client according to the terms in each respective SOW. Payment of Paymerang's billing statements, and any late payment penalties, shall be governed by the applicable provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

Client, as an Illinois park district and unit of local government, is not subject to federal excise taxes or state occupation, sale, or use taxes. Accordingly, any billing statements issued under this Agreement shall exclude such taxes. Client shall provide Paymerang with evidence of its tax-exempt status upon request. Notwithstanding the foregoing, each Party is responsible for payment of required taxes based on its own income, taxes on property it owns or leases, or any business license fees required for its business.

3. TERM AND TERMINATION

The initial term of this Agreement ends one (1) year after this Agreement is executed by Client. The term of this Agreement will renew automatically for additional consecutive terms of one (1) year. At the beginning of any such renewal term, Paymerang may change the fees payable by Client to Paymerang. If Paymerang elects to change the fees payable by Client, Paymerang shall deliver to Client a revised SOW or modification document reflecting the change at least 120 days prior to any renewal term. In the event the term of a SOW extends beyond the expiration or termination of this Agreement, the terms and conditions of this Agreement shall continue to govern the SOW until such time as the SOW expires or is terminated.

Either Party may terminate this Agreement for any reason by providing ninety (90) days written notice to the other Party specifying the termination date of not less than ninety (90) days from the date of the notice.

However, either Party may terminate this Agreement immediately upon: (1) a breach by the other Party of any material term of this Agreement that is not cured within thirty (30) days after delivery to the defaulting Party of a reasonably detailed written notice explaining the default; (2) the initiation of insolvency or bankruptcy proceedings of the other Party; (3) the unauthorized assignment or transfer by the other Party of any of the obligations imposed hereunder; (4) receipt of a notice from any regulatory or governmental body or official that this Agreement is unlawful; or (5) the issuance of a regulatory agency formal cease and desist mandate that is not cured within sixty (60) days.

4. INSURANCE

Paymerang agrees to maintain commercial general liability insurance coverage, errors and omissions, employee theft, forgery, computer fraud, cyber security fraud, funds transfer fraud,

currency fraud, and credit card fraud, with minimum limits of \$1,000,000 per occurrence, with a reputable and financially responsible insurer with an A.M. best rating of "A" or above.

Upon request by the Client, Paymerang will provide a certificate of insurance for the insurance policies required by this Agreement. Client and its elected and appointed officials, officers, employees, agents, and volunteers shall be named as additional insureds on all insurance obtained by Paymerang by using endorsement CG 20 10 11 85 or equivalent.

All insurance coverage provided by Paymerang to Client shall be primary coverage as any insurance coverage potentially available to Client. Any insurance or self-insurance maintained by Client shall be excess of Paymerang's insurance and shall not contribute with it. Paymerang's Insurance Policies will provide coverage for its employees and independent contractors engaged to perform the services under this Agreement.

Paymerang acknowledges that failure to obtain such insurance on behalf of Client constitutes a material breach of this Agreement and subjects Paymerang to liability for damages, indemnification and all other legal remedies available to Client.

5. SECURITY

Subject to any Client obligations and requirements in this Agreement, including any SOW, Paymerang will maintain adequate security over Client information using commercially reasonable safeguards over the hardware, software, personnel and processes it uses to support the delivery of payments and related services to the Client.

Client is solely responsible for any technology, processes, or procedures necessary to secure Client's Internet connection, passwords, and any security tokens needed to access Paymerang's software and network, or to communicate with Paymerang under this Agreement.

6. CONFIDENTIALITY

The Parties anticipate that each Party may disclose confidential information to the other Party. The Parties therefore desire to establish terms governing the use and protection of certain information disclosed by one Party ("Owner") to the other Party ("Recipient").

"Confidential Information" means (i) the terms and conditions of this Agreement, (ii) non-public aspects of Paymerang's website and the operation thereof, Paymerang's technology, Paymerang's software and network, the Services, and Paymerang's business and technical information and data, (iii) Client data, and non-public aspects of Client's technology, computer programs, and business and technical information and data, and (iv) any information that either is disclosed in tangible form and marked confidential, or, if initially disclosed orally or visually, is identified as confidential at the time of disclosure and a written summary of such information is provided by Owner to Recipient within fifteen (15) days of the disclosure. "Confidential Information" shall not include information that: (i) is already in the possession or control of Recipient at the time of its disclosure; (ii) is, or becomes publicly known, through no wrongful act of Recipient; (iii) is received by Recipient

from a third Party free to disclose it without obligation to Owner, (iv) is independently developed by Recipient without access to the Confidential Information as evidenced by its written and dated records and without any breach of this Agreement; or (v) is the subject of a written permission to disclose provided by Owner.

Recipient may use Confidential Information of Owner only for the purposes of this Agreement, and may disclose such Confidential Information to third Parties only as may be reasonably required to perform Recipient's obligations under this Agreement or as required by law. Prior to such disclosure, Recipient shall notify Owner in writing of its intention to disclose such Confidential Information. Paymerang shall not be required to notify Client of its intention to disclose such Confidential Information or the terms of this Agreement to (i) The Bancorp Bank or any other financial institution Paymerang transacts business with; (ii) as reasonably necessary in furtherance of its obligations and performance under this Agreement, (iii) to any potential purchaser of Paymerang or its assets; or (iv) any governmental or regulatory body pursuant to a lawful subpoena or document request. Recipient shall otherwise protect Confidential Information from disclosure to others, using the degree of care reasonable under the circumstances to maintain the secrecy of the Confidential Information.

Notwithstanding the foregoing provisions of this Section, Client agrees that Paymerang may use Client's information for purposes other than performance of services in an aggregated, anonymized form, such that Client may not be identified and that such information and use in such a form shall not be considered Confidential Information of Client, but shall be considered Confidential Information of Paymerang. Client further agrees that it shall have no ownership or other right or interest in the foregoing aggregated, anonymized data.

The terms of this Section shall survive the expiration or termination of this Agreement.

7. PROPRIETARY RIGHTS

Ownership of any and all intellectual property of Paymerang, including the Paymerang software and network, the "Paymerang" trade name, all logos associated with the Services, and any formula, pattern, compilation, program, device, method, technique, or process of Paymerang (collectively, "Paymerang Property"), shall remain exclusively vested in and be the sole and exclusive property of Paymerang. No right or license is granted to Client to use the Paymerang Property, and Client agrees not to use the Paymerang Property during the term of this Agreement or after the expiration or earlier termination of this Agreement. From time to time, Paymerang may solicit feedback and ideas from Client in order to improve the Paymerang Services or software. Client hereby transfers and assigns to Paymerang any right Client may have to any suggestions, ideas, enhancement requests, feedback, recommendations, or other information developed or generated by Client personnel that directly relate to the Services or the Paymerang software and network. All rights not expressly granted by Paymerang to Client under this Agreement are reserved.

8. RELATIONSHIP OF PARTIES

Nothing in this Agreement shall be construed to create or constitute any employment, agency, partnership, franchise, respondeat superior, or joint venture arrangement by and between the Parties, and neither Party has the power or authority, express or implied, to obligate or bind the other. This Agreement is not intended to create any right, cause of action, or remedy of any nature whatsoever in any third Party as a beneficiary or otherwise.

9. INDEMNIFICATION

Paymerang and Client shall indemnify, defend, and hold the other Party, and its affiliates, directors, elected and appointed officials, officers, employees, volunteers, and agents harmless from and against any and all third Party claims, demands, damages, costs, expenses (including reasonable attorneys' fees), losses and liabilities incurred which directly arise out of or relate to (i) the indemnifying Party's breach of any material term of this Agreement; or (ii) any act or omission constituting gross negligence or willful misconduct of the indemnifying Party or the indemnifying Party's affiliates, directors, elected and appointed officials, officers, employees, volunteers, or agents.

10. ASSIGNMENT

This Agreement including any SOW may not be assigned or transferred by either Party without the prior written consent of the other Party, which permission shall not be unreasonably withheld. Any attempted assignment without such consent will be void. Notwithstanding the foregoing, either Party may assign its rights and obligations under this Agreement, in whole but not in part, without the other Party's permission, in connection with any merger, consolidation, sale of all or substantially all of the assigning Party's assets, or any other similar transaction, including assignment by law; provided, that the assignee: (a) provides prompt written notice of such assignment to the non-assigning Party; and (b) agrees to be bound by the terms and conditions of this Agreement. This Agreement is binding on the Parties and their respective successors and permitted assigns.

11. ENTIRE AGREEMENT

This Agreement and any SOWs and Exhibits hereto constitute the complete agreement between the Parties and supersedes all prior or contemporaneous agreements or representations, written or oral, concerning the subject matter of this Agreement.

12. SEVERABILITY

In the event that any provision, or any portion thereof, of this Agreement and any SOWs or Exhibits are determined by competent judicial, legislative, or administrative authority to be prohibited by law, such provision or portion thereof shall be ineffective only to the extent of such prohibition, without invalidating the remaining provisions of the Agreement.

13. WAIVER

No delay in enforcement or extension of time or failure to exercise any right hereunder will be deemed to be a waiver of any right by any Party. No waiver of any earlier breach shall be construed as a waiver of a later breach. No waiver shall be effective unless the waiving Party approves such waiver in writing.

14. AMENDMENTS

This Agreement (including all SOWs and Exhibits) shall not be deemed or construed to be modified, amended, or waived, in whole or in part, except by a separate written agreement duly executed by the Parties to this Agreement.

15. GOVERNING LAW

This Agreement shall be governed and interpreted in accordance with the laws of the State of Illinois. Any litigation arising out of or relating to this Agreement shall be brought in the state courts of DuPage County, Illinois or, if it has or can acquire jurisdiction, in the United States District Court for the Northern District of Illinois, and each of the Parties irrevocably submits to the exclusive jurisdiction of each such court in any such litigation, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the litigation shall be heard and determined only in any such court, and agrees not to bring any litigation arising out of or relating to this Agreement in any other court. **EACH PARTY EXPRESSLY WAIVES ALL RIGHT TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.**

16. ATTORNEY'S FEES

If any Party commences legal proceedings for any relief against another Party arising out of or relating to this Agreement, the prevailing Party shall be entitled to an award of reasonable legal costs and expenses, including without limitation reasonable attorney's fees as determined by a court of competent jurisdiction.

17. INTERPRETATION; COUNTERPARTS

This Agreement is the result of negotiations between the Parties and is being signed after consultation by the Parties with their respective advisors and legal counsel. This Agreement will not be construed in favor or against any Party by reason of the extent to which any Party participated in the preparation of this Agreement. This Agreement may be executed by digital or Facsimile copy and in any number of counterparts, which shall be deemed the same as an original, and all of which taken together will constitute one single agreement between the Parties.

18. DISCLAIMER/LIMITATIONS

NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, AND TO THE MAXIMUM EXTENT ALLOWED BY APPLICABLE LAW, NEITHER PARTY SHALL BE LIABLE FOR ANY (I) PUNITIVE, INDIRECT, INCIDENTAL, TREBLE, CONSEQUENTIAL, OR STATUTORY DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT; (II) LOSS OF SAVINGS, PROFIT, DATA, USE,

OR GOODWILL; (III) BUSINESS INTERRUPTION; (IV) COSTS FOR THE PROCUREMENT OF SUBSTITUTE PRODUCTS OR SERVICES; OR (V) PERSONAL INJURY OR DEATH, REGARDLESS OF THE CAUSE OF ACTION OR THE THEORY OF LIABILITY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE OR GROSS NEGLIGENCE), OR OTHERWISE, AND EVEN IF NOTIFIED IN ADVANCE OF THE POSSIBILITIES OF SUCH DAMAGES.

EXCEPT AS OTHERWISE SET FORTH IN THIS AGREEMENT, AND TO THE MAXIMUM EXTENT CONSISTENT WITH APPLICABLE LAW, PAYMERANG DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, GUARANTEES, OR REPRESENTATIONS OF ANY KIND, INCLUDING THOSE ARISING BY LAW, AND WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

19. FORCE MAJEURE

If either Party hereto shall be delayed in or prevented from the performance of any of its obligations under the Agreement due to a Force Majeure Event, then performance of such obligation shall be excused for the period of the delay and the period for the performance of any such obligation shall be extended for a period equivalent to the period of such delay; provided, however, that such Party has implemented and maintained procedures reasonably designed to avoid and mitigate the results of Force Majeure Events. "Force Majeure Event" as used hereunder shall mean a notifiable disease (as designated by the Center for Disease Control and Prevention), fire, terrorist act, natural calamity, war, mass rioting, act or order of government, labor dispute or other event beyond said Party's reasonable control which causes a delay or failure in regard to a Party's performance hereunder. "Force Majeure Event" shall not include financial inability unless caused by a Force Majeure Event. Should a Force Majeure Event last for more than sixty (60) days, the other Party may elect, upon notice, to terminate this Agreement immediately. If a Party shall be delayed or prevented from performing its obligations hereunder due to a Force Majeure Event, it may exercise its rights hereunder upon written notice to the other Party. Written notice of a Party's failure or delay in performance due to a Force Majeure Event must be given to the other Party no later than five (5) business days following the Force Majeure Event commencing, which notice shall describe the Force Majeure Event and the actions taken to minimize the impact thereof. All delivery dates under this Agreement affected by a Force Majeure Event shall be tolled for the duration of such force majeure. The Parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the Force Majeure Event ceases to exist.

Notwithstanding the forgoing, the Parties acknowledge, and have specifically bargained for in this Agreement, that Paymerang shall be responsible and obligated to perform all of its obligations under this Agreement in the event of any notifiable disease pandemic, including, but not limited to, the COVID-19 outbreak, and such events shall not fall within the definition of a Force Majeure Event under this Agreement or under law for the purposes of Paymerang's performance obligations under this Agreement, and Paymerang shall be required to fulfill and perform all of its duties and obligations in such event.

20. NOTICES

Each Party shall notify the other Party of any changes that would affect such other Party's payment files, system access, reports, or processing time frame. Any such notice shall be given in advance and within a commercially reasonable timeframe for the other Party to make changes. Any notification under this Section or this Agreement must be communicated in writing by certified or registered mail with a carbon copy by email as follows.

If to PAYMERANG, LLC:

If to WHEATON PARK DISTRICT

Asha Doshi, Accounting Department
 7401 Beaufont Springs Drive, Ste 300
 Richmond, VA 23225
 Email: adoshi@paymerang.com
 Email: lthomason@paymerang.com

Name: _____
 Title: _____
 Address: _____
 City, State, Zip: _____
 Email: _____

21. NO COLLUSION

Paymerang represents and certifies that (1) Paymerang is not barred from contracting with a unit of state or local government as a result of (a) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Paymerang is contesting its liability for the tax or the amount of the tax in accordance with the procedures established by the appropriate revenue act; or (b) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-1 et seq.); (2) all persons, firms, or corporations interested in this Agreement as principals have been those disclosed to Client prior to the execution of this Agreement; and (3) this Agreement is made by Paymerang without collusion with any other person, firm, or corporation. If at any time it shall be found that Paymerang has, in procuring this Agreement, colluded with any other person, firm, or corporation, then Paymerang shall be liable to Client for all loss or damage that Client may suffer, and this Agreement shall, at Client's option, be null and void.

22. CONFLICT OF INTEREST

Paymerang represents and certifies that, to the best of its knowledge, (1) no employee or agent of Client is personally or financially interested in the business of Paymerang or this Agreement; (2) as of the date of this Agreement neither Paymerang nor any person employed or associated with Paymerang has any personal or financial interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither Paymerang nor any person employed by or associated with Paymerang shall at any time during the term of this Agreement obtain or acquire any financial interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

23. NO WAIVER OF TORT IMMUNITY DEFENSES

Nothing contained in this Agreement shall constitute a waiver by Client of any right, privilege or defense available to Client under statutory or common law, including, but not limited to, the

Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq., as amended.

24. NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

In all hiring or employment by Paymerang, pursuant to this Agreement, there shall be no discrimination against any employee or applicant for employment because of age, race, gender, creed, national origin, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. Paymerang agrees that no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by, or resulting from, this Agreement. Paymerang certifies that it has a written Sexual Harassment Policy in full compliance with 775 ILCS 5/2-105(A)(4).

The Parties as evidence of their intent to be bound to the terms of this Agreement, hereby voluntarily affix their signatures below.

Agreed to:

PAYMERANG, LLC

By:  _____

Printed: Nasser Chanda

Title: Chief Executive Officer

Date: January 4, 2021

Agreed to:

WHEATON PARK DISTRICT

By: _____

Printed: _____

Title: _____

Date: _____

EIN: _____

[END OF SIGNATURES]

**Exhibit A (Vendor Payment Services)
Statement of Work**

This Statement of Work (SOW) is effective as of the date of execution by Client which is accepted by Paymerang (the “Effective Date”), by and between Paymerang, LLC (“Paymerang”) and **Wheaton Park District** (“Client”) pursuant to and governed by the MASTER SERVICES AGREEMENT (MSA) entered into between the aforementioned Parties, on the date of execution by Client and accepted by Paymerang (the “Agreement”), and is hereby made an exhibit thereof by reference herein. Any conflict or inconsistency between the provisions of the Agreement and this SOW shall be resolved by giving precedence first to the Agreement and then to the SOW. This SOW shall be non-binding and of no legal effect until signed by the duly authorized representatives of both Parties. Capitalized terms not otherwise defined in this SOW shall have the respective meanings given to them in the Agreement.

- A. WHEREAS, Paymerang (a third-Party payment processor) is in the business of providing electronic payment processing services.
- B. WHEREAS, Client desires to engage Paymerang to provide Client with electronic payment processing services, and other technology under the terms and conditions of this Agreement.

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1.0 SERVICES PROVIDED

Paymerang will provide for Client the vendor payment services (“Vendor Payment Services”) described in Exhibit A-1 of this SOW attached hereto. All changes to the Vendor Payment Services as described in this Agreement, including in Exhibit A-1 of the SOW or any additional or special work provided to or for Client, must be priced separately and approved by both Parties in writing in advance. This SOW will automatically terminate in the event Client does not use and Paymerang does not provide the Vendor Payment Services for a period of twenty-four (24) months, such termination to be effective on the first business day after the expiration of such twenty-four (24) month period.

Either Party may terminate this SOW for any reason by providing ninety (90) days written notice to the other Party specifying the termination date of not less than ninety (90) days from the date of the notice.

However, either Party may terminate this SOW immediately upon: (1) a breach by the other Party of any material term of this SOW that is not cured within thirty (30) days after delivery to the defaulting Party of a reasonably detailed written notice explaining the default; (2) the initiation of insolvency or bankruptcy proceedings of the other Party; (3) the unauthorized assignment or transfer by the other Party of any of the obligations imposed hereunder; (4) receipt of a notice from any regulatory or governmental body or official that this SOW is unlawful; or (5) the issuance

of a regulatory agency formal cease and desist mandate that is not cured within sixty (60) days. The termination of this SOW shall not be deemed a termination of any other SOW or the MSA.

2.0 PAYMENT FOR VENDOR PAYMENT SERVICES

Paymerang and Client agree that Exhibit A-2 of this SOW attached hereto sets forth the Cash Rebate Rates that Client will earn and the fees payable by Client to Paymerang. Within sixty (60) days after the end of each given calendar quarter, Paymerang shall provide Client a reasonably detailed statement (“Quarterly Statement”) showing the rebates earned by Client during such quarter (“Client Rebates”) and the fees accrued and payable to Paymerang and others during such quarter (“Paymerang Fees”).

If the Client Rebates exceed the Paymerang Fees, Paymerang shall pay the difference to Client promptly upon the delivery of the Quarterly Statement. If the Paymerang Fees exceed the Client Rebates (the “Amount Owed”), and the Client has processed a batch of payments with Paymerang within the last month, Paymerang will carry forward the Amount Owed to the next quarter until the rebates cover or offset the fees. If Client has not processed a batch of payments with Paymerang within the last month, Client shall pay to Paymerang the Amount Owed upon delivery of the Quarterly Statement or any final statement to Client. If Client terminates this Agreement, Client shall pay to Paymerang the Amount Owed upon delivery of the final statement to Client. If for any reason, Paymerang terminates this Agreement, Paymerang shall credit Client's account for the Amount Owed upon delivery of the final statement to Client.

3.0 RELIANCE ON CLIENT INSTRUCTIONS

Client shall provide to Paymerang instructions in writing or by data file(Instructions) as to which vendors Paymerang is authorized to pay on behalf of Client. Paymerang will rely on such Instructions until otherwise notified in writing.

Client is solely responsible for the content, timeliness and accuracy of all data input, sent to and then subsequently processed by Paymerang. Paymerang is not responsible for Client errors or any liabilities, losses, or damages that result from inaccurate, incomplete or incorrect Client Instructions, or for Instructions Paymerang cannot follow or complete in the ordinary and lawful performance of its obligations. In addition to any other indemnity and Client obligations, Client shall indemnify, defend and hold harmless Paymerang, its affiliates, directors, officers, employees and agents from and against any such claims liabilities, losses, or damages arising out of such errors, inaccuracies or incomplete instructions

Paymerang will process Client's work according to Client's Instructions and shall be responsible for correcting errors which are caused by Paymerang's equipment, or employees in the course of their work. Paymerang shall be responsible for any reasonable late payment fees assessed against Client

resulting from errors or omissions committed by Paymerang while making payments on Client's behalf.

Client will not use the Paymerang Solution for any payments which require compliance of HIPAA, STARK, or any other federal or state mandated privacy programs. This includes, but is not limited to, bonuses, awards, contests, insurance claims, payroll, benefits, retirement pay, or any payment which includes private personally identifiable information.

4.0 CARD PAYMENT EXCLUSIVITY; PROCESSING CRITERIA

a) AP Invoice Exclusivity:

Paymerang will invest a significant amount of resources, time, and effort to research Client's vendors, provide technical support, and establish Client's electronic payment and/or check printing. In consideration of such investment by Paymerang, and for other good and valuable consideration received, Client agrees not to use or process vendor invoice payments from the approved vendor list provided by Client, along with any new vendors added to the network after the service launch, with any other payment processing service provider during the term of this Agreement. Notwithstanding the foregoing restrictions, Client may use purchasing cards or P-Cards for up-front payments on purchases and for occasional invoice payments that may need to be expedited.

b) Card Payment Processing Criteria:

Paymerang's software uses "smart" technology that considers vendor card acceptance, the amount of payment, convenience fees, surcharges, and cash rebates earned to determine whether a payment is processed as a virtual card. Once a vendor has agreed to accept the "card" method of payment, (i) Client shall not authorize such vendor to cease accepting payments using "card" payment method and (ii) will refer such vendor to Paymerang for purposes of considering another method of payment. If Client has a contractual agreement with vendor to pay with a method other than "card", Paymerang will honor those special instructions contingent upon Client notifying Paymerang prior to adding the vendor to the Paymerang solution or provides written evidence that an agreement exists.

5.0 FUNDING AND PROCESSING OF PAYMENTS

Client will deposit funds from its bank account by wire transfer directly into a deposit account at The Bancorp Bank or such other financial institution as directed by Paymerang in an amount necessary to fund all payments that will be processed and cleared for settlement in accordance with Client's instructions. The account will be owned by The Bancorp Bank or such other financial institution used by Paymerang "for the benefit of" Paymerang's Clients. Paymerang will also maintain Card and ACH settlement accounts along with check clearing ("Check Clearing Account"), account that will be owned by The Bancorp Bank or such other financial institution used by

Paymerang “for the benefit of” Paymerang’s Clients. Funds deposited into the Check Clearing Account may be comingled with other clients’ payment funds and Client shall not receive interest on any funds held in any such Check Clearing Account. Client shall maintain an undivided ownership interest in its funds deposited in the Check Clearing Account until Paymerang’s payments are processed and settled according to Client’s Instructions. Payments issued by Paymerang that are not negotiated by the payee thereof are considered stale ninety (90) days after the date they are issued and will be refunded promptly to Client, with Paymerang having no further responsibility for the payment of such amount to the payee. Paymerang shall under no circumstances be required to use its own funds or assets to pay any vendors of Client, and nothing in this Agreement shall be interpreted to require any such action or impose any such obligation upon Paymerang.

6.0 APPLICABLE STANDARDS

Paymerang and Client represent and warrant that the performance of their obligations and the provisions and use of Vendor Payment Services hereunder will comply with standards associated with National Automated Clearing House (NACHA or ACH Rules), Office of Foreign Assets Control (OFAC), Payment Card Industry Data Security Standard (PCI DSS), and Article 4A of the Uniform Commercial Code. Paymerang and Client warrant that they will comply with, and not violate the laws, rules and regulations of the United States of America, as applicable in the performance of this Agreement. Client acknowledges and agrees that Paymerang shall have the right to audit Client's compliance with this Agreement, including the above-referenced standards, and that Paymerang shall have the right to suspend or terminate execution of any payment instructions immediately upon receiving notice of any breach by Client of this Agreement or the applicable standards, laws, rules or regulations.

7.0 DISCLAIMER/LIMITATIONS

The Parties acknowledge that the following provisions have been negotiated by them and reflect a fair allocation of risk and form an essential basis of the bargain and will survive and continue in full force and effect despite any failure of consideration or of an exclusive remedy:

PAYMERANG SHALL PROCURE AND MAINTAIN INSURANCE POLICIES WITH SUCH COVERAGES AND IN SUCH AMOUNTS AND FOR SUCH PERIOD OF TIME AS REQUIRED BY AND SET FORTH IN THIS AGREEMENT. CLIENT HEREBY AGREES THAT PAYMERANG’S MAXIMUM AND TOTAL LIABILITY TO CLIENT FOR ANY INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES ARISING OUT OF OR RELATING TO PAYMERANG’S BREACH OF THIS AGREEMENT INCLUDING FOR WORK PERFORMED HEREUNDER FOR CLIENT SHALL NOT EXCEED THE TOTAL SUM PAID ON BEHALF OF OR TO PAYMERANG BY PAYMERANG’S INSURERS IN SETTLEMENT OR SATISFACTION OF SUCH BREACHES UNDER THE TERMS AND CONDITIONS OF PAYMERANG’S INSURANCE POLICIES APPLICABLE THERETO. IF NO SUCH INSURANCE COVERAGE PAYMENT IS PROVIDED WITH RESPECT TO SUCH BREACHES, THEN PAYMERANG’S TOTAL LIABILITY TO CLIENT FOR ANY AND ALL SUCH UNINSURED BREACHES SHALL NOT EXCEED THE TOTAL AMOUNT OF ACTUAL FEES PAID TO CLIENT FOR THE SERVICES DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENTS GIVING RISE TO CLIENT’S CLAIMS, LOSSES, EXPENSES OR DAMAGES, OR \$25,000, WHICHEVER IS GREATER.

NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR ANY PUNITIVE, INDIRECT, INCIDENTAL, TREBLE, CONSEQUENTIAL, STATUTORY OR SPECIAL DAMAGES ARISING OUT OF THIS AGREEMENT.

EXCEPT AS OTHERWISE SET FORTH HEREIN, AND TO THE EXTENT CONSISTENT WITH APPLICABLE LAW, PAYMERANG DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, GUARANTEES, OR REPRESENTATIONS OF ANY KIND, INCLUDING WARRANTIES OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.

8.0 CLIENT ADMINISTRATOR

Client shall designate a Client Administrator(s) who can add, delete, or change user permissions in the Paymerang solution. The Client Administrator(s) shall also provide information necessary to complete the implementation of and performance of the Vendor Payment Services. Paymerang is authorized to rely on any information or directions received from the Client Administrator(s).

The Parties as evidence of their intent to be bound to the terms of this Agreement, hereby voluntarily affix their signatures below.

Agreed to:

Agreed to:

PAYMERANG, LLC

WHEATON PARK DISTRICT

By:  _____

By:  _____

Printed: Nasser Chanda

Printed: Michael J. Bane

Title: Chief Executive Officer

Title: Executive Director

Date: January 4, 2021

Date: 1/5/2021

EIN: _____

[END OF SIGNATURES]

EXHIBIT A-1
PAYMERANG AND CLIENT OBLIGATIONS

Paymerang Obligations:

- a) One time set up and data mapping as part of implementation fee.
- b) Processing, settlement, and reconciliation of payments to Paymerang approved payees.
- c) Processing, settlement, and delivery of payment details for all vendor payments
 - i) ACH payments post to vendor bank account next business day after processing
 - ii) Checks printed and mailed within 24 hours of processing
 - iii) Virtual Visa cards loaded on day processed and delivered within 72 hours
- d) 24x7 access to the Paymerang payments solution except during software maintenance periods.
- e) In the event of service disruption for more than 24 hours Paymerang will make every attempt to contact Client about the outage. Paymerang will provide expected service resolution time and notify Client once system is restored.
- f) Client support between the hours of 9:00AM and 5:00PM Eastern Time, Monday through Friday, with the exception of Federal Reserve Bank Holidays
- g) Commercially reasonable efforts to promptly refund stale dated check and unused card funds.

Client Obligations:

- a) Assign an administrator and manage users on the Paymerang solution
- b) Submit batches and wire funding at least one (1) hour prior to scheduled processing times of 10:00AM and 3:30PM Eastern time. The scheduled processing time may vary around holidays.
- c) Provide sufficient remittance information for payment(s) to be accepted by supplier
- d) Client agrees to use our support email address support@paymerang.com whenever possible to resolve payment inquiries, payment import issues, and business address changes.

EXHIBIT A-2

WHEATON PARK DISTRICT

Cash Rebate Rates	90 basis point per every card dollar settled
--------------------------	--

Paymerang Fees	Price
Implementation Fee	\$3,500 — Waived if 1 st batch processed within 90 days of kick off call
ACH Processed	\$0.75 each, includes enrollment/remittance
Card Processed	\$3.50 each
Checks Processed	\$3.50 each, includes postage
Stop Payment/Expedited Payment	\$20 each
Security Tokens	3 tokens free with implementation. \$50 each for any additional token
Troubleshooting Payment File Errors	\$225 per hour-Upon Client Approved Statement of Work (SOW)



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE-Secretary of State

09466789
DECEMBER 07, 2020

ILLINOIS CORPORATION SERVICE C
801 ADLAI STEVENSON DRIVE
SPRINGFIELD, IL 62703-4261

RE PAYMERANG, LLC

DEAR SIR OR MADAM:

IT HAS BEEN OUR PLEASURE TO APPROVE YOUR REQUEST TO TRANSACT BUSINESS IN THE STATE OF ILLINOIS. WE EXTEND OUR BEST WISHES FOR SUCCESS WITH YOUR BUSINESS HERE.

PLEASE NOTE! THE LIMITED LIABILITY COMPANY MUST FILE AN ANNUAL REPORT PRIOR TO THE FIRST DAY OF THIS MONTH OF ADMISSION NEXT YEAR. FAILURE TO TIMELY FILE MAY RESULT IN A PENALTY AND REVOCATION. A PRE-PRINTED ANNUAL REPORT WILL BE MAILED TO THE REGISTERED AGENT AT THE REGISTERED OFFICE ADDRESS APPROXIMATELY 45 DAYS BEFORE THE DUE DATE.

PUBLICATIONS/FORMS AND OTHER SERVICES ARE AVAILABLE ON OUR WEBSITE. VISIT WWW.CYBERDRIVEILLINOIS.COM TO VIEW THE STATUS OF THIS COMPANY, PURCHASE A CERTIFICATE OF GOOD STANDING, OR EVEN FILE THE ANNUAL REPORT REFERRED TO IN THE EARLIER PARAGRAPH.

SINCERELY YOURS,

JESSE WHITE
ILLINOIS SECRETARY OF STATE
DEPARTMENT OF BUSINESS SERVICES
LIMITED LIABILITY DIVISION
(217) 524-8008

Form **LLC-45.5**
May 2018Secretary of State
Department of Business Services
Limited Liability Division
501 S. Second St., Rm. 351
Springfield, IL 62756
217-524-8008
www.cyberdriveillinois.comPayment must be made by certified check,
cashier's check, Illinois attorney's check,
C.P.A.'s check or money order payable to
Secretary of State. If check is returned for
any reason this filing will be void.Illinois
Limited Liability Company Act
Application for Admission to
Transact Business**SUBMIT IN DUPLICATE**

Type or print clearly.

Filing Fee: \$150

Penalty: \$

Approved: *[Signature]*

FILE

This space for use by Secretary of State.

FILED

DEC 7 2020

JESSE WHITE
SECRETARY OF STATE1. Limited Liability Company name (see Note 1): PAYMERANG, LLC2. Assumed name: _____
(This item is only applicable if the company name in Item 1 is not available for use in Illinois, in which case form
LLC 1.20 must be completed and submitted with this application.)3. Jurisdiction of organization: Virginia4. Date of organization: 01/14/20205. Period of duration: Perpetual
(Enter perpetual unless there is a date of dissolution provided in the agreement, in which case enter that date.)

6. Address of the principal place of business: (P.O. Box alone or c/o is unacceptable.)

<u>7401</u>	<u>Beaufont Springs Dr</u>	<u>Ste 300</u>
Number	Street	Suite #
<u>North Chesterfield,</u>	<u>VA</u>	<u>23225</u>
City	State	ZIP

7. Registered agent: Illinois Corporation Service Company

First Name	Middle Name	Last Name
------------	-------------	-----------

Registered office: 801 Adlai Stevenson Drive

(P.O. Box alone or c/o is unacceptable.)	Number	Street	Suite #
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<u>Springfield</u>	<u>IL</u>	<u>62703</u>
City		ZIP

Note: The registered agent must reside in Illinois. If the agent is a business entity, it must be authorized to act as agent in this state.

8. If applicable, date on which company first conducted business in Illinois: _____

(continued on back)

LLC-45.5

9. Purpose(s) for which the company is organized and proposes to conduct business in Illinois (see Note 2):
Fintech Company
Provide Business to Business vendor payments and invoice automation services

10. The Limited Liability Company: (check one)

is managed by the **manager(s)** or has management vested in the **member(s)**:

11. List names and business addresses of all managers and any member with the authority of manager:

Asha Doshi, ,
7401 Beaufont Springs Dr, Ste 300
NOrth Chesterfield, VA 23225

12. The Illinois Secretary of State is hereby appointed the agent of the Limited Liability Company for service of process under circumstances set forth in subsection (b) of Section 1-50 of the Illinois Limited Liability Company Act.

13. This application is accompanied by a Certificate of Good Standing or Existence, duly authenticated within the last 60 days, by the officer of the state or country wherein the LLC is formed.

14. The undersigned affirms, under penalties of perjury, having authority to sign hereto, that this application for admission to transact business is to the best of my knowledge and belief, true, correct and complete.

Dated: November 25, 2020
Month, Day, Year

apdoshi
Signature

Asha Doshi, Senior Vice President
Name and Title (type or print)

Paymerang, LLC
If applicant is signing for a company or other entity,
state name of company or entity.

Note 1: The name must contain the term Limited Liability Company, LLC or L.L.C. The name cannot contain any of the following terms: "Corporation," "Corp." "Incorporated," "Inc.," "Ltd.," "Co.," "Limited Partnership" or "LP." However, a limited liability company that will provide services licensed by the Illinois Department of Financial and Professional Regulation must instead contain the term Professional Limited Liability Company, PLLC or P.L.L.C. in the name.

Note 2: A professional limited liability company must state the specific professional service or related professional services to be rendered by the professional limited liability company.

Commonwealth of Virginia



State Corporation Commission

CERTIFICATE OF FACT

I Certify the Following from the Records of the Commission:

That Paymerang, LLC is duly organized as a limited liability company under the law of the Commonwealth of Virginia;

That the limited liability company was formed on January 14, 2010; and

That the limited liability company is in existence in the Commonwealth of Virginia as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

November 25, 2020

A handwritten signature in cursive script, appearing to read 'Bernard J. Logan'.

Bernard J. Logan, Interim Clerk of the Commission

TO: Wheaton Park District Board of Park Commissioners
FROM: Sandra Simpson and Rita A. Trainor
THROUGH: Mike Benard
RE: One-year renewal of Paylocity agreement
DATE: December 16, 2020

SUMMARY: Staff is seeking to get the board’s approval for a one-year renewal of our current Paylocity agreement for payroll and HR processing services. This is the second one-year renewal and would mean that we will have been using them for four years. Paylocity has agreed to this one-year renewal with no increase in any prices.

Staff is seeking this renewal because of staff turnover in Human Resources and Payroll.

- The HR manager position is in the process of transitioning. If we were to go out, we would need to begin the process in March of 2021. That would be the new HR manager’s first month solo in the role (Diane is retiring February 19th). He would not have had the opportunity to go through a year of activity here and therefore his input on selecting a system would be limited by his lack of experience at WPD.
- The payroll assistant position recently came open. We have been successful in recruiting one of our part-time furloughed Finance employees for the position. However, she too would be new to this role. Her prior responsibilities were in accounts payable. So, her input would also be limited by that lack of experience at WPD.

PREVIOUS COMMITTEE/BOARD ACTION: The Board previously agree to let us extend the Paylocity agreement for one year without going out to bid again, because of the COVID shelter in place order in the Spring of 2020 and because Paylocity agreed to hold their prices.

REVENUE OR FUNDING IMPLICATIONS: There would no increase in price. The table below shows the total we have paid Paylocity from October, 2017 through November 18, 2020. The numbers are significantly lower in 2020 due to the reduced headcount from COVID-19.

Service	2017	2018	2019	2020
HR and PR processing	\$33,614	\$126,747	\$126,096	\$55,810

STAKEHOLDER PROCESS: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: Paylocity’s addendum.

RECOMMENDATION: Staff recommends extending the agreement for one additional year.



GUARANTEED PRICING ADDENDUM (TO ORIGINAL SERVICES AGREEMENT)

Client Information:

Client Code: 40850
Client Name: Wheaton Park District
Company Code (if applicable):
Requested By/Function: Ed Leonida

Effective Date: 11/1/2020
Expiration Date: 10/31/2022

Related Company Codes (continued on next page if necessary):

Table with 8 columns and 5 rows for related company codes.

Client Contact Information:

Contact: Martha Hernandez Phone: 630-510-4946 Address: 102 E Wesley
City: Wheaton State: IL Zip: 60187

Paylocity Corporation ("Paylocity") is pleased to provide Client with guaranteed pricing covering Paylocity's services for the next months (refer to original Quote for Service/Letters of Intent), subject to the terms and conditions set forth in this amendment and Client's original Services Agreement.

Items included are base and unit fees. Items specifically excluded from this agreement are delivery, reverse wire fees, tax service fees, agency, child support, garnishment, maintenance and export fees, 401K transfer, SSN verification and year-end services.

In the month following the completion of the guaranteed price period, Client's prices will be subject to the same price increases applied to its other clients of similar size and product utilization unless a renewal agreement is signed by both parties.

1) Guaranteed Term: As consideration for the guaranteed pricing period, Client agrees to purchase the services for the same minimum guaranteed term noted above commencing with the effective date of this addendum, and thereafter.

2) Termination/Buy Out Fee: If Client terminates this agreement to purchase services prior to the end of the minimum guaranteed term, Client agrees to pay Paylocity a termination fee equal to the number of months remaining from the effective date of this amendment times average monthly processing fees for the terminated services (based on an average of the last three months of processing prior to the date of termination).

THE PAYLOCITY SERVICES COVERED BY THIS ADDENDUM ARE PROVIDED IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN THE ORIGINAL AGREEMENT(S) BETWEEN CLIENT AND PAYLOCITY COVERING ALL GENERAL AND SPECIFIC SERVICES. THIS AGREEMENT IS NOT VALID UNLESS SIGNED BY BOTH PARTIES.

Paylocity Corporation

[Company Name]

Name: Ed Leonida
Signature:
Title: Client Service Team Lead
Date: 1/1/2021

Name:
Signature:
Title:
Date:

Additional Notes:



GUARANTEED PRICING AMMENDMENT (continued)

Note for Paylocity Personnel:

- All agreements require approval from your direct Manager.
- Please input all relevant additional information under additional notes section or attach any relevant paperwork/documentation as well.
- Fully executed agreement (signed by both parties) should be sent to SalesContractingChanges@paylocity.com.

Next steps:

- Agreement, if complete, will be forwarded to Billing for processing. You will also receive notification of acceptance or any follow-ups.
- Clients can expect price lock to be effective based on effective date noted above if the paperwork is complete.
- Agreement will be filed in client's implementation folder for future reference.



TO: Board of Commissioners
FROM: Matthew Jay, Human Resource Manager
THROUGH: Michael Benard, Executive Director
RE: **Cafeteria Plan Amendments**
DATE: December 17, 2020

Summary:

The Park district offers voluntary cafeteria plans that consist of a Health Flexible Spending Account and a Dependent Care Assistance Program.

The Internal Revenue Service created two amendments for organizations that provide Health Flexible Spending Arrangement and Dependent Care Assistance Program cafeteria plans to their employees for the 2020 plan year due to the COVID-19 pandemic.

The two amendments are as follows:

- Effective for the 2020 plan year only, Members on the Health Flexible Spending Arrangement and/or Dependent Care Assistance Programs, participants may make a new election, revoke an election, increase, or decrease an election without a qualifying event.
- Effective for the 2020 Plan year and future plan years, the IRS increased the limit to unused health FSA carry-over amounts from \$500 to a maximum of \$550, as adjusted annually for inflation. This increase is effective for plan years beginning on or after Jan 1, 2020.

Financial Considerations:

There is no financial impact to the district. This is a direct benefit for the employee.

Recommendation:

Staff recommends approving the IRS amendments.

RESOLUTION 2021-01
AMENDMENT TO THE
Wheaton Park District
CAFETERIA PLAN with HEALTH and DEPENDENT CARE
FLEXIBLE SPENDING ARRANGEMENTS

THIS AMENDMENT TO THE WHEATON PARK DISTRICT CAFETERIA PLAN (the "Plan") is adopted by Wheaton Park District, effective as of the dates set forth herein.

NOW, THEREFORE, effective as set forth below, the Plan is amended as follows:

- A. Effective immediately and for the 2020 calendar year only, pursuant to Internal Revenue Service Notice 2020-29, the Cafeteria Plan, Health Flexible Spending Arrangement (FSA) and/or Dependent Care Assistance Program (DCAP) is hereby amended to allow for the following:
 - i. For the Health FSA and/or DCAP programs, Participants may make a new election, revoke an election, increase, or decrease an election without a qualifying event.

Participants may make an unlimited number of changes without a qualifying event in calendar year 2020.

Wheaton Park District

By: _____

Title: _____

RESOLUTION 2021-01
ACTION TAKEN AND RESOLUTION ADOPTED BY CONSENT
OF THE BOARD OF DIRECTORS OF
Wheaton Park District

The undersigned, being all the members of the Board of Directors of Wheaton Park District (the "Employer"), hereby adopt the following Resolution by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Employer.

WHEREAS, the Employer previously adopted a Code Section 125 plan, also known as the Cafeteria Plan, (the "Plan");

WHEREAS, effective immediately, Internal Revenue Service Notice 2020-29 (the "Notice") modified certain Cafeteria Plan, Health Flexible Spending Arrangement (FSA) and Dependent Care Assistance Plan (DCAP) regulations;

WHEREAS, effective for the 2020 calendar year only, the Employer desires to amend the Plan as set forth in the attached Amendment and Summary of Material Modifications;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors has hereby reviewed the attached Amendment and Summary of Material Modifications and does hereby approve the adoption of the Amendment as set forth therein;

BE IT FURTHER RESOLVED that the officers of the Employer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

By _____ Date_____

By _____ Date_____

By _____ Date_____

RESOLUTION 2021-01
SUMMARY OF MATERIAL MODIFICATIONS TO THE
SECTION 125 PLAN

This document summarizes important changes to your [Section 125 Plan] (the "Plan"). If you have any questions regarding the changes outlined in this Summary of Material Modifications ("SMM"), you should contact [insert appropriate contact]. Keep a copy of this SMM with your Summary Plan Description for future reference.

**Changes to Cafeteria Plan, Health Flexible Spending Arrangement ("FSA")
and Dependent Care Assistance Plans ("DCAP") Rules**

Effective immediately, and only for the 2020 calendar year, Participants will be allowed to do the following:

- 1) For the Health FSA and/or DCAP programs, Participants may make a new election, revoke an election, increase, or decrease an election without a qualifying event.

Participants may make an unlimited number of changes without a qualifying event in calendar year 2020.

Election changes must be made prospectively and cannot be reduced below the amount a Participant has already been reimbursed.

RESOLUTION 2021-02

AMENDMENT TO THE

Wheaton Park District

CAFETERIA PLAN with FLEXIBLE SPENDING ARRANGEMENT

THIS AMENDMENT TO THE WHEATON PARK DISTRICT CAFETERIA PLAN (the "Plan") is adopted by Wheaton Park District, effective as of the dates set forth herein.

NOW, THEREFORE, effective as set forth below, the Plan is amended as follows:

- A. Effective for the 2020 Plan year and all future Plan years, pursuant to Internal Revenue Service Notice 2020-33, the Health Flexible Spending Arrangement (FSA) is hereby amended to allow Participants to carry over unused funds to the following Plan year up to the maximum indexed amount allowed under the regulations. The maximum carryover amount for the 2020 Plan year is \$550 and will be indexed for future Plan years.

Wheaton Park District

By: _____

Title: _____

RESOLUTION 2021-02
ACTION TAKEN AND RESOLUTION ADOPTED BY CONSENT
OF THE BOARD OF DIRECTORS OF
Wheaton Park District

The undersigned, being all of the members of the Board of Directors of Wheaton Park District (the "Employer"), hereby adopt the following Resolution by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Employer.

WHEREAS, the Employer previously adopted a Code Section 125 plan, also known as the Cafeteria Plan, (the "Plan");

WHEREAS, effective immediately, Internal Revenue Service Notice 2020-33 (the "Notice") modified the maximum carryover limit of unused funds to the following Plan year for Health Flexible Spending Arrangements (FSAs) to \$550 (and indexed for future Plan years);

WHEREAS, effective for the 2020 Plan year and all future Plan years, the Employer desires to amend the Plan as set forth in the attached Amendment and Summary of Material Modifications, to allow for the maximum amount of unused funds permitted under the regulations to be carried over to the following Plan year consistent with the requirements set forth in the Notice.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors has hereby reviewed the attached Amendment and Summary of Material Modifications and does hereby approve the adoption of the Amendment as set forth therein;

BE IT FURTHER RESOLVED that the officers of the Employer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

By _____ Date _____

By _____ Date _____

By _____ Date _____

RESOLUTION 2021-02
SUMMARY OF MATERIAL MODIFICATIONS TO THE
SECTION 125 PLAN

This document summarizes important changes to your [Section 125 Plan] (the “Plan”). If you have any questions regarding the changes outlined in this Summary of Material Modifications (“SMM”), you should contact [insert appropriate contact]. Keep a copy of this SMM with your Summary Plan Description for future reference.

Changes to Maximum Carryover Amount for
Health Flexible Spending Arrangements (“FSAs”)

Effective immediately, and for all future Plan years after 2020, Participants will be allowed to carry over up to \$550 of unused FSA amounts for qualified medical expenses incurred during the following Plan year. If the maximum carryover limit is adjusted for inflation in future Plan years, the Plan will automatically be adjusted to the new maximum carryover limit.