

**RESOLUTION NO. 2014-01**

**A RESOLUTION AUTHORIZING THE NORTHERN ILLINOIS  
MUNICIPAL ELECTRIC COOPERATIVE (NIMEC) TO SERVE AS THE  
BROKER FOR THE WHEATON PARK DISTRICT IN REGARD TO  
OBTAINING BIDS FROM ELECTRICITY PROVIDERS AND AUTHORIZING  
THE EXECUTIVE DIRECTOR TO APPROVE A  
CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER**

**WHEREAS**, the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois, finds as follows:

A. On January 2, 2007 the State of Illinois implemented a plan to deregulate Commonwealth Edison;

B. Under the aforementioned deregulation plan, Commonwealth Edison will no longer generate electricity for its customers but will continue to provide electric power through its distribution system;

C. As a result of deregulation, electricity may be purchased based at market price and Exelon, the parent company of Commonwealth Edison, will no longer be the sole supplier of electricity in Northern Illinois, resulting in new electricity suppliers being able to compete against Exelon and competitive market forces dictating the price of electricity;

D. The Wheaton Park District consulted with the Northern Illinois Municipal Electric Cooperative (NIMEC) to assist the Park District in evaluating best pricing for electrical energy purchase;

E. Since 2007, NIMEC has assisted the Park District relative to the acquisition of electrical energy due to NIMEC'S municipal experience and the fact that NIMEC is a municipal cooperative which will be pooling the energy needs of members of the cooperative in order to secure more competitive pricing based on higher volumes that can be provided individually to a single municipality;

F. NIMEC will bid the aggregated usage with suppliers in northern Illinois. NIMEC will determine the lowest bidder, and present the Park District's individual bids to the Park District to accept or reject, at its sole discretion.

G. In January 2012, via Resolution 2012-01, the Northern Illinois Municipal Electric Cooperative (NIMEC) was selected to serve as the Park District's broker relative to the acquisition of electrical energy for the period from June 2012 to May 2015.



H. That due to the short window of time that competitive prices will be valid, the Executive Director must have the authority to sign a contract with the lowest cost electricity provider within 24 hours of the bids being received by NIMEC; and

**WHEREAS**, it is in the best interest of the Park District to use NIMEC as its electricity supply broker;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois, as follows:

**Section 1:** That the Northern Illinois Municipal Electric Cooperative (NIMEC) was previously appointed as the Park District's broker for purposes of obtaining a supply of electricity for the Park District's electricity needs for the period of from June 2012 to May 2015. The Executive Director was directed to take all actions necessary to establish said broker relationship.

**Section 2:** That in light of the time constraints applicable to the acceptance of a competitive bid for the supply of electricity once the bids are received by NIMEC, the Executive Director is hereby authorized to sign a contract with the lowest bidder, provided the bid is at a rate that is less than is being offered through Commonwealth Edison, and the Executive Director is hereby further directed to place said contract on the agenda of the first available meeting date of the Board of Park Commissioners following the execution thereof by the Executive Director for ratification by the Board of Park Commissioners.

**Section 3:** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.



ADOPTED this 15<sup>th</sup> day of January, 2014 by a roll call vote of the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois as follows:

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
President, Board of Park Commissioners  
Wheaton Park District

**ATTEST**

\_\_\_\_\_  
Secretary, Board of Park Commissioners  
Wheaton Park District



STATE OF ILLINOIS )  
 ) SS  
COUNTY OF DUPAGE )

## SECRETARY'S CERTIFICATE

I, the duly qualified and acting Secretary of the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of Resolution No. 2014-01 entitled:

**A RESOLUTION AUTHORIZING THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COOPERATIVE (NIMEC) TO SERVE AS THE BROKER FOR THE WHEATON PARK DISTRICT IN REGARD TO OBTAINING BIDS FROM ELECTRICITY PROVIDERS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO APPROVE A CONTRACT WITH THE LOWEST COST ELECTRICITY PROVIDER**

adopted at a regular meeting of said Board of Park Commissioners at a meeting held on the 15<sup>th</sup> day of January, 2014.

IN WITNESS WHEREOF, I have hereunto set my hand this 15<sup>th</sup> day of January, 2014.

Secretary, Board of Park Commissioners  
Wheaton Park District



## Mike Benard

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**From:** David Hoover <dhoover@nimec.net>  
**Sent:** Thursday, January 09, 2014 3:09 PM  
**To:** Donna Siciliano  
**Cc:** Mike Benard  
**Subject:** NIMEC bid  
**Attachments:** NIMEC Bid Fact Sheet.docx



Dear Members,

Yes, it is that time of year again, to prepare for the annual NIMEC bid. We will be holding the bid sometime between February 1 and April 1, depending upon market conditions. As long as rates are dropping, we will hold off on the bid, until a market bottom is reached. We will provide 4 days of advance notice once the bid date is set.

This year we will only be conducting a bid for a 12 month term. Next year, a 12 month and 36 month term will be available.

Because of the commodity nature of the power market, the bids must be accepted on the day of the bid. Therefore, it is imperative that during the month of January, your board delegate signing authority to the appropriate staff to execute the supply agreement. (If your board has previously delegated this authority, no further action is needed at this time.)

We are pleased to report that our 3 suppliers have not made any changes to their respective power agreements since the last bid. (We presume if you were satisfied with them last year, you will continue to be satisfied with them for this upcoming bid. However, if you would like to review them again, please let me know.)

Below is a list of your accounts that will be included in the upcoming NIMEC bid:

	Account #	Service Address
Wheaton Park District	0534243000	1777 S. Blanchard St.
Wheaton Park District	1785163109	1000 Manchester
Wheaton Park District	6414622009	26W151 Butterfield
Wheaton Park District	8519798002	0N250 Gary,
Wheaton Park District	8843216006	102 E Wesley St

Please note: if you have plans to close a facility, please let us know. We do not want to contract annually for a facility that will be closed during the year. You may be subject to early termination fees, which we like to avoid.

We look forward to our 7<sup>th</sup> annual NIMEC bid. You will be hearing more from us as we approach the February 1 date.



In addition to the annual bid, we manage the following small accounts. These will not be included in the bid, but will be bid out separately in the summer. These accounts are eligible for ComEd's fixed rates, so we will be renewing these in July, once ComEd releases its new, annual rates. We will compare our bids to see if we can beat the ComEd rate. If not, we will return the below accounts to ComEd. (We are providing this information at this time, should you wish to get board authorization for all of the NIMEC accounts in 2014.)

Wheaton Park Dist	8603078055	855 W Prairie Ave
Wheaton Park Dist	8603079025	855 W Prairie Ave
Wheaton Park Dist	8603080019	855 W Prairie Ave
Wheaton Park Dist	8603081016	855 W Prairie Ave
Wheaton Park Dist	8603082013	855 W Prairie Ave
Wheaton Park Dist	8603083038	855 W Prairie Ave
Wheaton Park Dist	0220031032	1748 S Naperville Rd Barn Wheaton
Wheaton Park Dist	0581101000	26W151 Butterfield Rd, Orchard Rd Gate Milton TWP
Wheaton Park Dist	0788335008	1 N Wiesbrook Rd Wheaton
Wheaton Park Dist	0788340009	1855 Manchester, 1W Westwood Wheaton
Wheaton Park Dist	1371090088	1855 Manchester Lite South, Overpath Wheaton
Wheaton Park Dist	2115116037	0S062 Evans Ave Lite, Bike Path Milton Twp
Wheaton Park Dist	2423026020	1300 N West St Wheaton
Wheaton Park Dist	6219071053	500 S Naperville Rd Wheaton
Wheaton Park Dist	6414387023	1900 Orchard Rd Wheaton
Wheaton Park Dist	6703043016	0 NE Herrick Dr, Armbrust Ave Wheaton
Wheaton Park Dist	7123061000	100 N Naperville Rd Wheaton
Wheaton Park Dist	7592636002	616 Delles Rd Wheaton
Wheaton Park Dist	7671244006	WS Briarcliffe 1S 22nd St Wheaton
Wheaton Park Dist	7928415004	NS Wexford 1E Creekside Wheaton
Wheaton Park Dist	8351586008	1 W West St SH Wheaton
Wheaton Park Dist	8351594000	1417 N West St, 1N Prairie Wheaton
Wheaton Park Dist	8351595007	ES West 2N Prairie Wheaton
Wheaton Park Dist	8351596004	ES West 3N Prairie Wheaton
Wheaton Park Dist	8351597001	WS West 2N Prairie Wheaton
Wheaton Park Dist	8435664018	1001 W Lincoln Ave Wheaton
Wheaton Park Dist	8603308003	0N259 Gary Ave Wheaton
Wheaton Park Dist	8679420009	1759 Blanchard Milton Twp
Wheaton Park Dist	8679427008	1754 SevenGables Dr Milton Twp
Wheaton Park Dist	8679428014	1754 SevenGables Milton Twp
Wheaton Park Dist	8843417003	208 W Union Ave Wheaton
Wheaton Park Dist	8843562003	ES Wheaton 1N Karlskoga Wheaton
Wheaton Park (Rate 23)	7203024021	Lite RT/23, 15W West 0 S Park Rd Wheaton

Should you have any questions, please let me know.

Dave

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**David Hoover**  
**Executive Director**  
**847.392-9300**

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# NIMEC Bid Fact Sheet

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- 156 NIMEC members, mostly northern Illinois municipalities
- NIMEC member retention rate: 99%
- NIMEC's first annual bid: 2008
- Every 3 years, NIMEC offers 1 and 3 year pricing. Next 3 year offer: 2015
- NIMEC solicits bids from Constellation (owned by Exelon), Integrys, and MC Squared. All public companies.
- Bids must be accepted by signing power agreement on the day of the bid.
- Members are under no obligation to accept the bids.



## Wheaton Park District Memorandum

January 10, 2014

**To:** Board of Park Commissioners

**From:** Michael J. Benard, Executive Director

**Re:** Public Museum Capital Grant Program – Request for Approval to make Application for the DuPage County Historical Museum Roof

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**Background** The DuPage Historic Museum needs a new roof. The fact that the Building is itself an artifact makes the ideal plan, from a historic preservation and stewardship standpoint, that the roof be replaced as it was originally built. I have attached a brief on the nature of the original slate roof which was prepared by our Curator, Sara Arnas. While a slate roof is more expensive (\$500,000 +/-), it will last over 50 years as opposed to the 20-30 year asphalt type that is currently in place.

Our 25 year IGA with DuPage County for Occupancy and Operations of the Museum (attached) acknowledges the need for new roof (article 1.9) and calls for the shared expense of 75% County and 25% Park District. With the IGA reaching 5 years old in July of 2013, staff from the District and the County jointly began to assess the relationship and the urgent need for a new roof. As you might expect, jointly we are interested in finding alternatives to our reserves for funding the \$375,000 and \$125,000 expenses for the County and District respectively.

**Public Museum Capital Grant Program** Just announced December 30, 2013 this grant can fund up to \$750,000 in capital expenses with no required local match. Please see the attached material for details. We are an ideal candidate for this grant.

**Execution** I propose that the Park District lead the effort in seeking this grant with assistance from the County. Preliminary conversations with County Senior Staff indicate they share a strong desire to pursue. The grant award is reimbursable so the project must be completed before payment is made. With a total of \$750,000 available per grant, other capital needs for the museum can be folded in to the application

I am recommending that the Park Board vote to authorize me to sign the attached Statement certifying that it (the District) has 100% of the funds necessary to complete the project within the two year time frame from grant contract execution. I am confident that we can arrange a shared advance expense agreement with the county but with the deadline for submission being February 3, without a special meeting, we do not have time to handle differently. To be frank, we can move faster. There will be coordination efforts with the county which will involve the buildings and grounds committee. The execution of the grant agreement once awarded later this year is what will formally obligate the district. The grant agreement will come before the park board prior to execution and by that time we will have the details formally ironed out with the County.

**Recommendation** Motion to authorize the Execution of PMC/DOC-2 for the Public Museum Capital Grant Program Application due Feb 3, 2014 and to authorize staff to complete an application for the Replacement of the DuPage County Historic Museum Roof and other capital needs.



### **Slate Background**

Slate is metamorphic rock that is formed by the earth's pressure compressing sediment in deep riverbeds. Most of the slate used today formed during the Early Paleozoic era, half a billion years ago. The way the slate was compressed causes the geologic cleavage that allows the slate to be split along a plane. However, though the cleavage allows the slate to be easily split, slate is incredibly durable. Because slate is a finite resource and the color of slate is defined by the minerals in the soil, only a few states in the country have open quarries. There are even fewer quarries that have "unfading red" slate, original to the Adam's Memorial Library building, that comes from the New York/Vermont region. It is an extremely rare color, whereas the black, greens, and blues are much more common.<sup>1</sup> Since natural "unfading red" slate is so rare, there is a chance the New York/Vermont quarries may be closed the next time the Adam's Library will need a roof.

### **Slate as Roof Shingles**

Slate roofs began as early as 1654 in Colonial America. The expensive slate was transported from Europe for "more elegant and costly" homes.<sup>2</sup> Many architects in the mid to late nineteenth century used slate roofs in their architectural styles to emphasize the roofline and to replicate earlier European styles. This includes the Adam's Library building's style of Richardsonian Romanesque. While Charles Sumner Frost designed the building, Henry Hobson Richardson greatly influenced Frost. Richardson attended school in France, where he came into contact with the colossal, classical buildings of Europe that influenced his own style. Once he returned, he designed buildings on the East Coast before moving his work further west, all the while refining his style.<sup>3</sup> Paul Clifford Larson and Susan Brown consider the Chicagoland area to be crucial to Richardson's development of his work as a "major carrier of Richardson's ideas to the West."<sup>4</sup> Frost and his former partner Henry Ives Cobb are part of the westward expansion of the Richardsonian style.

Richardsonian Romanesque emphasizes mass, size, and volume using natural materials, not the new manmade materials that other architects began using in the mid Nineteenth Century.<sup>5</sup> Neil Vogel, in his report to DuPage County Historical Museum in 2000, stresses "An important characteristic of Richardson's buildings was his prevalent use of earthy reds and oranges. As early as 1869, Richardson used reddish slate and tile to top his roofs."<sup>6</sup> The style uses these natural materials to show nature's beauty, including the rusticated limestone, red slate, and patina-covered copper used in the Adam's Library. These materials also add color to the building, all purposely done by Frost to create an aesthetically pleasing look to one of the largest buildings in Wheaton at the time of its construction.<sup>7</sup>

### **Natural Slate Benefits**

Natural slate is environmentally friendly for many reasons. It is Class A fireproof and the elements do not affect its strength. Slate also adds temperature consistency to the building; this would help the Curator keep the collection at the correct temperatures for preservation. Slate is stone, so it does not degrade like other roofing materials and it is resistant to mold and mildew. Because of this, it is incredibly cost effective, replacing a roof every 125 years instead of every 30 with asphalt shingles or faux slate which does not have a proven lifespan.

Faux slate is the newest roofing material in the roofing industry, invented in the late Twentieth Century. There are many different types including plastic/polymer, fiber cement, and rubber. Some would also include steel, asphalt (cut to look like slate), and clay tiles in the types of faux slate.<sup>8</sup> Contractor forums



suggest that while manufacturers of faux slate (Authentic Roof by Crowe Building Products and Ecostar being the most well-established) indicate their product will last 50 years through its warranty, it has not been time-tested and several do not feel confident in its durability. The earliest faux slate roofs are closing in on 25 years, though contractors have stories of roofs that do not last that long.<sup>9</sup> After visiting Authentic Roof's website, it appears "unfading red" faux slate made from recycled thermo-plastics is not an option, the closest color option for authenticity for the Adam's Library would be Plum/Bangor which is not an orange-red color, as natural red slate is.<sup>10</sup> Ecostar claims their product, tiles made of recycled rubber and plastic, was developed in the 1970s, but it did not appear on the United States market until 1996, stating it was first used in roofing around that time. Ecostar does have a red faux slate that is closer to the natural red slate color in their Majestic Slate line.<sup>11</sup> There are a few advantages of faux slate: it is lighter weight and cheaper than natural slate; but it does not last nearly as long and it is still quite expensive in comparison to asphalt shingles that last almost as long as faux slate. While these alternatives are available, natural slate adds property value and has an intrinsic and sentimental value to DuPage County's history and architectural culture as the original material chosen specifically by the architect for the Richardsonian Romanesque style.

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<sup>1</sup> "North American Roofing Slates," National Slate Association, accessed October 22, 2013, <http://slateassociation.org/about-roofing-slates/>

<sup>2</sup> Carl Condit, *American Building*, (Chicago: University of Chicago Press, 1968), 7.

<sup>3</sup> John Waters, "H.H. Richardson and His Chicago Legacy," (presentation, Glessner House, September 29, 2013).

<sup>4</sup> *The Spirit of H.H. Richardson on the Midland Prairies*, ed. Paul Clifford Larson and Susan M. Brown, (Ames: Iowa State University Press, 1988), 7.

<sup>5</sup> James F. O'Gorman, *Living Architecture: A Biography of H.H. Richardson*, (New York: Simon and Schuster, 1997), 91.

<sup>6</sup> Neil Vogel, "DuPage County Historical Museum: Roof & Copper Restoration Report" (report, Restoric LLC, September 1, 2000), 4.

<sup>7</sup> The DuPage County court house was built five years after the Adam's Library. It uses the same architectural style and was then the largest building downtown.

<sup>8</sup> "Faux Slate Roofing Choosing A Synthetic Slate Roof," HomeStyleChoices.com, accessed October 23, 2013, <http://www.home-style-choices.com/faux-slate-roofing.html>

<sup>9</sup> "Plastic Slate Roofing," Contractortalk.com, (contractor forum, April 2007) accessed October 22, 2013, <http://www.contractortalk.com/f15/plastic-slate-roofing-20785/>

<sup>10</sup> "The Original Authentic Roof Synthetic Slates" accessed October 22, 2013, <http://www.authenticroof.com/product.asp>

<sup>11</sup> "Ecostar LLC," accessed October 23, 2013, <http://www.ecostarllc.com/Content/About-Us>



The \_\_\_\_\_ hereby certifies and acknowledges that it has 100% of the funds necessary to complete the pending Public Museum Capital project within the timeframes specified herein for project execution, and that failure to adhere to the specified project timeframe or failure to proceed with the project because of insufficient funds or change in local priorities is sufficient cause for project grant termination which will also result in the ineligibility of the public museum for subsequent grant assistance from the IDNR programs in the next two (2) consecutive grant cycles following project termination.

It is understood that the project should be completed within the timeframe established in the project agreement and the reimbursement request must be submitted within one year of the expiration date. Failure to do so will result in the public museum forfeiting all project reimbursements, and relieves the Illinois Department of Natural Resources from further payment obligation on the grant.

The public museum does hereby further certify that it will indemnify, protect and hold harmless the State of Illinois, Department of Natural Resources and its representatives from any and all liabilities, costs, damages or claims arising as a direct or indirect result of the actions and/or omissions of public museum or its representatives in the construction, operation or maintenance of the above referenced project, and that the proposed facility will be operated and maintained in an attractive and safe manner, and open and available to the public without regard to race, color, sex, national origin, age, disability or place of residence in accordance with #23 IL Adm. Code 3200.

This Statement was duly acted upon and adopted by the public museum on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Public Museum Chief Executive Officer:

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

\_\_\_\_\_  
Title

Organization Name: \_\_\_\_\_

Signature of Public Museum Chief Executive Officer: \_\_\_\_\_

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The public museum does further certify: that there is an ongoing relationship between the museum and the fiscal agent; that the fiscal agent may incur expenses for the museum's project; and that grant funds will be used specifically for the public museum's project.

If grant funds are to be issued to a fiscal agent on behalf of the public museum, the fiscal agent Chief Executive Officer should sign below, indicating that there is an ongoing relationship with the public museum and the fiscal agent.

Fiscal Agent Chief Executive Officer:

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

\_\_\_\_\_  
Title

Organization: \_\_\_\_\_

Signature of Fiscal Agent Chief Executive Officer: \_\_\_\_\_



Public Museum Name:	
Fiscal Agent (if applicable):	
Project Title:	
Name of entity that will hold title to the project site:	
Check if entity holding title is a unit of local government:	<input type="checkbox"/>

As the official duly designated to represent the public museum, I do hereby certify that the information presented in this grant application is true and correct. I do further certify that the project, if approved for funding through the Illinois Public Museum Capital Grants Program, will be completed in accordance with provisions set forth in Title #23 IL Adm. Code 3200 and in the Project Agreement and that the public museum:

- a) Is a public museum that has been open to the public, for its instruction and enjoyment, for at least two years;
- b) Is operated by or located upon land owned by a unit of local government;
- c) Is an organized, permanent institution that is tax exempt under the regulations of the U.S. Internal Revenue Service;
- d) Meets generally accepted professional standards as in the accreditation programs of the American Association of Museums, American Zoo and Aquarium Association, American Association of Botanical Gardens and Arboretums, and other appropriate organizations;
- e) Has a paid professional staff;
- f) Cares for and owns or utilizes tangible objects;
- g) Is open to the public on a regular schedule and regularly collects attendance data and maintains sufficient records such that the attendance numbers can be audited;
- h) Presents regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards;
- i) Has filed timely reports and complied with requirements for previous grant awards; and
- j) Can provide matching funds of the following amount. Check one:

☐ no matching funds are required for a public museum with an attendance of **300,000 or less** during the preceding calendar year; or

☐ \$1 of matching funds for each \$1 of State money for a public museum with an attendance of **over 300,000 but less than 600,000** during the preceding calendar year; or

☐ \$2 matching funds for each \$1 of State money for a public museum with an attendance of **600,000 or more** during the preceding calendar year.




[www.museum.state.il.us](http://www.museum.state.il.us)

Pat Quinn, Governor

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## Illinois Public Museum Grants Program

The Public Museum Capital Grants Program is designed to help public museums in Illinois expand and upgrade facilities and create new exhibitions.

**Program Status** **FOR IMMEDIATE RELEASE****December 20, 2013**

### Illinois Public Museum Capital Grants Program Accepting Applications

**Illinois Jobs Now! Capital Program Providing \$20 Million in Grant Funding**

SPRINGFIELD, IL -- Public museums in Illinois can receive funding assistance to improve museum facilities and develop new exhibits through the Illinois Public Museum Capital Grants Program.

The Illinois Department of Natural Resources (IDNR), which administers the program, is accepting applications from qualifying public museums. The deadline to apply is 5:00 pm on Monday, February 3, 2014.

"Museums play a vital role in helping students, families, and visitors to Illinois better understand the culture, history, and natural heritage of local communities and of our state," said IDNR Director Marc Miller. "The Public Museum Capital Grants Program can assist local public museums in meeting their educational missions by upgrading or expanding museum facilities."

A total of \$20 million in funding from the state's "Illinois Jobs Now!" capital program has been made available for public museum capital grants for Fiscal Year (FY) 2014. The maximum grant award for qualifying projects for FY 2014 is \$750,000. Projects will be reviewed solely on the merit of the application as presented; no changes to the funding request will be initiated during the review process.

The level of local matching funds required for each project is based on the level of attendance at the applicant museum during the preceding calendar year. Since the program is funded by capital development bonds, only those museums operated by or located upon land owned by a unit of local government are eligible.

In FY 2012, the Illinois Public Museum Capital Grants Program granted \$15 million to 49 museums for projects ranging from expanded facilities to exhibits and infrastructure improvements.

For detailed information on the application process, museum eligibility, matching fund requirements, and a copy of the application form, check the web site at this

### Public Museum Grants Information

[Statutory Information](#)  
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[Eligibility Information](#)  
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[Program Summary FY99 through FY04](#)  
[Staff Directory](#)  
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link:

<http://www.museum.state.il.us/programs/musgrants/>.

Copies of the application forms can also be obtained by contacting the Division of Grants, Illinois Department of Natural Resources, One Natural Resources Way, Springfield, IL 62702-1271, email [DNR.Grants@Illinois.gov](mailto:DNR.Grants@Illinois.gov), phone 217/782-7481.

The application forms are available at:

[www.museum.state.il.us/programs/musgrants/index.html?ID=145](http://www.museum.state.il.us/programs/musgrants/index.html?ID=145)

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## Mike Benard

**From:** IAPD Legislative Update <admin@ILparks.org>  
**Sent:** Monday, December 30, 2013 4:56 PM  
**To:** Mike Benard  
**Subject:** \$20 Million in Museum Grants Available

**Legislative Update**

  
Illinois Association of Park Districts

THE LATEST LEGISLATIVE ISSUES AFFECTING PARKS, RECREATION and CONSERVATION

**December 30, 2013****#32-2013**

**TO: IAPD Members**

**FROM: Peter M. Murphy, JD, CAE, IAPD President and CEO  
Jason Anselment, IAPD Legal/Legislative Counsel**

**SUBJECT: \$20 Million in Museum Grants Available Now**

The Illinois Department of Natural Resources has announced the next round of capital grants under the Illinois Public Museum Capital Grants Program. Museums that are operated by park districts and other units of government are eligible for funding assistance under this grant program to improve museum facilities and develop new exhibits.

Don't miss this opportunity. A total of \$20 million will be awarded. The deadline to apply for this round of museum grants is **5:00 pm on Monday, February 3, 2014**.

The maximum grant award for qualifying projects is \$750,000. Projects will be reviewed solely on the merit of the application as presented; no changes to the funding request will be initiated during the review process. The level of local matching funds required for each project is based on the level of attendance at the applicant museum during the preceding calendar year.

For detailed information on the application process, museum eligibility, matching fund requirements, and a copy of the application form, click on **this link**.

Copies of the application forms can also be obtained by contacting the Division of Grants, Illinois Department of Natural Resources, One Natural Resources Way, Springfield, IL 62702-1271. If you have any questions, we encourage you to call the IDNR Grants Office at (217) 782-7481 or email [DNR.Grants@Illinois.gov](mailto:DNR.Grants@Illinois.gov).

This email was sent to 'mbenard@wheatonparks.org' from Illinois Association of Park Districts. If you wish to stop receiving email from us, you can simply remove yourself by emailing [iapd@ILparks.org](mailto:iapd@ILparks.org) or by visiting <http://www.ilparks.org/members/EmailOptPreferences.aspx?id=8732303&e=mbenard@wheatonparks.org&h=a425c2e2f3c251418bb650fd14dc3a81a92c1eae>.

1



FY 2014  
ILLINOIS PUBLIC MUSEUM CAPITAL GRANT PROGRAM  
APPLICATION CHECKLIST

<input type="checkbox"/>	Form PMC/DOC-1	Application Forms (4 pages)
<input type="checkbox"/>	Form PMC/DOC-2	Statement by the Public Museum CEO (2 pages)
<input type="checkbox"/>	Form PMC/DOC-3	Project Narrative
<input type="checkbox"/>	Form PMC/DOC-4	Development Data
<input type="checkbox"/>	Attachment 1	Application Fee
<input type="checkbox"/>	Attachment 2	Copy of Not-for-Profit Documentation
<input type="checkbox"/>	Attachment 3	Documentation of Ownership or Lease Agreement
<input type="checkbox"/>	Attachment 4	Annual Report (publication sent to membership from the previous year describing public museum activities)
<input type="checkbox"/>	Attachment 5	Documentation of Attendance Calculations
<input type="checkbox"/>	Attachment 6	Comprehensive and/or Master Plan
<input type="checkbox"/>	Attachment 7	Conceptual Development Plan(s)
<input type="checkbox"/>	Attachment 8	Construction Schedule
<input type="checkbox"/>	Attachment 9	Comprehensive Environmental Review Process form (CERP)
<input type="checkbox"/>	USGS 7.5 min. Topographic Map copied portion with project area marked	
<input type="checkbox"/>	Digital images	

Assemble Application Forms (PMC/DOC1 through PMC/DOC4) separately from required Attachments. Do not staple; binders or paper clips are acceptable. Submit 1 original of completed Application Forms and of each Attachment in the order listed on the Application Checklist. Mail to:

Public Museum Grants Program  
Department of Natural Resources  
Attn: OAEG, Division of Grants  
One Natural Resources Way  
Springfield IL 62702

In order to receive full consideration, applications must be complete and received in our Office by **5:00 p.m. on Monday February 3, 2014.**

- Please retain the original format of these forms.
- When printing the final copy for submittal, print single-sided copies.

Questions regarding this application package should be directed to the grants office by calling 217/782-7481 or visit the website at [www.museum.state.il.us/programs/musgrants](http://www.museum.state.il.us/programs/musgrants) .



<b>Name:</b> _____ <b>Address:</b> _____  <b>County:</b> _____  <b>Web Site:</b> _____  <b>Year Est:</b> _____	<b>Federal Employer Identification Number (FEIN):</b> _____  Check one of the following (required): <input type="checkbox"/> Public Museum FEIN <input type="checkbox"/> Fiscal Agent FEIN
<b>IL Senate Dist. #:</b> _____  <b>IL House Dist. #:</b> _____  <b>U.S. Congressional District #:</b> _____	<b>IL Senator:</b> _____  <b>IL Representative:</b> _____  <b>Congressional District Rep.:</b> _____

Project Title:	
Project Description:	
Total Estimated Project Costs (as shown on PMC/DOC-4): \$ (must round to nearest \$100)	

<b>Organization:</b>	<b>Organization:</b>
<b>Name &amp; Title:</b>	<b>Name &amp; Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone #</b>	<b>Phone #</b>
<b>Fax #:</b>	<b>Fax #:</b>
<b>Email address:</b>	<b>Email address:</b>

<b>Organization:</b> _____ <b>Address:</b> _____  <b>Phone:</b> _____	<b>CEO Name &amp; Title:</b> _____  <b>Fax #:</b> _____ <b>Email address:</b> _____
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**5.) LOCAL GOVERNMENT**

Public Museum Capital projects are funded using bond funds and therefore require the use and oversight of a public body's procurement guidelines to ensure the proper stewardship of said funds. Public museums applying for capital funds must also be operated by or located on land owned by a unit of local government. **Specify the unit of local government:**

Describe the type of ownership or long-term lease agreement the public museum has for the property where the proposed project will be located \*(documentation required):

Provide the dates that the term of the lease agreement is in effect: \_\_\_\_\_

What, if any, causes for early termination are in the agreement?

**6.) MATCHING FUNDS: (information is required in all fields below)**

The amount of matching funds required varies by the level of visitation for the preceding calendar year.  
(See administrative rules, section 3200.20)

Specify the attendance at the public museum's facility or facilities for the preceding calendar year: \_\_\_\_\_

Explain how it is calculated: (documentation required) \_\_\_\_\_

Check one: ☐ Visitation is 300,000 or less (no match required).  
☐ Visitation is over 300,000 but less than 600,000 (1:1 match required)  
☐ Visitation is 600,000 or more (2:1 match required)

Based on above, specify total amount of matching funds required: \$ \_\_\_\_\_

Total Grant Funds Requested (cannot exceed \$750,000) \$ \_\_\_\_\_

Confirm status of matching funds (if required).

Specify the source of all matching funds. Specify the amount of matching funds being provided. Mark (X) if matching Funds are local government or private. Specify the dollar amount that is available or needed.

Source	Amount [ \$ ]	Local [X]	Private [ X ]
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
TOTAL			



6.) MATCHING FUNDS (Continued): (information is required in all fields below)

If matching funds are required *and* not yet secured, specify how you intend to secure the matching funds:

If matching funds are not required list any outside funds that are committed toward the project:

List any other grant program/funds, including IDNR grants, involved in the proposed project, previous or anticipated. If IDNR Grant funds are included, list applicable project numbers and give a brief status, indicating whether completed or ongoing.

☐ If none, check box

7.) MUSEUM OPERATING INFORMATION:

Indicate the public museum's operating hours and days of the week: \_\_\_\_\_

If the public museum is open less than 1,000 hours per year, indicate the approximate number of hours: \_\_\_\_\_

Specify the public museum's annual operating expenditures: \$ \_\_\_\_\_

Will the Museum's Operating budget change if this project is funded? Is so describe how the Museum will absorb any additional costs this project would have on future operating budgets.

Provide the Cost Ratio per Visitor vs. Operational Dollars: \$ \_\_\_\_\_

(example: total operational dollars ÷ attendance = cost per visitor)



**8.) ADDITIONAL REQUIRED INFORMATION:**

List the paid professional staff person(s) (Name, Title, and Professional Organization) responsible for implementing the project. There must be one paid professional employee as per administrative rules, section 3200.10.

Provide the Mission Statement of the public museum:

Does the public museum present regularly scheduled programs and exhibits that use and interpret objects for the public?

☐ No ☐ Yes If yes, give a brief description:

Describe the public museum's collections:



## 9.) REQUIRED DOCUMENTATION

The following documentation must also be provided as part of this application:

- Attachment 1 – Application Fee
- Attachment 2 - Documentation of the public museum's not-for-profit status. See Guidelines for examples of documentation.
- Attachment 3 – Documentation of ownership/lease agreement
- Attachment 4 - Provide Annual Report sent to membership from the preceding year, or if not available, a current brochure describing the museum's programs.
- Attachment 5 – Provide documentation of how site attendance is calculated.
- Attachment 6 – Copy of Comprehensive/Master plan identifying project  
Copy of any Public Support associated with project (letters, public meetings, etc.)
- Attachment 7 - Provide Conceptual Development Plan(s), no larger than 11 x 17, include sketches or photos.
- Attachment 8 - Provide anticipated construction schedule for the project. (Use quarterly time increments for the expenditure schedule of anticipated grant funds to the best of your knowledge or ability.)
- Attachment 9 – Comprehensive Environmental Review Process form (CERP) with the following documentation attached: **(3 copies required)**
  - USGS 7.5 min. Topographic Map copied portion with project area marked
  - Digital images

Note: The Department of Natural Resources reserves the right to seek documentary back up to the assertions in the above answers.



Instructions: Limit three, single spaced printed pages, minimum font size 11point.

**1. Specifically describe how the grant funds will be used including identifying if they are only a component of a larger project.**

**2. If the grant funds are to fund a component of a larger project, clearly describe the project as a whole.**

**3. Will this project be complete and open to the general public at the end of the 2 year grant period? If not, provide justification why public funds should be expended on this project.**

**4. Describe the museum's capital long range planning process and the level of planning that has been undertaken for the proposed project.**



5. Describe how the overall project will improve the public museum's ability to meet its mission, enhance the experience of existing audiences, and expand its audiences, including reaching diverse and under-served groups.

6. Describe the level of community support for this project.

7. Describe how the project will meet community needs.

8. Describe the public museum's ability to complete the project successfully including the availability of adequate financial resources, recognizing that the grant funds are distributed on a reimbursement basis.



Public Museum Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of entity that will hold title to the project site: \_\_\_\_\_

Check if entity holding title is a unit of local government: ☐

### ESTIMATED PROJECT DEVELOPMENT COSTS

- Clearly identify project costs to be expended with grant funds as well as matching funds (if applicable).
- Do not submit a lump sum budget.
- Costs should be broken down by major project components and budget categories.
- Contingency costs cannot be submitted as separate costs.
- Limit to number of lines needed to give a concise overview of the project costs.

Project Components (Itemized)	Cost Estimate Incurred by Public Museum Grant Funds	Cost Estimate Incurred by Grantee/Fiscal Agent (Match)	Construction Method **
<b>(Round to the nearest \$100) TOTAL</b>	<b>\$</b>	<b>\$</b>	

\*\* Construction Method Key: C - Contract; SS - Sole Supplier

(Note: The value of donated materials and donated (volunteer) labor are not eligible for reimbursement, but can be used to reduce overall costs. **Force account labor is not an eligible capital expenditure.**)

Total Estimated Project Costs: \$ \_\_\_\_\_

If applicable, identify architectural/engineering  
firm or firms to be used in completing project: \_\_\_\_\_



The PMC grant program requires a non-refundable **Application Fee** which shall be calculated as  $\frac{1}{4}$  of 1% (0.0025%) of the grant request with a minimum fee of \$100 and a maximum fee of \$300.

This fee is **not** a reimbursable expense and **cannot** be included in the project budget.

EXAMPLES:

A \$50,000 funding assistance request would require a \$125 application fee  
( $\$50,000 \times 0.0025 = \$125$ )

A \$750,000 funding assistance request would require a \$300 application fee  
( $\$750,000 \times 0.0025 = \$1,875$  which exceeds the \$300 maximum)

The **Application Fee** shall be rounded up to the nearest whole dollar amount.

Applications submitted without the required Initial Application Fee, or with an incorrect amount, will not be accepted by IDNR. Failure of an Initial Application Fee to clear the bank it is drawn against will result in the automatic denial and return of the application to the applicant without consideration.

Please submit this form with the project application and Initial Application Fee.

---

PUBLIC MUSEUM CAPITAL GRANT PROGRAM (PMC)

APPLICANT:

\_\_\_\_\_

PROJECT TITLE:

\_\_\_\_\_

TOTAL PROJECT COST:

\_\_\_\_\_

TOTAL GRANT ASSISTANCE REQUEST:

\_\_\_\_\_

(Application fee based on this amount)

INITIAL APPLICATION FEE AMOUNT

ATTACHED:

\_\_\_\_\_

Must be in the form of a bank draft made payable to the "Illinois Department of Natural Resources"

**NOTE: Grant application fees submitted with this PMC grant application will not be refunded by IDNR to the grant applicant. Grant application fees are tendered for consideration of the application only and do not imply any promise of financial assistance by IDNR.**

Please contact the DNR Division of Grant Administration at 217/782-7481 or [dnr.grants@illinois.gov](mailto:dnr.grants@illinois.gov) if you have any questions.



**ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
COMPREHENSIVE ENVIRONMENTAL REVIEW PROCESS (CERP) FORM**

(page 1 of 3)

**PUBLIC MUSEUM GRANTS PROGRAM FY2014**

Public Museum: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Title: \_\_\_\_\_

Check appropriate response: ☐ New Project Application (*not previously reviewed/considered by IDNR*)  
☐ Application Resubmittal\*

\*If resubmittal, indicate the year(s) previously submitted: \_\_\_\_\_

Has project proposal changed in scope or design layout from previous submittal(s)? ☐ Yes ☐ No

**Project Location**

Street Address and City: \_\_\_\_\_ County: \_\_\_\_\_  
 Numeric Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

**Please attach:** Photocopy of a 7.5 min. USGS topographic map showing the portion where the project site is located with the building and affected grounds clearly indicated. Maps may be downloaded from Illinois Natural Resources Geospatial Data Clearinghouse or purchased online at <http://isgs.illinois.edu> or from *Illinois State Geological Survey, Natural Resources Building 615 East Peabody Drive, Champaign, IL 61820 tel. 217-333-4747 or 217-265-7307 or e-mail: [isgs@isgs.illinois.edu](mailto:isgs@isgs.illinois.edu)*

Project Conceptual Development Plan(s): Attachment 3 (Provided with the grant application)

Project type: Check (what is applicable)

☐ Building Expansion ☐ External Building Modifications ☐ Internal Building Modifications  
☐ Exhibits ☐ Other

Project building is: ☐ Post-1960 ☐ Pre-1960: (If project building is pre 1960 you will need to complete CERP Form [page 2.](#))

Does the project include tree removal? ☐ Yes ☐ No If yes, anticipated number to be removed:

**Concise Project Description**

(Provide details on work locations, material types, ages of the affected components, and reason for the undertaking. Attach additional sheets as needed.)

DEPARTMENT USE ONLY	Approved	Approved w/ Restrictions*	Comments*	Grant Adm.
Cultural Resources	_____	_____	_____	_____
T&E Species/NP/Natural Area/LWR	_____	_____	_____	_____
Wetlands (Sec.404, see reverse side)	_____	_____	_____	_____
* see attached letter/comments				
Signature indicated IDNR CERP sign-off for <u>ONLY</u> the project information included in this submittal. Any changes must be resubmitted for review.				
OREP/RR&C/CERP Coordinator	_____	Date	_____	_____

**(SUBMIT THIS FORM, THE SPECIFIED ATTACHMENTS, AND DIGITAL PHOTOS FOR BUILDINGS AND STRUCTURES CONSTRUCTED PRE-1960. See checklist for number of copies required)**



**ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
COMPREHENSIVE ENVIRONMENTAL REVIEW PROCESS****PUBLIC MUSEUM GRANTS PROGRAM**

(page 2 of 3)

Complete this page **only** if your project building is pre-1960.

1. What is the status of the project? Circle one: ☐ Underway ☐ Completed ☐ Not yet started

If underway, what part of the project has been completed to date? Provide a brief description.

2. Have any projects at this location been reviewed by the Illinois Historic Preservation Agency? ☐ Yes ☐ No  
If Yes, provide a copy of the IHPA written review or details of their involvement.

3. Provide a site plan that shows proposed changes drawn into the existing features of the project site, including relevant landscaping.

4. Provide architectural plans/specifications or state when they will be available.

5. If an addition is planned, the plans/specifications need to indicate how it will be joined to or otherwise physically affect the original building/structure.

6. Provide a brief narrative regarding the project building's historical and developmental history. Include information as to the age of the structure; the architect/builder; what the building's purpose was originally, through the years, and currently; any modifications, alterations and/or additions. Attach any relevant supporting correspondence regarding historical significance.

7. Clear digital images ( 7 hardcopy sets and 1CD of jpeg files), each image no smaller than 4" x 4", are required for museum buildings or adjacent structures built prior to 1960 that will be impacted through external or internal modifications or changes to the fabric of the building. Submit digital images showing exterior views of all sides of the building. As needed, send additional images for affected areas showing details such as façade ornamentation, historic gutters, window damage, etc. If interior modifications are being made, also submit labeled mages showing the current areas to be modified.



**ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
COMPREHENSIVE ENVIRONMENTAL REVIEW PROCESS**

**PUBLIC MUSEUM GRANTS PROGRAM  
(page 3 of 3)**

**OVERVIEW**

Information contained on this form is used by Illinois DNR to evaluate compliance of the proposed project with three state laws protecting cultural resources, threatened and endangered species, and wetland resources. Results of the review will be indicated either on this signed form or an accompanying letter detailing anticipated impacts and compliance with state law.

**Cultural Resource Review**

Pursuant to Section 106 of the "National Historic Preservation Act of 1966" for federally assisted projects and the "Illinois State Agency Historic Resources Preservation Act" for state-assisted projects, ALL local agency grant projects must be reviewed for possible historic/cultural resource impacts. The Illinois DNR is responsible for ensuring compliance with these laws and will coordinate all necessary project reviews with the State Historic Preservation Office (SHPO). The historic value of buildings is determined in part by their age, architectural style, and building materials. These elements are to be considered in association with interior and exterior modifications proposed for the building, which may affect the structure's historic significance. Please include information on all of these elements within your project description. If impacts to historic resources are anticipated, the public museum is encouraged to consult with Illinois Department of Natural Resources as early in the planning process as possible. Contact person for IDNR is Hal Hassen – 217-524-3759.

**Threatened & Endangered Species Consultation**

The Endangered Species Protection Act requires state and local units of government to consult with the DNR to determine the impacts of their actions in regards to endangered and threatened species. This process affords valuable protection to the 500 species of plants and animals listed as endangered or threatened within the state of Illinois. If a state listed species is known to occur within the vicinity of the proposed action, additional information will be required. If a determination is made that a listed species will be adversely impacted, recommendations will be made as to how those impacts may be avoided or minimized. **Threatened & Endangered Species consultation (sign-off) is valid for two (2) years. If project is not initiated within this time period, resubmittal is necessary.**

**Interagency Wetlands Policy Act of 1989**

A wetland is defined as land that has a predominance of hydric soils and is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of hydrophytic vegetation.

The Interagency Wetlands Policy Act (IWPA) of 1989 directs state agencies to preserve wetlands as a priority action. The provisions of the Act apply to all state and state supported actions including grants and other financial assistance provided by DNR to local units of government, private organizations or individuals.

The Act requires that all practicable alternatives be evaluated to *avoid* adverse wetland impacts. When avoidance is not possible then alternatives to *minimize* the adverse wetland impact are to be considered. If adverse wetland impacts are still unavoidable, then *compensation* is required.

**Wetland Compensation Plan**

When unavoidable impacts to wetlands are evident, a wetland compensation plan must be developed and implemented that adequately compensates for the adverse impact. This is best accomplished by hiring a qualified firm to evaluate the wetland and associated impact. The DNR will review the wetland compensation plan and determine compliance with the Act.

The Act required compensation for reductions in the size or functional capability of the wetland. Interim requirements of the Act require a compensation ratio of 1.5 units of compensation per 1.0 unit of impact. Replacement of the wetland type is required (emergent wetland for emergent wetland, etc.) in a similar location in the landscape (flood plain, pothole, etc.). The compensation site should be located as near to the impacted wetland as practicable. It is preferable that the compensation site have hydric soils. The hydrology of the compensation site should closely resemble that of the affected wetland.

The wetland compensation plan should be completed either prior to or concurrently with the project. The project sponsor is required to certify that the compensation plan was successfully completed and annually monitor the success of the compensation wetland for at least three years.

**Relationship of Section 404 of the Clean Water Act**

The IWPA has many provisions similar to the Section 404 program. However, there are several differences. Section 404 regulates the placement of dredged and fill material into waters of the U.S., of which wetlands are a subset. The IWPA regulates any action that would adversely impact a wetland. **Compliance with either law does not ensure compliance with the other. Separate applications need to be submitted to DNR and Army Corps of Engineers.**



## R E S O L U T I O N

DC--0002-08

### INTERGOVERNMENTAL AGREEMENT BETWEEN THE WHEATON PARK DISTRICT AND THE COUNTY OF DUPAGE FOR THE OCCUPANCY AND MAINTENANCE OF THE DUPAGE COUNTY HISTORICAL MUSEUM

WHEREAS, the Wheaton Park District and the County of DuPage are public agencies within the meaning of the Illinois Intergovernmental Cooperation Act, as specified at 5 ILCS 220/1, et seq., and are authorized by Article 7, Section 10 of the Constitution of the State of Illinois to cooperate for public purposes; and

WHEREAS, the County of DuPage desires to have the Wheaton Park District assume the operation of the DuPage County Historical Museum and employ its expertise in operating recreational and educational facilities to create new and exciting ways to present the history and culture of DuPage County; and

WHEREAS, the Wheaton Park District desires to assume the operation of the DuPage County Historical Museum and also utilize space in the Museum building for administration offices for the Wheaton Park District; and

WHEREAS, the Wheaton Park District and the County of DuPage recognize the advantages to both organizations, and to the people of DuPage, of entering into an agreement that will stabilize and strengthen the DuPage County Historical Museum; and

WHEREAS, an Intergovernmental Agreement has been developed, that is attached hereto and made a part of this resolution, that describes the terms of the Wheaton Park District's assumption of the operations of the DuPage County Historical Museum and the use of the Museum building and further describes the responsibilities of the Wheaton Park District and the County of DuPage regarding the Museum.



NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the Intergovernmental Agreement, attached hereto and made a part of this resolution, between the Wheaton Park District and the County of DuPage is hereby accepted and approved and that the Chairman of the DuPage County Board is hereby authorized and directed to execute said Agreement on behalf of the County.

BE IT FURTHER RESOLVED that approval on behalf of the County regarding the Museum collection and improvements to the Museum building that do not affect the County's finances may respectively be given by the Director of the Department of Community Services and the Facilities Management Director in accordance with the terms of said Agreement.

Enacted and approved this 24th day of June, 2008 at Wheaton, Illinois.

By: 

ROBERT J. SCHILLERSTROM  
CHAIRMAN, DUPAGE COUNTY BOARD

ATTEST

By: 

GARY A. KING, COUNTY CLERK

Ayes: 17  
Absent: 1



**INTERGOVERNMENTAL AGREEMENT BETWEEN THE WHEATON PARK  
DISTRICT AND THE COUNTY OF DUPAGE FOR THE OCCUPANCY AND  
MAINTENANCE OF THE DUPAGE COUNTY HISTORICAL MUSEUM**

THIS AGREEMENT is entered into this 24th day of June, 2008 between the County of DuPage, a body corporate and politic (hereinafter the "COUNTY"), with offices located at 421 North County Farm Road, Wheaton, Illinois 60187 and the Wheaton Park District, a unit of local government, (hereinafter the "PARK DISTRICT"), with offices located at 600 S. Main Street Wheaton, IL 60187. COUNTY and PARK DISTRICT are hereinafter sometimes referred to individually as a "Party" and together as the "Parties."

**RECITALS**

WHEREAS, the PARK DISTRICT and the COUNTY are public agencies within the meaning of the Illinois *Intergovernmental Cooperation Act*, as specified at 5 ILCS 220/1, *et seq.*, and are authorized by Article 7, Section 10, of the Constitution of the State of Illinois to cooperate for public purposes; and

WHEREAS, the COUNTY owns certain real property located at 102 E. Wesley Street, Wheaton, Illinois which is improved with a building commonly known as the DuPage County Historical Museum and originally known as the Adams Memorial Library (the "MUSEUM building" or the "Premises") which was erected in 1891, and has been listed on the National Register of Historic Places since 1981 (building no. 81000675); and

WHEREAS, the COUNTY owns and operates the DuPage County Historical Museum (hereinafter the "MUSEUM") in the MUSEUM building where a vast collection of DuPage County historical artifacts and exhibits owned by the COUNTY are housed (hereinafter the "Collections"); and

WHEREAS, the PARK DISTRICT was incorporated in 1921 and operates over 800 acres of parks and facilities in the City of Wheaton, in an effort to enrich the quality of community life through a diversity of healthy leisure pursuits; and

WHEREAS, the COUNTY desires to have the PARK DISTRICT assume the operation of the MUSEUM and employ its expertise in operating recreational and educational facilities to create new and exciting ways to present the history and culture of DuPage County; and

WHEREAS, the PARK DISTRICT desires to assume the operation of the MUSEUM and also utilize space in the Museum building for administration offices for the PARK DISTRICT; and

WHEREAS, the Parties desire to enter into this AGREEMENT in order to provide a full statement of their respective obligations in connection with the PARK DISTRICT'S exclusive, non-transferable license to operate the MUSEUM, and to occupy and utilize the MUSEUM building.



NOW THEREFORE, in consideration of the promises and mutual covenants herein, and other good and valuable consideration acknowledged by the Parties, the Parties agree as follows:

**ARTICLE I. SPACE, STAFF, ARTIFACT COLLECTION, EQUIPMENT, AND MISCELLANEOUS ITEMS**

- 1.1 Description of Space and Use: The space to be utilized by PARK DISTRICT (the "Premises") shall include the entire MUSEUM building, consisting of a lower level, which is partially below grade, and two floors above grade, the current configuration of which is shown in Attachment A, attached hereto and made a part hereof, subject to the following clarifications and exceptions.
  - 1.1.1 PARK DISTRICT shall retain the Auditorium on the second floor, also known as Margaret Adams Dutton Hall, to be used for MUSEUM programs and related community programs, and the PARK DISTRICT shall be allowed to utilize said Auditorium for third-party gatherings, and may charge fees therefore, consistent with rules and regulations prescribed by the DuPage County Board.
  - 1.1.2 The current exhibit space in the northeast quadrant of the first floor, housing the permanent DuPage County history exhibit at the time of this Agreement, will be retained as a narrative exhibit on the History of DuPage County.
  - 1.1.3 The current exhibit space in the southeast quadrant of the first floor, commonly known as the Changing Exhibit gallery, will be retained for display of MUSEUM exhibits.
  - 1.1.4 The model train exhibit (hereinafter "Train Exhibit") in the lower level of the MUSEUM, including the room immediately to the west of the Train Exhibit, will be retained in its current configuration, but the Train Exhibit may be expanded with the mutual agreement of the COUNTY, the PARK DISTRICT, and the DuPage Society of Model Engineers.
  - 1.1.5 PARK DISTRICT will retain space in the MUSEUM building for a library and for MUSEUM archives with square footage at a minimum equal to the current space devoted to these purposes, and it will retain space adequate for the Collections and for processing accessions and de-accessions.
- 1.2 Staff: PARK DISTRICT shall provide, along with the support of the COUNTY as provided in Article II of this AGREEMENT, all staff necessary to support the operation of the MUSEUM, and said staffing will be done in a manner that is consistent with the policies and guidelines of the *American Association of Museums* ([www.aam-us.org](http://www.aam-us.org))



- 1.2.1 PARK DISTRICT shall, at a minimum, employ two (2) specialty staff for the MUSEUM that includes a Curator and an Educator, the qualifications of which shall conform to COUNTY standards for said positions and as described in Attachment B, attached hereto and made a part hereof.
  - 1.2.2 COUNTY and PARK DISTRICT must mutually agree on the initial hires for these two specialty staff positions.
  - 1.2.3 PARK DISTRICT warrants and represents that all staff who will be employed to work at the MUSEUM shall be legally eligible to provide services in the United States, and will have documented such evidence that meets the requirements of the U.S. Department of Justice (including, but not limited to, driver's license, social security card, passport or work permit).
- 1.3 Artifact Collection: PARK DISTRICT shall have the responsibility for managing the Collections, including accessioning, de-accessioning, protection, and care of all artifacts, but PARK DISTRICT recognizes that the Collections will remain the property of the COUNTY. PARK DISTRICT shall not be responsible for damage to or loss of any artifacts unless such damage or loss is directly caused by a negligent act or omission of the PARK DISTRICT.
- 1.3.1 PARK DISTRICT shall manage the Collection of the MUSEUM in a manner consistent with the MUSEUM's current document entitled "Collections Policy: DuPage County Historical Museum" approved by the DuPage County Development Committee on September 23, 2002, which is incorporated in this AGREEMENT by reference and which the PARK DISTRICT, by adopting this AGREEMENT, acknowledges having received a copy, except as it may be specifically modified by the Strategic Plan as described in paragraph 1.12 of this Agreement. Management of the Collections shall be consistent with the policies and guidelines of the *American Association of Museums* as they relate to the management of collections.
  - 1.3.2 Any accessioning or de-accessioning of Collection items requires written approval from the COUNTY.
  - 1.3.3 COUNTY shall give the PARK DISTRICT advance written notice of any planned accession of significant size, detailing the amount and location of space in the Museum building required, and in the event the PARK DISTRICT notifies the COUNTY in writing within thirty (30) days after its receipt of such notice from the COUNTY, that the amount or the location of the additional space required to accommodate such accession will adversely affect the PARK DISTRICT'S use of the MUSEUM building, and that the PARK DISTRICT intends to terminate this AGREEMENT in accordance with Article IV, the COUNTY shall give the PARK DISTRICT at least one



hundred eighty (180) days from the date of its receipt of such notice from the PARK DISTRICT within which to re-locate its administrative offices before such accession occurs.

- 1.3.4 Any revenue earned by the de-accessioning of items from the Collections shall be for the exclusive use of furthering the Collections.
- 1.4 Hours of Operation: The hours of operation of the MUSEUM shall be no less than thirty (30) hours per week, and of that time, a minimum of four (4) hours on Saturdays and four (4) hours on Sundays.
- 1.5 Museum Fees and On-Site Donations: PARK DISTRICT may set the amount of the MUSEUM'S entrance fee provided that said entrance fee is uniform for residents from any part of DuPage County, and PARK DISTRICT may set reasonable fees for the short-term rental of space in the MUSEUM building for programs and events. Any fees or donations shall contribute to the maintenance of the MUSEUM building and the Collection.
- 1.6 Furnishings and Equipment: PARK DISTRICT may utilize COUNTY's existing furnishings; e.g., desks, chairs, tables, etc.. PARK DISTRICT, at its own expense, shall provide its own furnishings for any additional office space created by the PARK DISTRICT.
- 1.7 Operating Supplies: PARK DISTRICT shall provide, at its own expense, for all necessary office and museum-related supplies needed in order to provide required services.
- 1.8 Custodial Services, Facility Maintenance, Security and Utilities: PARK DISTRICT shall provide custodial, ordinary "wear and tear" building maintenance, ordinary utilities, and security services.
- 1.9 Capital Maintenance Costs: COUNTY and PARK DISTRICT recognize the need for replacement of the roof on the MUSEUM and mutually agree to share the cost of said replacement. COUNTY shall be responsible for seventy-five percent (75%) of actual roof replacement costs, and PARK DISTRICT shall be responsible for twenty-five percent (25%) of actual costs. Any other capital maintenance costs will be negotiated between the PARK DISTRICT and the COUNTY.
- 1.10 Additional Alterations: The capital cost of alterations to the MUSEUM that are not considered as capital maintenance costs shall be the responsibility of the PARK DISTRICT. PARK DISTRICT shall not, without prior written consent of the COUNTY, make any alterations, improvements or additions to the MUSEUM building, including the roof replacement previously referenced in this Article. The COUNTY'S refusal to give said consent shall be conclusive. The COUNTY'S *Facilities Management Director* will have the authority to give consent to any non-structural changes. It shall be the PARK DISTRICT'S responsibility to provide



assurance that all improvements are consistent with the MUSEUM building's status on the *National Register of Historic Places*.

- 1.11 Right of Access: COUNTY shall be entitled to access exhibit-portions of the MUSEUM twenty-four (24) hours a day with upon reasonable advance notice under the circumstances, except in the event of a bona fide emergency in which event advance notice need not be given. The COUNTY shall give the PARK DISTRICT a minimum of twenty-four (24) hours notice before entering non-MUSEUM related office space utilized by the PARK DISTRICT. PARK DISTRICT is not responsible for the acts or omissions of COUNTY, its employees, agents or contractors.
- 1.12 Advisory and Fundraising Board: COUNTY and PARK DISTRICT hereby acknowledge the Board established by COUNTY Resolution GE-0002-04 on March 23, 2004 (the "Resolution").
  - 1.12.1 COUNTY and PARK DISTRICT agree that the purpose of said Board, as established by the Resolution, shall be fundraising for the MUSEUM and advising the COUNTY and PARK DISTRICT on matters relating to the MUSEUM's mission and strategic direction, and that said Board shall not have authority over the MUSEUM's operations and staff.
  - 1.12.2 COUNTY and PARK DISTRICT acknowledge that said Board is now incorporated as the DuPage County Historical Museum Association, Inc (the "ASSOCIATION"), a 501(c)3 not-for-profit Illinois corporation.
  - 1.12.3 COUNTY and PARK DISTRICT shall each appoint fifty percent (50%) of the Trustees of the ASSOCIATION, the total number being in accordance with ASSOCIATION bylaws, and, in accordance with ASSOCIATION bylaws, the ASSOCIATION Trustees may elect one additional Trustee.
- 1.13 Strategic Plan: PARK DISTRICT and the COUNTY agree to work cooperatively, with the input of the ASSOCIATION, to develop a new Strategic Plan for the MUSEUM that is consistent with the mission of the MUSEUM as recently revised by the ASSOCIATION, and a statement of which is attached as Attachment C hereto and made a part hereof, said mission emphasizing an educational and cultural role for the MUSEUM in addition to its role in promoting DuPage County history
  - 1.13.1 Said Strategic Plan shall be completed within 12 months of the date of this AGREEMENT, and shall have a five-year planning horizon.
  - 1.13.2 Said Strategic Plan shall be completed in a manner that is consistent with the guidelines of the *American Association of Museums*, with the desired goal of obtaining accreditation from the *American Association of Museums*



- 1 13.3 Said Strategic Plan shall include a component setting out a plan for the regular updating, as necessary, of the permanent DuPage County History exhibit.

## **ARTICLE II.           COMPENSATION AND ANNUAL REPORTING**

- 2.1 PARK DISTRICT is hereby granted an exclusive, non-transferable license to occupy and utilize the space of the MUSEUM building, as set forth in this AGREEMENT, at no cost.
- 2.2 COUNTY and PARK DISTRICT agree that if there are any changes regarding space, staff, equipment or other miscellaneous items after the effective date of this AGREEMENT that may impact the cost of COUNTY's operations, COUNTY, as mutually agreed upon with PARK DISTRICT, shall charge back for such changes.
- 2.2.1 PARK DISTRICT agrees to compensate for charge back services upon receipt of a completed and approved invoice detailing the services provided net thirty (30) days
- 2.3 For each year of the term of this AGREEMENT, the COUNTY shall make four (4) quarterly annual payments to the PARK DISTRICT in the amount of Thirty-two Thousand, Five Hundred and 00/100 Dollars (\$32,500.00) each, to be used exclusively for general maintenance and specialty staff for the MUSEUM, as set forth in Paragraph 1.2.1 of this AGREEMENT.
- 2.3.1 At the end of five (5) years from the date of this AGREEMENT, and at any time thereafter, upon at least twelve (12) months prior written notice to PARK DISTRICT, COUNTY has the right to rescind or renegotiate the level of its annual contribution to the PARK DISTRICT, taking into account the level of fundraising for the MUSEUM, and in consideration of the financial positions of the COUNTY and the PARK DISTRICT.
- 2.3.2 Each year during the above five-year period, PARK DISTRICT shall provide COUNTY with a written report, due on the anniversary date of this AGREEMENT, that reports on progress in fundraising, strategic plan development, strategic plan implementation, and MUSEUM development.
- 2.4 PARK DISTRICT will provide quarterly reports to the COUNTY in the following manner; the format of said reports shall be mutually agreed upon by COUNTY and PARK DISTRICT:
- 2.4.1 PARK DISTRICT shall provide reports to COUNTY regarding visitors to MUSEUM exhibits, participation in educational programs, and attendance at events.



- 2.4.2 PARK DISTRICT shall provide reports to COUNTY regarding revenues from entrance fees, educational programs and events, and said reports shall also describe how these funds are used to benefit the MUSEUM and the Collections as required by this AGREEMENT.

### ARTICLE III. LIABILITY AND RISK MANAGEMENT

- 3.1 Indemnification: PARK DISTRICT shall, to the extent permitted by law, indemnify, defend, and hold harmless the COUNTY, its officials, officers, employees and agents (hereinafter collectively the "County Indemnities") from and against any claims, liabilities, damages, and expenses, incurred by the COUNTY or any of the County Indemnities in defending or compromising actions brought against the COUNTY or any of the County Indemnities to the extent arising out of or related to the acts or omissions of the PARK DISTRICT or its employees and agents in connection with the PARK DISTRICT's performance of any of its obligations under this AGREEMENT. Nothing in this paragraph shall prohibit the COUNTY from retaining at its own cost, its own attorney to defend or settle a claim.
- 3.2 Indemnification: COUNTY shall, to the extent permitted by law, indemnify, defend and hold harmless the PARK DISTRICT, its officials, officers, employees and agents (hereinafter collectively the "Park District Indemnities") from and against any claims, liabilities, damages and expenses incurred by the PARK DISTRICT or any of the Park District Indemnities to the extent arising out of or related to the acts or omissions of the COUNTY its employees, contractors and agents in connection with the exercise by the COUNTY of any of its rights or the performance of any of its obligations under this AGREEMENT. Nothing in this paragraph shall prohibit the PARK DISTRICT from retaining at its own cost, its own attorney to defend or settle a claim.
- 3.3 Survival of Indemnification: The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and it shall survive the termination of this AGREEMENT.
- 3.4 Insurance: PARK DISTRICT shall maintain at its sole expense, insurance coverage including:
- 3.4.1 Workers' Compensation Insurance in the statutory amounts.
- 3.4.2 Commercial (Comprehensive) General Liability Insurance, (including contractual liability) with limits of not less than one million (\$1,000,000) dollars per occurrence bodily injury/property damage combined single limit; three (\$3,000,000) dollars excess liability coverage in the annual aggregate injury/property damage combined single limit. The Park District's insurance shall not cover the Collection. The County shall maintain at its sole expense insurance in such amounts and with such insurers as it shall deem necessary and appropriate to cover the Collection.



3.4.3 PARK DISTRICT shall submit to the COUNTY copies of PARK DISTRICT'S Certificates of Insurance within ten (10) days of executing this AGREEMENT.

3.4.4 The insurance required to be purchased and maintained by PARK DISTRICT shall be provided by an insurance company acceptable to the COUNTY, and licensed to do business in the State of Illinois; and shall include at least the specific coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater, and shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been given to the COUNTY. Notwithstanding the foregoing, the PARK DISTRICT'S membership in a government risk management pool that provides coverage equal to or greater than the coverage and policy limits required under this paragraph shall be deemed to satisfy the PARK DISTRICT'S insurance obligation as specified herein.

3.4.5 PARK DISTRICT shall name the COUNTY, County of DuPage, its officers, employees and agents as additional insured parties. The Certificate of Insurance shall state:

*"The County of DuPage, its officers, employees and agents are named as additional insured as defined in the Commercial (Comprehensive) General Liability Insurance policy with respect to claims to the extent they arise from the performance of the Wheaton Park District under the Agreement."*

3.4.6 Neither Party shall be deemed to have waived any rights, protections or immunities under the *Local Government and Governmental Employees Tort Immunity Act* (745 ILCS 10/1-101, et. seq.).

#### **ARTICLE IV. TERM AND TERMINATION OF AGREEMENT**

4.1 Term. This Agreement will be effective for twenty-five (25) years from the date of this AGREEMENT.

4.1.1 For a period of five (5) years from the date of this AGREEMENT, either party may terminate this AGREEMENT, but except as permitted Under Paragraph 1.3.3 only in the event of a material breach of this AGREEMENT and upon at least one hundred eighty (180) days prior written notice to the other party.



4.1.2 Following said five (5) year period as described in 4.1.1, either party may terminate this AGREEMENT with or without cause upon at least one hundred eighty (180) days prior written notice to the other party

- 4.2 Surrender of Possession: Upon the expiration of the Term or upon the termination of PARK DISTRICT'S right of possession, PARK DISTRICT shall forthwith surrender the Premises, to the COUNTY in good order, repair and condition, ordinary wear and tear excepted, and shall, if COUNTY so requires, restore the Premises to the condition existing at the beginning of the Term including the removal of any additions and alterations approved by COUNTY from time to time, if requested to do so. Any interest of PARK DISTRICT in the alterations, improvements, and additions to the Premises (including without limitation all carpeting or floor covering) made or paid for by COUNTY or PARK DISTRICT, excluding any of the PARK DISTRICT'S trade fixtures, shall, without compensation to PARK DISTRICT become COUNTY's property at the termination of this AGREEMENT by lapse of time or otherwise, and such alterations, improvements and additions if they are to be relinquished shall be relinquished to COUNTY in good condition, ordinary wear and tear excepted.

#### ARTICLE V. GENERAL PROVISIONS

- 5.1 Independent Contractors. None of the provisions of this Agreement is intended to create nor shall any be deemed or construed by the Parties to create any relationship between the Parties other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this AGREEMENT
- 5.2 Notice of Lawsuit: Within thirty (30) days of service of process, PARK DISTRICT shall notify the COUNTY of any lawsuit involving the indemnification provided for above in ARTICLE III. Failure to provide such notice shall not relieve the COUNTY of its obligation to provide indemnification. However, PARK DISTRICT shall be responsible for any additional costs of defense incurred due to its failure to provide such notice within thirty (30) days.
- 5.2.1 Within thirty (30) days of service of process, the COUNTY shall notify PARK DISTRICT of any lawsuit involving the indemnification provided for above in ARTICLE III. Failure to provide such notice shall not relieve the COUNTY of its obligation to provide indemnification, to the extent permitted by law. However, the COUNTY shall be responsible for any additional costs of defense incurred due to its failure to provide such notice within thirty (30) days.
- 5.3 Entire Agreement: Modification: This AGREEMENT contains the entire understanding of the Parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the Parties relating to such subject matter. This AGREEMENT may not be amended or modified except by mutual written agreement.



- 5.4 Compliance with Applicable Law: Each Party agrees to comply with all applicable state and federal law.
- 5.5 Governing Law and Jurisdiction: This AGREEMENT shall be construed in accordance with the laws of the State of Illinois. The Parties agree that the exclusive venue for resolving any disputes arising from or under the terms of this AGREEMENT shall be in the 18th Judicial Circuit Court of DuPage County, Illinois.
- 5.6 Partial Invalidity. If any provision of this AGREEMENT is prohibited by any applicable law or court decree, said prohibition shall not invalidate or affect the remaining provisions of this Agreement.
- 5.7 Notices. All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally as follows:

If to PARK DISTRICT:

Wheaton Park District Administrative Office  
600 S. Main St.  
Wheaton, IL 60187  
Attention: Executive Director

If to the COUNTY:

DuPage County Department of Community Services  
421 North County Farm Road  
Wheaton, Illinois 60187  
Attention: Director

or to such other persons or places as either Party may from time to time designate by written notice to the other.

- 5.8 Approval by COUNTY and PARK DISTRICT. Unless otherwise specified in this AGREEMENT, approvals from COUNTY and PARK DISTRICT as required by this AGREEMENT may be given by the individuals listed in 5.7 of this AGREEMENT.
- 5.9 Waiver. A waiver by either Party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure.



acknowledges and agrees that the Parties have participated equally in the negotiation and drafting of this AGREEMENT. Accordingly, any rule or construction that a document or provision thereof is to be construed against the drafting party shall not be applicable to this AGREEMENT.

- 5.13 No Third Party Beneficiaries No person is an intended third party beneficiary under this AGREEMENT, and no claim as a third party beneficiary under this AGREEMENT by any person or entity shall be made, or be valid, against any of the Parties.

IN WITNESS WHEREOF, the Parties have executed this AGREEMENT as of the day and year first written above

For:  
DuPage County

Robert J. Schillerstrom, Chairman  
DuPage County Board

Date 6/24/08

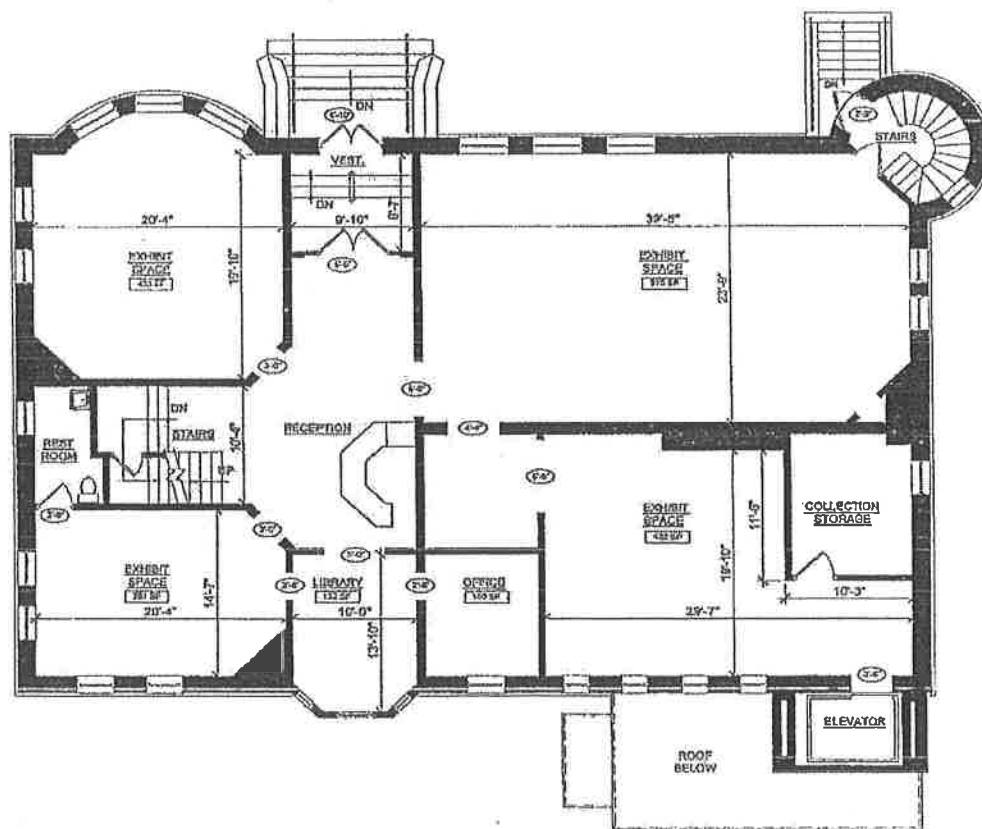
For:  
Wheaton Park District

Phillip A. Luetkehans, President  
Board of Park Commissioners

Date 7/16/08

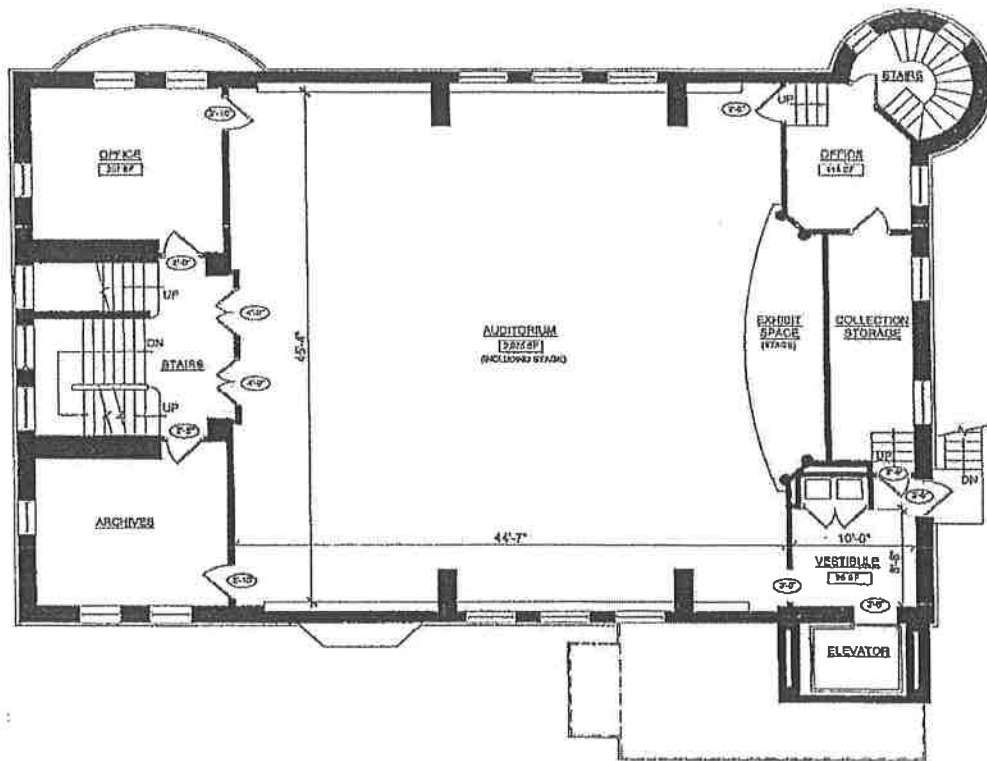


### Space Plan Depicting the Current Layout of the Premises



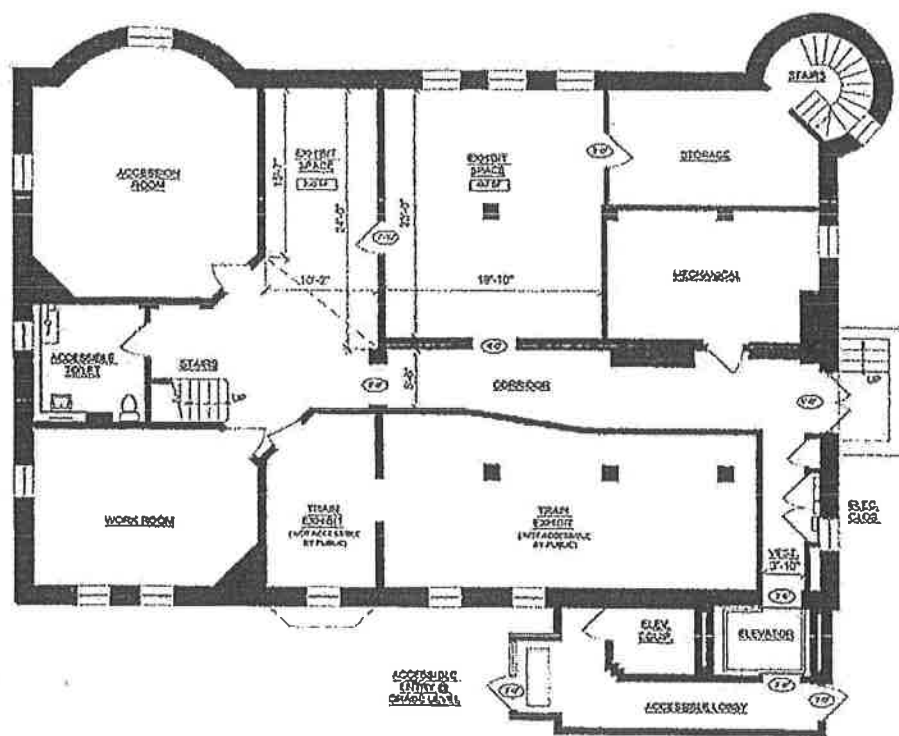
**FIRST FLOOR PLAN**






**SECOND FLOOR PLAN**



LOWER LEVEL PLAN





Attachment B

**Minimum Requirements of Specialty Staff**

**1. Museum Curator – Job Description**

**DEFINITION:** Under direction; performs work of moderate difficulty in collection management for the DuPage County Historical Museum; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class is responsible for assisting the Director in the operations of the County Historical Museum in exhibit development and oversight of collection management. Direction is received from the Museum Director.

**EXAMPLES OF DUTIES TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS:** Researches, develops and designs the installation of exhibits; performs maintenance on exhibits; develops long term exhibit plans and collection management priorities on an annual basis; reviews and assesses materials offered for the Museum's collection; oversees processing and storage; maintains the physical collection inventory; implements collection policies and procedures; conducts collection inventories; prepares research notes and reports; coordinates, assigns and supervises the activities of volunteers, interns and the Curatorial Assistant; interacts with the public and assists visitors with questions regarding the identification and care of heirlooms; researches requests requiring the use of archival materials; maintains computerized collection records; assists with general maintenance of public areas; opens and closes the building on days open to the public.

**DESIRABLE KNOWLEDGE AND SKILLS:** Considerable knowledge of collection management; good knowledge of artifact handling and storage; good knowledge of museum operations; good knowledge of artifact care and preservation practices; some knowledge and appreciation for County history.

Working skill in assessing materials offered for the Museum's collection; working skill in dealing effectively with others; some skill in assigning and supervising the work of others; some skill in written and/or verbal communications; some skill in the operation of related Museum equipment.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to climb ladders and move collection pieces weighing a minimum of 25 lbs.

**SUGGESTED TRAINING AND EXPERIENCE:** Completion of a Master's degree in Museum Studies; or an equivalent combination of training and experience.

**ADDITIONAL REQUIREMENTS:** A valid Illinois Drivers License may be required when travel is a part of the position.



## **2. Museum Educator – Job Description**

**DEFINITION:** Under direction; performs work of moderate difficulty assisting in directing and coordinating the educational programs of the DuPage County Historical Museum; performs related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class is responsible for educational programming and services. Direction is received from the Museum Director.

**EXAMPLES OF DUTIES TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS:** Plans and implements an education program for the museum's permanent collection and current exhibits; plans and implements special events and outreach programs; develops and prepares formal and informal education programs for all age levels and groups; manages and schedules public programs; presents school, family and community programs; recruits and trains volunteers; oversees the volunteer program; assists visitors with research by utilizing professional knowledge; works with the Director to develop educational priorities and an annual strategic plan; promotes the Museum as a learning resource to the public and the educational community; acts as a museum representative for the County's safety program; assists with collection moving and exhibits as needed; participates in professional organizations; drafts business letters, prepares reports; assists with general maintenance of public areas; opens and closes the building on days open to the public.

**DESIRABLE KNOWLEDGE AND SKILLS:** Considerable knowledge of museum education; considerable knowledge of learning theories and methods; considerable knowledge of the theory and practice of educational programming; some knowledge and appreciation for County history.

Considerable skill in written and/or verbal communications; considerable skill in coordinating educational programs; working skill in organizational planning; working skill in dealing effectively with others.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to climb ladders and move collection pieces weighing a minimum of 25 lbs.

**SUGGESTED TRAINING AND EXPERIENCE:** Completion of a Master's degree in Museum Studies or a related field and two to three years of education programming experience in a Museum setting; or an equivalent combination of training and experience.

**ADDITIONAL REQUIREMENT:** A valid Illinois Drivers License may be required when travel is a part of the position.



## Attachment C

### **Mission of the DuPage County Historical Museum**

The Museum is an educational institution devoted to serve as a resource and venue for sharing experiences, learning, artifacts and collection based research for greater public understanding and appreciation of our historical and cultural life and their inseparable relationship to DuPage County and the world in which we live.





# Your County. Your History. Be a Part of It.

## Fact Sheet

### Mission

The DuPage County Historical Museum is operated as a facility of Wheaton Park District, owned by the County of DuPage by resolution of the County Board pursuant to state statute. Its principal purposes are to educate the general public through the collection, preservation, interpretation, and exhibition of materials which document the history of DuPage County and its relationship to Illinois and the nation, and to provide local history services for historical organizations and for scholarly endeavors.

### Museum Summary

The Museum is housed in the historic Adams Memorial Library building. The Museum space includes three floors of exhibits with two permanent exhibit spaces as well as the possibility of four changing spaces. **Admission is free and the Museum is open to the public 7 days a week or 2,700 hours per year!**

Exhibitions, educational programs, facility rentals, research assistance, guided tours and special events are currently offered year-round. The Museum's collection includes **25,000 three-dimensional objects** and **165 linear feet of archival materials** dating back to the early settlers of DuPage. The history of over 30 communities throughout the county is represented throughout the collections.

### Facts and Figures

- The Museum building was built in 1891 by John Quincy Adams. Designed by Architect Charles Sumner Frost, the building was constructed as Wheaton's first library. The building was added to the **National Register in 1981** and was added to the American Institute of Architects list of **150 Great Places in Illinois in 2007**.
- 89% of guests served annually are DuPage County residents.
- 1,285 people participated in programs offered at DCHM in 2012.

### Accomplishments

- Since 2005, the Museum has assisted in restoring two Civil War flags with DuPage connections. The Museum raised \$20,000 to complete the 8th Illinois Cavalry Guidon in 2011-2012. The flags are currently on display in the Museum's Auditorium.
- The exhibit *DuPage County and the Civil War: A Local Perspective* on display from 2010 to 2012 was awarded an Illinois Association of Museums **Award of Merit** in 2010 and volunteer Mary Udelhofen received the Lifetime Volunteer Award that same year.
- Two dedicated volunteers with the Museum received the Illinois Parks and Recreation Association Award in 2010.
- In 2012, **920 volunteer hours** were contributed by individuals, **700 hours** were contributed by two volunteer groups, DuPage County Historical Museum Guild and DuPage Society of Model Engineers.

### Leadership Through Service

- The Museum assisted **60 researchers** in 2012 and 72 tours were conducted for school groups, scout groups, senior centers, private organizations and special needs groups.
- Between 2009 and 2016 the Museum has planned **13 changing exhibits**.
- **36,211** guests have attended programs, private events, tours or were general visitors to the Museum since 2009.





**TO:** MIKE BENARD  
**FROM:** ANDY BENDY  
STEVE GLASS  
**DATE:** 1/10/14  
**RE:** **ARROWHEAD FOOD SERVICE POINT OF SALE SOFTWARE, HARDWARE AND SUPPORT  
PURCHASE (POS)**

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## **Background**

Arrowhead is currently using ALOHA for its POS system which was purchased and installed in 2006 when the new Arrowhead opened. The software running the system has been updated from time to time with necessary system updates as well as making the system PCI DSS (Payment Card Industry Data Security Standard compliant software) compliant. The software can be updated on the server we have, however it must also be able to run on the 8 terminals we are currently using to administer business. The terminals are older, and we are already at the point that we are not running the current version of Aloha. At the end of October, Aloha issued its latest upgrade, which cannot run on our terminals. At that time, the system will continue to work, however the version we are using must be certified as PCI DSS compliant, and Aloha will not be submitting our current version for certification, so we will be running a system that is not PCI DSS compliant.

## **Review of Options Explored:**

To be compliant a new system is required. MICROS is the biggest player in the business, with ALOHA being #2. The quote for MICROS was substantially higher than Aloha and removed from consideration. We pursued Aloha both for a traditional purchase with ongoing service fees, or their new lease program known as SAAS. We also reviewed the product from Digital Dining. They are a smaller player in the, but have been around for a long time, have solid endorsements and will be supported by a relatively local Company (Transform) located in Morona Wisconsin.

At this time, staff is recommending Digital Dining. The system has several characteristics that are superior to Aloha;

It allows for substantial sales tracking not currently possible. It can track sales by room or even table number. Currently, we cannot deduce dining room sales versus bar sales on Aloha.

It allows for quicker programming. For example, if we come to an end of a keg and put on a new beer, we have to program the button and reboot the entire system to make the changes show up on each terminal. At best this takes several minutes where no one can order. At worst, orders get lost in the abyss and/or the reboot doesn't take the first time. With Digital Dining, the change is immediate throughout.

It prompts messages on all terminals. If for instance we have a run on a special and we are down to 2 pieces of Tuna, it can prompt all servers automatically. Currently, if we are running low on an item, we have to travel throughout the restaurant hoping we can communicate with all servers while not at their tables.



### Quotes:

The pricing below is to replicate our current system. Digital Dining does integrate other modules easily, as well as allows for handheld ipads which could be either used tableside or put on stands and used on the patio to ease service. Our initial recommendation would be to add 1 more terminal at our host stand, with modules for reservations and table management so we can streamline our reservation and seating process. See below for a breakdown of quotes:

<b><u>Total Cost of Ownership (3-year Model)</u></b>	<b>1st Year Costs</b>	<b>2-5 year costs</b>	<b>Total 5- Year Cost</b>
Traditional Re-Purchase of Aloha with support	\$24,563	\$24,802	<b>\$49,365</b>
Lease of Aloha (SaaS) with support	\$12,839	\$43,756	<b>\$56,595</b>
Digital Dining equivalent with support Addition Host terminal with reservation and seating modules	<b>27,000</b>	<b>9,600</b>	<b>\$36,600</b>

### Additional Notes:

- See attached Memo from Steve Adams of Tressler LLP concerning the exemption from the formal bid process.
- The system will export to our finance software as ALOHA does currently. Our IT Support firm JDA will provide environment support as needed.
- Front Line Managers and Staff for the Restaurant and Bar (primary users) were involved in the review, demonstration and selection process. They were uniformly in favor of the Digital Dining Program.

### Recommendation:

*Staff recommends a Motion to approve the Purchase Agreement with Transform Inc. for the Purchase, Installation and one year of Support of the Digital Dining Point of Sale System for the Arrowhead Golf Club at a cost of \$27,000.*





December 27, 2013



Arrowhead Golf Club Purchase Agreement v4

## **Purchase Agreement**

**THIS AGREEMENT is made this 27th day of December, 2013, BETWEEN:**

Transform, Inc. of 5008 Gordon Ave, Monona, WI, 53716 (which company and its successors and assigns is hereinafter called "the Supplier" or "Dealer") and Arrowhead Golf Club, 26W151 Butterfield Rd, Wheaton, IL 60189, hereinafter called "the Purchaser".

IT IS HEREBY AGREED as follows:

- 1. The Supplier shall sell, install, and provide for warranty service and the Purchaser shall purchase the Computer products and/or System described in the "Total System Configuration" on the special conditions set out hereunder and subject to the terms and conditions that follow. The final quoted configuration and pricing are presented on Page 9 below. The hardware and software included in the Total System Configuration are described above, and the services included in the installation are described in Appendix A below.**
- 2. The contract price is \$27,000.00 and shall be payable as follows:**
  - a) Deposit of \$13,500.00 shall be paid at the time Purchaser signs this Agreement.
  - b) Final Payment of \$13,500.00 shall be made upon equipment installation, which is anticipated to be on or about 2/3/14.

**In the event Purchaser utilizes third party financing to purchase the system the following terms shall apply.**

- a) Deposit of \$1,000.00 pending financing approval from a third party shall be paid at the time Purchaser signs this Agreement. This deposit will be returned to the customer upon receipt of the final payment from the financing company.
  - b) Third party financing option: 50% deposit of the contract price (\$13,500.00) shall be payable by the leasing company upon approval of the financing. Final payment (\$13,500.00) shall be due from Purchaser's lender upon delivery of equipment to first customer's site. The delivery date of the System is anticipated to be on or about 2/3/14.
- 3. Title to the System shall remain the property of Transform, Inc. until payment in full for the contract is received. As such, Transform, Inc. has the right to remove or disable the System if payment is not made for the contract price based on the agreed upon terms.**
- 4. Training & Warranties**
  - a) Supplier will provide up to 3 days of program operation/training commencing upon delivery of the system on site and/or at Supplier's premises as determined by the supplier
  - b) Hardware: Transform will provide warranty support services for the hardware purchased from Transform per the manufacturer's warranty. This includes 3 years support for back office servers, 5 years for POS terminals and 2 years for printers.

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For Further Descriptions of Products and Services visit us at  
[www.transformpos.com](http://www.transformpos.com) or send email to: [info@transformpos.com](mailto:info@transformpos.com)  
Phone: (800) 628-9954 – 5008 Gordon Ave, Monona, WI 53716



- c) Software: Supplier does not warrant the software, which carries a one-year warranty by the manufacturer contained in the separate software licensing agreement delivered to Purchaser with the System. Purchaser also agrees not to copy or change or relinquish possession to any third party of the software program/s at any time after installation except as provided in the separate license Agreement/s pertaining thereto.
- d) The warranties provided above shall only be valid if Purchaser utilizes Supplier or an authorized representative of the manufacturers to repair or address any malfunction or problems with either the hardware or software.
- e) The Warranty service under this Agreement does not include, Malfunction, Repair of damage or increase in service time caused by:
  - i. Accident
  - ii. Fire, flood, water, wind, lightning and any other natural disaster.
  - iii. Transportation of the System or any part thereof
  - iv. Neglect, misuse or improper use of the System
  - v. Improper operation of the System or software alteration or modification by Purchaser
  - vi. The Purchaser's failure to continually provide a suitable installation environment with all the facilities prescribed by the Supplier's specifications including but not limited to the failure to provide or failure of adequate electrical power, and temperature or humidity control.
  - vii. Failure of floppy diskette or removable magnetic media howsoever caused.
- f) The Warranty service under this Agreement does not include: Repair of damage, replacement of parts, due to other than normal use and wear.
- g) THE FOREGOING WARRANTIES ARE IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY OTHER OBLIGATION ON THE PART OF SUPPLIER, ARISING BY LAW OR OTHERWISE (INCLUDING WITHOUT LIMITATION ANY OBLIGATION OR LIABILITY OF SUPPLIER ARISING FROM STRICT TORT LIABILITY, OR FROM THE PURCHASER'S LOSS OF USE, REVENUE OR PROFIT OR OTHER CONSEQUENTIAL DAMAGES). THIS WARRANTY SHALL NOT BE EXTENDED, ALTERED OR VARIED EXCEPT BY A WRITTEN INSTRUMENT SIGNED BY SUPPLIER AND PURCHASER.

5. As used in this Agreement, "the System" shall mean hardware and software.

6. The System shall be at the Purchaser's risk during the period the System or any part thereof is on Purchaser's premises. The responsibility for all risks of loss or damage to the system shall be the Purchasers except loss or damage caused by the legal fault of Supplier. Purchaser shall carry such insurance, as Purchaser deems necessary to protect Purchaser from any such risk.

7.

- a. The Purchaser agrees to provide the Supplier with a suitable installation environment for the System hardware including but not limited to adequate electrical power (dedicated circuit or power conditioning equipment installed), and temperature and humidity control as may be required for the operation of the System. The System purchased under this Agreement shall be installed as determined in Supplier's reasonable judgment.





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- b. Wiring specification, power requirements and telephone line requirements are not the responsibility of Supplier. Purchaser must have made suitable arrangements according to specifications provided by Supplier. Failure of Purchaser to satisfy the specifications and requirements will prevent Supplier from installing a properly functioning the System. Supplier can provide wiring, and power conditioning at additional cost, upon request.
  - c. The suitability of the System described herein for a specific application must be determined by the Purchaser and is not warranted by Supplier.
8. In the event that the Purchaser or any agent or employee of Purchaser requests the Supplier to perform any service or work under this Agreement which in the opinion of the Supplier is caused by any event described in clause 4e of this Agreement then Purchaser agrees to pay Supplier for the said service or work at the Suppliers then current rates for such work immediately upon receipt of Supplier's invoice.
9. In the event that the Purchaser elects to pay for the System through a Bank or Financial institution then the deposit paid shall be refunded to the Purchaser on receipt of the total contract price by the Supplier from the said Bank or Financial institution and the Purchaser agrees to do all things necessary to ensure prompt payment for the System by the Bank or Financial Institution on the date such monies are due.
10. ~~In the event Purchaser will fail to pay the Supplier any monies due within 30 (7) days of being invoiced, becoming due, the outstanding balance shall accrue interest at the rate of one (1.5) percent every 30 days (or the highest legal rate, whichever is less) calculated on a daily basis, until paid.~~
11. The Purchaser will be solely responsible for ensuring the proper use management and supervision of the equipment and programs, audit controls, operating methods and office procedures and for establishing all proper check points and procedures necessary for the intended use of the machines and the security of the data stored therein or on removable magnetic media and the Purchaser expressly agrees that the Supplier will not be liable for any damages suffered or incurred by the Purchasers failure to fulfill these responsibilities.
12. This Agreement can only be modified by a written Agreement signed by the Purchaser and Supplier.
13. No waiver by the Supplier of any breach of this Agreement shall be construed as a waiver of any further or subsequent or continuing or recurring breach.
14. Any notice or demand to be given pursuant to this Agreement shall be deemed to be duly given or made if it is in writing and sent by prepaid certified or registered post addressed to the Purchaser at Purchaser's address set forth in this Agreement unless another address is provided to Supplier in writing. In the case of the Supplier, such notice shall be sent to Supplier at Supplier's address set for the in this Agreement unless another address is provided to Supplier in writing. Any notice or demand sent by post shall be deemed to have been received by the party to whom it was addressed at the time of delivery of the second notice of certified or registered mail from the post office.
15. ~~If from any cause whatsoever, beyond the control of the Supplier, the Supplier is prevented from making delivery or completing installation as specified in this Agreement or within a reasonable time thereafter, Supplier may, at its option, in writing, either extend the time for delivery and installation for~~





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~~a reasonable period or terminate this contract and return any deposits to Purchaser provided the delay was not caused by the legal fault of Purchaser. In such event, the Purchaser shall not have any claim for damages. Notwithstanding the previous provision, but the Supplier may recover all sums owing to it in respect of delivery and installation made or services performed prior to the date of such termination and may recover all expenses reasonably incurred by the Supplier in connection with this contract.~~

16. Prompt payment by the Purchaser to the Supplier of any monies owing under this Agreement shall be a condition precedent to the continued performance by the Supplier of its obligations under this Agreement.

17. This Agreement is the entire Agreement between the parties hereto and supercedes all proposals or prior Agreements oral or written and all other communications between the parties relating to the subject matter of this Agreement.

18. This Agreement is not assignable without the prior written consent of the Supplier. Purchaser acknowledges that the System has been set up to address Purchasers specific needs. Sale of the System to a third party or change in ownership of Purchaser's business will likely require adjustments to the System in order for it to operate properly and to maximize use of the software.

19. This Agreement shall be interpreted under the laws of the State of ~~Illinois~~ Wisconsin and Purchaser agrees that any suit relating to enforcement of the provision of this agreement shall be brought in the ~~DuPage Dane~~ County ~~18 th~~ Circuit Court. ~~Purchaser agrees to submit his/her/itself to said Court's jurisdiction to adjudicate any claims hereunder.~~

### Acknowledgement

I have read this purchase agreement and agree to purchase this system based upon the terms and conditions described herein. I am signing as a representative of the purchasing company ~~as well as personally, guaranteeing this agreement.~~

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transform, Inc. Representative

\_\_\_\_\_  
Date



## PERSONAL GUARANTY

FOR GOOD CONSIDERATION, and as an inducement for Transform, Inc. (Creditor), to extend credit to Arrowhead Golf Club (Customer), it is hereby agreed that the undersigned does hereby guaranty to Creditor the prompt, punctual and full payment of all monies now or hereinafter due Creditor from Customer.

Until termination, this guaranty is unlimited as to amount or duration and shall remain in full force and effect notwithstanding any extension, compromise, adjustment, forbearance, waiver, release or discharge of any party obligor or guarantor, or release in whole or in part of any security granted for said indebtedness or compromise or adjustment thereto, and the undersigned waives all notices thereto. The obligations of the undersigned shall be at the election of Creditor, shall be primary and not necessarily secondary, and Creditor shall not be required to exhaust its remedies as against Customer prior to enforcing its rights under this guaranty against the undersigned.

The guaranty hereunder shall be unconditional and absolute and the undersigned waive all rights of subrogation and set-off until all sums under this guaranty are fully paid. The undersigned further waives all suretyship defenses or defenses in the nature thereof, generally. In the event payments due under this guaranty are not punctually paid upon demand, then the undersigned shall pay all reasonable costs and attorney's fees necessary for collection, and enforcement of this guaranty.

If there are two or more guarantors to this guaranty, the obligations shall be joint and several and binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives. The guaranty may be terminated by any guarantor upon fifteen (15) days written notice of termination, mailed certified mail, return receipt requested to the Creditor. Such termination shall extend only to credit extended beyond said fifteen (15) day period and not to prior extended credit, or goods in transit received by Customer beyond said date, or for special orders placed prior to said date notwithstanding date of delivery. Termination of this guaranty by any guarantor shall not impair the continuing guaranty of any remaining guarantors of said termination.

Each of the undersigned warrants and represents it has full authority to enter into this guaranty. This guaranty shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives. This guaranty shall be construed and enforced under the laws of the State of Wisconsin, County of Dane.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
Co-Guarantor



## **Appendix A: Services Included in Contract**

The following services are included in a Digital Dining project:

### **Procurement**

Transform, Inc. will procure all hardware and software, as quoted, for the completion of the system installation. This ~~will~~ may include Point-of-Sale stations, printers, cash drawers, patch cables, wireless infrastructure, routers, switches, software, etc. Occasionally, items may have been overlooked, or there may be changes to the equipment required for completion of the project. Any additional equipment required will be outside the scope of the quote, and will be billed separately. Transform, Inc. will always offer competitive pricing on hardware and software for our customers, and will provide a list of all hardware and software included on the project, along with serial numbers, license keys, etc.

### **Programming**

Transform, Inc. will provide programming of the Digital Dining system to meet the needs of the customer. This will include the following:

- Basic programming of menu items with up to 3 price levels
- Setup of menu screens for breakfast, lunch, dinner, bar, modifiers, as applicable
- Setup of receipt and prep printers, as included in original quote
- Setup of standard check, receipt, credit card slip, prep tickets, server and cashier reports
- Demonstration and walk-through of programming with customer
- One revision of menus, screens, etc. based on the input received from the customer after the walk-through
- Tweaking of the system to ensure proper functionality.

Additional changes requested after the initial programming (ex: additional menus, changes in menus, price changes, etc.), as described above, are considered outside the scope of the project, and will be billed separately.

### **Installation**

Transform, Inc. will install the Digital Dining system at the customer location and will ensure proper functionality. The first step in installation will be a walk-through of the facility with the customer, during which the locations for POS stations, printers, switches, back-office PCs, etc. will be noted. Proper cabling to these locations will be the responsibility of the customer, and is available through Transform, Inc. (this may have been quoted in the original proposal). In addition, power conditioning is extremely important in POS installations. It is the responsibility of the customer to provide clean power to the POS system, as equipment failures and system problems due to bad power are not covered under warranties. Proper power conditioning can be provided through a dedicated circuit for POS equipment with an isolated ground, separate from all other electrical systems, or it can be achieved through the use of power conditioning equipment designed for POS systems. This power conditioning equipment is available through Transform, Inc., and is generally quoted in Digital Dining proposals. It will be the responsibility of the customer to ensure that other equipment is not plugged into the clean circuits once they are installed properly.





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Installation will take place on a date and time agreed upon by Transform, Inc. and the customer. The customer will have access available to all areas necessary for timely installation, including offices, electrical rooms, point of sale locations, etc. In addition, any pre-installation requirements that the customer is responsible for will be completed by the agreed upon date. Pre-installation requirements may include carpentry, power installation, cabling, Internet access, any other computing equipment that will be connected to the Digital Dining system, etc.

If there is remodeling or new construction involved in the project, this must be completed before the installation of POS equipment. If Transform, Inc. is required to install POS equipment before construction work is completed, the customer is accepting responsibility for any damage or premature failure of equipment due to construction (this includes dust and dirt inside equipment, power issues, etc.) Changes to the installation, once agreed upon, may result in additional costs.

### Training

Transform Technologies employs a "train the trainer" methodology for Digital Dining installations. This means that we will train the management on the use of the system, as well as the use of the back office applications, and we will train a few of the staff on the use of the POS system. From there, the customer will be responsible for training additional staff upon installation, and for training future staff hired after the system is in use. Customer management will be trained on adding and changing menu items, using the Accounts Receivable functions, using the Frequent Diner module, using the Staff Management functions, and running reports from the system. The customer will be responsible for adding the staff to the system, as well as populating the Accounts Receivable (House Accounts) and/or Frequent Diner databases.

Additional training sessions can be scheduled with Transform, Inc. staff at additional cost.

### Ongoing Support

Transform, Inc. will provide additional support for the customer to ensure that the system is working properly, and to ensure that the customer understands how to use the system. We will provide free system support for **1 year** after the installation of the system to answer any questions about the system and make any necessary changes to the system to meet the original requirements. We will have technical support available on-site during the first day of system use ("go live" day), and should be able to address any remaining issues at that time.

Additional support is available through Transform, Inc. for reprogramming, system support, training, custom programming or reporting, menu changes, upgrades, adding modules, etc. at additional cost. Transform, Inc. offers hourly, monthly and annual support contracts designed to offer the customer preferred response times and reduced costs. ***After the initial free support period is ended, Purchaser will transition into a standard support contract offering 24/7/365 support. This annual support agreement will be offered to Arrowhead Golf Club at the rate of \$2,400 per year for years 2-5.***



**Purchaser System Maintenance Responsibilities**

The Purchaser is accepting responsibility for the every-day maintenance and health of the System. This includes providing adequate power and ventilation for all systems, protection from electrical surges and noise, clean work space appropriate for computer equipment, etc. The Purchaser is also responsible for regular system maintenance, including performing regular restarts of the system. Digital Dining is a Windows-based system, and in a hospitality environment it gets heavy usage, and as such requires regular system restarts. These should be performed at least once per week, and it should be done after business hours.

This procedure is very simple:

1. Make sure that no one is in the POS systems
2. Shut down the Point of Sale stations
3. Shut down the Digital Dining server and Restart the Digital Dining Server
4. Restart the Point of Sale stations

Also, the database requires regular maintenance as well. During off hours, the system administrator should run the Repair Daily Files utility from the Office program to restore the database. This should be performed at least once per month as well. Failing to perform regular maintenance of the system can result in poor performance and downtime.

Finally, a database Repair All should be performed at least once per quarter. The Repair All rebuilds the entire database and will improve system performance.

The Purchaser is responsible for system integrity and data management, including backing up data for recovery in the case of a system/storage failure.





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Description	Qty	Unit Cost	Ext Cost
<b>Software</b>			
Digital Dining Professional Software for 9 stations	1	\$9,000	\$9,000
Digital Dining Credit Card Module for 4+ Stations	1	\$1,750	\$1,750
Digital Dining Optional Modules (Table Mgmt, Reservtns)	2	\$1,000	\$2,000
<b>Hardware</b>			
Main Database Server PC	1	\$800	\$800
POSBank 15" LCD All-in-One POS Terminal w/ MSR	9	\$1,500	\$13,500
Thermal Receipt Printer	9	\$350	\$3,150
Impact Kitchen Printer	3	\$400	\$1,200
Cash Drawer	4	\$150	\$600
<b>Services</b>			
Installation, Programming, Training, First Year Support	1	\$4,000	\$4,000
<b>System Cost:</b>			<b>\$36,000.00</b>
Software Discount:			-\$900.00
Trade-In Value for Radiant POS Terminals			-\$3,600.00
Competitive Discount:			-\$4,500.00
<b>Subtotal:</b>			<b>\$27,000.00</b>
Sales Tax:			\$0.00
<b>Total Cost:</b>			<b>\$27,000.00</b>

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For Further Descriptions of Products and Services visit us at  
[www.transformpos.com](http://www.transformpos.com) or send email to: [info@transformpos.com](mailto:info@transformpos.com)  
Phone: (800) 628-9954 – 5008 Gordon Ave, Monona, WI 53716



**ROBERT T.C. KAY**  
43 Venetian Way  
Wheaton, IL 60187

November 18, 2013

**William Farley**  
Assistant Superintendent of Business Operation  
Wheaton – Warrenville Community Unit School District 200  
130 West Park Avenue  
Wheaton, IL 60189

**Michael Bernard**  
Executive Director  
Wheaton Part District  
102 E. Wesley Street  
Wheaton, IL 60187

Re: **Stars Family Services, Inc.**  
**Request For Waiving a Portion of School Park Contributions**

Dear Mr. Farley and Mr. Bernard:

This confirms and supplements my phone conversation with Mr. William Farley. I am a member of the Board of Directors of Stars Family Services, Inc. ("SFS"). SFS is currently building a facility near the Intersection of Union Avenue and Cross Street in Wheaton that will provide housing for adult individuals with intellectual disabilities.

The City of Wheaton (via Tracy Jones, Staff Planner – see email enclosed) has advised us that school and park contributions are due at the time of building permit issuance. Based on her information, a portion has already been paid for both the School District and Park District. The balances owing are \$6,645 (school) and \$7,215 (park).

SFS requests a waiver of this balance of the contribution. Please contact me to schedule a meeting to discuss the waiver request in more detail. My telephone is (630) 456-4618.

Thank you for your consideration.

Very truly yours,

  
Robert T.C. Kay

Enclosure

ZA\_5 RTCKStars Family Services\FarleyAndBernardLtr.docx

cc: **Raymond Chase, President, Board of Directors**

**Tracy Jones, City of Wheaton**

**Jim Kozik, City of Wheaton**



**Lauren Gravenites**

---

**From:** Jones, Tracy <TJones@wheaton.il.us>  
**Sent:** Tuesday, November 05, 2013 1:48 PM  
**To:** Robert T.C. Kay  
**Cc:** Ferguson, Tyler; Kozik, Jim  
**Subject:** STARS PUD

Bob -

I've calculated your required school district contributions as follows:

- 4,605 (based on an eight bedroom detached single-family house) x 2 = 9,210 - 2,565 (contribution previously paid by St. John's) = \$6,645
- To discuss a waiver of school district contributions, I would contact Bill Farley by phone at (630) 682-2005 or by email at [william.farley@cusd200.org](mailto:william.farley@cusd200.org).

I've calculated your required park district contributions as follows:

- 5,175 (based on an eight bedroom detached single-family house) x 2 = 10,350 - 3,135 (contribution previously paid by St. John's) = \$7,215
- To discuss a waiver of park district contributions, I would contact Mike Benard by phone at (630) 665-4710 or by email at [mbenard@wheatonparks.org](mailto:mbenard@wheatonparks.org).

Any waiver of school and/ or park district contributions has to be approved by the City Council as well. School and park district contributions are due at the time of building permit issuance.

Let me know if you have any questions.

Sincerely,  
Tracy

Tracy L. Jones  
Staff Planner  
City of Wheaton  
303 West Wesley Street  
Wheaton, IL 60187

(p) 630.260.2080  
(f) 630.260.2195

[tjones@wheaton.il.us](mailto:tjones@wheaton.il.us)



Please consider the environment before printing this e-mail



## Donna Siciliano

---

**From:** Robert T.C. Kay <bob@rkaylaw.com>  
**Sent:** Friday, December 06, 2013 11:34 AM  
**To:** william.farley@cusd200.org; Mike Benard; Donna Siciliano; Phil Passon; Ray Chase  
**Subject:** Stars Family Services - Meeting Today - 4:30pm  
**Attachments:** FarleyAndBernardLtrReContributions.pdf

Gentlemen:

This is to confirm our meeting at the Arrowhead conference room today at 4:30 pm.

Stars Family Services is requesting a partial waiver of the School/Park contributions related to the construction of residences for adults with developmental disabilities.

Attached is the letter sent last month with the brief explanation of our request.

Robert T.C. Kay  
Law Office of Robert T.C. Kay, P.C.  
330 S. Naperville Road, Suite 208  
Wheaton, IL 60187  
(630) 456-4618  
[bob@rkaylaw.com](mailto:bob@rkaylaw.com)  
[www.rkaylaw.com](http://www.rkaylaw.com)

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### CIRCULAR 230 DISCLOSURE

Opinions or Statements Contained in This Document That Relate to Any Federal Tax Matter Are Not Intended to Be Used, and Cannot Be Used, by a Taxpayer to Avoid Penalties That May Be Imposed on the Taxpayer.



NORTH  
SCALE: 1 in. = 20 ft.









**TO:** Michael Benard, Executive Director  
**FROM:** Mary Beth Cleary, Director of Recreation  
**RE:** Recreation Department Report  
**DATE:** January 8, 2014

---

**Community Center Rentals and Revenue Comparison**

December 2012/December 2013

	# of Reservations			Total Rental Hours			Rental Revenue		
	2012	2013	change %	2012	2013	change %	2012	2013	change %
Paying Renters	57	61	7.0%	165.75	159.5	-3.8%	\$5,620.90	\$ 5,472.03	-2.6%
WDSRA	8	9	12.5%	14	48.75	248.2%	0	0	
District 200	8	12	50.0%	34	38.5	13.2%	0	0	
External (Other)	4	3	-25.0%	30	11.5	-61.7%	0	0	
Total	77	85	10.4%	243.75	258.25	5.9%	\$5,620.90	\$ 5,472.03	-2.6%

**Recreation Department**

- The Recreation Department Programming Division conducted an audit of new program titles offered in 2013. Below is a summary of programs offered, number of participants and cancellation rate by program area. The Programming Division will continue to prioritize new program offerings using community and participant feedback and trend analysis, with the goal being to increase the ratio of programs offered to programs executed. The average program cancellation rate district-wide is approximately 30%.

**Adult Education- Area 305**

SEASON	# of PROGRAMS	# of PARTICIPANTS	CANCELATION RATE
Winter	15	102	80%
Spring	10	8	70%
Summer	10	11	80%
Fall	23	7	60%
<b>TOTAL/AVERAGE</b>	<b>58</b>	<b>128</b>	<b>72.5%</b>

**Leisure Center -Area 304**

SEASON	# of PROGRAMS	# of PARTICIPANTS	CANCELATION RATE
Winter	15	607	0%
Spring	17	871	0%
Summer	11	575	0%
Fall	23	948	0%
<b>TOTAL/AVERAGE</b>	<b>66</b>	<b>3001</b>	<b>0%</b>



### Early Childhood & Camps- Area 207

SEASON	# of PROGRAMS	# of PARTICIPANTS	CANCELTION RATE
Winter	0	0	N/A
Spring	1	11	0%
Summer	2	27	50%
Fall	4	16	75%
<b>TOTAL/AVERAGE</b>	<b>7</b>	<b>54</b>	<b>41.66%</b>

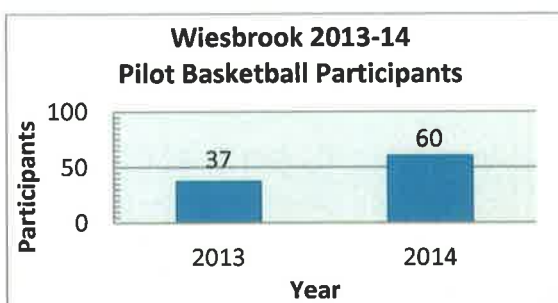
### Varied Interest/Dance/Drama- Area 201, Area 202 & Area 208

Season	# of PROGRAMS	# of PARTICIPANTS	CANCELTION RATE
Winter	10	110	30%
Spring	6	6	83%
Summer	14	71	18%
Fall	19	104	47%
<b>TOTAL/AVERAGE</b>	<b>49</b>	<b>291</b>	<b>44.5%</b>

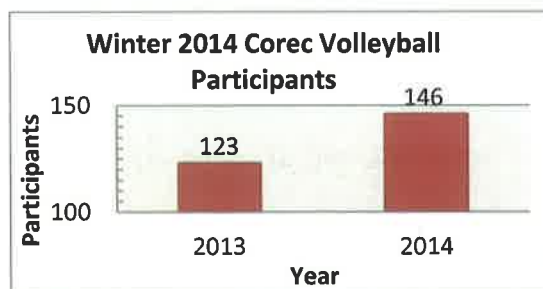
- The Recreation Programming Division has planned quarterly meetings in 2014 to discuss adding value to our programs and events. With today's economy, creating extra value and staying relative can be difficult. Discussion areas will include: objective setting, target audience, promotion and marketing, best location, benefits of planning, and stakeholder satisfaction.
- 2013 Holiday Party Committee Wrap-up Meeting is scheduled for Tuesday January 14 at the Community Center. Staff members interested in serving on the 2014 Holiday Party Committee are invited to attend.

### Athletics

- The Athletic Division welcomed a new Athletic Supervisor on December 16, Darrell Houston. Darrell has his Masters in Recreation Administration from the University of Illinois at Urbana-Champaign. Darrell was a Camp Leader at the Champaign Park District in summer 2006. He completed his internships at the Arlington Heights Park District, Naperville Park District and the Wheaton Park District. Over the past two and a half years, Darrell was a full-time Recreation Programmer at the Berwyn Park District. His responsibilities were youth and teen athletic programs.
- Wiesbrook Pilot Basketball player evaluations were held on December 2 and 3. The Wiesbrook Pilot Basketball Coaches' Meeting was held on Tuesday, December 10.
- Winter 2014 Corec Volleyball Coaches Meeting was held on Thursday, January 9.



2





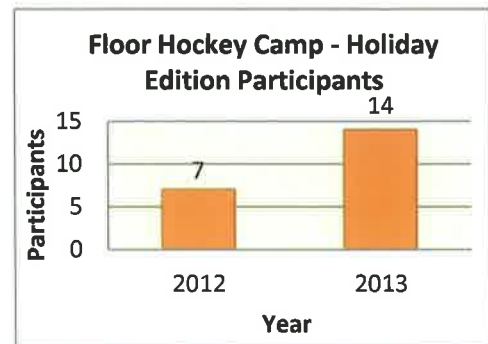
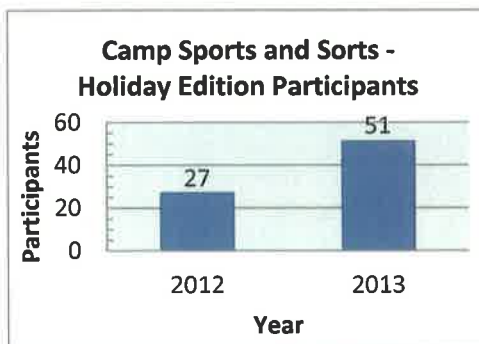
- The new Indoor Synthetic Turf field was completed on Friday, December 13. Thank you to the Park Board of Commissioners for approving this project.



- New gym divider curtains were installed and completed at Central Athletic Center in the Large Gym and Kale Gym on Thursday, December 19.

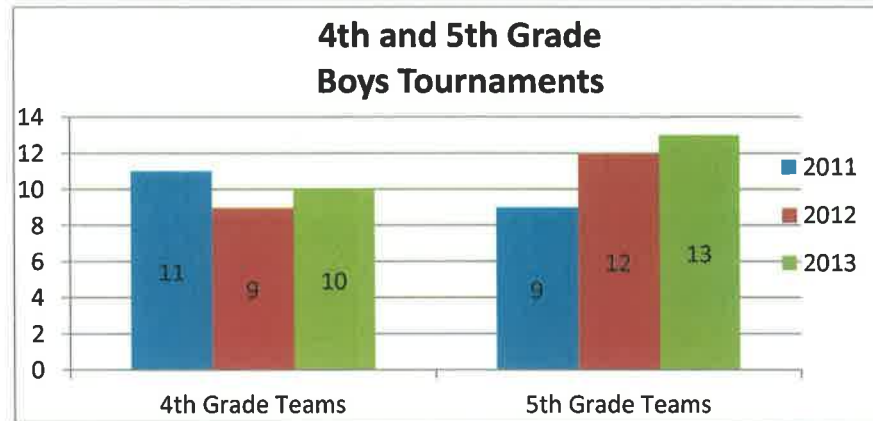


- Camp Sports and Sorts – Holiday Edition ran from December 23 – January 3.
- Floor Hockey Camp – Holiday Edition ran from December 23 – January 3.





- The Wheaton Kickoff Classic was held at the Central Athletic Center on December 21-22. This travel basketball tournament is for 4<sup>th</sup> and 5<sup>th</sup> grade boys. There were ten teams in the 4<sup>th</sup> grade division and 13 in the 5<sup>th</sup> grade division. There were 23 games played on Saturday and 20 games played Sunday. Overall this was a successful tournament and we thank all of the teams that participated.



- This was the first year we offered a winter camp for Future Pros Soccer. It was held on December 30- January 3 with off days on December 30 and January 1. This camp was held at the Central Athletic Center in the Upper Gym on the new turf. We had a total of 16 participants and plan to host more camps next winter, as well as throughout the year.
- The Athletic Division has worked with the Travel V.P's of the Wheaton Park District Baseball & Softball Board to provide off-season training to the travel baseball and softball teams that are interested in training in the winter 2014. All teams are set to begin on Saturday January 4 at Wheaton Warrenville South High School Field House, Wheaton North Field House, Edison Middle School or the Central Athletic Center, depending on availability. This training will run until Sunday March 23.
- The Athletic Division started a new U8 Boys Travel Soccer League which will play on the turf field in the upper gym of the Central Athletic Center. The league has four teams and will start games on Saturday January 11.

#### **Early Childhood and Camps**

- The Santa's Workshop for Tykes class was a huge hit this December with 56 participants.
- There were 21 families that participated in the Santa Claus Home Visits up from 18 in 2012.
- The 3rd Annual Candy Cane Hunt at Northside Park took place on December 6 with 56 participants attending.
- The Wide Horizons Preschool collected 117 pairs of mittens that they will be donating to the Peoples Resource Center in Wheaton during this holiday season.

#### **Varied Interest**

- Wheaton Dance Crew held their first "Cookies with the Crew" on December 18<sup>th</sup> at the Community Center. Families and friends enjoyed a 35 minute Dance Crew performance, cookies, and hot chocolate.



- Wheaton Dance Crew performed at Brighton Gardens on December 14th.
- Eighteen participants enjoyed the Lincoln Park Zoo Family Trip. This trip was done in co-op with Glen Ellyn. Registrants enjoyed holiday treats on the bus, an hour and a half of self-guided light tour, and a small goodie stocking.
- Five Zone Birthday Parties were held in the month of December. This is a 100% increase from December 2012.

#### **Leisure Center**

- The Holiday Gala was held on December 11 at the Abbington in Glen Ellyn. Mayflower Tours sponsored the party favors, which were red luggage spotters with both the Wheaton Park District and Mayflower Tours logos. The Meadows of Glen Ellyn and Belmont Village sponsored the centerpieces. Entertainer Alex Babiy was a big hit and everyone had a wonderful time. One hundred and thirty seniors attended.
- Community Concerts were held at the Community Center on December 14. The Silvertones performed "*Once Upon a Christmas*" at 1pm and Beyond Glee performed "*Beyond Christmas 2*" at 4pm. Tickets were \$7 for each concert or \$10 for both shows.
- Thirty- eight people traveled to see the Christmas Schooner and enjoy lunch at Deleece Restaurant on December 5.
- Sixty people enjoyed seeing "*Elf*" at the Wheaton Public Library on December 17.

#### **Recreation, Registration and Customer Service- Training**

- Covered Household Updates (phone numbers / email addresses)
- Covered updating Household Ticklers
- Covered program deposits (CNN, CIDK, Football, Wide Horizons)
- Covered procedures for updating Ice Skating Hotline
- Covered Cash Handling Procedures
- Covered Lost and Found Procedures
- Updated Community Center manual to include the following, procedure for Responding to a Building Medical Emergency, Procedure for Calling Off a Scheduled Shift, and Customer Service Standards

#### **Program Registration and Leisureships**

- Gathered data and in the process of preparing semi-annual report for Cadence Health on funding provided for Leisureship families.
- Compiled a list of Leisureship families and their email addresses for those who have participated in fall programs. Survey was sent to 21 families through Survey Monkey. Survey response deadline was December 23.
- Updated Cash Handling Procedures for the Finance Dept. for the annual audit.



### December Leisureship update

- a) 112 families have been assisted in current fiscal year
- b) 136 families had been assisted in previous fiscal year
- c) 17.64% decrease in 2013 vs. 2012
- d) Funds provided: \$31,606.37
- e) Funds provided in previous fiscal year: \$43,046.50
- f) 26.57% decrease in 2013 vs. 2012
- g) Referrals: 53
- h) Fundraising efforts

Web donations	\$0
Lanyard sales	\$0
Studio Movie Grill tickets	\$39.00
<b>Total</b>	<b>\$39.00</b>

### December Refund Summary

- a) 157 refunds processed
- b) 153 refunds processed same month previous fiscal year
- c) Although the increase in the total amount of refunds processed was not significant, the 21.33% increase was due to the cost of the program that was refunded.
  - Total refunds: \$8,981.16
  - Check refunds: \$683
  - Household credits: \$3,432.16
  - Credit cards: \$4,866
  - Administrative/service fees: \$63

### Activity Registration Summary for December

- a) Total registrations: 1,689
- b) Fees processed: \$129,387.75
- c) Web registration: 1,145
- d) Web percent: 67.79%
- e) Walk-in registration: 544
- f) Walk-in percent: 32.21%



TO: Mike Benard, Executive Director  
 FROM: Andy Bendy, Director of Special Facilities  
 RE: January 15, 2014 Board Report

***Cosley Zoo - Susan Wahlgren, Zoo Director***

- Despite the short season between Thanksgiving and Christmas this year, (4 weekends compared to 5 weekends in 2012), Christmas tree sales did very well earning the second highest revenue since sales began in 1984. A total of 2,251 trees were ordered: all of them selling except for two Scotch Pines.

REVENUE	2013	2012	2011	2010
Tree Sales	\$168,054	\$167,317	\$159,602	\$153,113
Sponsors	\$ 8,000	\$ 10,350	\$ 5,850	\$ 6,650
<b>TOTAL REVENUE</b>	<b>\$176,054</b>	<b>\$177,667</b>	<b>\$165,452</b>	<b>\$159,763</b>
<b>EXPENSES</b>				
Tree Supplies	\$ (80,705)	\$ (75,689)	\$ (72,638)	\$ (77,840)
Advertising	\$ (2,450)	\$ (3,993)	\$ (3,767)	\$ (4,932)
<b>TOTAL EXPENSES</b>	<b>\$ (83,155)</b>	<b>\$ (79,682)</b>	<b>\$ (76,405)</b>	<b>\$ (82,772)</b>
<b>NET REVENUE</b>	<b>\$ 92,898</b>	<b>\$ 97,984</b>	<b>\$ 89,046</b>	<b>\$ 76,991</b>

- Visitors were very generous with their donations to the Holiday Wish Tree. One hundred seventy one contributions totaled \$1,764. These donations help the zoo purchase enrichment items for its resident animals.
- Program data for December and year-to-date are below:

**Total Programs - December**

Type of Program	2013 Number of programs	2013 Number of participants	2012 Number of programs	2012 Number of participants
Outreach	3	70	2	176
Casual Interpretation	1	2	5	52
Birthdays	2	20	0	0
Camps	0	0	0	0
Jr Zookeepers Club	1	23	1	16
School programs	0	0	0	0
Scout Programs	0	0	1	16
Park District programs	2	26	5	66
Special/Members Events	2	444	2	1,141
Rentals	0	0	2	100
<b>Total</b>	<b>11</b>	<b>585</b>	<b>18</b>	<b>1,567</b>

**Total Programs – January-December**

Type of Program	2013 YTD Number of programs	2013 YTD Number of participants	2012 YTD Number of programs	2012 YTD Number of participants
Outreach*	85	2,778	109	3,363
Casual Interpretation	681	38,611	583	30,992
Birthdays	20	229	26	283
Camps	6	93	8	89
Jr Zookeepers Club	11	165	9	105
School programs	165	3,075	204	3,910
Scout Programs	27	312	23	229
Park District programs	78	910	74	877
Special/Members Events	8	4,098	9	3,282
Rentals	100	4,630	55	3,488
<b>Total</b>	<b>1,181</b>	<b>54,901</b>	<b>1,100</b>	<b>46,618</b>

\*Outreach program is where the zoo brings programs to area schools.



### **Parks Plus Fitness – Ryan Miller, Manager**

- Lions Club Reindeer Run was held Saturday, December 7 with 715 runners showing a net profit to Wheaton Park District of approximately \$8,000.
- Rotary Color Run scheduled for April 5, 2014. Registration began January 1, 2014; 29 registered to date.

PPFC Membership Breakdown	Annual	3-Month	1-Month	Fit-N-Swim	Total
December 2013	1,743	23	101	0	1,867
December 2012	1,720	31	71	0	1,822
November 2013	1,670	25	54	0	1,749
November 2012	1,620	19	43	0	1,682
October 2013	1,658	67	39	0	1,764
October 2012	1,695	69	7	0	1,771
Monthly Total Attendance/ Usage	7,909				

#### **PPFC December 2013 New and Renew Memberships:**

Membership Type	New	Renew	Total Amount
Annual	48	43	\$19,071
3 Month	12	11	\$2,771
Total for all Types	59	387	\$39,876

### **Arrowhead – Restaurant and Banquets- Steve Glass, Director F & B**

#### **Restaurant**

- Band weekend upstairs in the main ballroom from 8 p.m. to midnight;  
Friday January 30 Chemically Imbalanced/Vital Signs  
Saturday February 1 Hillbilly Rockstarz
- Straight from the Tap – a Craft Beer Tasting Event – will take place Jan 25<sup>th</sup> at Arrowhead. To date we have 99 registrations.
- The Ugly Sweater Contest was held on December 20 and had the most entrants on record.

#### **Banquets**

- Held 81 events for 3,162 guests in December.
- Hosted 5 weddings in December

### **Arrowhead Golf Club-Bruce Stoller, Director**

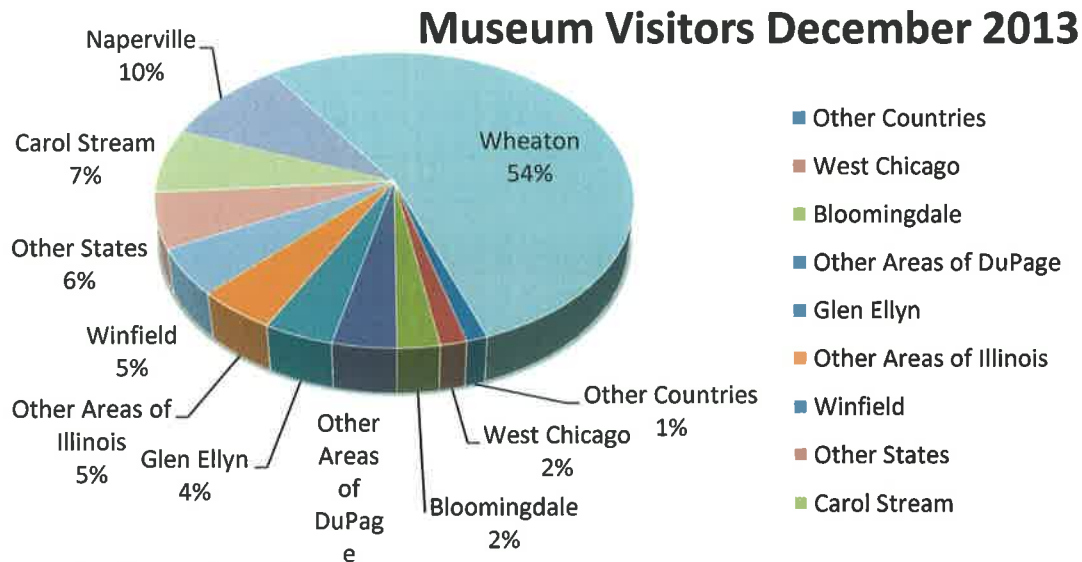
- Staff started to prepare permanent tee time registration packets and golf outing documents so they can be sent out by the middle of January.
- We were able to open ski trails for three days in December. Conditions were not very good for skiing with temperatures near freezing.

Cross Country Ski	2013-14	2012-13	2011-12	2010-11	2009-10
December Rentals	9	0	0	1,464	894
Seasonal Rentals	9	0	0	1,464	894
December Revenue	\$135	\$0	\$0	\$19,844	\$9,768
Seasonal Revenue	\$135	\$0	\$0	\$19,844	\$9,768



**Historical Museum- Sara Buttita, Educator, and Sara Arnas, Curator**

- The Museum has booked the Northern Illinois Lego Train Show for February 8<sup>th</sup> and 9<sup>th</sup> 2014. Last year this event brought 3000 guests to the Museum.
- In Vogue exhibit is scheduled for January 25<sup>th</sup> and will include fashion accessories from the museum's collection and select private collections.



**Total Daily Visitors for December: 314**

**Aquatics/Safety – Wendy Russell, Manager**

- Wendy has been interviewing several potential candidates for assistant manager at Rice Pool and Water Park before applicants are return to school from the holiday break.
- Mike Benard, Diane Hirshberg and Wendy Russell, met with Jackie Pierce and Dane Hall from PDRMA to be begin discussing the PIPP Program for Wheaton Park District. The program, PDRMA Injury Prevention Program is designed to find the best safety practices for our employees and educate them with safe work practices.
- Pool Pass Sales figures are:

	2013	2012
Pool Pass Sales	\$42,937/915 passes	\$54,377/1,224 passes



**To:** Mike Benard, Executive Director  
**FROM:** Margie Wilhelmi, Director of Marketing / Fund Development  
**RE:** January 15, 2014 Board Report

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## **Marketing**

### **Arrowhead Events/Food & Beverage**

- First quarter events include the Music Weekend scheduled for January 31 & February 1.
- Marketing and promotion begun and include advertising at eventful.com, triblocal.com, press release, e-blasts and signage onsite at Arrowhead.
- A 2014 marketing plan has been completed and include events, restaurant and facility wide print and web advertising.

### **Arrowhead Golf & Cross Country Skiing**

- Golf calendars were completed and will be distributed by golf staff to permanent tee timers, and utilized as promotional incentives during first quarter via a mobile text campaign to more than 300 subscribers.

### **Cosley Zoo**

- Staff is working on a formal 2014 marketing campaign that will include all foundation events, zoo events and general facility marketing. The first event in planning is Party for the Planet, April of 2014.
- Currently under review, the opportunity for Cosley Zoo to be a part of a new Jeff Corwin mobile App that has been designed specifically for zoos and aquariums across the country. This opportunity comes to us through our accreditation with AZA.

### **DuPage County Historical Museum**

- Marketing & Development are working together to solicit sponsorship and promote upcoming events and exhibits, which include Lego Train Show, In Vogue Exhibit and Casino Night.
- Marketing efforts include ads in Family Time e-newsletter for Lego Train Show, web ads on Tribune.com for Casino Night, signage on the museum building and on light poles in downtown Wheaton for the In Vogue exhibit.

### **Wheaton Park District Gift Cards/ Holiday Promotion Recap**

- The gift card promotion was extended through December 31. The total holiday promotion yielded sales of \$40,475. In 2013, total sales were \$37,194.

### **Wheaton Park District Aquatic Facilities**

- The Big Chill Pool Pass Sale runs through January 31. The most recent promotion included an incentive to win various prizes if passes were purchased by specified date. To date, we have sold a total of 915 passes.

### **Parks Plus Fitness Center**

- New 2014 marketing materials include: new general membership brochures, new personal training brochures, and for the first time a Kidz Kingdom sales brochure.
- Community Center signage includes a new bulletin board on each level, a new atrium banner and outdoors at entrance off Blanchard Road.

## **Events**

### **Straight from the Tap – Beer Tasting Event – Saturday, January 25**

- This new event is being offered at Arrowhead Golf Club. Beer vendors are being secured at this time. To date, 99 tickets have been sold (300 tickets available).

### **Fun Run—2014 In Color—Saturday, April 5**

- Registration opened January 1 and has a total of 29 registrants.
- One headliner sponsor has been secured for \$4,600.



**TO:** Mike Benard, Executive Director  
**FROM:** Larry Bower, Director of Parks & Planning  
**DATE:** January 2, 2013  
**SUBJECT:** Board Report, December 2013

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### **Park Services Center**

- Over 580 man-hours were used for snow removal throughout the District.
- Over 530 man-hours were used to create and observe ice rinks (man-made & ponds) carefully throughout the month of December.
- Crews assisted with winter snow removal and ice maintenance. Even though the temperatures were cold for a couple of days the warming trends and rains were not conducive to ice early on. However, crews really worked hard to try and establish ice the week of Christmas to get the rinks ready for the school vacations. Crews were successful in creating and opening skating ponds in the manmade areas of Kelly and Hull on December 26<sup>th</sup> and Briar Patch on December 27<sup>th</sup>. Crews are hopeful that the skating rinks will last through the next couple of warmer days but they will be back at it as the temperatures drop through the first part of January allowing kids and residence more skating time during the last part of the school/holiday vacation.

### **Operations**

- Assist outside Contractor in moving artificial turf supplies to second story gym. Staff operated the crane lift for several days to get the half-ton skids up to the gym. Staff also removed two glass backboards from the gym and hung them in the Kale gym replacing two metal backboards. Staff also had to alter three sets of doors in the upper gym to allow the doors to pass over the new installed turf.
- Four bathroom faucets were replaced in the CAC bathrooms. Two faucets in the Men's and Women's bathrooms were replaced due to the difficulty in finding replacement parts for the old units. The new faucets are consistent to the units in all our other facilities making repairs much quicker and cost efficient.
- Staff worked to thaw the water supply pipes at the Girl Scout Cabin. The pipes were thawed and then a heating element added to keep the problem from continuing over the season.
- Monthly Building Inspections and repairs were completed for December.
- Extra staff hours have been allotted to the cleaning of the Central Athletic Center. Due to the increased scheduling of this facility during the winter months the Parks Department has used staff from the Community Center and the PSC to keep the building up to our standards.
- Patching and painting have begun at the Leisure Center while the building has been shut down for the Holidays. The main floor unisex bathroom and the upper office are being patched and painted as requested by the Leisure Center Staff. While the building is closed, detail cleaning and repairs are also being done.
- Staff repaired two basketball operating motors at the CAC. Two baskets would not retract all the way to the full down position. Limit switches were adjusted and some loose bracketing secured.



- Roof inspections and gutter cleaning were completed for the season on all District facilities.
- Staff erected a new steel stand in the weight room in the Parks Plus Fitness Center. The large rack unit was assembled and then anchored to the concrete floor.
- Community Center Staff have allowed more time to the disinfecting of doorknobs, handrails, and counter tops during this flu season. They have also vacuumed all return air vent covers in the building to help airflow throughout the facility.
- The Community Center Part-Time staffs were all re-trained on the use of snow removal equipment. A refresher training on the operation and use of the snow blowers and rotating broom were done.
- Cosley Staff have been stocking the Christmas tree racks as needed, and delivering trees to residents. As the stock runs down, pallets and racks are removed and put into storage. Cosley Staff replaced the gate arms to the staff parking lot due to damage from a car or truck striking them.
- Community staff has repaired lockers in both the Men's and Women's locker rooms at the CC. The worn plastic parts were replaced in the locking mechanisms, and catches straightened. Units were lubed and tested. Staff also checked all faucets in the locker rooms and bathrooms throughout the facility, and replaced or adjusted the meter valves and loose handles.

## **Projects**

- Signs, Banners, set up and take down of the Reindeer Run Special Event.
- Built and installed shelving for a closet at Central Athletic Center. Painted walls and floor of the closet, as well.
- Electrical work orders at Leisure Center. Replaced outlets and added additional outlets.
- Electrical work orders at Central Athletic Center. Gym Dividers and backboard removal.
- Purchased supplies for the Lincoln Marsh storage shed. Lumber, Roofing, and Steel doors.
- Signs & Banners Work Order Requests for Cosley Zoo, PPFC, Recreation, and Park Services Center.

## **Planning**

- Arrowhead Pump House Equipment – Contracts were completed and sent to the contractor.
- Arrowhead Restrooms – We received initial comments from DuPage County and are preparing responses. Most issues have been easily addressed. We are seeking waivers on two items. One is being able to directional bore an HDPE (plastic) water line from the maintenance building to the west course building rather than direct burying a copper line. The other is providing hot water within the restrooms due to the increased cost and availability of hot water at the clubhouse.
- Central Athletic Center – Installation of the synthetic turf in the upper gym and the gym dividers in the main gym and Kale gym were completed.
- Community Center Cooling Tower – Contracts were completed and sent to the contractor.
- Cosley and 855 Prairie Parking Lots – We applied for the Illinois Green Infrastructure Grant to help fund replacement of these lots with permeable pavers. We also received a proposal for engineering of these two projects.



- Fence Projects – The fence projects at Danada and Graf Park and the sideline fences at Atten and Northside Park have been completed. Work on the Atten outfield fence for field 16 and the coyote fence have been postponed due to weather.
- Northside Boathouse – Staff has been in contact with the Wheaton Historical Commission regarding the status and condition of the boathouse. We will likely seek a consultant to develop recommendations for the building.
- Play for All/Sensory Playground – We have requested a waiver from the Village of Lisle for permitting fees and will be addressing their Board at their meeting on January 6.
- Rice and Northside Pool Filter Replacement – Contracts were completed and sent to the contractor.

### **Mechanic**

- The swap over from turf to snow went smoothly with cabs blowers and brooms installer on eight mowers.
- All walk behind blowers and brooms are ready, and all snowplows installed on trucks.

### **Horticulture**

- Crews finalized all cleanups of parks for the fall. This included: cutting back ornamental grasses, leaf pick-up, the removal of watering bags on fall planted trees and general clean-up of parking lot drains and curbs
- Staff removed the overgrown shrubs on the west side of the DuPage Historical Museum. These shrubs were creating hazards for patrons walking along the sidewalk on Main St. The area will be landscaped in spring using either native grasses and low profile plants or small ornamental shrubs and perennials. The final decision has not been made at this time.
- Crews assisted with the cleanup at Central Athletic Center following the installation of turf in the upper gym. In addition, staff assists when necessary for cleaning the athletic center before, during and following athletic events such as basketball tournaments, open gyms etc...

### **Conservation**

- Conservation Staff conducting tree work at various sites in District
- Staff removing invasive species at District natural areas
- Staff monitoring and general upkeep of trails/paths at Lincoln Marsh
- Removal and prioritization of ash trees with disease at Parks throughout District
- Conservation Manager attended Urban Tree Conference at The Morton Arboretum

### **Lincoln Marsh**

- Lincoln Marsh hosted a total of 125 participants in Adventure Education and Nature Interpretation/Environmental Education in December.
  - Adventure Education staff presented 1 program to 15 participants.
  - Environmental Education staff presented 13 environmental education programs to 110 participants.



- Lincoln Marsh hosted a total of 916 programs to 13,559 participants overall in 2013.
  - Adventure Education staff presented 579 adventure programs and outdoor adventure camps to 8,551 participants.
  - Interpretive staff presented 337 environmental education programs and nature camps to 5,008 participants.
- As of December 18th, 2013 Northside Park Shelter House opened for 10 days with 3280 patrons averaging 328 visitors daily. The sled hill has also been open 10 days with 1446 sledders averaging 145 participants per day and the ice skating pond has remained closed due to the lack of ice. Winter outdoor recreation numbers may be higher than reported as the above numbers only reflect tally's taken during shelter house operating hours and patrons use of the sled hill and skating rink beyond those times.
- Environmental Education Supervisor held a winter staff meeting to introduce staff to new snake handling procedures.

### **Green Team Report**

- The Wheaton Park District has collected and recycled 12.17 tons of paper in the Abitibi Paper Retriever bin to date in 2013 (as of December 20th). Our paper recycling efforts have saved 36.51 cubic yards of landfill space, and 49,921.34 KWH of energy.
- USA's gain recycling efforts collected over 600 pounds of clothing in December. This saves 847,000 gallons of water, 4 cubic yards of landfill space and 4,235 pounds of CO<sub>2</sub> prevented from emission. Overall, in 2013, we have collected 15,797 pounds of clothing in 2013.
- Shoe recycling efforts collected over 10 boxes and over 400 pounds of shoes in 2013.



**TO: Mike Benard, Executive Director & Wheaton Park District Board**  
**FROM: Sarah A. O'Donnell, CPRP, Director of Development**  
**RE: January 2014 Board Report**

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#### **Cosley Zoo Foundation**

- **Annual Appeal**
  - The Annual Appeal will be wrapping up in January, and to date, the appeal has grossed \$7,387.23. In comparison to past years, the number of online donations has increased, and this can be a direct result of sending an email regarding the appeal and directly linking to the online giving campaign. The total give online was \$1,745, through the mail was \$4,303.50, and through other methods (i.e. stock share donation and liquidation) \$1,338.73. In comparing the donors from 2012 and 2013, there were nine repeat donors. Of the nine repeat donors, three maintained their commitment from 2012 and six increased their give collectively by 207.99%. There are still funds streaming in from the Annual Appeal and we anticipate that it will be closed by the end of January 2014.
- **2014 Events**
  - Staff is working on updating all materials and distributing pieces regarding all 2014 foundation events including, but not limited to Cosley Classic, Cosley Run for the Animals, etc.

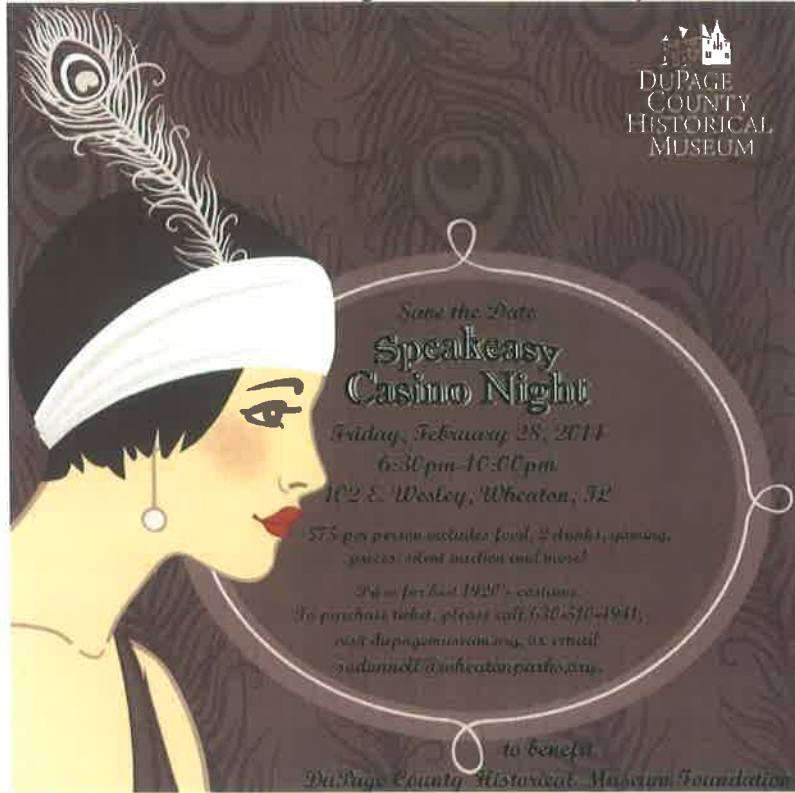
#### **DuPage County Historical Museum**

- **Upcoming Dates to Remember**
  - **In Vogue...& Out Private Preview Event – Friday, January 24, 2014**
  - **Annual Appeal Closes – Friday, January 31, 2014**
  - **LEGO Train Show – Saturday & Sunday, February 8 & 9, 2014**
  - **Casino Night – Friday, February 28, 2014**
- **Holiday Guild Bazaar**
  - The 30<sup>th</sup> Annual Holiday Guild Bazaar was held on November 16, 2013 from 10:00am-3:00pm at the Museum. The Guild had a wide variety of traditional handmade goods for sale and additional vendors were on hand selling additional holiday items. Over the years, the Guild has raised over \$50,000 for the Museum. They are commended for their diligent work and efforts in supporting the Museum and its exhibits.
- **December Attuned Series**
  - On Thursday, December 12, 2013 from 6:30pm-8:30pm, approximately 40 people were in attendance for a special kid-friendly program featuring Father Christmas (Terry Lynch) and local musicians from Franklin Middle School. Treats from Caliendos and Whole Foods were part of the event, Meatheads gave away prizes to participants of their prize wheel, and free back massages were provided to parents by Advanced Healthcare Associates. A final financial recap will be provided at a future meeting.
- **Annual Appeal**
  - The Annual Appeal was recently distributed. Donations are starting to come through to the Museum both by web and postal mail for the Appeal. To date, \$4,428 has been received for this program. (in 2012, \$3,170 was raised)
  - As part of the Appeal process, staff found a significant opportunity to save funds in the area of postage by applying for a non-profit mailing indicia and permit. The application was approved for the permit and can be utilized for bulk mailing pieces. The price for our bulk mailing pieces will now start at \$0.16 per piece (depending on size and weight).



- **Casino Night**

- Casino Night will be held on February 28, 2014 at the Museum. The eleven-person committee includes strong representatives from around the community whose goals are to increase participation, net \$11,000, and provide an entertaining and engaging evening at the Museum. Our next meeting will be held in January 13, 2014.



- **LEGO Train Show**

- Sponsor letters have been developed and are being disseminated for the upcoming LEGO Train Show being held in early 2014.

- **In Vogue...& Out Exhibit**

- Sponsor letters have been sent out to local businesses specializing in accessories, fashion and jewelry about the opportunity to become involved with the exhibit. To date, one local business has signed up as a sponsor. Staff is following up via telephone and email regarding this opportunity.
- A special private preview event will be held on Friday, January 24, 2014 from 6pm-8pm. The private preview is for members, appeal donors, media, dignitaries, and other special guests of board members. If you are interested in attending and/or have a list of guests you would like to invite, please contact Sarah O'Donnell.
- The free exhibit opening preview for the public will be held on Saturday, January 25, 2014 from 12pm-4pm.

- **Future Fundraisers**

- Staff is working on the development of the following fundraisers:
  - Capital Campaign Piece & Fundraiser Events for the Roof
  - Membership Drive for Spring 2014
  - Marketing Piece for the Museum
  - Research for the Springtime Tea Fundraiser is being completed
  - Research for the Hope & Hero History Dinner is being completed



- Research for the 175<sup>th</sup> Anniversary Fundraiser is being completed
  - Research for an American Girl Fundraiser is being completed
- Staff has also met to outline marketing and development timelines for the 2014 calendar of events.
- **Grants**
  - **Illinois Department of Natural Resources**
    - Staff is developing the narrative and gathering necessary supporting documents for submittal of an IDNR Museum Grant for replacement of the roof at the Museum.

### **Wheaton Park District**

- **Play for All Project**
  - Staff submitted letters of inquiry to local foundations in accordance to their granting cycles. Staff will be meeting with the fundraising committee of Play For All will be meeting during mid-January to strategize the current list of prospects and outline a timeline for contact and presentations regarding the Play For All Sensory Garden Playground project Phase II, III, & IV.
  - The Sensory Garden Playground has been included with two other local non-profits as a contender for Whole Foods next 5% day. Voting for the Sensory Garden will be taking place during the week of January 5, 2014 – January 12, 2014. Voting chips can be picked up at the register. At the conclusion of the voting period, a winner will be selected and they will be assigned to a day where 5% of the gross receipts at Whole Foods will be donated back towards the project. In an effort to spread the word about this opportunity, information has been distributed via e-blast, but we also encourage all staff and board members to share details about the voting period to local residents, friends, and family members who shop at Whole Foods.



# **WHEATON PARK DISTRICT**



Financial Overview

**December, 2013**



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## AGC Month &amp; YTD Summary

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>60-Golf Fund</b>									
<b>000-Administration</b>									
4-Revenues	1,071,074	2,106	3,671	(1,565)	-42.63%	1,078,682	1,395,127	(316,445)	-22.68%
5-Expenses	(1,959,926)	(407,219)	(426,146)	18,927	-4.44%	(1,447,401)	(1,516,110)	68,709	4.53%
<b>000-Administration Total</b>	<b>(888,852)</b>	<b>(405,113)</b>	<b>(422,475)</b>	<b>17,362</b>	<b>-4.11%</b>	<b>(368,719)</b>	<b>(120,983)</b>	<b>(247,736)</b>	<b>-204.77%</b>
<b>101-Parks Maintenance</b>									
5-Expenses	(23,505)	(2,536)	(1,612)	(924)	57.31%	(26,604)	(22,544)	(4,060)	-18.01%
<b>101-Parks Maintenance Total</b>	<b>(23,505)</b>	<b>(2,536)</b>	<b>(1,612)</b>	<b>(924)</b>	<b>57.31%</b>	<b>(26,604)</b>	<b>(22,544)</b>	<b>(4,060)</b>	<b>-18.01%</b>
<b>601-Golf Maintenance</b>									
4-Revenues	0								
5-Expenses	(1,039,339)	(71,259)	(354,614)	283,356	-79.91%	(1,007,781)	(1,395,721)	387,940	27.79%
<b>601-Golf Maintenance Total</b>	<b>(1,039,339)</b>	<b>(71,259)</b>	<b>(354,614)</b>	<b>283,356</b>	<b>-79.91%</b>	<b>(1,007,781)</b>	<b>(1,395,721)</b>	<b>387,940</b>	<b>27.79%</b>
<b>611-Pro Shop/Golf Fees</b>									
4-Revenues	2,433,150	9,394	10,345	(951)	-9.19%	2,260,198	2,293,300	(33,103)	-1.44%
5-Expenses	(731,607)	(45,368)	(30,606)	(14,763)	48.23%	(674,206)	(692,293)	18,087	2.61%
<b>611-Pro Shop/Golf Fees Total</b>	<b>1,701,543</b>	<b>(35,975)</b>	<b>(20,261)</b>	<b>(15,713)</b>	<b>77.55%</b>	<b>1,585,992</b>	<b>1,601,007</b>	<b>(15,016)</b>	<b>-0.94%</b>
<b>612-Food and Beverage</b>									
4-Revenues	5,260,134	380,998	329,118	51,880	15.76%	5,059,879	4,866,457	193,422	3.97%
5-Expenses	(4,074,383)	(411,982)	(380,547)	(31,435)	8.26%	(3,874,662)	(3,730,412)	(144,249)	-3.87%
<b>612-Food and Beverage Total</b>	<b>1,185,751</b>	<b>(30,983)</b>	<b>(51,429)</b>	<b>20,446</b>	<b>-39.75%</b>	<b>1,185,218</b>	<b>1,136,045</b>	<b>49,173</b>	<b>4.33%</b>
<b>613-Cross Country Skiing</b>									
4-Revenues	15,000	135	0	135	0.00%	3,873	5,041	(1,168)	-23.18%
5-Expenses	(9,425)	(200)	140	(340)	-243.16%	(6,336)	(5,394)	(942)	-17.46%
<b>613-Cross Country Skiing Total</b>	<b>5,575</b>	<b>(65)</b>	<b>140</b>	<b>(205)</b>	<b>-146.74%</b>	<b>(2,463)</b>	<b>(353)</b>	<b>(2,110)</b>	<b>-597.74%</b>
<b>60-Golf Fund Total</b>	<b>941,173</b>	<b>(545,930)</b>	<b>(850,251)</b>	<b>304,321</b>	<b>-35.79%</b>	<b>1,365,643</b>	<b>1,197,452</b>	<b>168,190</b>	<b>14.05%</b>



## Cash & Investments

Description	Current Month, Prior Year		
	Current Month	Prior Month	Year
<b><i>Operating Funds</i></b>			
10-General	2,210,137	2,506,407	1,737,681
20-Recreation	5,706,378	6,140,104	4,744,833
21-Special Recreation	(20,404)	434,288	13,965
22-Cosley Zoo	40,939	128,471	(204,512)
23-Liability	374,467	414,398	275,282
24-Audit	80,444	80,404	93,289
25-FICA	274,671	300,130	291,979
26-IMRF	416,723	499,752	395,981
30-Debt Service	789,107	2,880,439	744,512
60-Golf Fund	2,790,598	3,548,194	1,687,219
70-Information Systems ISF	107,641	45,685	118,995
75-Health Insurance	605,299	326,047	553,858
<b>Total Operating Funds</b>	<b>13,376,001</b>	<b>17,304,319</b>	<b>10,453,083</b>
<b><i>Capital Funds</i></b>			
40-Capital Projects	3,577,621	3,266,675	5,025,283
<b>Total Capital Funds</b>	<b>3,577,621</b>	<b>3,266,675</b>	<b>5,025,283</b>
<b>Total District Funds</b>	<b>16,953,622</b>	<b>20,570,995</b>	<b>15,478,366</b>



**Fund Balance Target Analysis**  
December, 2013

	<b>General 10</b>	<b>Recreation 20</b>	<b>Cosley 22</b>	<b>Insurance Liability 23</b>	<b>Audit 24</b>	<b>FICA 25</b>	<b>IMRF 26</b>	<b>Debt Service 30</b>	<b>Golf 60</b>
<b>Basis of Measurement:</b>									
Budgeted expenditures less budget capital expenditures	3 to 4 months	> 2 months	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	\$5,000	2 - 4 months
<b>FY 2013 Budget Basis:</b>									
Budgeted expenditures less budgeted capital expenditures	3,689,828	7,981,506	1,192,284	581,386	34,719	523,120	858,273	4,093,072	7,767,003
<b>FY 2013 Targets</b>									
Target Minimum	922,460	1,330,250	298,070	145,350	8,680	130,780	214,570	5,000	1,294,500
Target Maximum	1,229,940	None	596,140	290,690	17,360	261,560	429,140	None	2,589,000
<b>Fund Balance as of December, 2013</b>									
Fund Balance as of 12/31/2012	1,750,697	3,541,208	(200,794)	230,256	93,289	283,533	319,411	738,013	
Net Profit (Loss) YTD thru December, 2013	423,036	927,069	229,295	136,720	(12,845)	(17,308)	21,018	51,094	
<b>Fund Balance as of December, 2013</b>	<b>2,173,733</b>	<b>4,468,277</b>	<b>28,501</b>	<b>366,976</b>	<b>80,444</b>	<b>266,225</b>	<b>340,430</b>	<b>789,107</b>	
<b>Cash &amp; Investments 12/31/2012</b>									1,688,579
<b>Cash &amp; Investments December, 2013</b>									2,790,598
<b>Analysis Results</b>	<b>Over Maximum Target by</b>	<b>Over Target by</b>	<b>Under Minimum Target by</b>	<b>Over Maximum Target by</b>	<b>Over Maximum Target by</b>	<b>Over Maximum Target by</b>	<b>Meets Target</b>	<b>Over Target Minimum by</b>	<b>Over Maximum Target by</b>
<b>Variances</b>									
Amount over maximum or (under minimum)	943,793		(269,569)	76,286	63,084	4,665	-		201,598
Amount over target or (under target)		3,138,027						784,107	



## General Fund

### Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	1,202,516	1,501,606	701,481
11-Investments	1,007,621	1,004,800	1,036,200
12-Receivables	3,698,789	3,681,943	3,528,388
13-Interfund Receivables	0	0	0
14-Inventory	1,805	2,111	2,443
16-Prepaid/Deposits/Escrows	8,569	6,927	10,202
<b>Total Assets</b>	<b>5,919,300</b>	<b>6,197,388</b>	<b>5,278,713</b>
<b>Liabilities</b>			
20-ST Payables	(17,215)	(16,135)	(41,706)
21-Payroll Payables	(42,825)	(57,531)	(32,717)
22-Accruals	(36,431)	(36,431)	(29,663)
23-Interfund Payables	0	0	0
24-Deferred Revenues	(3,645,552)	(3,638,720)	(3,480,810)
25-Deposits/Uncashed/Stale Dated	(3,545)	(4,045)	(4,144)
<b>Total Liabilities</b>	<b>(3,745,567)</b>	<b>(3,752,862)</b>	<b>(3,589,039)</b>
30-Fund Balance	(2,173,733)	(2,444,525)	(1,689,674)
<b>Liabilities and Fund Balance</b>	<b>(5,919,300)</b>	<b>(6,197,388)</b>	<b>(5,278,713)</b>



## Recreation BS

### Recreation Fund Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	2,316,618	2,751,075	2,246,977
11-Investments	3,389,760	3,389,029	2,497,856
12-Receivables	3,736,411	3,740,494	3,575,630
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	28,706	15,834	39,195
<b>Total Assets</b>	<b>9,471,495</b>	<b>9,896,432</b>	<b>8,359,658</b>
<b>Liabilities</b>			
20-ST Payables	(390,590)	(254,969)	(340,334)
22-Accruals	(56,847)	(56,847)	(48,350)
24-Deferred Revenues	(4,545,482)	(4,504,661)	(4,394,212)
25-Deposits/Uncashed/Stale Dated	(10,300)	(22,665)	(10,425)
<b>Total Liabilities</b>	<b>(5,003,218)</b>	<b>(4,839,141)</b>	<b>(4,793,321)</b>
30-Fund Balance	(4,468,277)	(5,057,291)	(3,566,338)
<b>Liabilities and Fund Balance</b>	<b>(9,471,495)</b>	<b>(9,896,432)</b>	<b>(8,359,658)</b>



## Zoo BS

**Zoo Fund**  
**Balance Sheet**

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	40,939	128,471	(204,512)
11-Investments	0	0	0
12-Receivables	784,891	789,927	783,717
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	6,308	5,761	5,734
<b>Total Assets</b>	<b>832,139</b>	<b>924,160</b>	<b>584,939</b>
<b>Liabilities</b>			
20-ST Payables	(7,340)	0	(14,927)
22-Accruals	(15,153)	(15,153)	(13,574)
24-Deferred Revenues	(781,145)	(781,390)	(771,959)
<b>Total Liabilities</b>	<b>(803,639)</b>	<b>(796,543)</b>	<b>(800,461)</b>
30-Fund Balance	(28,501)	(127,617)	215,521
<b>Liabilities and Fund Balance</b>	<b>(832,139)</b>	<b>(924,160)</b>	<b>(584,939)</b>



## Debt BS

**Debt Service Fund**  
**Balance Sheet**

<b>Description</b>	<b>Current Balance</b>	<b>Prior Month Balance</b>	<b>Prior Year Balance</b>
<b>Assets</b>			
10-Cash & Cash Equivalents	789,107	2,880,439	352,881
11-Investments	0	0	391,631
12-Receivables	4,129,592	4,129,592	3,487,776
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>4,918,699</b>	<b>7,010,031</b>	<b>4,232,289</b>
<b>Liabilities</b>			
20-ST Payables	0	0	(7,142)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Deferred Revenues	(4,129,592)	(4,129,592)	(3,487,682)
25-Deposits/Uncashed/Stale Dated	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(4,129,592)</b>	<b>(4,129,592)</b>	<b>(3,494,824)</b>
30-Fund Balance	(789,107)	(2,880,439)	(737,465)
<b>Liabilities and Fund Balance</b>	<b>(4,918,699)</b>	<b>(7,010,031)</b>	<b>(4,232,289)</b>



## Cap BS

**Capital Projects Fund**  
**Balance Sheet**

<b>Description</b>	<b>Current Balance</b>	<b>Prior Month Balance</b>	<b>Prior Year Balance</b>
<b>Assets</b>			
10-Cash & Cash Equivalents	856,680	296,789	1,115,870
11-Investments	2,720,941	2,969,887	3,909,413
12-Receivables	750,014	749,792	13,599
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	6	0	319
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>4,327,642</b>	<b>4,016,467</b>	<b>5,039,201</b>
<b>Liabilities</b>			
20-ST Payables	(304,505)	(284,315)	(1,525,601)
21-Payroll Payables	0	0	0
22-Accruals	(3,418)	(3,418)	(2,895)
23-Interfund Payables	0	0	0
24-Deferred Revenues	(54,784)	(40,778)	(44,387)
25-Deposits/Uncashed/Stale Dated	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(362,706)</b>	<b>(328,510)</b>	<b>(1,572,882)</b>
30-Fund Balance	(3,964,935)	(3,687,957)	(3,466,319)
<b>Liabilities and Fund Balance</b>	<b>(4,327,642)</b>	<b>(4,016,467)</b>	<b>(5,039,201)</b>



## AGC BS

# **Arrowhead Golf Club Fund** **Balance Sheet**

<b>Description</b>	<b>Current Balance</b>	<b>Prior Month Balance</b>	<b>Prior Year Balance</b>
<b>Assets</b>			
10-Cash & Cash Equivalents	1,298,206	2,304,494	1,439,119
11-Investments	1,492,392	1,243,700	248,100
12-Receivables	1,076,428	1,081,093	1,430,704
13-Interfund Receivables	0	0	0
14-Inventory	94,965	176,034	118,655
15-Other Receivables	26,000	26,000	18,750
16-Prepaid/Deposits/Escrows	22,597	22,822	23,978
17-Other Assets	0	0	131,629
19-Capital Assets	19,059,264	19,059,264	19,206,107
<b>Total Assets</b>	<b>23,069,851</b>	<b>23,913,407</b>	<b>22,617,041</b>
<b>Liabilities</b>			
20-ST Payables	(558,282)	(483,083)	(865,581)
21-Payroll Payables	(4,230)	(4,230)	(3,579)
22-Accruals	(112,814)	(112,814)	(109,587)
23-Interfund Payables	0	0	0
24-Deferred Revenues	(2,530)	100	(505)
25-Deposits/Uncashed/Stale Dated	(384,884)	(353,447)	(307,173)
26-Long Term-Debt	(9,136,429)	(9,543,321)	(9,021,908)
27-LT Vacation Accruals	(54,208)	(54,208)	(55,809)
<b>Total Liabilities</b>	<b>(10,253,378)</b>	<b>(10,551,003)</b>	<b>(10,364,141)</b>
30-Fund Balance	(12,816,473)	(13,362,404)	(12,252,901)
<b>Liabilities and Fund Balance</b>	<b>(23,069,851)</b>	<b>(23,913,407)</b>	<b>(22,617,041)</b>



## IST BS

## Information Systems

## Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	107,641	45,685	118,995
11-Investments	0	0	0
12-Receivables	6	(61)	429
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	18,940	6,286	3,375
17-Other Assets	0	0	0
19-Capital Assets	124,605	124,605	142,024
<b>Total Assets</b>	<b>251,191</b>	<b>176,515</b>	<b>264,824</b>
<b>Liabilities</b>			
20-ST Payables	(1,586)	0	(35,254)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Deferred Revenues	0	0	0
25-Deposits/Uncashed/Stale Dated	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>(1,586)</b>	<b>0</b>	<b>(35,254)</b>
30-Fund Balance	(249,605)	(176,515)	(229,570)
<b>Liabilities and Fund Balance</b>	<b>(251,191)</b>	<b>(176,515)</b>	<b>(264,824)</b>



## Health BS

### Health Insurance Fund Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
<b>Assets</b>			
10-Cash & Cash Equivalents	605,299	326,047	553,858
11-Investments	0	0	0
12-Receivables	893	447	1,601
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
<b>Total Assets</b>	<b>606,192</b>	<b>326,494</b>	<b>555,459</b>
<b>Liabilities</b>			
20-ST Payables	0	0	(114,615)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Deferred Revenues	0	0	0
25-Deposits/Uncashed/Stale Dated	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
<b>Total Liabilities</b>	<b>0</b>	<b>0</b>	<b>(114,615)</b>
30-Fund Balance	(606,192)	(326,494)	(440,845)
<b>Liabilities and Fund Balance</b>	<b>(606,192)</b>	<b>(326,494)</b>	<b>(555,459)</b>



## Major &amp; Internal Service Funds

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>10-General</b>									
<b>4-Revenues</b>									
41-Taxes	3,619,764	34,445	63,861	(29,416)	-46.06%	3,588,138	3,418,898	169,240	4.95%
42-Charges for Services	207,400	269	284	(15)	-5.39%	152,680	169,913	(17,233)	-10.14%
43-Debt Proceeds	0								
44-Rentals	8,000	1,365	0	1,365	0.00%	86,980	4,600	82,380	1790.87%
45-Product Sales	6,000	11	135	(123)	-91.29%	28,940	6,302	22,638	359.22%
46-Grants & Donations	30,500	315	1,596	(1,281)	-80.28%	16,144	7,421	8,723	117.54%
47-Misc. Income	130,000	11,425	12,333	(908)	-7.37%	135,864	135,208	656	0.49%
48-Interest Income	2,000	1,559	402	1,158	287.95%	5,249	5,367	(119)	-2.21%
49-Transfers In	10,000	0	0	0	0.00%	10,000	10,000	0	0.00%
<b>4-Revenues Total</b>	<b>4,013,664</b>	<b>49,390</b>	<b>78,611</b>	<b>(29,222)</b>	<b>-37.17%</b>	<b>4,023,995</b>	<b>3,757,709</b>	<b>266,286</b>	<b>7.09%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(1,991,351)	(100,608)	(130,677)	30,070	-23.01%	(1,846,097)	(1,919,869)	73,772	3.84%
52-Contractual Services	(1,027,082)	(168,452)	(142,679)	(25,773)	18.06%	(948,310)	(891,436)	(56,874)	-6.38%
53-Supplies	(532,528)	(28,063)	(44,070)	16,008	-36.32%	(386,344)	(418,125)	31,781	7.60%
54-Other Charges	(138,866)	(4,601)	(4,988)	387	-7.76%	(89,289)	(78,858)	(10,431)	-13.23%
57-Capital	(152,509)	(502)	(1,409)	907	-64.36%	(130,124)	(198,564)	68,440	34.47%
59-Transfers Out	(243,786)	(17,956)	(224,855)	206,899	-92.01%	(200,796)	(899,420)	698,625	77.68%
<b>5-Expenses Total</b>	<b>(4,086,123)</b>	<b>(320,182)</b>	<b>(548,679)</b>	<b>228,498</b>	<b>-41.65%</b>	<b>(3,600,959)</b>	<b>(4,406,272)</b>	<b>805,313</b>	<b>18.28%</b>
<b>10-General Total</b>	<b>(72,459)</b>	<b>(270,792)</b>	<b>(470,068)</b>	<b>199,276</b>	<b>-42%</b>	<b>423,036</b>	<b>(648,563)</b>	<b>1,071,599</b>	<b>165.23%</b>
<b>20-Recreation</b>									
<b>4-Revenues</b>									
41-Taxes	3,570,133	33,962	56,796	(22,834)	-40.20%	3,537,807	3,363,413	174,394	5.19%
42-Charges for Services	4,746,727	196,288	182,069	14,219	7.81%	4,781,677	4,661,587	120,089	2.58%
44-Rentals	157,574	14,089	15,954	(1,865)	-11.69%	189,065	191,153	(2,088)	-1.09%
45-Product Sales	221,100	3,456	1,530	1,926	125.88%	180,808	212,966	(32,157)	-15.10%
46-Grants & Donations	39,248	39	172	(133)	-77.59%	28,352	38,348	(9,996)	-26.07%
47-Misc. Income	21,426	2,078	10,856	(8,778)	-80.86%	22,332	39,492	(17,161)	-43.45%
48-Interest Income	5,000	1,421	987	433	43.90%	12,424	16,200	(3,775)	-23.30%
49-Transfers In	242,560								
<b>4-Revenues Total</b>	<b>9,003,768</b>	<b>251,333</b>	<b>268,365</b>	<b>(17,032)</b>	<b>-6.35%</b>	<b>8,752,466</b>	<b>8,523,159</b>	<b>229,308</b>	<b>2.69%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(3,908,322)	(243,733)	(226,884)	(16,849)	7.43%	(3,712,900)	(3,735,363)	22,463	0.60%
52-Contractual Services	(2,912,851)	(346,164)	(259,289)	(86,875)	33.51%	(2,570,273)	(2,501,555)	(68,718)	-2.75%
53-Supplies	(918,263)	(42,905)	(33,478)	(9,427)	28.16%	(787,132)	(871,678)	84,545	9.70%
54-Other Charges	(242,070)	(7,948)	(7,801)	(147)	1.89%	(165,895)	(186,505)	20,610	11.05%
57-Capital	(208,368)	(825)	(2,182)	1,357	-62.17%	(79,197)	(81,035)	1,838	2.27%
59-Transfers Out	(510,000)	(125,000)	(498,375)	373,375	-74.92%	(510,000)	(2,003,500)	1,493,500	74.54%
<b>5-Expenses Total</b>	<b>(8,699,874)</b>	<b>(766,575)</b>	<b>(1,028,009)</b>	<b>261,434</b>	<b>-25.43%</b>	<b>(7,825,397)</b>	<b>(9,379,634)</b>	<b>1,554,237</b>	<b>16.57%</b>
<b>20-Recreation Total</b>	<b>303,894</b>	<b>(515,242)</b>	<b>(759,644)</b>	<b>244,402</b>	<b>-32.17%</b>	<b>927,069</b>	<b>(856,476)</b>	<b>1,783,545</b>	<b>208.24%</b>
<b>22-Cosley Zoo</b>									
<b>4-Revenues</b>									
41-Taxes	774,691	7,388	12,891	(5,503)	-42.69%	769,636	763,371	6,265	0.82%
42-Charges for Services	286,888	3,317	2,032	1,286	63.29%	302,877	211,426	91,451	43.25%
44-Rentals	18,500	89	859	(770)	-89.67%	27,680	19,311	8,369	43.34%
45-Product Sales	1,695	0	1	(1)	-120.00%	501	781	(280)	-35.83%
46-Grants & Donations	102,500	3,421	34,515	(31,094)	-90.09%	81,688	134,169	(52,481)	-39.12%
47-Misc. Income	400	0	0	0	0.00%	75	0	75	0.00%
48-Interest Income	0	0	0	0	0.00%	188	85	104	122.00%
49-Transfers In	243,786	17,956	0	17,956	0.00%	200,796	0	200,796	0.00%
<b>4-Revenues Total</b>	<b>1,428,460</b>	<b>32,171</b>	<b>50,298</b>	<b>(18,127)</b>	<b>-36.04%</b>	<b>1,383,440</b>	<b>1,129,143</b>	<b>254,298</b>	<b>22.52%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(760,908)	(65,581)	(61,492)	(4,089)	6.65%	(759,393)	(741,447)	(17,946)	-2.42%
52-Contractual Services	(262,922)	(47,056)	(35,630)	(11,425)	32.07%	(248,623)	(242,263)	(6,360)	-2.63%
53-Supplies	(128,534)	(15,741)	(16,412)	671	-4.09%	(112,703)	(99,503)	(13,200)	-13.27%
54-Other Charges	(39,920)	(2,748)	(5,994)	3,246	-54.16%	(32,776)	(37,565)	4,790	12.75%
57-Capital	(650)	(162)	(455)	292	-64.19%	(650)	(1,818)	1,168	64.26%
59-Transfers Out	0								
<b>5-Expenses Total</b>	<b>(1,192,934)</b>	<b>(131,288)</b>	<b>(119,982)</b>	<b>(11,306)</b>	<b>9.42%</b>	<b>(1,154,146)</b>	<b>(1,122,597)</b>	<b>(31,548)</b>	<b>-2.81%</b>
<b>22-Cosley Zoo Total</b>	<b>235,526</b>	<b>(99,117)</b>	<b>(69,684)</b>	<b>(29,432)</b>	<b>42.24%</b>	<b>229,295</b>	<b>6,545</b>	<b>222,749</b>	<b>3403.35%</b>



## Major &amp; Internal Service Funds

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>30-Debt Service</b>									
<b>4-Revenues</b>									
41-Taxes	4,129,592	0	0	0	0.00%	4,181,940	3,536,861	645,079	18.24%
43-Debt Proceeds	574,631	586,087	13,784	572,303	4151.94%	586,087	573,583	12,504	2.18%
46-Grants & Donations	149,742	0	0	0	0.00%	137,838	151,580	(13,742)	-9.07%
47-Misc. Income	0								
48-Interest Income	2,500	0	(139)	139	-99.65%	4,918	3,187	1,731	54.33%
49-Transfers In	0								
<b>4-Revenues Total</b>	<b>4,856,465</b>	<b>586,087</b>	<b>13,646</b>	<b>572,441</b>	<b>4194.94%</b>	<b>4,910,783</b>	<b>4,265,211</b>	<b>645,573</b>	<b>15.14%</b>
<b>5-Expenses</b>									
52-Contractual Services	(4,859,363)	(2,677,419)	(2,071,288)	(606,131)	29.26%	(4,859,689)	(4,217,816)	(641,874)	-15.22%
54-Other Charges	0								
59-Transfers Out	0								
<b>5-Expenses Total</b>	<b>(4,859,363)</b>	<b>(2,677,419)</b>	<b>(2,071,288)</b>	<b>(606,131)</b>	<b>29.26%</b>	<b>(4,859,689)</b>	<b>(4,217,816)</b>	<b>(641,874)</b>	<b>-15.22%</b>
<b>30-Debt Service Total</b>	<b>(2,898)</b>	<b>(2,091,332)</b>	<b>(2,057,642)</b>	<b>(33,690)</b>	<b>1.64%</b>	<b>51,094</b>	<b>47,395</b>	<b>3,699</b>	<b>7.80%</b>
<b>40-Capital Projects</b>									
<b>4-Revenues</b>									
41-Taxes	0								
42-Charges for Services	0	0	0	0	0.00%	0	690	(690)	-100.00%
43-Debt Proceeds	828,701	829,913	0	829,913	0.00%	829,913	807,112	22,801	2.83%
44-Rentals	42,884	0	669	(669)	-100.03%	57,624	43,239	14,385	33.27%
45-Product Sales	7,200	2,800	0	2,800	0.00%	11,680	12,000	(320)	-2.67%
46-Grants & Donations	1,389,250	0	524,208	(524,208)	-100.00%	101,262	942,419	(841,157)	-89.26%
47-Misc. Income	0	0	1,575	(1,575)	-100.00%	71,279	1,955	69,324	3545.98%
48-Interest Income	13,500	398	3,663	(3,264)	-89.12%	10,195	29,193	(18,997)	-65.07%
49-Transfers In	500,000	125,000	723,230	(598,230)	-82.72%	500,000	2,892,920	(2,392,920)	-82.72%
<b>4-Revenues Total</b>	<b>2,781,535</b>	<b>958,111</b>	<b>1,253,345</b>	<b>(295,234)</b>	<b>-23.56%</b>	<b>1,581,954</b>	<b>4,729,527</b>	<b>(3,147,574)</b>	<b>-66.55%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(154,699)	(11,135)	(12,756)	1,621	-12.71%	(151,860)	(174,994)	23,134	13.22%
52-Contractual Services	(102,179)	(11,611)	(45,162)	33,551	-74.29%	(83,756)	(284,927)	201,171	70.60%
53-Supplies	(119,342)	(12,488)	(5,843)	(6,646)	113.73%	(104,168)	(79,482)	(24,686)	-31.06%
54-Other Charges	(9,700)	0	(382)	382	-100.01%	(5,224)	(5,103)	(121)	-2.38%
57-Capital	(6,680,074)	(645,898)	(3,000,292)	2,354,394	-78.47%	(3,902,805)	(10,148,618)	6,245,814	61.54%
59-Transfers Out	0								
<b>5-Expenses Total</b>	<b>(7,065,993)</b>	<b>(681,133)</b>	<b>(3,064,435)</b>	<b>2,383,302</b>	<b>-77.77%</b>	<b>(4,247,812)</b>	<b>(10,693,124)</b>	<b>6,445,311</b>	<b>60.28%</b>
<b>40-Capital Projects Total</b>	<b>(4,284,458)</b>	<b>276,978</b>	<b>(1,811,090)</b>	<b>2,088,068</b>	<b>-115.29%</b>	<b>(2,665,859)</b>	<b>(5,963,597)</b>	<b>3,297,738</b>	<b>55.30%</b>
<b>60-Golf Fund</b>									
<b>4-Revenues</b>									
41-Taxes	1,065,574	0	0	0	0.00%	1,065,574	1,380,924	(315,350)	-22.84%
42-Charges for Services	1,938,400	4,728	6,474	(1,746)	-26.96%	1,767,890	1,787,791	(19,901)	-1.11%
44-Rentals	356,750	2,014	1,297	717	55.31%	332,337	357,369	(25,032)	-7.00%
45-Product Sales	5,387,934	382,510	327,290	55,220	16.87%	5,173,499	4,996,827	176,671	3.54%
46-Grants & Donations	0	0	0	0	0.00%	2,578	0	2,578	0.00%
47-Misc. Income	29,700	1,458	4,594	(3,137)	-68.27%	54,120	31,274	22,846	73.05%
48-Interest Income	1,000	1,923	3,479	(1,556)	-44.73%	6,634	5,740	894	15.57%
49-Transfers In	0								
<b>4-Revenues Total</b>	<b>8,779,358</b>	<b>392,633</b>	<b>343,134</b>	<b>49,499</b>	<b>14.43%</b>	<b>8,402,632</b>	<b>8,559,926</b>	<b>(157,294)</b>	<b>-1.84%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(2,894,023)	(190,047)	(175,655)	(14,391)	8.19%	(2,712,619)	(2,777,403)	64,784	2.33%
52-Contractual Services	(2,582,746)	(523,566)	(510,696)	(12,870)	2.52%	(2,109,950)	(2,091,916)	(18,034)	-0.86%
53-Supplies	(2,055,585)	(211,664)	(189,177)	(22,487)	11.89%	(1,939,067)	(1,843,852)	(95,215)	-5.16%
54-Other Charges	(234,650)	(12,992)	(22,279)	9,287	-41.68%	(190,319)	(213,938)	23,619	11.04%
57-Capital	(71,182)	(295)	(295,578)	295,283	-99.90%	(85,033)	(435,364)	350,330	80.47%
59-Transfers Out	0	0	0	0	0.00%	0	0	0	0.00%
<b>5-Expenses Total</b>	<b>(7,838,185)</b>	<b>(938,563)</b>	<b>(1,193,385)</b>	<b>254,822</b>	<b>-21.35%</b>	<b>(7,036,989)</b>	<b>(7,362,473)</b>	<b>325,484</b>	<b>4.42%</b>
<b>60-Golf Fund Total</b>	<b>941,173</b>	<b>(545,930)</b>	<b>(850,251)</b>	<b>304,321</b>	<b>-35.79%</b>	<b>1,365,643</b>	<b>1,197,452</b>	<b>168,190</b>	<b>14.05%</b>
<b>70-Information Systems ISF</b>									
<b>4-Revenues</b>									
42-Charges for Services	301,114	75,279	76,095	(817)	-1.07%	301,114	304,381	(3,266)	-1.07%
43-Debt Proceeds	0								
47-Misc. Income	0	0	0	0	0.00%	0	0	0	0.00%



## Major &amp; Internal Service Funds

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
48-Interest Income	0	0	0	0	0.00%	30	0	30	0.00%
49-Transfers In	0								
<b>4-Revenues Total</b>	<b>301,114</b>	<b>75,279</b>	<b>76,095</b>	<b>(817)</b>	<b>-1.07%</b>	<b>301,144</b>	<b>304,381</b>	<b>(3,237)</b>	<b>-1.06%</b>
<b>5-Expenses</b>									
52-Contractual Services	(232,698)	(2,056)	(35,127)	33,071	-94.15%	(176,881)	(203,209)	26,327	12.96%
53-Supplies	(54,621)	(132)	(5,178)	5,045	-97.44%	(30,001)	(43,512)	13,512	31.05%
57-Capital	(13,795)	0	(4,690)	4,690	-99.99%	(13,795)	(14,647)	852	5.82%
<b>5-Expenses Total</b>	<b>(301,114)</b>	<b>(2,188)</b>	<b>(44,994)</b>	<b>42,806</b>	<b>-95.14%</b>	<b>(220,677)</b>	<b>(261,368)</b>	<b>40,691</b>	<b>15.57%</b>
<b>70-Information Systems ISF Total</b>	<b>0</b>	<b>73,090</b>	<b>31,101</b>	<b>41,989</b>	<b>135.01%</b>	<b>80,467</b>	<b>43,012</b>	<b>37,455</b>	<b>87.08%</b>
<b>75-Health Insurance</b>									
<b>4-Revenues</b>									
42-Charges for Services	1,568,927	391,346	354,794	36,552	10.30%	1,565,385	1,419,177	146,209	10.30%
47-Misc. Income	79,352	6,051	5,867	184	3.13%	78,348	74,852	3,496	4.67%
48-Interest Income	750	0	146	(146)	-100.09%	837	720	117	16.28%
49-Transfers In	0								
<b>4-Revenues Total</b>	<b>1,649,029</b>	<b>397,397</b>	<b>360,808</b>	<b>36,590</b>	<b>10.14%</b>	<b>1,644,570</b>	<b>1,494,748</b>	<b>149,822</b>	<b>10.02%</b>
<b>5-Expenses</b>									
52-Contractual Services	(1,650,679)	(117,699)	(225,853)	108,154	-47.89%	(1,309,450)	(1,324,975)	15,526	1.17%
<b>5-Expenses Total</b>	<b>(1,650,679)</b>	<b>(117,699)</b>	<b>(225,853)</b>	<b>108,154</b>	<b>-47.89%</b>	<b>(1,309,450)</b>	<b>(1,324,975)</b>	<b>15,526</b>	<b>1.17%</b>
<b>75-Health Insurance Total</b>	<b>(1,650)</b>	<b>279,698</b>	<b>134,955</b>	<b>144,743</b>	<b>107.25%</b>	<b>335,121</b>	<b>169,773</b>	<b>165,348</b>	<b>97.39%</b>
<b>Grand Total</b>	<b>(2,880,873)</b>	<b>(2,892,646)</b>	<b>(5,852,324)</b>	<b>2,959,677</b>	<b>-50.57%</b>	<b>745,866</b>	<b>(6,004,456)</b>	<b>6,750,322</b>	<b>112.42%</b>



## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>10-General</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	1,809,882	17,374	31,931	(14,557)	-45.59%	1,794,522	1,709,934	84,587	4.95%
42-Charges for Services	162,000	100	0	100	0.00%	138,110	145,150	(7,039)	-4.85%
43-Debt Proceeds	0								
44-Rentals	0	0	0	0	0.00%	81,000	0	81,000	0.00%
45-Product Sales	3,650	19	74	(55)	-74.42%	26,867	4,437	22,430	505.52%
46-Grants & Donations	0	0	0	0	0.00%	5,010	0	5,010	0.00%
47-Misc. Income	0	1,500	1,500	0	0.02%	2,446	3,079	(633)	-20.56%
48-Interest Income	2,000	1,559	402	1,158	287.95%	5,249	5,367	(119)	-2.21%
49-Transfers In	0	0	0	0	0.00%	0	0	0	0.00%
4-Revenues Total	1,977,532	20,552	33,906	(13,354)	-39.38%	2,053,204	1,867,968	185,236	9.92%
5-Expenses									
51-Salaries & Wages	(417,790)	(31,297)	(30,361)	(936)	3.08%	(416,916)	(393,446)	(23,470)	-5.97%
52-Contractual Services	(401,776)	(49,304)	(30,554)	(18,750)	61.37%	(387,743)	(331,119)	(56,625)	-17.10%
53-Supplies	(107,082)	(6,143)	(5,352)	(791)	14.78%	(78,300)	(60,625)	(17,675)	-29.15%
54-Other Charges	(125,356)	(4,282)	(4,067)	(215)	5.30%	(78,676)	(66,789)	(11,887)	-17.80%
57-Capital	(1,064)	(266)	(773)	507	-65.57%	(1,064)	(6,704)	5,640	84.13%
59-Transfers Out	(243,786)	(17,956)	(224,855)	206,899	-92.01%	(200,796)	(899,420)	698,625	77.68%
5-Expenses Total	(1,296,854)	(109,247)	(295,962)	186,714	-63.09%	(1,163,494)	(1,758,102)	594,608	33.82%
<b>000-Administration Total</b>	<b>680,678</b>	<b>(88,695)</b>	<b>(262,055)</b>	<b>173,360</b>	<b>-66.15%</b>	<b>889,710</b>	<b>109,865</b>	<b>779,844</b>	<b>709.82%</b>
<b>101-Parks Maintenance</b>									
4-Revenues									
41-Taxes	1,809,882	17,071	31,931	(14,860)	-46.54%	1,793,616	1,708,963	84,653	4.95%
42-Charges for Services	25,000	50	0	50	0.00%	2,765	7,027	(4,263)	-60.66%
46-Grants & Donations	0	0	0	0	0.00%	1,125	0	1,125	0.00%
47-Misc. Income	0	206	0	206	0.00%	3,366	2,129	1,238	58.13%
49-Transfers In	10,000	0	0	0	0.00%	10,000	10,000	0	0.00%
4-Revenues Total	1,844,882	17,327	31,931	(14,603)	-45.73%	1,810,872	1,728,119	82,753	4.79%
5-Expenses									
51-Salaries & Wages	(1,453,132)	(61,145)	(92,291)	31,146	-33.75%	(1,321,651)	(1,422,743)	101,093	7.11%
52-Contractual Services	(561,207)	(108,151)	(102,693)	(5,458)	5.32%	(504,356)	(500,935)	(3,421)	-0.68%
53-Supplies	(409,614)	(20,295)	(36,721)	16,427	-44.73%	(291,883)	(344,075)	52,192	15.17%
54-Other Charges	(8,190)	(185)	0	(185)	0.00%	(5,860)	(6,951)	1,090	15.69%
57-Capital	(151,209)	(177)	(409)	232	-56.68%	(128,824)	(190,951)	62,127	32.54%
59-Transfers Out	0								
5-Expenses Total	(2,583,352)	(189,953)	(232,114)	42,161	-18.16%	(2,252,574)	(2,465,656)	213,082	8.64%
<b>101-Parks Maintenance Total</b>	<b>(738,470)</b>	<b>(172,626)</b>	<b>(200,183)</b>	<b>27,558</b>	<b>-13.77%</b>	<b>(441,702)</b>	<b>(737,537)</b>	<b>295,835</b>	<b>40.11%</b>
<b>430-Historical Museum</b>									
4-Revenues									
42-Charges for Services	20,400	119	284	(165)	-58.20%	11,806	17,737	(5,931)	-33.44%
44-Rentals	8,000	1,365	0	1,365	0.00%	5,980	4,600	1,380	30.00%
45-Product Sales	2,350	(8)	61	(68)	-111.75%	2,073	1,865	208	11.16%
46-Grants & Donations	30,500	315	1,596	(1,281)	-80.28%	10,009	7,421	2,588	34.87%
47-Misc. Income	130,000	9,718	10,833	(1,115)	-10.29%	130,051	130,000	51	0.04%
4-Revenues Total	191,250	11,510	12,775	(1,265)	-9.90%	159,919	161,623	(1,704)	-1.05%
5-Expenses									
51-Salaries & Wages	(120,429)	(8,166)	(8,025)	(140)	1.75%	(107,530)	(103,679)	(3,851)	-3.71%
52-Contractual Services	(64,099)	(10,997)	(9,433)	(1,565)	16.59%	(56,211)	(59,383)	3,172	5.34%
53-Supplies	(15,833)	(1,625)	(1,997)	372	-18.64%	(16,161)	(13,424)	(2,737)	-20.39%
54-Other Charges	(5,320)	(134)	(921)	787	-85.47%	(4,753)	(5,119)	366	7.16%
57-Capital	(236)	(59)	(227)	168	-74.12%	(236)	(909)	673	74.04%
5-Expenses Total	(205,917)	(20,981)	(20,604)	(377)	1.83%	(184,891)	(182,514)	(2,377)	-1.30%
<b>430-Historical Museum Total</b>	<b>(14,667)</b>	<b>(9,471)</b>	<b>(7,829)</b>	<b>(1,642)</b>	<b>20.97%</b>	<b>(24,972)</b>	<b>(20,891)</b>	<b>(4,081)</b>	<b>-19.53%</b>
<b>10-General Total</b>	<b>(72,459)</b>	<b>(270,792)</b>	<b>(470,068)</b>	<b>199,276</b>	<b>-42.39%</b>	<b>423,036</b>	<b>(648,563)</b>	<b>1,071,599</b>	<b>165.23%</b>
<b>20-Recreation</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	3,570,133	33,962	56,796	(22,834)	-40.20%	3,537,807	3,363,413	174,394	5.19%
42-Charges for Services	138,325	42,230	43,285	(1,055)	-2.44%	141,591	135,650	5,941	4.38%
44-Rentals	20,835	4,232	501	3,731	744.71%	32,805	25,863	6,942	26.84%
45-Product Sales	32,500	648	10	639	6386.20%	19,189	29,804	(10,615)	-35.62%
46-Grants & Donations	39,248	39	172	(133)	-77.59%	27,898	37,557	(9,658)	-25.72%



## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
47-Misc. Income	0	73	1,578	(1,505)	-95.37%	4,389	7,851	(3,462)	-44.10%
48-Interest Income	5,000	1,421	987	433	43.90%	12,424	16,200	(3,775)	-23.30%
49-Transfers In	0								
4-Revenues Total	3,806,041	82,605	103,330	(20,725)	-20.06%	3,776,103	3,616,338	159,765	4.42%
5-Expenses									
51-Salaries & Wages	(1,145,404)	(81,409)	(76,556)	(4,853)	6.34%	(1,088,181)	(1,032,776)	(55,405)	-5.36%
52-Contractual Services	(846,673)	(97,196)	(80,920)	(16,276)	20.11%	(714,656)	(720,037)	5,381	0.75%
53-Supplies	(122,923)	(461)	(9,610)	9,149	-95.20%	(82,405)	(86,509)	4,104	4.74%
54-Other Charges	(122,953)	(2,273)	(3,771)	1,499	-39.74%	(77,221)	(86,366)	9,145	10.59%
57-Capital	(11,359)	(340)	(1,045)	706	-67.53%	(5,779)	(21,477)	15,698	73.09%
59-Transfers Out	(500,000)	(125,000)	(498,375)	373,375	-74.92%	(500,000)	(1,993,500)	1,493,500	74.92%
5-Expenses Total	(2,749,312)	(306,678)	(670,277)	363,599	-54.25%	(2,468,242)	(3,940,665)	1,472,423	37.36%
<b>000-Administration Total</b>	<b>1,056,729</b>	<b>(224,073)</b>	<b>(566,947)</b>	<b>342,874</b>	<b>-60.48%</b>	<b>1,307,861</b>	<b>(324,327)</b>	<b>1,632,188</b>	<b>503.25%</b>
<b>101-Parks Maintenance</b>									
4-Revenues									
42-Charges for Services	0	2,571	0	2,571	0.00%	16,312	3,970	12,342	310.88%
44-Rentals	12,261	60	9,067	(9,007)	-99.33%	13,659	30,803	(17,144)	-55.66%
45-Product Sales	0	0	0	0	0.00%	0	50	(50)	-100.00%
47-Misc. Income	0	0	(40)	40	-100.00%	0	50	(50)	-100.00%
4-Revenues Total	12,261	2,631	9,027	(6,396)	-70.85%	29,971	34,873	(4,902)	-14.06%
5-Expenses									
51-Salaries & Wages	(528,823)	(54,149)	(33,326)	(20,823)	62.48%	(545,088)	(546,525)	1,437	0.26%
52-Contractual Services	(298,633)	(40,439)	(42,278)	1,839	-4.35%	(274,286)	(278,820)	4,534	1.63%
53-Supplies	(187,900)	(3,758)	(2,229)	(1,529)	68.59%	(172,354)	(160,430)	(11,924)	-7.43%
57-Capital	(79,000)	0	0	0	0.00%	(72,046)	(30,159)	(41,887)	-138.89%
5-Expenses Total	(1,094,356)	(98,346)	(77,833)	(20,513)	26.36%	(1,063,774)	(1,015,935)	(47,839)	-4.71%
<b>101-Parks Maintenance Total</b>	<b>(1,082,095)</b>	<b>(95,715)</b>	<b>(68,806)</b>	<b>(26,908)</b>	<b>39.11%</b>	<b>(1,033,803)</b>	<b>(981,062)</b>	<b>(52,741)</b>	<b>-5.38%</b>
<b>220-Recreation Programs</b>									
4-Revenues									
42-Charges for Services	2,400,779	92,196	86,879	5,317	6.12%	2,559,016	2,348,629	210,387	8.96%
44-Rentals	47,000	4,653	320	4,333	1354.13%	54,734	53,546	1,188	2.22%
45-Product Sales	22,800	2,679	1,431	1,248	87.24%	28,505	27,155	1,350	4.97%
46-Grants & Donations	0	0	0	0	0.00%	0	791	(791)	-100.03%
47-Misc. Income	0	0	0	0	0.00%	40	0	40	0.00%
4-Revenues Total	2,470,579	99,529	88,630	10,899	12.30%	2,642,295	2,430,120	212,175	8.73%
5-Expenses									
51-Salaries & Wages	(960,402)	(46,512)	(50,156)	3,644	-7.26%	(896,548)	(905,853)	9,306	1.03%
52-Contractual Services	(979,414)	(139,946)	(94,244)	(45,702)	48.49%	(908,943)	(815,626)	(93,317)	-11.44%
53-Supplies	(184,641)	(4,517)	(8,754)	4,236	-48.39%	(158,855)	(174,644)	15,789	9.04%
54-Other Charges	0								
57-Capital	(118)	(30)	0	(30)	0.00%	(118)	0	(118)	0.00%
5-Expenses Total	(2,124,576)	(191,005)	(153,154)	(37,851)	24.71%	(1,964,465)	(1,896,124)	(68,341)	-3.60%
<b>220-Recreation Programs Total</b>	<b>346,003</b>	<b>(91,477)</b>	<b>(64,524)</b>	<b>(26,953)</b>	<b>41.77%</b>	<b>677,830</b>	<b>533,997</b>	<b>143,833</b>	<b>26.94%</b>
<b>221-Athletics</b>									
4-Revenues									
42-Charges for Services	521,515	(5,754)	(12,888)	7,134	-55.35%	491,585	530,641	(39,056)	-7.36%
45-Product Sales	61,150	0	(123)	123	-100.00%	57,992	60,996	(3,005)	-4.93%
47-Misc. Income	126	0	0	0	0.00%	189	191	(2)	-1.05%
49-Transfers In	242,560								
4-Revenues Total	825,351	(5,754)	(13,011)	7,257	-55.77%	549,766	591,828	(42,062)	-7.11%
5-Expenses									
51-Salaries & Wages	(78,097)	(9,118)	(9,036)	(82)	0.91%	(70,611)	(82,821)	12,210	14.74%
52-Contractual Services	(135,091)	(4,986)	(2,925)	(2,061)	70.45%	(132,823)	(156,628)	23,804	15.20%
53-Supplies	(218,551)	(471)	(1,570)	1,099	-70.02%	(207,164)	(293,617)	86,453	29.44%
54-Other Charges	(57,825)	0	0	0	0.00%	(52,320)	(58,483)	6,163	10.54%
57-Capital	(73,500)	(190)	0	(190)	0.00%	(190)	(7,564)	7,374	97.49%
59-Transfers Out	(10,000)	0	0	0	0.00%	(10,000)	(10,000)	0	0.00%
5-Expenses Total	(573,064)	(14,764)	(13,531)	(1,233)	9.12%	(473,109)	(609,114)	136,005	22.33%
<b>221-Athletics Total</b>	<b>252,287</b>	<b>(20,519)</b>	<b>(26,542)</b>	<b>6,023</b>	<b>-22.69%</b>	<b>76,657</b>	<b>(17,285)</b>	<b>93,943</b>	<b>543.49%</b>
<b>222-Pools</b>									
4-Revenues									
42-Charges for Services	851,650	(42)	0	(42)	0.00%	772,041	842,444	(70,403)	-8.36%
44-Rentals	18,750	0	0	0	0.00%	18,365	21,923	(3,558)	-16.23%



## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of				Sum of			
		Current Month	Sum of LY Month	Month Variance	% Month Variance	Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
45-Product Sales	97,100	0	0	0	0.00%	70,739	88,710	(17,971)	-20.26%
46-Grants & Donations	0	0	0	0	0.00%	454	0	454	0.00%
47-Misc. Income	17,800	0	0	0	0.00%	15,709	18,472	(2,763)	-14.96%
4-Revenues Total	985,300	(42)	0	(42)	0.00%	877,308	971,548	(94,240)	-9.70%
5-Expenses									
51-Salaries & Wages	(488,448)	(5,928)	(7,043)	1,115	-15.83%	(454,952)	(493,173)	38,221	7.75%
52-Contractual Services	(219,461)	(12,136)	(7,065)	(5,071)	71.77%	(183,463)	(175,643)	(7,820)	-4.45%
53-Supplies	(66,487)	(255)	(934)	679	-72.74%	(56,060)	(65,995)	9,936	15.05%
54-Other Charges	(21,450)	0	(250)	250	-100.00%	(10,022)	(14,988)	4,966	33.13%
57-Capital	(59)	(15)	(273)	258	-94.49%	(59)	(1,091)	1,032	94.58%
59-Transfers Out	0								
5-Expenses Total	(795,905)	(18,333)	(15,565)	(2,769)	17.79%	(704,556)	(750,890)	46,334	6.17%
<b>222-Pools Total</b>	<b>189,396</b>	<b>(18,376)</b>	<b>(15,565)</b>	<b>(2,811)</b>	<b>18.06%</b>	<b>172,753</b>	<b>220,658</b>	<b>(47,906)</b>	<b>-21.71%</b>
<b>224-Recreation Facilities</b>									
4-Revenues									
42-Charges for Services	1,540	384	148	237	159.94%	4,335	3,640	695	19.09%
44-Rentals	55,000	5,090	6,021	(931)	-15.47%	68,101	56,682	11,418	20.14%
45-Product Sales	1,300	129	15	114	757.40%	1,146	1,845	(699)	-37.88%
47-Misc. Income	0								
4-Revenues Total	57,840	5,602	6,183	(581)	-9.40%	73,581	62,167	11,414	18.36%
5-Expenses									
51-Salaries & Wages	(165,494)	(12,206)	(12,509)	303	-2.42%	(161,985)	(160,361)	(1,623)	-1.01%
52-Contractual Services	(338,308)	(36,484)	(24,490)	(11,994)	48.98%	(280,159)	(278,210)	(1,948)	-0.70%
53-Supplies	(46,746)	(2,249)	(5,788)	3,539	-61.15%	(40,236)	(38,103)	(2,133)	-5.60%
54-Other Charges	(4,887)	(208)	(215)	7	-3.27%	(2,420)	(2,142)	(278)	-12.96%
57-Capital	(43,859)	(133)	(500)	367	-73.41%	(532)	(2,000)	1,468	73.41%
59-Transfers Out	0								
5-Expenses Total	(599,294)	(51,279)	(43,501)	(7,778)	17.88%	(485,331)	(480,817)	(4,514)	-0.94%
<b>224-Recreation Facilities Total</b>	<b>(541,454)</b>	<b>(45,677)</b>	<b>(37,318)</b>	<b>(8,359)</b>	<b>22.40%</b>	<b>(411,750)</b>	<b>(418,650)</b>	<b>6,900</b>	<b>1.65%</b>
<b>350-Special Facilities</b>									
4-Revenues									
42-Charges for Services	832,918	64,704	64,645	58	0.09%	796,797	796,614	183	0.02%
44-Rentals	3,728	54	46	9	18.98%	1,402	2,336	(934)	-40.00%
45-Product Sales	6,250	0	198	(198)	-99.87%	3,238	4,405	(1,167)	-26.49%
46-Grants & Donations	0								
47-Misc. Income	3,500	2,005	9,318	(7,313)	-78.48%	2,005	12,929	(10,924)	-84.49%
4-Revenues Total	846,396	66,763	74,206	(7,444)	-10.03%	803,442	816,284	(12,842)	-1.57%
5-Expenses									
51-Salaries & Wages	(541,654)	(34,412)	(38,259)	3,847	-10.06%	(495,536)	(513,852)	18,317	3.56%
52-Contractual Services	(95,271)	(14,976)	(7,366)	(7,609)	103.31%	(75,943)	(76,590)	648	0.85%
53-Supplies	(91,014)	(31,195)	(4,594)	(26,601)	579.03%	(70,058)	(52,379)	(17,679)	-33.75%
54-Other Charges	(34,955)	(5,468)	(3,565)	(1,903)	53.37%	(23,912)	(24,525)	614	2.50%
57-Capital	(473)	(118)	(364)	245	-67.43%	(473)	(18,744)	18,271	97.48%
59-Transfers Out	0								
5-Expenses Total	(763,367)	(86,168)	(54,148)	(32,020)	59.14%	(665,921)	(686,091)	20,170	2.94%
<b>350-Special Facilities Total</b>	<b>83,029</b>	<b>(19,405)</b>	<b>20,059</b>	<b>(39,464)</b>	<b>-196.74%</b>	<b>137,521</b>	<b>130,194</b>	<b>7,327</b>	<b>5.63%</b>
<b>20-Recreation Total</b>	<b>303,894</b>	<b>(515,242)</b>	<b>(759,644)</b>	<b>244,402</b>	<b>-32.17%</b>	<b>927,069</b>	<b>(856,476)</b>	<b>1,783,545</b>	<b>208.24%</b>
<b>22-Cosley Zoo</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	774,691	7,388	12,891	(5,503)	-42.69%	769,636	763,371	6,265	0.82%
42-Charges for Services	0	0	0	0	0.00%	2,600	3,000	(400)	-13.33%
44-Rentals	0								
45-Product Sales	0								
46-Grants & Donations	0								
47-Misc. Income	0								
48-Interest Income	0	0	0	0	0.00%	188	85	104	122.00%
49-Transfers In	243,786	17,956	0	17,956	0.00%	200,796	0	200,796	0.00%
4-Revenues Total	1,018,477	25,344	12,891	12,453	96.60%	973,219	766,455	206,764	26.98%
5-Expenses									
51-Salaries & Wages	(48,715)	(3,442)	(3,776)	334	-8.84%	(45,250)	(50,931)	5,682	11.16%
52-Contractual Services	(15,330)	(2,928)	(3,642)	714	-19.62%	(14,328)	(15,379)	1,051	6.83%
53-Supplies	0								



## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(1,200)	0	0	0	0.00%	(50)	(25)	(25)	-100.00%
57-Capital	0								
59-Transfers Out	0								
5-Expenses Total	(65,245)	(6,370)	(7,418)	1,048	-14.13%	(59,627)	(66,335)	6,708	10.11%
<b>000-Administration Total</b>	<b>953,232</b>	<b>18,975</b>	<b>5,473</b>	<b>13,502</b>	<b>246.69%</b>	<b>913,592</b>	<b>700,120</b>	<b>213,472</b>	<b>30.49%</b>
<b>101-Parks Maintenance</b>									
4-Revenues									
47-Misc. Income	0								
4-Revenues Total	0								
5-Expenses									
51-Salaries & Wages	(133,866)	(13,981)	(9,258)	(4,723)	51.01%	(143,189)	(131,786)	(11,404)	-8.65%
52-Contractual Services	(44,503)	(8,163)	(9,055)	893	-9.86%	(47,631)	(36,052)	(11,579)	-32.12%
53-Supplies	(22,643)	(910)	(1,110)	200	-18.05%	(21,173)	(15,686)	(5,486)	-34.98%
57-Capital	0								
5-Expenses Total	(201,011)	(23,054)	(19,424)	(3,630)	18.69%	(211,993)	(183,524)	(28,469)	-15.51%
<b>101-Parks Maintenance Total</b>	<b>(201,011)</b>	<b>(23,054)</b>	<b>(19,424)</b>	<b>(3,630)</b>	<b>18.69%</b>	<b>(211,993)</b>	<b>(183,524)</b>	<b>(28,469)</b>	<b>-15.51%</b>
<b>220-Recreation Programs</b>									
4-Revenues									
42-Charges for Services	81,888	2,317	2,032	286	14.07%	83,338	79,757	3,581	4.49%
45-Product Sales	1,695	0	0	0	0.00%	486	740	(254)	-34.32%
46-Grants & Donations	0								
4-Revenues Total	83,583	2,317	2,032	286	14.07%	83,824	80,497	3,327	4.13%
5-Expenses									
51-Salaries & Wages	(43,086)	(2,985)	(2,796)	(189)	6.76%	(38,158)	(38,597)	439	1.14%
52-Contractual Services	(2,427)	(457)	(16)	(441)	2753.31%	(2,217)	(455)	(1,762)	-387.28%
53-Supplies	(9,414)	(284)	(650)	366	-56.27%	(7,158)	(5,363)	(1,795)	-33.48%
57-Capital	(59)	(15)	0	(15)	0.00%	(59)	0	(59)	0.00%
5-Expenses Total	(54,987)	(3,741)	(3,462)	(279)	8.05%	(47,593)	(44,415)	(3,178)	-7.15%
<b>220-Recreation Programs Total</b>	<b>28,596</b>	<b>(1,423)</b>	<b>(1,431)</b>	<b>7</b>	<b>-0.52%</b>	<b>36,231</b>	<b>36,082</b>	<b>149</b>	<b>0.41%</b>
<b>350-Special Facilities</b>									
5-Expenses									
51-Salaries & Wages	(47,922)	(3,707)	(3,546)	(161)	4.53%	(48,684)	(46,586)	(2,098)	-4.50%
52-Contractual Services	(11,597)	(2,899)	(2,953)	54	-1.82%	(11,597)	(11,812)	215	1.82%
53-Supplies	0								
54-Other Charges	(7,209)	0	(2,302)	2,302	-100.01%	(7,378)	(10,535)	3,157	29.97%
57-Capital	0								
5-Expenses Total	(66,728)	(6,606)	(8,801)	2,195	-24.94%	(67,659)	(68,933)	1,273	1.85%
<b>350-Special Facilities Total</b>	<b>(66,728)</b>	<b>(6,606)</b>	<b>(8,801)</b>	<b>2,195</b>	<b>-24.94%</b>	<b>(67,659)</b>	<b>(68,933)</b>	<b>1,273</b>	<b>1.85%</b>
<b>501-Cosley Zoo</b>									
4-Revenues									
42-Charges for Services	205,000	1,000	0	1,000	0.00%	216,939	128,669	88,270	68.60%
44-Rentals	18,500	89	859	(770)	-89.67%	27,680	19,311	8,369	43.34%
45-Product Sales	0	0	1	(1)	-120.00%	15	41	(26)	-62.98%
46-Grants & Donations	102,500	3,421	34,515	(31,094)	-90.09%	81,688	134,169	(52,481)	-39.12%
47-Misc. Income	400	0	0	0	0.00%	75	0	75	0.00%
4-Revenues Total	326,400	4,510	35,375	(30,866)	-87.25%	326,397	282,190	44,207	15.67%
5-Expenses									
51-Salaries & Wages	(487,318)	(41,467)	(42,116)	649	-1.54%	(484,112)	(473,547)	(10,565)	-2.23%
52-Contractual Services	(189,065)	(32,609)	(19,963)	(12,646)	63.35%	(172,850)	(178,565)	5,715	3.20%
53-Supplies	(96,477)	(14,547)	(14,651)	105	-0.72%	(84,372)	(78,454)	(5,918)	-7.54%
54-Other Charges	(31,511)	(2,748)	(3,692)	944	-25.57%	(25,348)	(27,006)	1,658	6.14%
57-Capital	(591)	(148)	(455)	307	-67.44%	(591)	(1,818)	1,227	67.51%
5-Expenses Total	(804,963)	(91,518)	(80,877)	(10,641)	13.16%	(767,273)	(759,390)	(7,883)	-1.04%
<b>501-Cosley Zoo Total</b>	<b>(478,563)</b>	<b>(87,008)</b>	<b>(45,502)</b>	<b>(41,507)</b>	<b>91.22%</b>	<b>(440,876)</b>	<b>(477,200)</b>	<b>36,324</b>	<b>7.61%</b>
<b>22-Cosley Zoo Total</b>	<b>235,526</b>	<b>(99,117)</b>	<b>(69,684)</b>	<b>(29,432)</b>	<b>42.24%</b>	<b>229,295</b>	<b>6,545</b>	<b>222,749</b>	<b>3403.35%</b>
<b>60-Golf Fund</b>									
<b>000-Administration</b>									
4-Revenues									
41-Taxes	1,065,574	0	0	0	0.00%	1,065,574	1,380,924	(315,350)	-22.84%
42-Charges for Services	0								
46-Grants & Donations	0	0	0	0	0.00%	2,578	0	2,578	0.00%
47-Misc. Income	4,500	183	192	(9)	-4.69%	3,897	8,463	(4,566)	-53.96%



## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
48-Interest Income	1,000	1,923	3,479	(1,556)	-44.73%	6,634	5,740	894	15.57%
49-Transfers In	0								
4-Revenues Total	1,071,074	2,106	3,671	(1,565)	-42.63%	1,078,682	1,395,127	(316,445)	-22.68%
5-Expenses									
51-Salaries & Wages	(275,350)	(20,290)	(20,259)	(32)	0.16%	(265,994)	(259,531)	(6,463)	-2.49%
52-Contractual Services	(1,508,992)	(375,698)	(388,125)	12,427	-3.20%	(1,040,132)	(1,102,170)	62,038	5.63%
53-Supplies	(87,315)	(6,370)	(12,857)	6,487	-50.45%	(73,418)	(67,979)	(5,438)	-8.00%
54-Other Charges	(88,150)	(4,830)	(4,905)	75	-1.53%	(67,740)	(82,816)	15,077	18.21%
57-Capital	(118)	(30)	0	(30)	0.00%	(118)	(3,613)	3,495	96.73%
59-Transfers Out	0	0	0	0	0.00%	0	0	0	0.00%
5-Expenses Total	(1,959,926)	(407,219)	(426,146)	18,927	-4.44%	(1,447,401)	(1,516,110)	68,709	4.53%
<b>000-Administration Total</b>	<b>(888,852)</b>	<b>(405,113)</b>	<b>(422,475)</b>	<b>17,362</b>	<b>-4.11%</b>	<b>(368,719)</b>	<b>(120,983)</b>	<b>(247,736)</b>	<b>-204.77%</b>
<b>101-Parks Maintenance</b>									
5-Expenses									
51-Salaries & Wages	(12,630)	(1,740)	(752)	(988)	131.32%	(15,789)	(11,295)	(4,494)	-39.79%
52-Contractual Services	(3,875)	(796)	(860)	64	-7.42%	(3,825)	(4,049)	224	5.52%
53-Supplies	(7,000)	0	0	0	0.00%	(6,990)	(6,942)	(47)	-0.68%
54-Other Charges	0	0	0	0	0.00%	0	(258)	258	99.98%
57-Capital	0								
5-Expenses Total	(23,505)	(2,536)	(1,612)	(924)	57.31%	(26,604)	(22,544)	(4,060)	-18.01%
<b>101-Parks Maintenance Total</b>	<b>(23,505)</b>	<b>(2,536)</b>	<b>(1,612)</b>	<b>(924)</b>	<b>57.31%</b>	<b>(26,604)</b>	<b>(22,544)</b>	<b>(4,060)</b>	<b>-18.01%</b>
<b>601-Golf Maintenance</b>									
4-Revenues									
46-Grants & Donations	0								
4-Revenues Total	0								
5-Expenses									
51-Salaries & Wages	(501,537)	(26,555)	(26,485)	(70)	0.27%	(477,426)	(513,401)	35,975	7.01%
52-Contractual Services	(159,752)	(31,385)	(28,115)	(3,270)	11.63%	(154,226)	(142,715)	(11,511)	-8.07%
53-Supplies	(315,333)	(11,190)	(4,889)	(6,301)	128.88%	(284,651)	(290,692)	6,040	2.08%
54-Other Charges	(20,000)	(2,070)	(320)	(1,750)	546.88%	(14,305)	(20,253)	5,948	29.37%
57-Capital	(42,716)	(59)	(294,806)	294,747	-99.98%	(77,172)	(428,660)	351,488	82.00%
5-Expenses Total	(1,039,339)	(71,259)	(354,614)	283,356	-79.91%	(1,007,781)	(1,395,721)	387,940	27.79%
<b>601-Golf Maintenance Total</b>	<b>(1,039,339)</b>	<b>(71,259)</b>	<b>(354,614)</b>	<b>283,356</b>	<b>-79.91%</b>	<b>(1,007,781)</b>	<b>(1,395,721)</b>	<b>387,940</b>	<b>27.79%</b>
<b>611-Pro Shop/Golf Fees</b>									
4-Revenues									
42-Charges for Services	1,923,400	4,593	6,474	(1,881)	-29.05%	1,764,018	1,782,750	(18,732)	-1.05%
44-Rentals	356,750	1,850	1,057	793	74.98%	329,257	355,389	(26,132)	-7.35%
45-Product Sales	153,000	2,944	2,808	135	4.82%	145,422	154,816	(9,394)	-6.07%
46-Grants & Donations	0								
47-Misc. Income	0	7	5	2	40.00%	21,500	345	21,155	6132.01%
4-Revenues Total	2,433,150	9,394	10,345	(951)	-9.19%	2,260,198	2,293,300	(33,103)	-1.44%
5-Expenses									
51-Salaries & Wages	(370,060)	(15,735)	(15,306)	(429)	2.80%	(336,594)	(348,625)	12,031	3.45%
52-Contractual Services	(183,884)	(21,539)	(10,640)	(10,899)	102.43%	(177,898)	(174,398)	(3,500)	-2.01%
53-Supplies	(147,426)	(7,901)	(4,403)	(3,498)	79.43%	(126,544)	(142,960)	16,415	11.48%
54-Other Charges	(30,000)	(135)	0	(135)	0.00%	(32,933)	(25,281)	(7,652)	-30.27%
57-Capital	(236)	(59)	(257)	198	-77.11%	(236)	(1,029)	793	77.04%
5-Expenses Total	(731,607)	(45,368)	(30,606)	(14,763)	48.23%	(674,206)	(692,293)	18,087	2.61%
<b>611-Pro Shop/Golf Fees Total</b>	<b>1,701,543</b>	<b>(35,975)</b>	<b>(20,261)</b>	<b>(15,713)</b>	<b>77.55%</b>	<b>1,585,992</b>	<b>1,601,007</b>	<b>(15,016)</b>	<b>-0.94%</b>
<b>612-Food and Beverage</b>									
4-Revenues									
42-Charges for Services	0								
44-Rentals	0	164	239	(75)	-31.42%	3,079	1,980	1,100	55.54%
45-Product Sales	5,234,934	379,567	324,482	55,085	16.98%	5,028,077	4,842,011	186,066	3.84%
46-Grants & Donations	0								
47-Misc. Income	25,200	1,268	4,397	(3,130)	-71.17%	28,723	22,466	6,257	27.85%
4-Revenues Total	5,260,134	380,998	329,118	51,880	15.76%	5,059,879	4,866,457	193,422	3.97%
5-Expenses									
51-Salaries & Wages	(1,730,445)	(125,551)	(112,854)	(12,697)	11.25%	(1,615,631)	(1,644,139)	28,508	1.73%
52-Contractual Services	(725,817)	(94,123)	(83,096)	(11,027)	13.27%	(733,653)	(668,460)	(65,193)	-9.75%
53-Supplies	(1,493,510)	(186,202)	(167,028)	(19,175)	11.48%	(1,442,529)	(1,330,421)	(112,109)	-8.43%
54-Other Charges	(96,500)	(5,957)	(17,054)	11,097	-65.07%	(75,341)	(85,330)	9,989	11.71%
57-Capital	(28,111)	(148)	(515)	368	-71.40%	(7,507)	(2,062)	(5,445)	-264.07%



## Major Op Fund by Dept

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
59-Transfers Out	0								
5-Expenses Total	(4,074,383)	(411,982)	(380,547)	(31,435)	8.26%	(3,874,662)	(3,730,412)	(144,249)	-3.87%
<b>612-Food and Beverage Total</b>	<b>1,185,751</b>	<b>(30,983)</b>	<b>(51,429)</b>	<b>20,446</b>	<b>-39.75%</b>	<b>1,185,218</b>	<b>1,136,045</b>	<b>49,173</b>	<b>4.33%</b>
<b>613-Cross Country Skiing</b>									
4-Revenues									
42-Charges for Services	15,000	135	0	135	0.00%	3,873	5,041	(1,168)	-23.18%
45-Product Sales	0								
4-Revenues Total	15,000	135	0	135	0.00%	3,873	5,041	(1,168)	-23.18%
5-Expenses									
51-Salaries & Wages	(4,000)	(175)	0	(175)	0.00%	(1,184)	(411)	(773)	-188.12%
52-Contractual Services	(425)	(25)	140	(165)	-118.16%	(216)	(124)	(92)	-74.55%
53-Supplies	(5,000)	0	0	0	0.00%	(4,935)	(4,859)	(76)	-1.56%
57-Capital	0								
5-Expenses Total	(9,425)	(200)	140	(340)	-243.16%	(6,336)	(5,394)	(942)	-17.46%
<b>613-Cross Country Skiing Total</b>	<b>5,575</b>	<b>(65)</b>	<b>140</b>	<b>(205)</b>	<b>-146.74%</b>	<b>(2,463)</b>	<b>(353)</b>	<b>(2,110)</b>	<b>-597.74%</b>
<b>60-Golf Fund Total</b>	<b>941,173</b>	<b>(545,930)</b>	<b>(850,251)</b>	<b>304,321</b>	<b>-35.79%</b>	<b>1,365,643</b>	<b>1,197,452</b>	<b>168,190</b>	<b>14.05%</b>
<b>Grand Total</b>	<b>1,408,134</b>	<b>(1,431,081)</b>	<b>(2,149,647)</b>	<b>718,567</b>	<b>-33.43%</b>	<b>2,945,043</b>	<b>(301,041)</b>	<b>3,246,083</b>	<b>1078.29%</b>



## PPF

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>4-Revenues</b>									
42-Charges for Services	811,918	64,704	64,645	58	0.09%	782,180	782,040	140	0.02%
44-Rentals	728	54	46	9	18.98%	630	735	(105)	-14.26%
45-Product Sales	1,750	0	198	(198)	-99.87%	120	859	(739)	-85.99%
47-Misc. Income	3,500	2,005	9,318	(7,313)	-78.48%	2,005	10,008	(8,003)	-79.96%
<b>4-Revenues Total</b>	<b>817,896</b>	<b>66,763</b>	<b>74,206</b>	<b>(7,444)</b>	<b>-10.03%</b>	<b>784,935</b>	<b>793,641</b>	<b>(8,706)</b>	<b>-1.10%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(482,746)	(31,407)	(36,097)	4,689	-12.99%	(439,803)	(474,676)	34,873	7.35%
52-Contractual Services	(58,718)	(10,336)	(8,230)	(2,106)	25.59%	(51,686)	(44,353)	(7,333)	-16.53%
53-Supplies	(78,346)	(30,593)	(3,202)	(27,392)	855.46%	(62,239)	(43,270)	(18,969)	-43.84%
54-Other Charges	(17,600)	(5,052)	(2,871)	(2,181)	75.97%	(13,293)	(16,758)	3,464	20.67%
57-Capital	(355)	(89)	(136)	48	-35.09%	(355)	(17,835)	17,480	98.01%
<b>5-Expenses Total</b>	<b>(637,765)</b>	<b>(77,477)</b>	<b>(50,535)</b>	<b>(26,942)</b>	<b>53.31%</b>	<b>(567,375)</b>	<b>(596,891)</b>	<b>29,516</b>	<b>4.94%</b>
<b>Grand Total</b>	<b>180,131</b>	<b>(10,714)</b>	<b>23,671</b>	<b>(34,385)</b>	<b>-145.26%</b>	<b>217,560</b>	<b>196,750</b>	<b>20,809</b>	<b>10.58%</b>



## Central Athletic Center

Row Labels	Sum of Full Year Budget	Sum of Current Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Current YTD	Sum of LY YTD	YTD Variance	% YTD Variance
<b>4-Revenues</b>									
42-Charges for Services	27,400	3,515	1,288	2,227	172.86%	23,658	22,577	1,081	4.79%
44-Rentals	47,000	4,653	320	4,333	1354.13%	54,734	47,796	6,938	14.52%
45-Product Sales	8,200	2,639	1,293	1,346	104.13%	7,492	8,902	(1,409)	-15.83%
<b>4-Revenues Total</b>	<b>82,600</b>	<b>10,807</b>	<b>2,901</b>	<b>7,906</b>	<b>272.53%</b>	<b>85,884</b>	<b>79,274</b>	<b>6,610</b>	<b>8.34%</b>
<b>5-Expenses</b>									
51-Salaries & Wages	(21,000)	(3,999)	(594)	(3,405)	573.17%	(24,455)	(19,707)	(4,748)	-24.09%
52-Contractual Services	(104,528)	(9,349)	(1,674)	(7,675)	458.47%	(34,947)	(64,019)	29,072	45.41%
53-Supplies	(13,000)	(906)	(132)	(774)	586.45%	(13,267)	(11,591)	(1,676)	-14.46%
54-Other Charges	0								
57-Capital	0								
<b>5-Expenses Total</b>	<b>(138,528)</b>	<b>(14,253)</b>	<b>(2,400)</b>	<b>(11,854)</b>	<b>493.90%</b>	<b>(72,669)</b>	<b>(95,317)</b>	<b>22,648</b>	<b>23.76%</b>
<b>Grand Total</b>	<b>(55,928)</b>	<b>(3,446)</b>	<b>501</b>	<b>(3,947)</b>	<b>-787.91%</b>	<b>13,215</b>	<b>(16,043)</b>	<b>29,258</b>	<b>182.37%</b>