



Wheaton Park District

PUBLIC NOTICE

**Meeting - Wheaton Park District Board of Commissioners
Wednesday May 15, 2024 - 5:00 p.m.
City of Wheaton Council Chambers 303 W. Wesley Street Wheaton, Illinois**

May 13, 2024

Public notice is hereby given that the Board of Park Commissioners of the Wheaton Park District, DuPage County, Illinois (the “Park Board”) will hold a meeting at 5 pm on Wednesday May 15, 2024

The meeting will take place at Wheaton City Hall, 303 W. Wesley, Wheaton, IL.

**Please contact Michael J. Benard, Board Secretary, for further information.
mbenard@wheatonparks.org**

Michael J. Benard
Secretary

The Agenda for the May 15, 2024 Meeting is as Follows:

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the park district's ADA Compliance Officer, Michael Benard, at the park district's Administrative Office, 102 E. Wesley Street, Wheaton, IL Monday through Friday from 8:30 am until 4:30 pm at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 630.510-4944; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

Meeting of the Wheaton Park District Board of Commissioners

May 15, 2024, 5:00 pm

CALL TO ORDER

PRESENTATIONS

- **Summer Camps**
- **Recognition of Cosley Zoo Director Sue Wahlgren for 40 Years of Service**

COMMUNITY INPUT

Public comments are important to the Board. However, it is the Board's policy not to take action on items until time has been taken to gather information and discuss all options. Lack of action does not imply lack of interest in the issues. During the community input portion of the agenda the Board typically will ask residents to provide input prior to accepting input from nonresidents.

The purpose of the public participation is to allow the public the opportunity to make a statement to the Board. The purpose of public participation is not to provoke a debate with the Board. Once an individual has spoken, that individual may not speak on the same issue again. Any limitation regarding addressing the Board may be waived by a majority vote of the Board.

Except during the public comment portion of the regular Board agenda, or as stated in this rule, no person other than the Executive Director or the District's Attorney may address the Board.

CONSENT AGENDA

Consent Agenda items are considered by the Park District to be routine and will be enacted in one motion. There will be no separate discussion on these items. If a member of the Park Board requests, a Consent Agenda item will be removed from the Consent Agenda and considered as an individual item at the end of old or new business.

- A. Approval of the Disbursements totaling \$646,064.58 for the period beginning April 10, 2024, and ending May 07, 2024
- B. Approval of the Disbursements totaling \$898,723.90 for the period beginning April 10, 2024, and ending May 07, 2024
- C. Approval of Board Meeting Minutes April 17, 2024
- D. Approval of Subcommittee Meeting Minutes May 1, 2024
- E. Approval of 2025 Wheaton Park District Budget Development Calendar



Wheaton Park District

UNFINISHED BUSINESS

None

SELECTION OF A PERSON TO FILL A VACANCY IN PUBLIC OFFICE

1. **Park Board Appointment** – Motion to appoint Angela Welker to the Wheaton Park District Board of Commissioners to complete a vacated term.
 - a. Oath of Office – Judge Paul Fullerton

ANNUAL ELECTION OF OFFICERS & LIAISON APPOINTMENTS

1. Motion to Elect John Kelly President and John Vires Vice President of the Wheaton Park District Board of Commissioners
2. Motion to Appoint Michael Benard Executive Director / Secretary and Sandra Simpson Treasurer of the Wheaton Park District
3. President to Appoint Foundation Park Board Liaisons and Subcommittee Chairpersons
 - a. Cosley Foundation Board Liaison
 - b. DuPage Museum Foundation Board Liaison
 - c. Sensory Garden and Playground Foundation Board Liaison
 - d. Buildings and Grounds Subcommittee Chair
 - e. Finance Subcommittee Chair

NEW BUSINESS

1. **Wheaton Park District Financial Policies** – Motion to approve proposed amendments to the Financial Policies of the Wheaton Park District
2. **Ordinance 2024-04** – Motion to approve Ordinance 2024-04 approving the disposal and sale of personal property owned by the Wheaton Park District
3. **National Restaurant Association Show** – Motion to approve Commissioner attendance to attend the National Restaurant Association conference at a cost not to exceed \$330.00 per commissioner.
4. **Recruitment of New Zoo Director** – Motion to approve an agreement with Uptrend to conduct a search for the new Director of Cosley Zoo at a cost of \$25,000 plus reimbursable expenses.



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5. **Design of Museum *Enduring Values* Permanent Exhibit**
 - b. Motion to approve the Joint Agreement Between the County of DuPage, Wheaton Park District, and Taylor Studios for Professional Design Services at a cost not to exceed \$75,000.
 - c. Motion to approve a Reimbursement Agreement with the DuPage County Historical Museum Foundation
6. **Rice Pool Existing Conditions Audit** – Motion to approve a professional services agreement with FGMA/Councilman Hunsaker in the amount of \$21,500 plus reimbursable expenses.
7. **Waste Hauling** –
 - a. Motion to approve the bid from Groot Industries for waste removal for a three year contract at a cost of \$49,337.92 for year one plus an allowance of \$18,600 for anticipated tonnage. Second and third years of contract are subject to a maximum of a 5% increase.
 - b. Motion to approve the bid from Groot Industries for composting for a three year contract at a cost of \$5,319.00 for year one. Second and third years of contract are subject to a maximum of a 5% increase.
 - c. Motion to approve the bid from LRS LLC for recycling services for a three year contract at a cost of \$5,772.81 for year one. Second and third years of contract are subject to a maximum of a 3% increase.
8. **Maintenance Management Software** – Motion to approve of 3-year contract renewal with TMA Systems at a total cost of \$56,806.42.
9. **Sensory Garden Playground** – Motion to accept the quote from Play Illinois for an amount of \$29,715.00 for the purchase of a shelter kit for Danada South Park.
10. **Central Athletic Complex** – Motion to approve Change Order #1 from HDI Enterprises, LLC for the Central Athletic Complex Main Gym Floor Refinishing Project in the amount of \$6,500.00.
11. **Briar Patch Park Renovation** – Motion to approve Change Order #1 in the amount of \$47,110 with A. Jules Construction.
12. **Community Center Interiors** – Motion to approve Change Order #5 in the amount of \$7,278.55 Stuckey Construction.



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13. **Northside Pool Locker Rooms** – Motion to approve Change Order #1 from the Red Feather Group for the Northside Pool Locker Room Access project in the amount of \$7,654.

REPORTS FROM STAFF

- Executive Director
- Cosley Zoo Annual Report 2023
- Monthly Department Reports – Finance, Special Facilities, Marketing, Development, Events, Recreation, Athletics, Parks, and Planning

BOARD SUBCOMMITTEE REPORTS / DISCUSSION

CLOSED SESSION

- a) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees, 5ILCS 120/2 (c) (1)
- b) The Selection of a Person to Fill a Vacancy in Public Office, 5 ILCS 120/2(c) (3).
- c) Purchase or lease of real property, 5ILCS 120/2 (c) (5)
- d) Setting of price for sale or lease of property owned by the public body, 5ILCS 120/2 (c) (6)
- e) Pending, probable or imminent litigation, 5ILCS 120/2 (c) (11)
- f) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes, 5 ILCS 120/2 (c) (21)

Accounts Payable

Checks Approval Document



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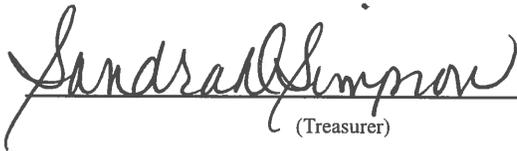
Wheaton Park District

Board of Commissioners Report From the Period Beginning April 10, 2024 and Ending May 07, 2024.

Fund	Description	Amount
10	General	214,965.42
20	Recreation	45,181.08
22	Cosley Zoo	6,568.45
23	Liability	1,749.55
26	IMRF	69,544.59
40	Capital Projects	53,942.95
60	Golf Fund	70,825.57
70	Information Technology	3,762.00
75	Health Insurance	179,524.97
Report Total:		646,064.58

To the Board of Commissioners

The payment of the above listed accounts has been accepted by the Park District Board of Commissioners at their meeting held on May 15, 2024.



(Treasurer)



(Secretary)

Accounts Payable

Checks Approval List

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Wheaton Park District

Board of Commissioners Report From the Period Beginning April 10, 2024 and Ending May 07, 2024.

Fund	Description	Vendor No	Vendor Name	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Line Item	Description							
10	General							
00387	Haggerty Ford							
2024 Maverick Trucks		167599		040824		162.04.2024	10-101-000-57-5706-0000	86,448.00
							Vendor Total:	86,448.00
00423	Costco Membership							
2024 Membership Renewal		167611		000111881308899		163.04.2024	10-000-415-54-5425-0000	30.00
2024 Membership Renewal		167611		000111881308899		163.04.2024	10-419-000-54-5425-0000	30.00
							Vendor Total:	60.00
00448	IL LIQUOR CONTROL COMM.							
Memorial Park SES Concerts 2024 IL Liquor Lic 0				4C-0093719-SES		141.04.2024	10-000-416-52-5241-1900	150.00
							Vendor Total:	150.00
00465	I.M.R.F.							
02/2024 IMRF		0		261466-P2N9		141.04.2024	10-000-000-21-2124-0000	33,129.23
02/2024 IMRF		0		261466-P2N9		141.04.2024	10-000-000-21-2123-0000	13,413.65
02/2024 IMRF		0		262488-J7Z9		141.04.2024	10-000-000-21-2124-0000	889.21
03/2024 IMRF		0		303581-R0N2		141.04.2024	10-000-000-21-2124-0000	34,074.76
03/2024 IMRF		0		303581-R0N2		141.04.2024	10-000-000-21-2123-0000	13,690.65
02/2024 IMRF		0		303671-J8P0		141.04.2024	10-000-000-21-2124-0000	153.37
03/2024 IMRF		0		306608-D6V0		141.04.2024	10-000-000-21-2124-0000	647.63
03/2024 IMRF		0		349769-D4J7		141.04.2024	10-000-000-21-2124-0000	189.90
03/2024 IMRF		0		349769-D4J7		141.04.2024	10-000-000-21-2123-0000	211.00
							Vendor Total:	96,399.40
00766	Pre-Paid Legal Service Inc							
04/24 Pre-Paid Legal		0		043024		141.04.2024	10-000-000-21-2127-0000	322.01
							Vendor Total:	322.01
01006	Vermont Systems Inc							
03/24 Merchant CC Processing Fees		0		033124		141.04.2024	10-000-000-52-5239-0000	49.37
03/24 Merchant CC Processing Fees		0		033124		141.04.2024	10-000-000-12-1226-0000	6.12
03/24 Merchant CC Processing Fees		0		033124		141.04.2024	10-000-000-12-1226-0000	86.70
03/24 Merchant CC Processing Fees		0		033124		141.04.2024	10-000-416-52-5239-1900	84.02
03/24 Merchant CC Processing Fees		0		033124		141.04.2024	10-101-000-52-5239-0000	279.92
							Vendor Total:	506.13
01091	Aflac							
April 2024 Aflac		0		907977		141.04.2024	10-000-000-21-2131-0000	263.06
April 2024 Aflac		0		907977		141.04.2024	10-000-000-21-2132-0000	151.56
							Vendor Total:	414.62
02412	Milton Township							
CERT Donation - Superhero Fun Run 2024		167621		041624		164.04.2024	10-000-416-52-5241-1900	500.00
							Vendor Total:	500.00

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
03829 Texas Life Insurance Company					
Texas Life Insurance April 2024	0	SB08FS202404140	141.04.2024	10-000-000-21-2130-0000	171.72
				Vendor Total:	171.72
04121 UMB Bank N.A.					
WSJ Subscription for March 2024	0	0082_2403050000	171.04.2024	10-419-000-54-5425-0000	38.99
Sign Shop Supplies	0	0118_2403080000	171.04.2024	10-101-000-53-5314-0000	607.38
Staff Meeting Snacks	0	0140_2403080000	171.04.2024	10-430-000-54-5432-0000	18.26
Women's Month Event Food	0	0140_2403210000	171.04.2024	10-430-000-53-5302-1108	150.04
Custodial Equipment	0	0182_2403060000	171.04.2024	10-101-000-53-5316-0000	46.97
Tennis Net	0	0182_2403070000	171.04.2024	10-101-000-53-5310-0000	780.00
Urinal	0	0182_2403080000	171.04.2024	10-101-000-53-5311-0000	422.20
Pickleball Net	0	0182_2403080000	171.04.2024	10-101-000-53-5310-0000	580.00
NSP Playground Equipment	0	0182_2403120000	171.04.2024	10-101-000-53-5310-0000	1,139.21
Mechanics Set & Rubber Mulch	0	0182_2403130000	171.04.2024	10-101-000-53-5345-0000	86.94
Surface Repair Kit	0	0182_2403150000	171.04.2024	10-101-000-53-5310-0000	179.95
Supplies	0	0182_2403200000	171.04.2024	10-101-000-53-5334-0000	107.70
Urinal	0	0182_2403210000	171.04.2024	10-101-000-53-5311-0000	422.20
NRPA Renewal Fee	0	0208_2403060000	171.04.2024	10-101-000-54-5425-0000	95.00
Employee Relations	0	0314_2403010000	171.04.2024	10-101-000-53-5302-0000	156.11
Northside Slide	0	0314_2403010000	171.04.2024	10-101-000-53-5314-0000	232.56
Dish Soap	0	0314_2403050000	171.04.2024	10-101-000-53-5316-0000	15.48
Toilet Bowl Cleaner	0	0314_2403060000	171.04.2024	10-101-000-53-5316-0000	47.44
Dog Waste Bags for District	0	0314_2403070000	171.04.2024	10-101-000-53-5331-0000	2,096.79
Cleaning Cloths	0	0314_2403080000	171.04.2024	10-101-000-53-5316-0000	55.98
Safety Data Sheets	0	0314_2403090000	171.04.2024	10-101-000-53-5302-0000	24.80
Safety Poster	0	0314_2403120000	171.04.2024	10-101-000-53-5302-0000	35.00
Breakroom Supplies	0	0314_2403130000	171.04.2024	10-101-000-53-5302-0000	6.84
Breakroom Supplies	0	0314_2403130000	171.04.2024	10-101-000-53-5302-0000	15.85
Breakroom Supplies	0	0314_2403130000	171.04.2024	10-101-000-53-5302-0000	34.19
Batteries	0	0314_2403180000	171.04.2024	10-101-000-53-5302-0000	57.31
PSC Dryer	0	0314_2403190000	171.04.2024	10-101-000-53-5316-0000	1,479.00
Safety Poster	0	0314_2403200000	171.04.2024	10-101-000-53-5302-0000	37.38
Training Folders and Pens	0	0314_2403270000	171.04.2024	10-101-000-53-5302-0000	53.26
Executive Director NRPA CPRE Certificate Ren	0	0455_2403010000	171.04.2024	10-000-000-54-5432-0000	31.67
Job Posting for Pool Technician	0	0470_2403140000	171.04.2024	10-418-000-54-5426-0000	165.00
Coffee for Prairie Office	0	0736_2403130000	171.04.2024	10-000-856-53-5302-0000	39.17
Coffee for Prairie Office	0	0736_2403300000	171.04.2024	10-000-856-53-5302-0000	81.54
Tires for Stock	0	0827_2402290000	171.04.2024	10-101-000-53-5315-0000	154.98
Equipment Maintenance	0	0827_2403040000	171.04.2024	10-101-000-53-5306-0000	300.00
Equipment Maintenance	0	0827_2403040000	171.04.2024	10-101-000-53-5315-0000	70.00
First Aid Supplies	0	0827_2403050000	171.04.2024	10-101-000-53-5303-0000	24.37
Safety Poster Lamination	0	0827_2403180000	171.04.2024	10-101-000-53-5302-0000	24.00
Safety Poster Lamination	0	0827_2403220000	171.04.2024	10-101-000-53-5302-0000	11.26
Equipment Maintenance	0	0827_2403260000	171.04.2024	10-101-000-53-5315-0000	864.57
Tires for Stock	0	0827_2403290000	171.04.2024	10-101-000-53-5315-0000	102.49
Golf Cart	0	0827_2404010000	171.04.2024	10-101-000-53-5315-0000	29.48
Pizza for Finance Team Appreciation Lunch	0	0835_2403180000	171.04.2024	10-419-000-54-5434-0000	172.94
Paper Towels	0	0850_2403080000	171.04.2024	10-101-856-53-5316-0000	71.78
Cleaning Supplies	0	0850_2403130000	171.04.2024	10-101-856-53-5316-0000	23.66
Trash Bags	0	0850_2403150000	171.04.2024	10-101-856-53-5316-0000	54.24
Facebook Ad for Fun Run 2024	0	0876_2403050000	171.04.2024	10-000-416-52-5241-1908	73.58
Facebook Ad for Fun Run 2024	0	0876_2403080000	171.04.2024	10-000-416-52-5241-1908	2.00
Facebook Ad for Fun Run 2024	0	0876_2403080000	171.04.2024	10-000-416-52-5241-1908	2.00
Facebook Ad for Fun Run 2024	0	0876_2403080000	171.04.2024	10-000-416-52-5241-1908	2.00
Facebook Ad for Fun Run 2024	0	0876_2403090000	171.04.2024	10-000-416-52-5241-1908	3.00
Facebook Ad for Fun Run 2024	0	0876_2403090000	171.04.2024	10-000-416-52-5241-1908	2.00
Facebook Ad for Fun Run 2024	0	0876_2403100000	171.04.2024	10-000-416-52-5241-1908	5.00

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Facebook Ad for Fun Run 2024	0	0876_2403110000	171.04.2024	10-000-416-52-5241-190E	7.00
Fun Run 2024 Race Bibs	0	0876_2403120000	171.04.2024	10-000-416-53-5346-190E	246.41
Facebook Ad for Fun Run 2024	0	0876_2403120000	171.04.2024	10-000-416-52-5241-190E	10.00
Face Paint Pizzazz Deposit for Fun Run 2024	0	0876_2403150000	171.04.2024	10-000-416-52-5241-190E	150.00
Facebook Ad for Fun Run 2024	0	0876_2403160000	171.04.2024	10-000-416-52-5241-190E	3.62
Facebook Ad for Fun Run 2024	0	0876_2403160000	171.04.2024	10-000-416-52-5241-190E	79.02
First Aid Kits	0	0876_2403270000	171.04.2024	10-000-416-53-5346-190C	210.99
Facebook Ad for Fun Run 2024	0	0876_2403280000	171.04.2024	10-000-416-52-5241-190E	15.00
Facebook Ad for Fun Run 2024	0	0876_2403290000	171.04.2024	10-000-416-52-5241-190E	15.00
Fun Run 2024 Signs	0	0876_2403310000	171.04.2024	10-000-416-53-5346-190E	54.98
Cones	0	0876_2403310000	171.04.2024	10-000-416-53-5346-190C	80.99
Facebook Ad for Fun Run 2024	0	0876_2404010000	171.04.2024	10-000-416-52-5241-190E	25.00
VALUES Committee Derby Cars	0	0934_2403280000	171.04.2024	10-000-000-53-5302-000C	139.80
Google Monthly Subscription	0	0959_2403020000	171.04.2024	10-000-415-54-5425-000C	9.99
Color Swatch Booklets	0	0959_2403070000	171.04.2024	10-000-415-53-5302-000C	436.00
WP Engine Subscription 03/25/24-04/24/24	0	0959_2403250000	171.04.2024	10-000-415-54-5425-000C	850.00
Name Badges for Staff	0	0959_2403280000	171.04.2024	10-000-415-53-5302-000C	48.00
Arrows for Special Events	0	3761_2403130000	171.04.2024	10-000-416-53-5346-190C	40.00
Arrows for Special Events	0	3761_2403130000	171.04.2024	10-000-416-53-5346-190E	52.35
Inflatable Archway for Race	0	3761_2403140000	171.04.2024	10-000-416-53-5346-190E	196.00
Pencil Giveaways for Race	0	3761_2403140000	171.04.2024	10-000-416-53-5346-190E	191.88
Custom Keychains for Race	0	3761_2403140000	171.04.2024	10-000-416-53-5346-190E	525.83
Arrow Signs/Bubble Machines	0	3761_2403160000	171.04.2024	10-000-416-53-5346-190E	410.52
Comic Lawn Decorations	0	3761_2403240000	171.04.2024	10-000-416-53-5346-190E	36.99
Post-Race Snacks	0	3761_2403240000	171.04.2024	10-000-416-53-5346-190E	124.80
Superhero Games	0	3761_2403240000	171.04.2024	10-000-416-53-5346-190E	59.65
Post-Race Snacks	0	3761_2403270000	171.04.2024	10-000-416-53-5346-190E	187.23
Conservation Foundation Earth Day Benefit Din	0	4600_2403060000	171.04.2024	10-000-000-54-5438-000C	500.00
NRPA Annual District Dues	0	4600_2403120000	171.04.2024	10-000-000-54-5425-000C	566.67
Supplies	0	8372_2403010000	171.04.2024	10-101-000-53-5334-000C	25.08
MLC Screens	0	9193_2402290000	171.04.2024	10-101-000-53-5334-000C	9.68
Bandshell Power Station	0	9193_2403040000	171.04.2024	10-101-000-53-5312-000C	211.98
Ethernet Cable	0	9193_2403160000	171.04.2024	10-101-000-53-5312-000C	30.97
Electrical Supplies	0	9193_2403160000	171.04.2024	10-101-000-53-5312-000C	157.98
PPF Card Reader	0	9193_2403190000	171.04.2024	10-101-000-53-5347-000C	19.98
PPF Card Reader	0	9193_2403190000	171.04.2024	10-101-000-53-5334-000C	64.48
CAC Bleacher Repairs	0	9193_2403200000	171.04.2024	10-101-000-53-5345-000C	44.15
VALUES Derby Days Trophy	0	9243_2403120000	171.04.2024	10-000-000-53-5302-000C	26.72
Soundcloud Monthly Fee	0	9342_2403080000	171.04.2024	10-000-415-54-5425-000C	16.00
Illinois Basset Course	0	9342_2403120000	171.04.2024	10-000-415-54-5425-000C	19.75
Sympathy Flowers	0	9342_2403180000	171.04.2024	10-000-000-54-5434-000C	152.18
Vendor Total:					17,386.23
04221	Plug & Pay Technologies				
03/24 Plug N Pay Gateway Fees	0	033124	141.04.2024	10-000-000-52-5239-000C	15.00
03/24 Plug N Pay Gateway Fees	0	033124	141.04.2024	10-000-416-52-5239-190C	15.00
03/24 Plug N Pay Gateway Fees	0	033124	141.04.2024	10-101-000-52-5239-000C	15.00
Vendor Total:					45.00
04287	Global Payments Inc				
03/24 Merchant CC Processing Fees	0	033124	141.04.2024	10-000-000-52-5239-000C	14.20
03/24 Merchant CC Processing Fees	0	033124	141.04.2024	10-000-000-12-1226-000C	66.63
03/24 Merchant CC Processing Fees	0	033124	141.04.2024	10-000-416-52-5239-190C	95.20
03/24 Merchant CC Processing Fees	0	033124	141.04.2024	10-101-000-52-5239-000C	14.20
Vendor Total:					190.23
06279	Paylocity Corporation				

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				04/05/24 Payroll Processing	0	112349994	141.04.2024	10-000-000-52-5211-000C	201.90
				04/19/24 Payroll Processing	0	112370561	141.04.2024	10-000-000-52-5211-000C	735.78
Vendor Total:									937.68
06874	Standard Retirement Services Inc.								
				04/05/24 Deferred Comp	0	040524	141.04.2024	10-000-000-21-2126-000C	5,238.94
				04/05/24 Deferred Comp	0	040524	141.04.2024	10-000-000-21-2135-000C	454.89
				04/19/24 Deferred Comp	0	041924	141.04.2024	10-000-000-21-2126-000C	5,269.27
				04/19/24 Deferred Comp	0	041924	141.04.2024	10-000-000-21-2135-000C	471.30
Vendor Total:									11,434.40
Fund Total:									214,965.42
20	Recreation								
00423	Costco Membership								
				2024 Membership Renewal	167611	00011881308899	163.04.2024	20-000-112-54-5425-000C	30.00
				2024 Membership Renewal	167611	00011881308899	163.04.2024	20-000-200-54-5425-000C	30.00
				2024 Membership Renewal	167611	00011881308899	163.04.2024	20-000-205-54-5425-000C	60.00
				2024 Membership Renewal	167611	00011881308899	163.04.2024	20-000-304-54-5425-000C	30.00
Vendor Total:									150.00
00448	IL LIQUOR CONTROL COMM.								
				Cream of Wheaton 2024 IL Liquor License	0	4C-0093719-COW	141.04.2024	20-000-416-52-5241-190C	150.00
Vendor Total:									150.00
01006	Vermont Systems Inc								
				03/24 Merchant CC Processing Fees	0	033124	141.04.2024	20-350-302-52-5239-000C	271.76
				03/24 Merchant CC Processing Fees	0	033124	141.04.2024	20-350-303-52-5239-000C	5.99
				03/24 Merchant CC Processing Fees	0	033124	141.04.2024	20-000-000-52-5239-000C	9,250.71
				03/24 Merchant CC Processing Fees	0	033124	141.04.2024	20-000-112-52-5239-000C	23.63
				03/24 Merchant CC Processing Fees	0	033124	141.04.2024	20-000-304-52-5239-000C	378.44
Vendor Total:									9,930.53
02412	Milton Township								
				No Schoolapalooza! Refund for Milton Townshij	167603	3204453	162.04.2024	20-000-000-20-2025-000C	12.00
Vendor Total:									12.00
04121	UMB Bank N.A.								
				Quickscores	0	0074_2403080000	171.04.2024	20-221-223-52-5281-000C	119.00
				Baseball Equipment	0	0074_2403110000	171.04.2024	20-221-223-53-5306-000C	299.86
				Background Check	0	0074_2403270000	171.04.2024	20-000-205-54-5432-000C	20.00
				DirecTv 02/28/24-03/27/24	0	0134_2403010000	171.04.2024	20-350-302-52-5211-000C	244.99
				Lunch for Athletics Dept Training	0	0134_2403100000	171.04.2024	20-000-205-54-5432-000C	54.21
				Sign Up Genius	0	0134_2403270000	171.04.2024	20-350-302-52-5211-000C	9.99
				DirecTv 03/28/24-04/27/24	0	0134_2403300000	171.04.2024	20-350-302-52-5211-000C	244.99
				CC Electrical for Spa and Steam Room	0	0182_2403100000	171.04.2024	20-101-220-53-5312-000C	486.93
				Hand Dryer	0	0182_2403210000	171.04.2024	20-101-000-53-5313-000C	739.76
				Climbing Tower Training Deposit	0	0207_2403130000	171.04.2024	20-220-112-52-5280-6618	802.40
				Craft Supplies	0	0207_2403140000	171.04.2024	20-220-112-53-5301-6612	17.81
				Craft Supplies	0	0207_2403140000	171.04.2024	20-220-112-53-5301-661C	25.29
				Headlamps	0	0207_2403150000	171.04.2024	20-220-112-53-5301-6612	19.96
				Nature Play Area Craft Supplies	0	0207_2403150000	171.04.2024	20-000-112-53-5301-000C	51.90
				Nature Play Area Supplies	0	0207_2403150000	171.04.2024	20-000-112-53-5301-000C	118.75
				Ice Rink Supplies	0	0314_2403050000	171.04.2024	20-101-225-53-5302-000C	182.74
				Toilet Bowl Cleaner	0	0314_2403060000	171.04.2024	20-101-225-53-5316-000C	47.44
				Toilet Bowl Cleaner	0	0314_2403060000	171.04.2024	20-101-000-53-5313-000C	47.44
				Laser Levels	0	0348_2403080000	171.04.2024	20-101-220-53-5313-000C	53.60

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Door Stoppers	0			0	0348_2403080000	171.04.2024	20-101-220-53-5313-0000	38.55
	Paper Cups	0			0	0348_2403090000	171.04.2024	20-101-220-53-5313-0000	54.20
	Handicap Push Buttons	0			0	0348_2403140000	171.04.2024	20-101-000-53-5313-0000	210.50
	Handicap Push Button Refund	0			0	0348_2403190000	171.04.2024	20-101-000-53-5313-0000	-199.00
	Windex Refill	0			0	0348_2403230000	171.04.2024	20-101-220-53-5316-0000	62.00
	Cleaning Supplies	0			0	0348_2403250000	171.04.2024	20-101-220-53-5316-0000	241.95
	Costume Pieces for Jolly	0			0	0355_2402280000	171.04.2024	20-220-209-53-5301-9920	33.08
	Costume Pieces for Jolly	0			0	0355_2403030000	171.04.2024	20-220-209-53-5301-9920	15.53
	Water for Safety Fair	0			0	0355_2403070000	171.04.2024	20-220-112-53-5301-6610	45.28
	Egg Stickers	0			0	0355_2403070000	171.04.2024	20-220-112-53-5301-6612	5.98
	Pre-filled Eggs	0			0	0355_2403080000	171.04.2024	20-220-112-53-5301-6612	64.58
	Easter Egg Treat Bags	0			0	0355_2403110000	171.04.2024	20-220-112-53-5301-6612	4.12
	Prefilled Easter Eggs	0			0	0355_2403110000	171.04.2024	20-220-112-53-5301-6612	59.52
	Credit for Pre-filled Eggs Charged Tax	0			0	0355_2403110000	171.04.2024	20-220-112-53-5301-6612	-64.58
	Supplies	0			0	0355_2403140000	171.04.2024	20-220-112-53-5301-6628	9.97
	Supplies	0			0	0355_2403140000	171.04.2024	20-220-112-53-5301-6612	33.48
	Credit on Supplies	0			0	0355_2403140000	171.04.2024	20-220-112-53-5301-6612	-4.12
	Credit for Unused Easter Eggs	0			0	0355_2403180000	171.04.2024	20-220-112-53-5301-6612	-29.76
	Lunch for Staff Training	0			0	0355_2403210000	171.04.2024	20-000-112-54-5432-0000	99.84
	Chain for Picnic Tables	0			0	0355_2403260000	171.04.2024	20-220-112-53-5301-6618	101.70
	Clips and Hooks	0			0	0355_2403300000	171.04.2024	20-220-112-53-5301-6618	7.91
	Flower Pots and Supplies	0			0	0355_2403300000	171.04.2024	20-220-112-53-5301-6628	42.78
	Rosati's Pizza - Wheaton Order Split 2 Payments	0			0	0454_2403120000	171.04.2024	20-221-222-53-5329-0000	900.00
	Freight for Football Helmets	0			0	0454_2403280000	171.04.2024	20-221-222-52-5210-0000	585.48
	Executive Director NRPA CPRE Certificate Ren	0			0	0455_2403010000	171.04.2024	20-000-000-54-5432-0000	31.67
	Seminole Sports Softball 070524-070724	0			0	0710_2403190000	171.04.2024	20-221-223-54-5405-4455	615.55
	Blow Horns for United Tournament	0			0	0710_2403280000	171.04.2024	20-220-204-53-5301-4465	54.44
	Camp Medical Cabinets	0			0	0710_2403300000	171.04.2024	20-220-203-53-5301-3366	41.99
	Printer Cartridges	0			0	0710_2403300000	171.04.2024	20-350-303-53-5302-0000	33.65
	Zip Tie Strips for United Tournament	0			0	0710_2403300000	171.04.2024	20-220-204-53-5301-4465	33.71
	Bubble Wrap & Packing Tape	0			0	0710_2403310000	171.04.2024	20-221-223-53-5306-0000	78.39
	Google Work Space for Wheaton United Website	0			0	0868_2403010000	171.04.2024	20-220-204-52-5280-4457	84.00
	Sports Engine Account for Wheaton United	0			0	0868_2403020000	171.04.2024	20-220-204-52-5280-4457	300.00
	Wheaton United Tournament Registration	0			0	0868_2403060000	171.04.2024	20-220-204-52-5280-4457	724.50
	Credit Card Fee for Tournament Registration	0			0	0868_2403060000	171.04.2024	20-220-204-52-5280-4457	20.00
	Rosati's Pizza -Wheaton Order Split 2 Payments	0			0	0868_2403120000	171.04.2024	20-221-222-53-5329-0000	677.37
	HTG Sport Tournament Sanctioning for Wheaton	0			0	0868_2403190000	171.04.2024	20-220-204-52-5280-4465	400.00
	Background Check for Wheaton United Invitatio	0			0	0868_2403270000	171.04.2024	20-220-204-52-5280-4465	20.00
	Painters Tape	0			0	0926_2403010000	171.04.2024	20-350-302-53-5302-0000	7.99
	Cleaning Supplies	0			0	0926_2403040000	171.04.2024	20-350-302-53-5302-0000	43.17
	Air Freshener	0			0	0926_2403050000	171.04.2024	20-350-302-53-5302-0000	26.49
	Bankers Boxes	0			0	0926_2403080000	171.04.2024	20-350-302-53-5302-0000	28.30
	Apple Music Subscription	0			0	0926_2403100000	171.04.2024	20-350-302-53-5302-0000	10.99
	Barbell	0			0	0926_2403120000	171.04.2024	20-350-302-53-5306-0000	86.98
	Group Fitness Texting	0			0	0926_2403150000	171.04.2024	20-350-302-53-5327-0000	25.00
	Printer Toner	0			0	0926_2403150000	171.04.2024	20-350-302-53-5302-0000	115.51
	Front Desk Storage	0			0	0926_2403180000	171.04.2024	20-350-302-53-5313-0000	40.60
	Cleaning Gloves	0			0	0926_2403190000	171.04.2024	20-350-302-53-5316-0000	28.49
	Tissue Boxes/Isopropyl Alcohol	0			0	0926_2403210000	171.04.2024	20-350-302-53-5313-0000	85.51
	Pedestal Fan	0			0	0926_2403230000	171.04.2024	20-350-302-53-5327-0000	48.11
	Recital Dance Costume Refund	0			0	0934_2403040000	171.04.2024	20-220-202-53-5301-2205	-239.70
	Dance Costume Return Shipping	0			0	0934_2403040000	171.04.2024	20-220-202-53-5301-2205	109.12
	Dance Recital Costumes	0			0	0934_2403050000	171.04.2024	20-220-202-53-5301-2205	458.50
	Childrens Playhouse Fall Production Rights and	0			0	0934_2403080000	171.04.2024	20-220-202-52-5280-2266	890.00
	Scripts for Theatre Classes	0			0	0934_2403080000	171.04.2024	20-220-202-53-5301-2255	12.95
	Winter Playhouse Cast Party Supplies	0			0	0934_2403160000	171.04.2024	20-220-202-53-5301-2266	129.89
	Refund for Returned Recital Dance Costumes	0			0	0934_2403190000	171.04.2024	20-220-202-53-5301-2205	-704.35
	Refund for Returned Recital Dance Costumes	0			0	0934_2403190000	171.04.2024	20-220-202-53-5301-2205	-89.90

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Refund for Returned Recital Dance Costumes	0			0934	2403190000	171.04.2024	20-220-202-53-5301-2205	-119.85
	Refund for Returned Recital Dance Costumes	0			0934	2403190000	171.04.2024	20-220-202-53-5301-2205	-1,628.30
	Dance Camp Supplies	0			0934	2403260000	171.04.2024	20-220-202-53-5301-2205	31.97
	Dance Recital Costume	0			0934	2403290000	171.04.2024	20-220-202-53-5301-2205	73.95
	Supplies for Travel B-Ball	0			0942	2403060000	171.04.2024	20-220-204-53-5301-4447	578.74
	Dominos Pizza	0			0942	2403090000	171.04.2024	20-220-204-53-5301-4447	32.47
	Crown Trophy	0			0942	2403210000	171.04.2024	20-220-204-53-5301-4447	62.57
	Conservation Foundation Earth Day Benefit Din	0			4600	2403060000	171.04.2024	20-000-000-54-5438-0000	500.00
	NRPA Annual District Dues	0			4600	2403120000	171.04.2024	20-000-000-54-5425-0000	566.67
	Fireside Theater Deposit Rocky the Musical Day 0	0			6165	2403050000	171.04.2024	20-220-304-52-5280-5522	36.00
	Fireside Theater Deposit Miracle on 34th Street 10	0			6165	2403050000	171.04.2024	20-220-304-52-5280-5522	36.00
	Deposit for Belle River Cruise for Summer Day 0	0			6165	2403050000	171.04.2024	20-220-304-52-5280-5522	335.00
	Additional Onsite Entree	0			6165	2403060000	171.04.2024	20-220-304-52-5280-5522	50.71
	Art Institute of Chicago-Additional Admission	0			6165	2403120000	171.04.2024	20-220-304-52-5280-5522	150.00
	Art Institute of Chicago Tea-Riffic Day for Mon	0			6165	2403120000	171.04.2024	20-220-304-52-5280-5522	50.00
	Russian Tea Time Tea-Riffic Day for Monet 3-14	0			6165	2403140000	171.04.2024	20-220-304-52-5280-5522	1,302.00
	Final Payment Paramount A Streetcar Named De	0			6165	2403150000	171.04.2024	20-220-304-52-5280-5522	367.00
	Broadway in Chicago Beautiful Noise Deposit fr	0			6165	2403190000	171.04.2024	20-220-304-52-5280-5522	1,115.00
	Shedd Aquarium for Dolphin/Dogfish and Diner	0			6165	2403190000	171.04.2024	20-220-304-52-5280-5522	945.00
	Drury Lane Guys and Dolls Tickets for 4/10/24	0			6165	2403210000	171.04.2024	20-220-304-52-5280-5522	577.84
	CAC Window Replacement	0			8372	2403200000	171.04.2024	20-101-225-53-5313-0000	1,641.80
	Speaker Cable	0			9193	2403140000	171.04.2024	20-101-000-53-5313-0000	132.51
	CAC Window Replacement	0			9193	2403200000	171.04.2024	20-101-225-53-5313-0000	1,000.00
	Rams Commitment Night Concessions	0			9235	2403120000	171.04.2024	20-221-222-53-5329-0000	663.26
	Rams Commitment Night Concessions Refund	0			9235	2403130000	171.04.2024	20-221-222-53-5329-0000	-62.32
	Wheaton United Camera Subscription	0			9235	2403130000	171.04.2024	20-220-204-52-5280-4457	1,199.00
	Athletic First Aid Supplies	0			9235	2403210000	171.04.2024	20-000-205-53-5302-0000	1,041.20
	Wheaton United Registration Website	0			9235	2403270000	171.04.2024	20-220-204-52-5280-4457	1,299.00
	United Tournament Sanctioning Screen	0			9235	2403270000	171.04.2024	20-220-204-52-5280-4465	20.00
	Namaste Cafe	0			9243	2402290000	171.04.2024	20-220-304-53-5301-5500	19.97
	Basement Bathroom	0			9243	2402290000	171.04.2024	20-000-304-53-5302-0000	30.98
	Basement Bathroom	0			9243	2403010000	171.04.2024	20-000-304-53-5302-0000	109.98
	Bathroom Supplies	0			9243	2403020000	171.04.2024	20-000-304-53-5302-0000	85.47
	Hospitality and Tourism Summit	0			9243	2403040000	171.04.2024	20-000-304-54-5432-0000	85.00
	Basement Bathroom	0			9243	2403080000	171.04.2024	20-000-304-53-5302-0000	45.17
	Graphic Design Software Annual Report	0			9243	2403110000	171.04.2024	20-220-304-53-5301-5500	14.99
	Office Supplies	0			9243	2403120000	171.04.2024	20-220-304-53-5301-5500	57.48
	Credit for Office Supplies	0			9243	2403130000	171.04.2024	20-220-304-53-5301-5500	-49.99
	Silvertones Uniforms	0			9243	2403140000	171.04.2024	20-000-000-12-1226-0000	346.40
	Spring MLC News Postage	0			9243	2403140000	171.04.2024	20-000-304-53-5304-0000	726.85
	Office Supplies	0			9243	2403160000	171.04.2024	20-220-304-53-5301-5500	47.97
	Basement Bathroom	0			9243	2403170000	171.04.2024	20-000-304-53-5302-0000	32.99
	Zoom	0			9276	2403020000	171.04.2024	20-000-200-54-5425-0000	90.00
	Office Supplies	0			9276	2403040000	171.04.2024	20-224-220-53-5302-0000	70.04
	CAC Filter	0			9292	2403270000	171.04.2024	20-101-225-53-5313-0000	45.93
	Pool Supplies	0			9490	2403210000	171.04.2024	20-222-231-53-5306-0000	46.69
	Pool Supplies	0			9490	2403210000	171.04.2024	20-222-232-53-5302-0000	198.36
	Office Supplies	0			9524	2403130000	171.04.2024	20-224-220-53-5302-0000	7.50
	Legal Pads	0			9524	2403220000	171.04.2024	20-224-220-53-5302-0000	15.93
	PDRMA Training Online	0			9719	2402290000	171.04.2024	20-000-200-54-5432-0000	25.00
	Field Trip to the Movies Deposit	0			9719	2403010000	171.04.2024	20-220-207-52-5280-7705	1,528.56
	Field Trip to the Movies Deposit	0			9719	2403010000	171.04.2024	20-220-208-52-5280-8880	787.44
	Camp Craft Supplies	0			9719	2403090000	171.04.2024	20-220-208-53-5301-8880	39.29
	American Flag for the Flagpole	0			9719	2403100000	171.04.2024	20-220-207-53-5301-7741	32.39
	Camp Craft Supplies	0			9719	2403100000	171.04.2024	20-220-208-53-5301-8880	222.28
	Camp Craft Supplies	0			9719	2403110000	171.04.2024	20-220-207-53-5301-7705	428.28
	Classroom Craft Supplies	0			9719	2403130000	171.04.2024	20-220-207-53-5301-7732	12.50
	Preschool Craft Supplies	0			9719	2403150000	171.04.2024	20-220-207-53-5301-7746	33.12

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Craft and Classroom Supplies for Preschool	0				9719_2403160000	171.04.2024	20-220-207-53-5301-774€	70.94
	Organizational Bins for Camp No Name	0				9719_2403160000	171.04.2024	20-220-207-53-5301-770€	33.24
	Craft and Classroom Supplies for Preschool	0				9719_2403170000	171.04.2024	20-220-207-53-5301-774€	198.66
	Craft Items for the Classroom and for Projects	0				9719_2403180000	171.04.2024	20-220-207-53-5301-773€	31.61
	Craft and Classroom Supplies for Preschool	0				9719_2403180000	171.04.2024	20-220-207-53-5301-774€	148.44
	Supplies and Snacks for No Schoolapalooza Can 0					9719_2403220000	171.04.2024	20-220-208-53-5301-8884	113.72
								Vendor Total:	27,865.37
04221	Plug & Pay Technologies								
	03/24 Plug N Pay Gateway Fees	0				033124	141.04.2024	20-000-000-52-5239-000€	30.00
	03/24 Plug N Pay Gateway Fees	0				033124	141.04.2024	20-000-112-52-5239-000€	15.00
	03/24 Plug N Pay Gateway Fees	0				033124	141.04.2024	20-000-304-52-5239-000€	15.00
	03/24 Plug N Pay Gateway Fees	0				033124	141.04.2024	20-350-302-52-5239-000€	24.60
								Vendor Total:	84.60
04287	Global Payments Inc								
	03/24 Merchant CC Processing Fees	0				033124	141.04.2024	20-350-302-52-5239-000€	62.76
	03/24 Merchant CC Processing Fees	0				033124	141.04.2024	20-350-303-52-5239-000€	44.15
	03/24 Merchant CC Processing Fees	0				033124	141.04.2024	20-000-000-52-5239-000€	29.20
	03/24 Merchant CC Processing Fees	0				033124	141.04.2024	20-000-112-52-5239-000€	14.20
	03/24 Merchant CC Processing Fees	0				033124	141.04.2024	20-000-304-52-5239-000€	16.07
								Vendor Total:	166.38
06137	Pansino Enterprises Inc								
	Entertainer for Sunshine Luncheon 04/18/24	167605				0008802	162.04.2024	20-220-304-52-5280-5501	300.00
								Vendor Total:	300.00
06279	Paylocity Corporation								
	04/05/24 Payroll Processing	0				112349994	141.04.2024	20-000-000-52-5211-000€	667.81
	04/19/24 Payroll Processing	0				112370561	141.04.2024	20-000-000-52-5211-000€	2,433.73
								Vendor Total:	3,101.54
06943	Martha Hernandez for Petty Cash								
	Petty Cash for United Soccer Spring Referees	167602				032524	162.04.2024	20-220-204-52-5280-4457	1,760.00
								Vendor Total:	1,760.00
TMP*2633	Scott, Karin								
	Intro to Pickleball & League Refund for Scott	167606				3204331	162.04.2024	20-000-000-20-2025-000€	110.00
	Intro to Pickleball & League Refund for Scott	167606				3204331	162.04.2024	20-000-000-20-2025-000€	110.00
								Vendor Total:	220.00
TMP*3301	Beahan, Sarah								
	Floor Hockey Refund for Beahan	167614				3217227	164.04.2024	20-000-000-20-2025-000€	85.00
								Vendor Total:	85.00
TMP*3723	Kamal, Fadia								
	No Schoolapalooza! Refund for Kamal	167600				3204435	162.04.2024	20-000-000-20-2025-000€	45.00
								Vendor Total:	45.00
TMP*3724	O'Connell, Erin								
	No Schoolapalooza! Refund for O'Connell	167604				3204437	162.04.2024	20-000-000-20-2025-000€	45.00
	No Schoolapalooza! Refund for O'Connell	167604				3204437	162.04.2024	20-000-000-20-2025-000€	45.00
								Vendor Total:	90.00
TMP*3725	Wisvader, Kristine								
	Boys Baseball/T-Ball Gr. K Refund for Wisvade	167608				3206098	162.04.2024	20-000-000-20-2025-000€	100.00

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					100.00
TMP*3726 Kite, Jill					
Football 13-14U Refund for Kite	167601	3206558	162.04.2024	20-000-000-20-2025-0000	50.00
Vendor Total:					50.00
TMP*3727 Walker, Michelle					
Cheerleading - Gr. 2 Refund for Walker	167613	3210690	163.04.2024	20-000-000-20-2025-0000	50.00
Vendor Total:					50.00
TMP*3728 Cloteaux, Hope					
Fitness Pass Refund for Cloteaux	167610	3210775	163.04.2024	20-000-000-20-2025-0000	70.00
Vendor Total:					70.00
TMP*3729 Buol, Susan					
Introduction to Pickleball & League Refund for Buol	167609	3210822	163.04.2024	20-000-000-20-2025-0000	100.00
Vendor Total:					100.00
TMP*3730 Iodice, Samantha					
Cheerleading - Gr. 6 Refund for Iodice	167612	3214834	163.04.2024	20-000-000-20-2025-0000	50.00
Vendor Total:					50.00
TMP*3731 Veverka, Joseph					
Facility Refund for Veverka	167625	3216005	164.04.2024	20-000-000-20-2025-0000	100.00
Vendor Total:					100.00
TMP*3732 Bleggi, Brittany					
Adult Tot T-Ball Refund for Bleggi	167615	3216453	164.04.2024	20-000-000-20-2025-0000	75.00
Vendor Total:					75.00
TMP*3733 Norquist, Catherine					
Game Time Flag Football Refund for Norquist	167632	3219779	161.05.2024	20-000-000-20-2025-0000	17.66
Vendor Total:					17.66
TMP*3734 Houston, Darrell					
Parent/Tot Swim Refund for Houston	167631	3220726	161.05.2024	20-000-000-20-2025-0000	28.00
Parent/Tot Swim Refund for Houston	167631	3220726	161.05.2024	20-000-000-20-2025-0000	28.00
Parent/Tot Swim Refund for Houston	167631	3220726	161.05.2024	20-000-000-20-2025-0000	28.00
Parent/Tot Swim Refund for Houston	167631	3220726	161.05.2024	20-000-000-20-2025-0000	28.00
Vendor Total:					112.00
TMP*3735 Garcia, Sarah					
YTI: 3D Design Camp Refund for Garcia	167630	3222826	161.05.2024	20-000-000-20-2025-0000	110.00
Fishing Fever Refund for Garcia	167630	3222826	161.05.2024	20-000-000-20-2025-0000	58.00
Team Adventure Camp Refund for Garcia	167630	3222826	161.05.2024	20-000-000-20-2025-0000	178.00
YTI: 3D Design Camp Refund for Garcia	167630	3222826	161.05.2024	20-000-000-20-2025-0000	150.00
Vendor Total:					496.00
Fund Total:					45,181.08
22 Cosley Zoo					
04121 UMB Bank N.A.					
Lunch with Foundation Board Member	0	0217_2403180000	171.04.2024	22-501-000-53-5302-0000	49.65
Donor Lunch	0	0217_2403250000	171.04.2024	22-501-000-53-5302-0000	40.00
Staff Lunch	0	0217_2403260000	171.04.2024	22-501-000-53-5302-0000	106.73
Squeegee Heads	0	0217_2403290000	171.04.2024	22-501-000-53-5345-0000	143.13

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Joint Compound/Glue/Gloves	0		0850_2402290000	171.04.2024	22-501-000-53-5313-000C		54.18	
	Shoe Tray	0		0850_2403070000	171.04.2024	22-501-000-53-5313-000C		49.99	
	Sign Mounting Tape	0		0850_2403080000	171.04.2024	22-501-000-53-5313-000C		37.99	
	Decorative Chain for Enrichment	0		0850_2403120000	171.04.2024	22-501-000-53-5313-000C		26.32	
	Air Filter	0		0850_2403120000	171.04.2024	22-501-000-53-5313-000C		12.96	
	Board	0		0850_2403120000	171.04.2024	22-501-000-53-5313-000C		13.97	
	Chainsaw Chain/Coco Liner	0		0850_2403130000	171.04.2024	22-501-000-53-5345-000C		37.96	
	Egg Stickers	0		0850_2403130000	171.04.2024	22-220-206-53-5301-669C		12.99	
	PVC Pipe Parts	0		0850_2403130000	171.04.2024	22-501-000-53-5311-000C		68.68	
	Eye Hook	0		0850_2403130000	171.04.2024	22-501-000-53-5313-000C		4.98	
	Chainsaw Sharpening	0		0850_2403140000	171.04.2024	22-501-000-53-5345-000C		14.68	
	Concentrate Cleaner	0		0850_2403220000	171.04.2024	22-501-000-53-5316-000C		92.98	
	Plumbing Supplies to Rebuild Pollinator Garden	0		0850_2403220000	171.04.2024	22-501-000-53-5311-000C		132.05	
	Custodial Supplies for Zoo	0		0850_2403230000	171.04.2024	22-501-000-53-5316-000C		191.12	
	Batteries for Gate Openers	0		0850_2403250000	171.04.2024	22-501-000-53-5313-000C		12.38	
	Shut Off for Urinal	0		0850_2403250000	171.04.2024	22-501-000-53-5311-000C		67.57	
	Angle Grinder	0		0850_2403250000	171.04.2024	22-501-000-53-5345-000C		109.00	
	Angle Grinder Blades	0		0850_2403250000	171.04.2024	22-501-000-53-5345-000C		12.94	
	Nuts for Sign Install	0		0850_2403250000	171.04.2024	22-501-000-53-5313-000C		5.50	
	Filter	0		0850_2403270000	171.04.2024	22-501-000-53-5313-000C		10.98	
	Saw Blades/Silicone Caulk/Wall Plate	0		0850_2403280000	171.04.2024	22-501-000-53-5345-000C		132.07	
	Be Local Ad	0		9342_2403050000	171.04.2024	22-350-415-54-5426-000C		275.00	
	Supplies	0		9342_2403200000	171.04.2024	22-350-415-54-5426-000C		21.00	
	Staff Anniversary	0		9508_2403040000	171.04.2024	22-501-000-53-5302-000C		37.97	
	Supplies for Easter Event	0		9508_2403060000	171.04.2024	22-220-206-53-5301-669C		340.61	
	Supplies for Easter Event	0		9508_2403060000	171.04.2024	22-220-206-53-5301-669C		76.49	
	Bins for Animal Food Storage	0		9508_2403060000	171.04.2024	22-501-000-53-5336-000C		78.77	
	Supplies for Easter Event	0		9508_2403060000	171.04.2024	22-220-206-53-5301-669C		429.78	
	Craft Supplies for Events	0		9508_2403140000	171.04.2024	22-220-206-53-5301-669C		51.16	
	Hydrogen Peroxide	0		9508_2403260000	171.04.2024	22-501-000-53-5336-000C		2.99	
	Return of Item for Staff	0		9508_2403270000	171.04.2024	22-501-000-53-5302-000C		-9.99	
	AZA Membership	0		9508_2403280000	171.04.2024	22-501-000-54-5425-000C		95.00	
	Crickets	0		9508_2403290000	171.04.2024	22-501-000-53-5339-000C		122.27	
	Quail/Mice for Animal Feed	0		9508_2403290000	171.04.2024	22-501-000-53-5339-000C		627.55	
	Produce	0		9516_2403010000	171.04.2024	22-501-000-53-5339-000C		27.46	
	Microscope Cleaning	0		9516_2403010000	171.04.2024	22-501-000-52-5210-000C		155.00	
	Electrical Supplies	0		9516_2403020000	171.04.2024	22-501-000-53-5312-000C		26.98	
	Animal Wound Care	0		9516_2403020000	171.04.2024	22-501-000-53-5309-000C		19.95	
	Pump Sprayer	0		9516_2403020000	171.04.2024	22-501-000-53-5336-000C		7.82	
	Frozen Mice	0		9516_2403020000	171.04.2024	22-501-000-53-5339-000C		688.25	
	Filter	0		9516_2403050000	171.04.2024	22-501-000-53-5336-000C		38.99	
	Frozen Quail	0		9516_2403050000	171.04.2024	22-501-000-53-5339-000C		918.36	
	Electrical Tape and SD Card	0		9516_2403050000	171.04.2024	22-501-000-53-5336-000C		36.99	
	Millipede	0		9516_2403060000	171.04.2024	22-501-000-53-5336-000C		30.00	
	Bedding Insects	0		9516_2403060000	171.04.2024	22-501-000-53-5339-000C		92.59	
	Produce	0		9516_2403080000	171.04.2024	22-501-000-53-5339-000C		78.67	
	Prescription	0		9516_2403120000	171.04.2024	22-501-000-53-5309-000C		13.95	
	Cough Drops for Medicine Cabinet	0		9516_2403150000	171.04.2024	22-501-000-53-5302-000C		2.49	
	Produce	0		9516_2403150000	171.04.2024	22-501-000-53-5339-000C		66.73	
	Mineral Salt	0		9516_2403190000	171.04.2024	22-501-000-53-5339-000C		36.99	
	Blade Sharpening Fee	0		9516_2403200000	171.04.2024	22-501-000-53-5336-000C		85.50	
	Anesthesia Machine Service	0		9516_2403220000	171.04.2024	22-501-000-52-5210-000C		169.50	
	Magic Eraser	0		9516_2403220000	171.04.2024	22-501-000-53-5336-000C		2.39	
	Produce	0		9516_2403220000	171.04.2024	22-501-000-53-5339-000C		42.83	
	Canvas	0		9516_2403250000	171.04.2024	22-501-000-53-5336-000C		61.97	

Vendor Total: 6,192.81

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				03/24 Plug N Pay Gateway Fees	0	033124	141.04.2024	22-501-000-52-5239-000C	15.00
Vendor Total:									15.00
06279	Paylocity Corporation			04/05/24 Payroll Processing	0	112349994	141.04.2024	22-000-000-52-5211-000C	77.65
				04/19/24 Payroll Processing	0	112370561	141.04.2024	22-000-000-52-5211-000C	282.99
Vendor Total:									360.64
Fund Total:									6,568.45
23	Liability			04121 UMB Bank N.A.					
				Water for Safety Fair	0	0355_2403070000	171.04.2024	23-000-000-53-5302-000C	12.56
				Easter Egg Treat Bags	0	0355_2403110000	171.04.2024	23-000-000-53-5302-000C	5.36
				Supplies	0	0355_2403140000	171.04.2024	23-000-000-53-5302-000C	5.36
				Credit on Supplies	0	0355_2403140000	171.04.2024	23-000-000-53-5302-000C	-5.36
				Easels	0	0926_2403100000	171.04.2024	23-000-000-53-5302-000C	38.88
				PDRMA Playground Training	0	9490_2403130000	171.04.2024	23-000-000-53-5302-000C	20.00
				Safety Fair Lunches 03/22/24	0	9524_2403010000	171.04.2024	23-000-000-53-5302-000C	853.50
				Safety Fair Lunches 03/14/24	0	9524_2403010000	171.04.2024	23-000-000-53-5302-000C	819.25
Vendor Total:									1,749.55
Fund Total:									1,749.55
26	IMRF			00465 I.M.R.F.					
				02/2024 IMRF	0	261466-P2N9	141.04.2024	26-000-000-21-2124-000C	33,350.01
				02/2024 IMRF	0	262488-J7Z9	141.04.2024	26-000-000-21-2124-000C	895.14
				03/2024 IMRF	0	303581-R0N2	141.04.2024	26-000-000-21-2124-000C	34,301.95
				02/2024 IMRF	0	303671-J8P0	141.04.2024	26-000-000-21-2124-000C	154.38
				03/2024 IMRF	0	306608-D6V0	141.04.2024	26-000-000-21-2124-000C	651.95
				03/2024 IMRF	0	349769-D4J7	141.04.2024	26-000-000-21-2124-000C	191.16
Vendor Total:									69,544.59
Fund Total:									69,544.59
40	Capital Projects			04121 UMB Bank N.A.					
				NSP Embankment	0	0118_2403260000	171.04.2024	40-101-000-53-5302-000C	373.89
				Taylor Barn Pavers	0	0118_2403270000	171.04.2024	40-101-000-53-5302-000C	41.80
				NSP Embankment	0	0118_2403280000	171.04.2024	40-101-000-53-5302-000C	347.80
				NSP Embankment Refund	0	0118_2403280000	171.04.2024	40-101-000-53-5302-000C	-373.89
				Value of Play Conference	0	0223_2403150000	171.04.2024	40-000-000-54-5432-000C	399.00
				Lincoln Marsh Room Renovations	0	0454_2403050000	171.04.2024	40-800-846-57-5701-000C	233.39
				Rice Pool Locker Room Project	0	0504_2403180000	171.04.2024	40-800-846-57-5701-000C	860.00
				Chair for 855 Lobby	0	0660_2403150000	171.04.2024	40-800-856-53-5301-000C	329.99
				Gymnastics Tumbling Mat	0	0710_2403010000	171.04.2024	40-800-846-57-5701-000C	148.99
				Balance Beam Training Supplies	0	0710_2403010000	171.04.2024	40-800-846-57-5701-000C	38.50
				Exercise Mats	0	0710_2403050000	171.04.2024	40-800-846-57-5701-000C	279.96
				Hawthorne Junction Playground Survey Postcard	0	0959_2403070000	171.04.2024	40-800-818-57-5701-000C	391.50
				Electrical Supplies	0	9193_2403040000	171.04.2024	40-800-846-57-5701-000C	89.18
				Blanchard Building Supplies	0	9193_2403070000	171.04.2024	40-800-857-57-5701-000C	84.17
				CCTR Steam Generators	0	9193_2403080000	171.04.2024	40-800-846-57-5701-000C	2,001.00
				Panel for Steam Generators at CC Locker Room	0	9193_2403120000	171.04.2024	40-000-000-57-5701-000C	974.82
				Blanchard Building Supplies	0	9292_2402290000	171.04.2024	40-800-857-57-5701-000C	417.66
				Blanchard Building Supplies	0	9292_2403010000	171.04.2024	40-800-857-57-5701-000C	14.98
				Blanchard Building Supplies	0	9292_2403010000	171.04.2024	40-800-857-57-5701-000C	104.87

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Solar Camera Equipment	0			0	9292_2403210000	171.04.2024	40-000-000-57-5701-000C	119.99
	CAC Air Handler	0			0	9292_2403270000	171.04.2024	40-101-000-53-5302-000C	294.75
	CAC Tool HVAC	0			0	9292_2403270000	171.04.2024	40-101-000-53-5302-000C	183.10
								Vendor Total:	7,355.45
06848	Red Feather Group								
	Northside Locker Room	167633			167633	Application# 1	161.05.2024	40-800-826-57-5701-000C	38,201.75
	Northside Locker Room	167633			167633	Application# 1	161.05.2024	40-000-000-12-1224-000C	8,385.75
								Vendor Total:	46,587.50
								Fund Total:	53,942.95
60	Golf Fund								
00242	DuPage County Liquor Commission								
	Arrowhead Golf Club 2024-2025 Liquor License	167619			167619	B-28	164.04.2024	60-000-000-54-5429-000C	2,450.00
								Vendor Total:	2,450.00
00269	Euclid Beverage								
	Inv# W-3903452 Beer	167598			167598	W-3903452	162.04.2024	60-000-000-14-1412-000C	1,250.00
	Inv# W-3909696 Beer	167620			167620	W-3909696	164.04.2024	60-000-000-14-1412-000C	951.10
	Inv# W-3916305 Beer	167620			167620	W-3916305	164.04.2024	60-000-000-14-1412-000C	808.00
	Inv# W-3922651 Beer	167629			167629	W-3922651	161.05.2024	60-000-000-14-1412-000C	2,023.95
	Inv# W-3923126 Beer	167629			167629	W-3923126	161.05.2024	60-000-000-14-1412-000C	66.50
	Inv# W-3926268 Beer	167629			167629	W-3926268	161.05.2024	60-000-000-14-1412-000C	56.00
								Vendor Total:	5,155.55
00423	Costco Membership								
	2024 Membership Renewal	167611			167611	000111881308899	163.04.2024	60-000-000-54-5425-000C	30.00
								Vendor Total:	30.00
00841	Schamberger Bros. Inc.								
	Inv# 1000068424 Beer	167623			167623	1000068424	164.04.2024	60-000-000-14-1412-000C	186.50
	Inv# 1041581 Beer	167623			167623	1041581	164.04.2024	60-000-000-14-1412-000C	216.50
								Vendor Total:	403.00
00874	Southern Glazer's Wine And Spirits, LLC								
	Inv# 1217968 Liquor	167607			167607	1217968	162.04.2024	60-000-000-14-1412-000C	1,384.32
	Inv# 1227981 Liquor	167624			167624	1227981	164.04.2024	60-000-000-14-1412-000C	460.90
	Inv# 1233010 Liquor	167624			167624	1233010	164.04.2024	60-000-000-14-1412-000C	527.00
	Inv# 1237526 Liquor	167624			167624	1237526	164.04.2024	60-000-000-14-1412-000C	810.75
	Inv# 1247640 Liquor	167635			167635	1247640	161.05.2024	60-000-000-14-1412-000C	1,451.14
	Inv# 1257861 Liquor	167635			167635	1257861	161.05.2024	60-000-000-14-1412-000C	801.57
	CM# 9830351 Liquor	167607			167607	9830351	162.04.2024	60-000-000-14-1412-000C	-48.00
								Vendor Total:	5,387.68
00923	Superior Beverage Co. Inc.								
	Inv# 642850 Beer	167636			167636	642850	161.05.2024	60-000-000-14-1412-000C	577.60
								Vendor Total:	577.60
01006	Vermont Systems Inc								
	03/24 Merchant CC Processing Fees	0			0	033124	141.04.2024	60-611-000-52-5239-000C	6,512.62
	03/24 Merchant CC Processing Fees	0			0	033124	141.04.2024	60-612-000-52-5239-000C	22.92
								Vendor Total:	6,535.54
01058	Chicago Beverage Systems, LLC								
	Inv# 100425962 Beer	167617			167617	100425962	164.04.2024	60-000-000-14-1412-000C	261.00

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Inv# 100434605 Liquor	167627	100434605	161.05.2024	60-000-000-14-1412-000C	870.40
								Vendor Total:	1,131.40
02263	Republic National Distributing Company of Illinois			Inv# 2675524 Wine	167634	2675524	161.05.2024	60-000-000-14-1412-000C	365.00
								Vendor Total:	365.00
04121	UMB Bank N.A.			DirectV 03/21/24-04/20/24	0	0134_2403230000	171.04.2024	60-000-000-52-5211-000C	359.99
				Cigars	0	0191_2403150000	171.04.2024	60-000-000-14-1415-000C	4,085.78
				Warrenville Fire Protection	0	0256_2403060000	171.04.2024	60-000-000-53-5313-000C	592.79
				United Refrigeration Repairs/Parts	0	0256_2403140000	171.04.2024	60-612-000-54-5441-000C	874.20
				Pump Over-Run Alarm Panel for Bathroom Trail	0	0256_2403190000	171.04.2024	60-000-000-53-5313-000C	1,666.00
				Water Filters and Cleaner	0	0256_2403210000	171.04.2024	60-612-000-54-5441-000C	1,519.52
				Soap for Showers	0	0331_2403060000	171.04.2024	60-000-000-53-5316-000C	48.75
				Soap for Showers	0	0331_2403110000	171.04.2024	60-000-000-53-5316-000C	47.32
				Flash Drive	0	0331_2403280000	171.04.2024	60-000-000-53-5302-000C	12.84
				Executive Director NRPA CPRE Certificate Ren	0	0455_2403010000	171.04.2024	60-000-000-54-5432-000C	31.66
				Microfiber Dust Mops	0	0538_2403010000	171.04.2024	60-000-000-53-5316-000C	98.85
				SiriusXM Music March 2024	0	0660_2403010000	171.04.2024	60-000-000-52-5211-000C	62.90
				Signage for Beverage Cart and Halfway House	0	0660_2403050000	171.04.2024	60-612-902-53-5388-000C	417.60
				Restaurant Show for Staff and SS Meeting	0	0660_2403120000	171.04.2024	60-000-000-54-5432-000C	105.74
				Staff Business Cards	0	0660_2403130000	171.04.2024	60-000-000-53-5302-000C	71.34
				Staff Business Cards	0	0660_2403130000	171.04.2024	60-000-000-53-5302-000C	87.05
				Paper for Menus	0	0660_2403150000	171.04.2024	60-612-902-53-5388-000C	15.95
				Supplies for Halfway House	0	0660_2403200000	171.04.2024	60-612-902-53-5388-000C	70.39
				Meal for Staff Meeting	0	0660_2403210000	171.04.2024	60-000-000-54-5434-000C	126.09
				Staff Business Cards	0	0660_2403270000	171.04.2024	60-000-000-53-5302-000C	29.40
				Name Tags for Staff	0	0660_2403280000	171.04.2024	60-000-000-53-5302-000C	611.09
				Open Table Monthly Service	0	0660_2403280000	171.04.2024	60-000-000-52-5211-000C	603.00
				Tablecloth Skirt Clips	0	0777_2403040000	171.04.2024	60-612-901-53-5390-000C	28.87
				Basset Certification	0	0777_2403040000	171.04.2024	60-000-000-54-5432-000C	14.99
				Tablecloth Skirt Clips	0	0777_2403040000	171.04.2024	60-612-901-53-5390-000C	61.73
				Pizza for Casino Night Volunteers	0	0777_2403080000	171.04.2024	60-612-901-52-5292-000C	80.50
				Tip for Rosatis Delivery Driver	0	0777_2403090000	171.04.2024	60-612-901-52-5292-000C	10.00
				Cherry Tomatoes	0	0777_2403150000	171.04.2024	60-000-000-14-1413-000C	27.96
				2% Milk	0	0777_2403170000	171.04.2024	60-000-000-14-1414-000C	11.97
				Servsafe Training	0	0777_2403230000	171.04.2024	60-000-000-54-5432-000C	37.99
				Meatballs for Restaurant	0	0777_2403230000	171.04.2024	60-000-000-14-1411-000C	579.76
				Carpet Cleaner	0	0777_2403250000	171.04.2024	60-612-000-53-5302-000C	26.94
				Donuts	0	0777_2403260000	171.04.2024	60-612-901-52-5292-000C	77.45
				Donuts for Easter Brunch	0	0777_2403290000	171.04.2024	60-000-000-14-1415-000C	46.47
				Lunch for Employee Birthdays	0	0777_2403290000	171.04.2024	60-000-000-54-5434-000C	76.99
				Creamer for Easter Brunch	0	0777_2403290000	171.04.2024	60-000-000-14-1414-000C	23.96
				Easter Treat Bags	0	0777_2403300000	171.04.2024	60-612-901-53-5390-000C	38.75
				Easter Treat Bags	0	0777_2403300000	171.04.2024	60-612-901-53-5390-000C	30.00
				Mini Bagels for Easter Brunch	0	0777_2403300000	171.04.2024	60-000-000-14-1415-000C	81.82
				Supplies for AGC Bar	0	0892_2403010000	171.04.2024	60-612-902-53-5388-000C	86.33
				Final Balance on Murder Mystery Event	0	0892_2403120000	171.04.2024	60-612-902-52-5225-000C	1,249.50
				Dessert Items for Easter Banquets	0	0892_2403150000	171.04.2024	60-000-000-14-1415-000C	209.54
				Merchandise Protection Plan	0	0892_2403150000	171.04.2024	60-612-000-53-5306-000C	50.99
				Dessert for Banquets	0	0892_2403160000	171.04.2024	60-612-000-53-5306-000C	102.39
				Dessert for Banquets	0	0892_2403160000	171.04.2024	60-000-000-14-1415-000C	20.38
				Dessert Image Printer	0	0892_2403180000	171.04.2024	60-612-000-53-5306-000C	280.00
				Silverware for Banquets	0	0892_2403210000	171.04.2024	60-612-901-53-5390-000C	207.92
				Refund for Preperation Work Table	0	0892_2403220000	171.04.2024	60-612-000-53-5306-000C	-95.99
				Refund for Dessert Image Printer	0	0892_2403260000	171.04.2024	60-612-000-53-5306-000C	-280.00
				Refund for Merchandise Protection Plan	0	0892_2403260000	171.04.2024	60-612-000-53-5306-000C	-50.99

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Utensils & Serving Pieces for Banquets	0	0892_2403260000	171.04.2024	60-612-901-53-5390-000C	2,095.51
Cheese	0	0967_2403010000	171.04.2024	60-000-000-14-1414-000C	67.77
Servsafe	0	0967_2403090000	171.04.2024	60-612-000-54-5432-000C	30.00
English Muffins	0	0967_2403100000	171.04.2024	60-000-000-14-1415-000C	17.38
Credit from Wholefoods	0	0967_2403100000	171.04.2024	60-000-000-14-1413-000C	-17.51
Liquor Inventory	0	0967_2403220000	171.04.2024	60-000-000-14-1412-000C	91.87
Spring Mix Salad	0	0967_2403290000	171.04.2024	60-000-000-14-1413-000C	11.98
Conservation Foundation Earth Day Benefit Din	0	4600_2403060000	171.04.2024	60-000-000-54-5438-000C	500.00
NRPA Annual District Dues	0	4600_2403120000	171.04.2024	60-000-000-54-5425-000C	566.66
Here Comes The Guide	0	9342_2403010000	171.04.2024	60-612-415-54-5426-000C	165.00
Yelp Inc	0	9342_2403010000	171.04.2024	60-612-415-54-5426-000C	75.00
Cms Text LLC	0	9342_2403020000	171.04.2024	60-612-415-54-5426-000C	63.90
The Knot Worldwide	0	9342_2403280000	171.04.2024	60-612-415-54-5426-000C	710.00
Vendor Total:					18,952.03
04221 Plug & Pay Technologies					
03/24 Plug N Pay Gateway Fees	0	033124	141.04.2024	60-611-000-52-5239-000C	15.00
03/24 Plug N Pay Gateway Fees	0	033124	141.04.2024	60-612-000-52-5239-000C	15.00
Vendor Total:					30.00
04274 Columbus Data Services LLC					
03/24 ATM ICHG Trans Service Fees	0	033124	141.04.2024	60-000-000-52-5214-000C	11.86
Vendor Total:					11.86
04287 Global Payments Inc					
03/24 Merchant CC Processing Fees	0	033124	141.04.2024	60-611-000-52-5239-000C	4.20
03/24 Merchant CC Processing Fees	0	033124	141.04.2024	60-612-000-52-5239-000C	4.20
Vendor Total:					8.40
04374 Wheaton Bank and Trust Company					
To Record ATM Replenishment out of the WB& 0		041724ATM	141.04.2024	60-000-000-10-1011-000C	12,000.00
Vendor Total:					12,000.00
05134 SpotOn					
03/24 SpotOn Credit Card Fees	0	033124	141.04.2024	60-612-000-52-5239-000C	5,438.14
Vendor Total:					5,438.14
05816 Breakthru Beverage Illinois, LLC					
Inv# 115143170 Liquor	167616	115143170	164.04.2024	60-000-000-14-1412-000C	1,643.67
Inv# 115199359 Liquor	167616	115199359	164.04.2024	60-000-000-14-1412-000C	1,576.02
Inv# 115363624 Liquor	167626	115363624	161.05.2024	60-000-000-14-1412-000C	2,468.71
Vendor Total:					5,688.40
06279 Paylocity Corporation					
04/05/24 Payroll Processing	0	112349994	141.04.2024	60-000-000-52-5211-000C	605.68
04/19/24 Payroll Processing	0	112370561	141.04.2024	60-000-000-52-5211-000C	2,207.34
Vendor Total:					2,813.02
06659 Benda, Richard					
AGC Live Music 04/19/24	167597	041924	162.04.2024	60-612-902-52-5225-000C	300.00
Vendor Total:					300.00
06712 FDS Holdings Inc.					
03/24 Cardconnect Gateway Fees	0	033124	141.04.2024	60-612-901-52-5239-000C	2,823.45
Vendor Total:					2,823.45

Fund Description
Vendor No Vendor Name

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
07425	R.F. Beverage LLC					
Inv# 471686	Wine	167622	471686	164.04.2024	60-000-000-14-1412-0000	257.00
					Vendor Total:	257.00
07456	Detterbeck, Aimee					
Overpayment Refund for Personal Charge		167618	042524	164.04.2024	60-000-000-12-1226-0000	29.00
					Vendor Total:	29.00
07460	Elgin Beverage Co.					
Inv# 2785	Beer	167628	2785	161.05.2024	60-000-000-14-1412-0000	438.50
					Vendor Total:	438.50
					Fund Total:	70,825.57
70	Information Technology					
04121	UMB Bank N.A.					
Adobe License for Marketing and Social Media	10		0082_2403250000	171.04.2024	70-000-000-52-5240-0000	57.50
Wrike Yearly Subscription	0		9342_2403300000	171.04.2024	70-000-000-52-5240-0000	2,976.00
REACH Communication Monitor Player/Comm	0		9524_2403110000	171.04.2024	70-000-000-53-5305-0000	269.00
					Vendor Total:	3,302.50
05134	SpotOn					
05/24 SpotOn Cloud Fees		0	040524	141.04.2024	70-000-000-52-5240-0000	459.50
					Vendor Total:	459.50
					Fund Total:	3,762.00
75	Health Insurance					
06725	Health Care Service Corporation					
WDSRA % for May 2024	0		050124	161.05.2024	75-000-000-12-1222-0000	435.23
Foundation % for May 2024	0		050124	161.05.2024	75-000-000-12-1221-0000	221.15
Retiree Health/Dental for May 2024	0		050124	161.05.2024	75-000-000-21-2137-0000	4,773.99
Employee Health and Dental for May 2024	0		050124	161.05.2024	75-000-000-52-5231-0000	174,094.60
					Vendor Total:	179,524.97
					Fund Total:	179,524.97
					Report Total:	646,064.58

Accounts Payable

Checks Approval Document



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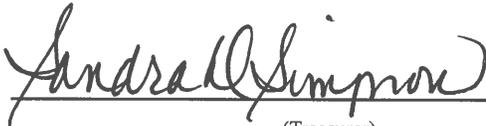
Wheaton Park District

Board of Commissioners Report From the Period Beginning April 10, 2024 and Ending May 07, 2024.

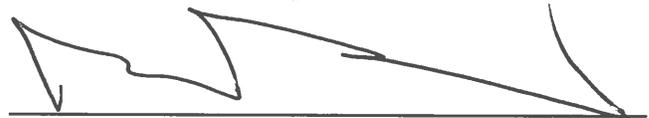
Fund	Description	Amount
10	General	76,997.06
20	Recreation	225,117.86
22	Cosley Zoo	22,776.44
23	Liability	48,895.79
40	Capital Projects	224,507.64
60	Golf Fund	270,788.81
70	Information Technology	25,273.88
75	Health Insurance	4,366.42
Report Total:		898,723.90

To the Board of Commissioners

The payment of the above listed accounts has been accepted by the Park District Board of Commissioners at their meeting held on May 15, 2024.



(Treasurer)



(Secretary)

Accounts Payable

Checks Approval List

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Wheaton Park District

Board of Commissioners Report From the Period Beginning April 10, 2024 and Ending May 07, 2024.

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
10	General								
00019	Alarm Detection Systems								
	DHM Alarm Monitoring May-July 2024	241228			241228	145040-1044	051.05.2024	10-101-854-52-5211-000C	189.00
	PSC Alarm Monitoring May-July 2024	241228			241228	145040-1044	051.05.2024	10-101-000-52-5211-000C	189.00
	Bandshell Alarm Monitoring May-July 2024	241228			241228	145040-1044	051.05.2024	10-101-000-52-5211-1904	189.00
	Prairie Alarm Monitoring May-July 2024	241228			241228	145040-1044	051.05.2024	10-101-856-52-5211-000C	219.00
Vendor Total:									786.00
00041	Anderson Lock								
	Locks for Porta Pottys and Equipment Boxes	241231			241231	1145407	051.05.2024	10-101-000-53-5334-000C	175.08
Vendor Total:									175.08
00042	Anderson Elevator Co.								
	PSC Monthly Elevator Maintenance	241100			241100	INV-86181-N8Q4	043.04.2024	10-101-000-52-5211-000C	166.00
	DCHM Monthly Elevator Maintenance	241100			241100	INV-86182-M4L6	043.04.2024	10-101-854-52-5211-000C	227.00
Vendor Total:									393.00
00068	AT&T Mobility								
	386-1562 Parks Dept 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	5.61
	386-1616 Parks Dept 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	5.70
	464-0161 R. Sperl 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	75.56
	234-1025 Parks Tablet 8 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	32.73
	300-4503 D. Siciliano 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-000-52-5265-000C	50.38
	346-9175 Marketing Tablet 7 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-415-52-5265-000C	32.73
	251-5866 Events Tablet 10 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-415-52-5265-000C	32.73
	251-8452 Tablet 11 Events 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-415-52-5265-000C	32.73
	240-0798 Hot Spot 1 Events 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-415-52-5265-000C	43.23
	234-2925 Martha H. 021824-031724	241021			241021	877051597_0324	042.04.2024	10-419-000-52-5265-000C	50.38
	234-8725 Lauren C 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-415-52-5265-000C	75.57
	234-8452 Parks Tablet 21 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	23.24
	346-0577 Security 7 Gables 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	83.24
	639-8267 Parks Dept 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	5.61
	639-8599 Parks Dept 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	75.57
	639-8783 K. Flynn 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	50.38
	917-4832 P. Stanczak 021824-031724	241021			241021	877051597_0324	042.04.2024	10-101-000-52-5265-000C	75.57
	815-6705 Events iPad 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-416-52-5265-190E	23.24
	815-6706 Events iPad 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-416-52-5265-190E	23.24
	815-6707 Events iPad 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-416-52-5265-190E	23.24
	945-7726 M. Benard 021824-031724	241021			241021	877051597_0324	042.04.2024	10-000-000-52-5265-000C	50.38
	815-1067 Sandra S. 021824-031724	241021			241021	877051597_0324	042.04.2024	10-419-000-52-5265-000C	50.38
Vendor Total:									921.44
00070	AT&T Internet								
	Parks 1000 Manchester Rd 040224-050124	241020			241020	327168134_0524	042.04.2024	10-101-000-52-5262-000C	109.94
	Prairie 855 W Prairie Ave 040824-050724	241159			241159	327242595_0524	044.04.2024	10-000-856-52-5262-000C	109.94
Vendor Total:									219.88
00164	Carol Stream Lawn and Power								

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Parts	241028	509278	042.04.2024	10-101-000-53-5315-000C	252.42
				Parts	241104	509835	043.04.2024	10-101-000-53-5315-000C	33.40
Vendor Total:									285.82
00192	City of Wheaton								
				March Board Meeting	241107	512837	043.04.2024	10-000-000-54-5401-000C	103.33
				April Board Meeting	241242	512901	051.05.2024	10-000-000-54-5401-000C	103.33
				Amphitheater 040124-063024	241033	WH6241_0624	042.04.2024	10-101-000-52-5211-1904	255.00
				DC Hist Museum 040124-063024	241033	WH6619_0624	042.04.2024	10-101-854-52-5211-000C	255.00
				855 W Prairie Ave 040124-063024	241033	WH6661_0624	042.04.2024	10-101-856-52-5211-000C	255.00
				Parks & Planning 040124-063024	241033	WH6921_0624	042.04.2024	10-101-000-52-5211-000C	255.00
Vendor Total:									1,226.66
00193	City of Wheaton								
				Prairie Path Park 030524-040524	241161	0004420000_0424	044.04.2024	10-000-000-52-5264-000C	22.29
				Hurley Park 030524-040524	241161	0021856000_0424	044.04.2024	10-000-000-52-5264-000C	22.29
				Parks & Planning 030424-040424	241161	0029220000_0424	044.04.2024	10-101-000-52-5264-000C	167.66
				W W Stevens Park 030424-040424	241161	0055220100_0424	044.04.2024	10-000-000-52-5264-000C	20.89
				855 Prairie 030424-040424	241161	0310060201_0424	044.04.2024	10-000-856-52-5264-000C	179.88
				Central Pk 030424-040424	241161	0366270000_0424	044.04.2024	10-000-000-52-5264-000C	22.29
				Kelly Park/Edison 030524-040524	241161	0370840000_0424	044.04.2024	10-000-000-52-5264-000C	63.05
				DC Hist Museum 030424-040424	241161	0396760000_0424	044.04.2024	10-430-000-52-5264-000C	17.24
				DC Hist Museum 030424-040424	241161	0396760000_0424	044.04.2024	10-000-000-52-5264-000C	40.24
				Northside Park 030424-040424	241161	0402460000_0424	044.04.2024	10-000-000-52-5264-000C	63.05
				Memorial Park 030424-040424	241161	0417770200_0424	044.04.2024	10-000-000-52-5264-000C	95.66
				Seven Gables Park 030524-040524	241161	0500620100_0424	044.04.2024	10-000-000-52-5264-000C	35.88
				Scottdale Park 030524-040524	241161	0551600000_0424	044.04.2024	10-000-000-52-5264-000C	20.89
				Briar Patch Park 030524-040524	241161	0642091600_0424	044.04.2024	10-000-000-52-5264-000C	20.89
				Briar Patch Park 030524-040524	241161	0642091700_0424	044.04.2024	10-000-000-52-5264-000C	35.88
				Triangle Park 030424-040424	241161	0666060100_0424	044.04.2024	10-000-000-52-5264-000C	22.29
				Hillside Park 030524-040524	241161	0670480200_0424	044.04.2024	10-000-000-52-5264-000C	20.89
				Sunnyside Park 030524-040524	241161	0674020000_0424	044.04.2024	10-000-000-52-5264-000C	20.89
				Hoffman Park 030424-040424	241161	0693200000_0424	044.04.2024	10-000-000-52-5264-000C	20.89
				Briarknoll Park 030524-040524	241161	0922450100_0424	044.04.2024	10-000-000-52-5264-000C	20.89
Vendor Total:									933.93
00248	DuPage County Health Dept.								
				Memorial Park Bandshell Food Permit	241173	IN0067517	044.04.2024	10-000-416-52-5241-190C	289.00
Vendor Total:									289.00
00335	W W Grainger Inc								
				Filters	241220	9072281992	044.04.2024	10-101-000-53-5311-000C	207.10
Vendor Total:									207.10
00387	Haggerty Ford								
				PSC-9029	241120	14850	043.04.2024	10-101-000-53-5315-000C	60.72
Vendor Total:									60.72
00406	Commonwealth Edison								
				Seven Gables 031824-041624	241164	0991719000_0424	044.04.2024	10-000-000-52-5260-000C	15.97
Vendor Total:									15.97
00408	Community School District 200								
				Paper Order	241165	041624	044.04.2024	10-000-000-53-5302-000C	279.20
				Paper Order	241165	041624	044.04.2024	10-101-000-53-5302-000C	278.28
				Paper Order	241165	041624	044.04.2024	10-000-856-53-5302-000C	872.50
				Paper Order	241165	041624	044.04.2024	10-430-000-53-5302-000C	139.60

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									1,569.58
00417	Constellation NewEnergy Inc								
	855 Prairie 032024-041824				241248	0691982511_0424	051.05.2024	10-000-856-52-5260-000C	737.31
	Memorial Park 031324-041124				241167	1672863127_0424	044.04.2024	10-000-000-52-5260-000C	25.00
	DC History Museum 031324-041124				241167	2223556711_0424	044.04.2024	10-430-000-52-5260-000C	312.92
	DC History Museum 031324-041124				241167	2223556711_0424	044.04.2024	10-000-000-52-5260-000C	730.15
	Parks & Planning 031924-041724				241248	2281477017_0424	051.05.2024	10-101-000-52-5260-000C	1,230.47
	Northside Park 022824-032724				241040	2544728123_0324	042.04.2024	10-000-000-52-5260-000C	541.11
	Northside Park 022124-032024				241248	3161505548_0324	051.05.2024	10-000-000-52-5260-000C	25.03
	Northside Park 032024-041824				241248	3161505548_0424	051.05.2024	10-000-000-52-5260-000C	25.03
	Main Street Tennis Lighting 031924-041224				241167	3637111319_0424	044.04.2024	10-000-000-52-5260-000C	16.93
	Northside Park 022124-032024				241248	6376364783_0324	051.05.2024	10-000-000-52-5260-000C	144.89
	Northside Park 032024-041824				241248	6376364783_0424	051.05.2024	10-000-000-52-5260-000C	137.44
	Overpass Bridge 022124-032024				241248	6644041352_0324	051.05.2024	10-000-000-52-5260-000C	86.15
	Overpass Bridge 032024-041824				241248	6644041352_0424	051.05.2024	10-000-000-52-5260-000C	83.37
	C L Herrick Park 022224-032124				241040	6906430867_0324	042.04.2024	10-000-000-52-5260-000C	24.99
	Hurley Park 031824-041624				241248	8947182203_0424	051.05.2024	10-000-000-52-5260-000C	21.40
	Briar Patch Park 031524-041524				241167	9950680645_0424	044.04.2024	10-000-000-52-5260-000C	78.47
Vendor Total:									4,220.66
00435	Hydrotex								
	Engine Oil				241183	524603	044.04.2024	10-101-000-53-5348-000C	2,397.41
Vendor Total:									2,397.41
00615	MENARDS WEST CHICAGO								
	Signs				241269	95920	051.05.2024	10-101-000-53-5314-000C	127.03
Vendor Total:									127.03
00624	Midwest Groundcovers LLC								
	Hurly Garden Landscaping				241270	1772493	051.05.2024	10-101-000-53-5331-000C	17.01
Vendor Total:									17.01
00671	NCPERS - IL IMRF - 0817								
	04-2024 NCPERS				241196	0817052024	044.04.2024	10-000-000-21-2130-000C	208.00
Vendor Total:									208.00
00680	Northern Illinois Gas Company								
	855 Prairie 031824-041624				241273	0402035172_0424	051.05.2024	10-000-856-52-5261-000C	161.76
	855 Prairie 031824-041624				241273	0693040819_0424	051.05.2024	10-000-856-52-5261-000C	135.44
	855 Prairie 031224-041024				241129	0835554754_0424	043.04.2024	10-000-856-52-5261-000C	83.51
	855 Prairie 031824-041624				241273	1366082885_0424	051.05.2024	10-000-856-52-5261-000C	101.16
	855 Prairie 031824-041624				241273	5076137885_0424	051.05.2024	10-000-856-52-5261-000C	51.82
Vendor Total:									533.69
00725	Park District Risk Mgmt Agency								
	Help Training Class				241133	1704728828	043.04.2024	10-000-415-54-5432-000C	150.00
Vendor Total:									150.00
00748	PIONEER MANUFACTURING CO INC								
	Brite Striper Spray Gun Equip# 1461				241278	INV924271	051.05.2024	10-101-000-53-5306-000C	236.16
Vendor Total:									236.16
00764	Prairie Material								
	Hoffman and Briarpatch Fountain				241279	89146336	051.05.2024	10-101-000-53-5315-000C	882.13

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:					882.13
00825 Russo Hardware Inc					
Equip# 1322 and 2818 PSC 59199 and PSC 5921	241284	SPI20601597	051.05.2024	10-101-000-53-5315-000C	74.98
Sod Staples	241284	SPI20609001	051.05.2024	10-101-000-53-5331-000C	46.99
Vendor Total:					121.97
00865 Sikich Capital Management LLP					
Retirement Plan Advisory for 457 Plan Q1	241211	16228-2404	044.04.2024	10-000-000-52-5205-000C	1,500.00
Vendor Total:					1,500.00
01023 Waste Management of Illinois Inc					
Parks & Planning 030124-033124	241151	207653823005_0324	043.04.2024	10-101-000-52-5263-000C	798.92
Seven Gables Temp Dumpster	241222	4275014-2011-6	044.04.2024	10-101-000-52-5263-000C	308.89
Vendor Total:					1,107.81
01068 Wm. F. Meyer Co.					
Shelter Bathrooms	241089	S4495047.001	042.04.2024	10-101-000-53-5311-000C	155.64
Urinal Sponges	241089	S4495709.001	042.04.2024	10-101-000-53-5311-000C	2.67
Vendor Total:					158.31
02243 Holsteins Garage					
Equipment T-184 1187	241050	3055	042.04.2024	10-101-000-52-5210-000C	135.00
Vendor Total:					135.00
02796 NAPA					
PSC 58049 Parts	241062	5736-742281	042.04.2024	10-101-000-53-5315-000C	332.38
PSC 58050 Parts	241062	5736-742282	042.04.2024	10-101-000-53-5315-000C	79.78
PSC 58049 Parts	241062	5736-742319	042.04.2024	10-101-000-53-5315-000C	69.42
Credit Invoice# 5736-742061	241062	5736-742641	042.04.2024	10-101-000-53-5315-000C	-33.24
Supplies	241062	5736-742642	042.04.2024	10-101-000-53-5315-000C	13.19
PSC 58378 Equipment 2719	241062	5736-742900	042.04.2024	10-101-000-53-5315-000C	64.79
Starter Button	241062	5736-743121	042.04.2024	10-101-000-53-5315-000C	27.98
Filter	241062	5736-743122	042.04.2024	10-101-000-53-5315-000C	45.32
Parts	241062	5736-743584	042.04.2024	10-101-000-53-5315-000C	6.54
Parts	241062	5736-743772	042.04.2024	10-101-000-53-5315-000C	63.77
Stock	241062	5736-744142	042.04.2024	10-101-000-53-5315-000C	42.90
Stock	241062	5736-744857	042.04.2024	10-101-000-53-5315-000C	11.21
PSC 57877 Equip1999	241062	5736-744861	042.04.2024	10-101-000-53-5315-000C	8.23
PSC 58161 Equipment 1321	241062	5736-744929	042.04.2024	10-101-000-53-5315-000C	13.08
Motor Oil	241062	5736-745329	042.04.2024	10-101-000-53-5315-000C	13.98
PSC 58149 / PSC 58564 Equipment 1193	241062	5736-745606	042.04.2024	10-101-000-53-5315-000C	85.46
Parts	241062	5736-745775	042.04.2024	10-101-000-53-5306-000C	55.95
Wheel Crimp	241062	5736-746012	042.04.2024	10-101-000-53-5315-000C	5.30
Spark Plugs	241062	5736-746287	042.04.2024	10-101-000-53-5315-000C	29.64
Vendor Total:					935.68
03085 Nalco Company LLC					
DHM Deionizer System Rental	241195	6670618550	044.04.2024	10-101-854-52-5211-000C	133.65
Vendor Total:					133.65
03248 Atlas Bobcat Inc.					
Equipment 1205 PSC 58583	241022	HT5094	042.04.2024	10-101-000-53-5315-000C	408.61
PSC 58583 Equipment 1205	241022	HT5104	042.04.2024	10-101-000-53-5315-000C	315.83
Vendor Total:					724.44

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
03481	Tressler LLP			Services through 03/31/24	241216	485250	044.04.2024	10-000-000-52-5207-000C	3,138.66
Vendor Total:									3,138.66
03754	Comcast Cable			DC History Museum 032224-042124	241109	87712040736543_04	043.04.2024	10-000-000-52-5262-000C	119.85
				DC History Museum 042224-052124	241245	87712040736543_05	051.05.2024	10-000-000-52-5262-000C	129.85
				Prairie 040524-050424	241109	87712047035906_05	043.04.2024	10-000-856-52-5262-000C	251.85
				Parks Services 041724-051624	241109	87712047526761_05	043.04.2024	10-101-000-52-5262-000C	119.85
Vendor Total:									621.40
04109	Power Up Batteries LLC.			PSC 58658	241201	P72005892	044.04.2024	10-101-000-53-5315-000C	176.35
Vendor Total:									176.35
04254	Traffic Control & Protection LLC			Sign Supplies	241215	4149	044.04.2024	10-101-000-53-5314-000C	405.00
Vendor Total:									405.00
04267	Martin Whalen Group Inc			Prairie - HR 032824-042724	241268	70550_0424	051.05.2024	10-418-000-52-5211-000C	12.31
				Prairie - HR 042824-052724	241268	70550_0524	051.05.2024	10-418-000-52-5211-000C	12.31
				Prairie - Payroll 032824-042724	241268	70562_0424	051.05.2024	10-419-000-52-5211-000C	19.90
				Prairie - Payroll 042824-052724	241268	70562_0524	051.05.2024	10-419-000-52-5211-000C	19.90
				Prairie-Finance 032824-042724	241268	76404_0424	051.05.2024	10-419-000-52-5211-000C	46.79
				Prairie-Finance 042824-052724	241268	76404_0524	051.05.2024	10-419-000-52-5211-000C	46.79
				Museum 032824-042724	241268	MW82277_0424	051.05.2024	10-000-000-52-5211-000C	51.77
				Museum 042824-052724	241268	MW82277_0524	051.05.2024	10-000-000-52-5211-000C	51.77
				Parks 032824-042724	241268	MW82522_0424	051.05.2024	10-101-000-52-5211-000C	139.62
				Parks 042824-052724	241268	MW82522_0524	051.05.2024	10-101-000-52-5211-000C	139.62
				Prairie 032824-042724	241268	MW82571_0424	051.05.2024	10-000-856-52-5211-000C	93.43
				Prairie 042824-052724	241268	MW82571_0524	051.05.2024	10-000-856-52-5211-000C	93.43
Vendor Total:									727.64
04296	Culligan DuPage Soft Water Service Inc			Drinking Water March 2024	241042	262006_0324W	042.04.2024	10-000-856-53-5302-000C	60.92
				Water Cooler Rental April 2024	241042	262006_0424R	042.04.2024	10-000-856-52-5220-000C	6.00
Vendor Total:									66.92
04895	Quadient Leasing USA Inc.			Postage Machine Lease	241203	Q1296314	044.04.2024	10-000-856-52-5220-000C	488.55
Vendor Total:									488.55
04896	Quadient Finance USA Inc.			Ink Cartridge for Postage Machine 79000440366	241280	790004403665967	051.05.2024	10-000-000-53-5304-000C	140.60
				Funded Postage Machine at Prarie 79000440366	241280	790004403665967	051.05.2024	10-000-000-53-5304-000C	1,000.00
Vendor Total:									1,140.60
05050	Wheaton Mulch Inc.			NS Embankment Slide	241223	24-0836	044.04.2024	10-101-000-53-5310-000C	96.00
Vendor Total:									96.00
05162	Hines Building Supply - US LBM LLC			Lumber	241049	5163820	042.04.2024	10-101-000-53-5314-000C	64.77
				Supplies	241049	5163902	042.04.2024	10-101-000-53-5314-000C	39.40

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
								Vendor Total:	104.17
05298	Wholesale Direct Inc.			Parts	241152	000268476	043.04.2024	10-101-000-53-5315-000C	107.14
								Vendor Total:	107.14
05387	Management Association of IL			Employee Handbook Review	241059	19817	042.04.2024	10-418-000-54-5434-000C	1,850.00
								Vendor Total:	1,850.00
05390	Imagine Nation, LLC			Sunnyside Park	241260	1077	051.05.2024	10-101-000-53-5310-000C	987.73
								Vendor Total:	987.73
05733	Steiner Electric Company			Ground Vaults	241288	S007555102.001	051.05.2024	10-101-000-53-5312-000C	3,037.04
								Vendor Total:	3,037.04
05747	Landscape Material & Firewood Sales Inc.			NSP Embankment	241189	45418	044.04.2024	10-101-000-53-5310-000C	375.00
				Garden Plot and Turf Repairs	241265	48148	051.05.2024	10-101-000-53-5331-000C	300.00
				Garden Plot and Turf Repairs	241265	48346	051.05.2024	10-101-000-53-5331-000C	594.00
								Vendor Total:	1,269.00
05765	Luetkehans, Phillip			Cosley Lot through 03/17/24	241057	8	042.04.2024	10-000-000-52-5207-000C	5,811.42
				General Matters through 03/17/24	241057	80	042.04.2024	10-000-000-52-5207-000C	2,422.00
				General Matters through 04/15/24	241267	81	051.05.2024	10-000-000-52-5207-000C	2,109.99
				Cosley Parking Lot through 04/15/24	241267	9	051.05.2024	10-000-000-52-5207-000C	17,745.78
								Vendor Total:	28,089.19
06121	Zoro Tools Inc			Confined Space Fan	241153	INV14019178	043.04.2024	10-101-000-53-5330-000C	388.99
				Plumbing Supplies	241153	INV14019525	043.04.2024	10-101-000-53-5311-000C	59.90
				Hand Crank	241303	INV14065629	051.05.2024	10-101-000-53-5345-000C	45.29
				Crank for Tool	241303	INV14088534	051.05.2024	10-101-000-53-5334-000C	36.50
								Vendor Total:	530.68
06181	Rapsys Incorporated			Goose Control March 2024	241281	18427	051.05.2024	10-101-000-52-5211-000C	1,080.00
								Vendor Total:	1,080.00
06308	Westlake Hardware Inc			Hex Key	241088	12510529	042.04.2024	10-101-000-53-5345-000C	24.99
				MLC Restroom	241088	12510543	042.04.2024	10-101-000-53-5311-000C	32.76
				MLC Restroom	241088	12510544	042.04.2024	10-101-000-53-5311-000C	19.57
				Return Flange	241088	12510545	042.04.2024	10-101-000-53-5311-000C	-5.99
				Supplies	241088	12510546	042.04.2024	10-101-000-53-5314-000C	22.78
				Supplies	241088	12510547	042.04.2024	10-101-000-53-5314-000C	16.76
				Drill Bit	241088	12510566	042.04.2024	10-101-000-53-5345-000C	29.99
				CAC Banners	241088	12510587	042.04.2024	10-101-000-53-5314-000C	31.98
				Lever Flush	241088	12510588	042.04.2024	10-101-856-53-5311-000C	8.99
				Sign Shop Supplies	241088	12510592	042.04.2024	10-101-000-53-5314-000C	10.99
				Supplies	241088	12611081	042.04.2024	10-101-000-53-5315-000C	9.58
				Supplies	241088	12611088	042.04.2024	10-101-000-53-5316-000C	54.99
				Plumbing Supplies	241088	12611112	042.04.2024	10-101-000-53-5311-000C	3.99

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Fasteners				241088	12611143	042.04.2024	10-101-000-53-5308-000C	20.52
	Supplies				241088	12611144	042.04.2024	10-101-000-53-5334-000C	26.96
	Supplies				241088	12611146	042.04.2024	10-101-000-53-5334-000C	98.88
								Vendor Total:	407.74
06539	Runco Office Supply & Equipment Co								
	General Stocking Supplies				241075	933373-0	042.04.2024	10-000-856-53-5302-000C	101.16
	Gel Pens				241075	933373-1	042.04.2024	10-000-856-53-5302-000C	7.99
	General Stocking Supplies				241075	933649-0	042.04.2024	10-000-856-53-5302-000C	12.99
	Keyboard & Scissors				241075	934894-0	042.04.2024	10-000-856-53-5302-000C	42.98
	Return Wireless Keyboard				241075	C 925301-0	042.04.2024	10-000-856-53-5302-000C	-38.90
								Vendor Total:	126.22
06542	Peerless Network Inc								
	Admin 041524-051424				241134	66174_0524	043.04.2024	10-000-000-52-5262-000C	245.64
								Vendor Total:	245.64
06674	Lingo Communications LLC								
	Admin 030424-040324				241125	33843547	043.04.2024	10-000-000-52-5262-000C	26.81
	Parks 030424-040324				241125	33843547	043.04.2024	10-101-000-52-5262-000C	296.80
	HR 030424-040324				241125	33843547	043.04.2024	10-418-000-52-5262-000C	148.40
	Finance 030424-040324				241125	33843547	043.04.2024	10-419-000-52-5262-000C	148.40
	Admin 040424-050324				241125	33885654	043.04.2024	10-000-000-52-5262-000C	26.81
	Parks 040424-050324				241125	33885654	043.04.2024	10-101-000-52-5262-000C	296.80
	HR 040424-050324				241125	33885654	043.04.2024	10-418-000-52-5262-000C	148.40
	Finance 040424-050324				241125	33885654	043.04.2024	10-419-000-52-5262-000C	148.40
								Vendor Total:	1,240.82
06726	Dearborn Life Insurance Company								
	Voluntary Life Insurance May 2024				241250	F024990-01 0524	051.05.2024	10-000-000-21-2130-000C	1,080.79
								Vendor Total:	1,080.79
06868	Jay, Matthew								
	Mileage Reimbursement 030424-041724				241261	041724	051.05.2024	10-418-000-54-5422-000C	87.64
								Vendor Total:	87.64
06985	Floods Royal Flush Inc.								
	Portable Units CAC Pickleball				241253	I34594	051.05.2024	10-101-000-52-5211-000C	204.00
	Portable Units Atten Park				241253	I34670	051.05.2024	10-101-000-52-5211-000C	102.00
	Portable Units Kelly Park				241253	I34760	051.05.2024	10-101-000-52-5211-000C	204.00
	Portable Units Rathje Park				241253	I34762	051.05.2024	10-101-000-52-5211-000C	204.00
	Fun Run 2024				241115	I34894	043.04.2024	10-000-416-52-5241-190E	744.60
	Portable Units Sensory Garden				241253	I35057	051.05.2024	10-101-000-52-5211-000C	204.00
	NS Park Emergency Cleaning				241253	I35105	051.05.2024	10-101-000-52-5211-000C	75.00
								Vendor Total:	1,737.60
06999	Reliable Fire Equipment Co.								
	Bandshell Annual Fire Panel Inspection				241073	102723	042.04.2024	10-101-000-52-5211-1904	620.00
	PSC Annual Fire Panel Inspection				241073	102907	042.04.2024	10-101-000-52-5211-000C	1,220.00
	Prairie Annual Fire Panel Inspection				241073	102908	042.04.2024	10-101-856-52-5211-000C	1,220.00
	DHMI Annual Fire Panel Inspection				241073	102953	042.04.2024	10-101-854-52-5211-000C	1,220.00
								Vendor Total:	4,280.00
07046	Wilkin, Carolyn								
	Mileage Reimbursement 022924-042624				241299	042624	051.05.2024	10-000-415-54-5422-000C	102.71

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
								Vendor Total:	102.71
07167	Cali, Lauren			Mileage Reimbursement 022824-042524	241237	042524	051.05.2024	10-000-415-54-5422-0000	95.27
								Vendor Total:	95.27
07251	Colliflower			PSC 58881	241036	02293376	042.04.2024	10-101-000-53-5315-0000	9.94
				PSC 59201	241244	02305661	051.05.2024	10-101-000-53-5315-0000	779.03
								Vendor Total:	788.97
07441	CivicPlus, LLC			Social Media Archiving Annual Plan	241034	295735	042.04.2024	10-000-000-54-5425-0000	1,762.66
								Vendor Total:	1,762.66
07447	Warhurst, Linda			Reissue Direct Deposit Return from 4/5/2024 Pa	241087	040524	042.04.2024	10-000-000-25-2581-0000	76.47
								Vendor Total:	76.47
07450	Palatine Park District			Webinar on Outlook Calendar	241132	AD4501	043.04.2024	10-000-000-54-5432-0000	4.96
								Vendor Total:	4.96
07457	Bott, Jacob			Reissue DD Return from 4/19/2024 Payroll	241236	042624	051.05.2024	10-000-000-25-2581-0000	52.00
								Vendor Total:	52.00
07458	Catanzaro, Cheryl			Reissue DD Return from 4/19/2024 Payroll	241239	42624	051.05.2024	10-000-000-25-2581-0000	192.37
								Vendor Total:	192.37
07459	Zydek, Charles J			Gift Shop Inventory	241304	835561	051.05.2024	10-000-000-14-1433-0000	105.00
				Copy for Research Library	241304	835561	051.05.2024	10-430-000-53-5302-1107	21.00
								Vendor Total:	126.00
								Fund Total:	76,997.06
20	Recreation								
00019	Alarm Detection Systems			Clocktower Alarm Monitoring May-July 2024	241228	145040-1044	051.05.2024	20-101-303-52-5211-0000	162.00
				Mary Lubko Center Alarm Monitoring May-July	241228	145040-1044	051.05.2024	20-101-304-52-5211-0000	162.00
				Lincoln Marsh Alarm Monitoring May-July 2024	241228	145040-1044	051.05.2024	20-101-112-52-5211-0000	204.00
				Toohey & Rathje Alarm Monitoring May-July 2024	241228	145040-1044	051.05.2024	20-101-000-52-5211-0000	378.00
				Community Center Alarm Monitoring May-July	241228	145040-1044	051.05.2024	20-101-220-52-5211-0000	216.00
				Central Atheltic Complex Alarm Monitoring Ma	241228	145040-1044	051.05.2024	20-101-225-52-5211-0000	189.00
				Northside Pool Alarm Monitoring May-July 2024	241228	145040-1044	051.05.2024	20-101-231-52-5211-0000	189.00
								Vendor Total:	1,500.00
00025	Allen Lock & Key			Safe Combo Changes	241016	2772	042.04.2024	20-222-231-52-5210-0000	105.00
				Safe Combo Changes	241016	2772	042.04.2024	20-222-232-52-5210-0000	105.00
								Vendor Total:	210.00
00032	Alpha Graphics			Printing Annual Report	241017	177496	042.04.2024	20-000-415-52-5235-0000	175.85

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									175.85
00041	Anderson Lock								
	Locks for Ballfield				241018	1142589	042.04.2024	20-101-000-53-5349-000C	602.04
	Padlocks				241018	1143984	042.04.2024	20-101-000-53-5313-000C	165.24
Vendor Total:									767.28
00042	Anderson Elevator Co.								
	CC Monthly Elevator Maintenance				241100	INV-86183-P2C3	043.04.2024	20-101-220-52-5211-000C	204.00
	CAC Monthly Elevator Maintenance				241100	INV-86184-X0S1	043.04.2024	20-101-225-52-5211-000C	206.00
Vendor Total:									410.00
00054	Aqua Pure Enterprises Inc.								
	Northside Pool Magna Flow				241232	0148862-IN	051.05.2024	20-101-231-53-5335-000C	2,883.41
Vendor Total:									2,883.41
00068	AT&T Mobility								
	281-0870 A. Lewandowski 021824-031724				241021	877051597_0324	042.04.2024	20-000-205-52-5265-000C	50.38
	885-4684 W. Russell 021824-031724				241021	877051597_0324	042.04.2024	20-222-232-52-5265-000C	50.38
	251-7369 Max Y. 021824-031724				241021	877051597_0324	042.04.2024	20-222-232-52-5265-000C	50.38
	346-9428 J. Martinson 021824-031724				241021	877051597_0324	042.04.2024	20-220-207-52-5265-000C	75.57
	605-1287 Athletics 021824-031724				241021	877051597_0324	042.04.2024	20-000-205-52-5265-000C	50.38
	251-0972 Kelly N 021824-031724				241021	877051597_0324	042.04.2024	20-220-207-52-5265-000C	75.57
	624-3574 D. Novak 021824-031724				241021	877051597_0324	042.04.2024	20-000-205-52-5265-000C	50.38
	234-1813 Chad S 021824-031724				241021	877051597_0324	042.04.2024	20-000-200-52-5265-000C	75.57
	251-7649 Recreation Tablet 22 021824-031724				241021	877051597_0324	042.04.2024	20-000-200-52-5265-000C	23.24
	768-2406 WPD Wagner 021824-031724				241021	877051597_0324	042.04.2024	20-101-220-52-5265-000C	50.38
	885-4579 D. Shee 021824-031724				241021	877051597_0324	042.04.2024	20-101-000-52-5265-000C	50.37
	536-4138 V. Beyer 021824-031724				241021	877051597_0324	042.04.2024	20-000-200-52-5265-000C	75.57
	414-0027 M. Wilhelmi 021824-031724				241021	877051597_0324	042.04.2024	20-000-415-52-5265-000C	75.56
	346-5702 M. Wrobel 021824-031724				241021	877051597_0324	042.04.2024	20-000-203-52-5265-000C	50.38
	232-9894 Hot Spot 2 PPFC 021824-031724				241021	877051597_0324	042.04.2024	20-350-302-52-5265-000C	43.23
	251-0735 MLC Travel 021824-031724				241021	877051597_0324	042.04.2024	20-000-304-52-5265-000C	50.38
	232-9893 Hot Spot 3 Athletics 021824-031724				241021	877051597_0324	042.04.2024	20-000-205-52-5265-000C	43.23
Vendor Total:									940.95
00125	Black Gold Septic Inc								
	Septic Pump Out Pit Toilet				241235	44481	051.05.2024	20-101-112-52-5211-0000	350.00
Vendor Total:									350.00
00192	City of Wheaton								
	March Board Meeting				241107	512837	043.04.2024	20-000-000-54-5401-000C	103.34
	April Board Meeting				241242	512901	051.05.2024	20-000-000-54-5401-000C	103.34
	Rathje Park 040124-063024				241033	WH6225_0624	042.04.2024	20-101-000-52-5211-000C	255.00
	Zamboni Storage 040124-063024				241033	WH6226_0624	042.04.2024	20-101-225-52-5211-000C	255.00
	Northside Pool 040124-063024				241033	WH6460_0624	042.04.2024	20-222-231-52-5210-000C	255.00
	Toohey Park 040124-063024				241033	WH6609_0624	042.04.2024	20-101-000-52-5211-000C	255.00
	Clocktower Commons 040124-063024				241033	WH6653_0624	042.04.2024	20-101-303-52-5211-000C	255.00
	Community Ctr 040124-063024				241033	WH6745_0624	042.04.2024	20-101-220-52-5211-000C	255.00
	Community Cntr Annex 040124-063024				241033	WH6788_0624	042.04.2024	20-101-234-52-5211-000C	255.00
	Central Athletic 040124-063024				241033	WH6948_0624	042.04.2024	20-101-225-52-5211-000C	255.00
	Lincoln Marsh 040124-063024				241033	WH6979_0624	042.04.2024	20-101-112-52-5211-0000	255.00
Vendor Total:									2,501.68
00193	City of Wheaton								
	Rathje Park 030524-040524				241161	0007650000_0424	044.04.2024	20-000-000-52-5264-000C	29.49
	Graf Park/Monroe 030424-040424				241161	0034005200_0424	044.04.2024	20-000-000-52-5264-000C	20.89

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Graf Pk/Monroe 030424-040424				241161	0034005300_0424	044.04.2024	20-000-000-52-5264-000C	63.05
	Northside Pool 030424-040424				241161	0052890000_0424	044.04.2024	20-222-231-52-5264-000C	73.50
	Northside Pool 030424-040424				241161	0052890100_0424	044.04.2024	20-222-231-52-5264-000C	176.16
	Boy Scout Cabin 030424-040424				241161	0052910000_0424	044.04.2024	20-000-000-52-5264-000C	22.29
	Toohey Park 030524-040524				241161	0212470900_0424	044.04.2024	20-000-000-52-5264-000C	96.45
	Atten Park 030524-040524				241161	0280800000_0424	044.04.2024	20-000-000-52-5264-000C	20.89
	Atten Park 030524-040524				241161	0280840800_0424	044.04.2024	20-000-000-52-5264-000C	170.36
	Central Athletic Complex 030424-040424				241161	0366180000_0424	044.04.2024	20-220-225-52-5264-000C	59.10
	Central Athletic Complex 030424-040424				241161	0366190000_0424	044.04.2024	20-220-225-52-5264-000C	186.16
	Clocktower Commons 030424-040424				241161	0367030000_0424	044.04.2024	20-350-303-52-5264-000C	70.25
	Zamboni Storage 030424-040424				241161	0375250000_0424	044.04.2024	20-220-225-52-5264-000C	63.05
	Mary Lubko Center 030424-040424				241161	0417780000_0424	044.04.2024	20-000-304-52-5264-000C	77.45
	Blanchard Building 030524-040524				241161	0443150000_0424	044.04.2024	20-224-234-52-5264-000C	63.05
	Community Center 030524-040524				241161	0443170000_0424	044.04.2024	20-224-220-52-5264-000C	777.26
	Rice Pool 030524-040524				241161	0443170100_0424	044.04.2024	20-222-232-52-5264-000C	30.50
	Rice Pool 030524-040524				241161	0443170200_0424	044.04.2024	20-222-232-52-5264-000C	94.26
								Vendor Total:	2,094.16
00248	DuPage County Health Dept.								
	CTC Food Permit				241043	IN0065888	042.04.2024	20-350-303-54-5429-000C	289.00
	CC Annual Spa Permits				241114	IN0069656	043.04.2024	20-101-220-52-5210-000C	1,222.00
	Rice Pool Permits for Spray and Main Pool				241114	IN0069844	043.04.2024	20-222-232-54-5429-000C	650.00
	Northside Pool Permits for Wade and Main Pool				241114	IN0069845	043.04.2024	20-222-231-54-5429-000C	650.00
								Vendor Total:	2,811.00
00335	W W Grainger Inc								
	Filters				241220	9073062748	044.04.2024	20-101-232-53-5302-000C	432.13
	Rice Pool				241297	9089609318	051.05.2024	20-101-231-53-5313-000C	109.12
	Rice Pool				241297	9092981910	051.05.2024	20-101-232-53-5313-000C	58.95
								Vendor Total:	600.20
00336	All American Sports Corp								
	Rams 2024 Helmet Reconditioning				241229	952054255	051.05.2024	20-221-222-54-5420-4255	8,572.82
								Vendor Total:	8,572.82
00391	HALOGEN SUPPLY COMPANY								
	Paint for Rice				241121	00608810	043.04.2024	20-101-232-53-5347-000C	2,781.18
	Paint for Northside				241121	00608810	043.04.2024	20-101-231-53-5347-000C	1,191.94
	Primer				241121	00610004	043.04.2024	20-101-232-53-5347-000C	246.69
	Primer				241121	00610004	043.04.2024	20-101-231-53-5347-000C	105.73
	Northside Chlorine Pump Parts				241258	00610807	051.05.2024	20-101-231-53-5335-000C	203.09
								Vendor Total:	4,528.63
00406	Commonwealth Edison								
	Lincoln Ave 032024-041824				241246	1168888000_0424	051.05.2024	20-000-112-52-5260-000C	160.12
	1753 S. Blanchard CC Annex 030524-040224				241037	8811654000_0424	042.04.2024	20-224-234-52-5260-000C	1,189.95
								Vendor Total:	1,350.07
00408	Community School District 200								
	Paper Order				241165	041624	044.04.2024	20-224-220-53-5302-000C	523.50
	Paper Order				241165	041624	044.04.2024	20-000-304-53-5302-000C	104.70
	Paper Order				241165	041624	044.04.2024	20-000-200-53-5302-000C	523.50
								Vendor Total:	1,151.70
00417	Constellation NewEnergy Inc								
	Seven Gables Barn 030524-040224				241040	0164589434_0424	042.04.2024	20-000-000-52-5260-000C	48.85
	Boy Scout Cabin 022124-032024				241248	1592935669_0324	051.05.2024	20-000-000-52-5260-000C	44.87

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Boy Scout Cabin 032024-041824	241248	1592935669_0424	051.05.2024	20-000-000-52-5260-000	63.58
Rathje Park 031924-041724	241248	1844643491_0424	051.05.2024	20-000-000-52-5260-000	130.03
Toohy Park 031824-041624	241248	3060201628_0424	051.05.2024	20-000-000-52-5260-000	315.13
Northside Pool 022124-032024	241248	4385105356_0324	051.05.2024	20-222-231-52-5260-000	282.95
Northside Pool 032024-041824	241248	4385105356_0424	051.05.2024	20-222-231-52-5260-000	345.62
Graf Park/Monroe 032124-041624	241248	4628035955_0424	051.05.2024	20-000-000-52-5260-000	225.82
Northside Shelter 022124-032024	241248	4840401321_0324	051.05.2024	20-000-000-52-5260-000	68.74
Northside Shelter 032024-041824	241248	4840401321_0424	051.05.2024	20-000-000-52-5260-000	100.08
Graf Park/Monroe 031524-041524	241167	5780845263_0424	044.04.2024	20-000-000-52-5260-000	77.82
Community Center 020924-032124	241248	6711329031_0324	051.05.2024	20-224-220-52-5260-000	13,608.04
Rice Pool 020924-032124	241248	6711329031_0324	051.05.2024	20-222-232-52-5260-000	4,536.01
Rice Pool 032124-041624	241248	6711329031_0424	051.05.2024	20-222-232-52-5260-000	3,099.39
Community Center 032124-041624	241248	6711329031_0424	051.05.2024	20-224-220-52-5260-000	9,298.16
Zamboni Storage 030724-040424	241110	6897686035_0424	043.04.2024	20-220-225-52-5260-000	146.55
Clocktower Commons 031424-041224	241167	7280418152_0424	044.04.2024	20-350-303-52-5260-000	334.12
Atten Park 032124-041624	241248	7352893714_0424	051.05.2024	20-000-000-52-5260-000	605.68
Mary Lubko Center 020724-031924	241167	7390588872_0324	044.04.2024	20-000-304-52-5260-000	584.61
Mary Lubko Center 031924-041224	241167	7390588872_0424	044.04.2024	20-000-304-52-5260-000	388.64
Girl Scout Cabin 022124-032024	241248	7536396346_0324	051.05.2024	20-000-000-52-5260-000	45.14
Girl Scout Cabin 032024-041824	241248	7536396346_0424	051.05.2024	20-000-000-52-5260-000	46.44
Central Athletic Complex 020824-031424	241040	9461295322_0324	042.04.2024	20-220-225-52-5260-000	6,114.45
Central Athletic Complex 031424-041224	241167	9461295322_0424	044.04.2024	20-220-225-52-5260-000	2,572.51
Vendor Total:					43,083.23
00449 Illinois Shotokan Karate					
Winter 2024 Karate	241185	658	044.04.2024	20-220-203-52-5280-3316	6,831.00
Vendor Total:					6,831.00
00453 ILLINOIS AMERICAN WATER CO.					
Lincoln Marsh 031324-041024	241184	10252100016956_04	044.04.2024	20-000-112-52-5264-000C	23.72
Vendor Total:					23.72
00475 Constellation Newenergy Gas Division LLC					
Rice Pool 020124-022924	241039	7718490000_0224	042.04.2024	20-222-232-52-5261-000C	1,059.22
Community Center 020124-022924	241039	7718490000_0224	042.04.2024	20-224-220-52-5261-000C	3,177.65
Vendor Total:					4,236.87
00525 Kirhofers Sports Inc					
Flag Football Equipment	241123	57600	043.04.2024	20-221-222-53-5301-4458	7,000.00
Baseball Shirts	241054	57657	042.04.2024	20-221-223-53-5306-000C	288.00
Vendor Total:					7,288.00
00603 McCance, Denise					
Softball Camp 2024	241060	032624	042.04.2024	20-221-223-52-5210-4211	3,090.12
Vendor Total:					3,090.12
00680 Northern Illinois Gas Company					
Northside Pool 031424-041224	241197	1760958462_0424	044.04.2024	20-222-231-52-5261-000C	323.40
Blanchard Building 031124-040924	241129	7135908424_0424	043.04.2024	20-224-234-52-5261-000C	533.82
Memorial Park Bandshell 031424-041224	241197	8157791522_0424	044.04.2024	20-000-000-52-5261-000C	104.22
Vendor Total:					961.44
00718 Paddock Publications Inc					
Furniture Bid Legal Notice	241131	284305	043.04.2024	20-000-205-54-5428-000C	90.85
Vendor Total:					90.85
00742 Pepsi Beverages Company					

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Concessions for Clocktower				241069	33943308	042.04.2024	20-350-303-53-5351-0000	827.14
								Vendor Total:	827.14
00859	Shining Star Productions								
	Acting Classes 020624-031224				241077	032924	042.04.2024	20-220-202-52-5280-2250	1,122.00
								Vendor Total:	1,122.00
01011	Visual Image Photography Inc								
	Baseball and Softball Yard Sign - Fundraiser				241085	13840	042.04.2024	20-221-223-53-5318-0000	575.00
								Vendor Total:	575.00
01023	Waste Management of Illinois Inc								
	Rice Pool 040124-043024				241151	12272113008_0424	043.04.2024	20-222-232-52-5263-0000	84.08
	Community Center 040124-043024				241151	12272113008_0424	043.04.2024	20-224-220-52-5263-0000	298.09
	Manchester Park 030124-033124				241151	207653823005_0324	043.04.2024	20-000-000-52-5263-0000	798.91
								Vendor Total:	1,181.08
01035	West Chicago Park District								
	Wheaton United Indoor Practice Rental				241298	042324	051.05.2024	20-220-204-52-5280-4457	19,650.00
								Vendor Total:	19,650.00
02460	IWM Corporation								
	CC April Monthly Water Treatment				241052	25498	042.04.2024	20-101-220-52-5211-0000	415.00
								Vendor Total:	415.00
03296	Ditchman, Deborah								
	Mileage Reimbursement 031424-032224				241251	032224	051.05.2024	20-000-112-54-5422-0000	7.37
								Vendor Total:	7.37
03481	Tressler LLP								
	Services through 03/31/24				241216	485250	044.04.2024	20-000-000-52-5207-0000	3,138.67
								Vendor Total:	3,138.67
03754	Comcast Cable								
	Community Center 040124-043024				241109	87712004762650_04	043.04.2024	20-224-220-52-5262-0000	4.20
	Community Center 050124-053124				241245	87712004762650_05	051.05.2024	20-224-220-52-5262-0000	4.20
	Admin IP Services 032624-042524				241109	87712047315272_04	043.04.2024	20-224-220-52-5262-0000	212.85
	Admin IP Services 042624-052524				241245	87712047315272_05	051.05.2024	20-224-220-52-5262-0000	212.85
	Central Athletic Center 041624-051524				241109	87712047361631_05	043.04.2024	20-101-225-52-5262-0000	124.85
	Mary Lubko Center 041924-051824				241245	87712047526787_05	051.05.2024	20-000-304-52-5262-0000	119.85
	Lincoln Marsh 041824-051724				241245	87712047527272_05	051.05.2024	20-000-112-52-5262-0000	119.85
	Clocktower Commons 041124-051024				241109	87712047624798_05	043.04.2024	20-350-303-52-5262-0000	119.85
	Northside Pool 041124-051024				241109	87712047626371_05	043.04.2024	20-222-231-52-5262-0000	119.85
	Central Athletic Complex 041124-051024				241109	87712047708096_05	043.04.2024	20-220-225-52-5262-0000	251.85
								Vendor Total:	1,290.20
04266	ChemCraft Industries								
	Custodial Supplies				241105	269241	043.04.2024	20-101-232-53-5316-0000	643.54
	Gloves				241240	269504	051.05.2024	20-101-231-53-5316-0000	31.00
	Gloves				241240	269504	051.05.2024	20-101-232-53-5316-0000	65.00
								Vendor Total:	739.54
04267	Martin Whalen Group Inc								
	Community Center - Front Desk 032824-042724				241268	70547_0424	051.05.2024	20-224-220-52-5211-0000	27.77
	Community Center - Front Desk 042824-052724				241268	70547_0524	051.05.2024	20-224-220-52-5211-0000	27.77
	Community Center 032824-042724				241268	72100_0424	051.05.2024	20-224-220-52-5211-0000	20.85

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Community Center 042824-052724	241268	72100_0524	051.05.2024	20-224-220-52-5211-000C	20.85
Rice Pool 032824-042724	241268	77847_0424	051.05.2024	20-222-232-52-5211-000C	8.48
Rice Pool 042824-052724	241268	77847_0524	051.05.2024	20-222-232-52-5211-000C	8.48
Northside Pool 032824-042724	241268	79033_0424	051.05.2024	20-222-231-52-5211-000C	4.84
Northside Pool 042824-052724	241268	79033_0524	051.05.2024	20-222-231-52-5211-000C	4.84
Parks Plus 032824-042724	241268	86351_0424	051.05.2024	20-350-302-52-5211-000C	16.80
Parks Plus 042824-052724	241268	86351_0524	051.05.2024	20-350-302-52-5211-000C	16.80
Prairie - Marketing 032824-042724	241268	MW81543_0424	051.05.2024	20-000-415-52-5211-000C	470.22
Prairie - Marketing 042824-052724	241268	MW81543_0524	051.05.2024	20-000-415-52-5211-000C	470.22
Mary Lubko Center 032824-042724	241268	MW81956_0424	051.05.2024	20-000-304-52-5211-000C	19.37
Mary Lubko Center 042824-052724	241268	MW81956_0524	051.05.2024	20-000-304-52-5211-000C	19.37
Lincoln Marsh 032824-042724	241268	MW81957_0424	051.05.2024	20-000-112-52-5211-0000	108.70
Lincoln Marsh 042824-052724	241268	MW81957_0524	051.05.2024	20-000-112-52-5211-0000	108.70
Community Center 032824-042724	241268	MW82133_0424	051.05.2024	20-224-220-52-5211-000C	148.92
Community Center 042824-052724	241268	MW82133_0524	051.05.2024	20-224-220-52-5211-000C	148.92
Community Center 032824-042724	241268	MW82278_0424	051.05.2024	20-000-000-52-5211-000C	89.72
Community Center 042824-052724	241268	MW82278_0524	051.05.2024	20-000-000-52-5211-000C	89.72
Vendor Total:					1,831.34
04296	Culligan DuPage Soft Water Service Inc				
Bal Due Jan 2024	241042	261966_0124Bal	042.04.2024	20-224-220-53-5302-000C	54.94
Drinking Water March 2024	241042	261966_0324W	042.04.2024	20-224-220-53-5302-000C	89.63
Water Cooler Rental April 2024	241042	261966_0424R	042.04.2024	20-224-220-52-5220-000C	12.00
Drinking Water March 2024	241042	261982_0324W	042.04.2024	20-000-304-53-5302-000C	18.98
Water Cooler Rental April 2024	241042	261982_0424R	042.04.2024	20-000-304-52-5220-000C	6.00
Drinking Water March 2024	241042	261990_0324W	042.04.2024	20-000-112-53-5302-000C	5.00
Water Cooler Rental April 2024	241042	261990_0424R	042.04.2024	20-000-112-52-5220-000C	6.00
Vendor Total:					192.55
04857	Official Finders, LLC				
Umpire - Inv# 23777	241130	23777	043.04.2024	20-221-223-52-5281-000C	40.00
Umpires - Inv# 23968	241274	23968	051.05.2024	20-221-223-52-5281-000C	1,590.00
Umpires - Inv# 24066	241274	24066	051.05.2024	20-221-223-52-5281-000C	695.00
Vendor Total:					2,325.00
04895	Quadient Leasing USA Inc.				
Postage Machine Lease	241203	Q1296314	044.04.2024	20-224-220-52-5220-000C	244.26
Postage Machine Lease	241203	Q1296314	044.04.2024	20-000-000-52-5220-000C	244.26
Vendor Total:					488.52
05068	Chicago Classic Coach LLC				
Bus Trip to Eleven City Diner 04/04/24 Plus Tip	241106	27808	043.04.2024	20-220-304-52-5280-5522	1,214.00
Bus to A Street Car Named Desire Day Trip Plus	241241	27913	051.05.2024	20-220-304-52-5280-5522	1,045.00
Vendor Total:					2,259.00
05220	EVP Academies LLC				
March Volleyball Classes	241044	2544	042.04.2024	20-220-203-52-5280-3305	1,372.14
Spring Break Volleyball Camp	241044	2552	042.04.2024	20-220-203-52-5280-3305	766.26
Vendor Total:					2,138.40
05234	The Perfect Swing Inc.				
Flag Football Jerseys	241291	9381	051.05.2024	20-221-222-53-5301-4458	9,048.96
Baseball Uniforms	241291	9427	051.05.2024	20-221-223-53-5306-000C	334.00
Vendor Total:					9,382.96
05319	Rotary Club of Central DuPage AM				
Rotary Dues 040124 - 063024	241207	0939	044.04.2024	20-000-000-54-5425-000C	250.00

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
								Vendor Total:	250.00
05540	Performance Chemical & Supply								
	Cordless Vacuum	241070			300344	042.04.2024		20-101-220-53-5316-000C	248.17
								Vendor Total:	248.17
05756	Naperville Yard Corporation								
	Wheaton United Indoor Practice Space	241063			71614	042.04.2024		20-220-204-52-5280-4457	1,202.50
								Vendor Total:	1,202.50
05765	Luetkehans, Phillip								
	Cosley Lot through 03/17/24	241057			8	042.04.2024		20-000-000-52-5207-000C	5,811.43
	General Matters through 03/17/24	241057			80	042.04.2024		20-000-000-52-5207-000C	2,422.00
	General Matters through 04/15/24	241267			81	051.05.2024		20-000-000-52-5207-000C	2,109.99
	Cosley Parking Lot through 04/15/24	241267			9	051.05.2024		20-000-000-52-5207-000C	17,745.79
								Vendor Total:	28,089.21
06253	Slaven, Maureen								
	Mileage Reimbursement 041524-041824	241286			041824	051.05.2024		20-220-112-53-5301-661C	18.09
								Vendor Total:	18.09
06297	Leonard, Daniel								
	Wheaton Wrestling Contractor	241190			041524	044.04.2024		20-220-203-52-5280-335E	3,910.50
	Wheaton Wrestling Contractor	241190			041524	044.04.2024		20-220-203-52-5280-3362	4,578.75
								Vendor Total:	8,489.25
06307	Neuco Inc								
	HVAC System Spare Parts	241128			7658120	043.04.2024		20-101-220-53-5313-000C	1,497.99
	CCTR HVAC Flow Switch	241064			7660765	042.04.2024		20-101-220-53-5313-000C	375.16
								Vendor Total:	1,873.15
06308	Westlake Hardware Inc								
	Ice Rink	241088			12510532	042.04.2024		20-101-225-53-5302-000C	10.74
	Smoke Detector	241088			12611063	042.04.2024		20-101-232-53-5302-000C	89.98
	Putty Knives/Chisel Set	241088			12611080	042.04.2024		20-101-232-53-5345-000C	81.93
	Wrenches	241088			12611082	042.04.2024		20-101-232-53-5345-000C	71.98
	Fasteners & Shims	241088			12611091	042.04.2024		20-101-220-53-5313-000C	10.58
	Key Rack & Paint Brushes	241088			12611092	042.04.2024		20-101-232-53-5302-000C	33.16
	Paint Brushes	241088			12611095	042.04.2024		20-101-232-53-5302-000C	11.18
	Supplies	241088			12611099	042.04.2024		20-101-232-53-5302-000C	19.58
	Supplies	241088			12611109	042.04.2024		20-101-231-53-5334-000C	39.73
	Supplies	241088			12611129	042.04.2024		20-101-220-53-5312-000C	18.17
	Paint Supplies	241088			12611137	042.04.2024		20-101-220-53-5313-000C	40.56
	Filters	241088			12611142	042.04.2024		20-101-220-53-5313-000C	32.31
								Vendor Total:	459.90
06451	Panek, Megann								
	Reimbursement - Candy for Trips	241067			040224	042.04.2024		20-220-304-53-5301-550C	173.31
								Vendor Total:	173.31
06522	Yoshikawa, Max								
	Mileage Reimbursement for March 2024	241091			033124	042.04.2024		20-222-232-54-5422-000C	15.00
								Vendor Total:	15.00
06539	Runco Office Supply & Equipment Co								
	Binder Clips	241075			934704-0	042.04.2024		20-000-205-53-5302-000C	36.05

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Zip Lock Bags/Pens/Labels				241075	935742-0	042.04.2024	20-000-205-53-5302-000C	78.65
								Vendor Total:	114.70
06542	Peerless Network Inc								
	Recreation 041524-051424				241134	66174_0524	043.04.2024	20-000-000-52-5262-000C	272.93
								Vendor Total:	272.93
06630	Buckeye International Inc.								
	Cleaning Supplies				241026	90574385	042.04.2024	20-101-220-53-5316-000C	668.94
	Cleaning Supplies				241102	90576141	043.04.2024	20-101-220-53-5316-000C	72.00
	Cleaning Supplies				241102	90576270	043.04.2024	20-101-220-53-5316-000C	24.00
								Vendor Total:	764.94
06646	B & R Financial LLC								
	Financial Class				241024	Winter2024	042.04.2024	20-220-208-52-5280-887C	30.00
								Vendor Total:	30.00
06674	Lingo Communications LLC								
	Toohey/Safety City 030424-040324				241125	33843547	043.04.2024	20-000-000-52-5262-000C	59.43
	Programs 030424-040324				241125	33843547	043.04.2024	20-220-000-52-5262-000C	118.72
	Northside Pool 030424-040324				241125	33843547	043.04.2024	20-222-231-52-5262-000C	59.36
	Mary Lubko Center 030424-040324				241125	33843547	043.04.2024	20-000-304-52-5262-000C	59.36
	Lincoln Marsh 030424-040324				241125	33843547	043.04.2024	20-000-112-52-5262-000C	59.36
	CAC 030424-040324				241125	33843547	043.04.2024	20-220-203-52-5262-000C	59.36
	Community Center 030424-040324				241125	33843547	043.04.2024	20-224-220-52-5262-000C	237.44
	Lincoln Marsh 040424-050324				241125	33885654	043.04.2024	20-000-112-52-5262-000C	59.36
	Mary Lubko Center 040424-050324				241125	33885654	043.04.2024	20-000-304-52-5262-000C	59.36
	CAC 040424-050324				241125	33885654	043.04.2024	20-220-203-52-5262-000C	59.36
	Programs 040424-050324				241125	33885654	043.04.2024	20-220-000-52-5262-000C	118.72
	Northside Pool 040424-050324				241125	33885654	043.04.2024	20-222-231-52-5262-000C	59.36
	Community Center 040424-050324				241125	33885654	043.04.2024	20-224-220-52-5262-000C	237.44
	Toohey/Safety City 040424-050324				241125	33885654	043.04.2024	20-000-000-52-5262-000C	59.54
								Vendor Total:	1,306.17
06704	Adolph Kiefer and Associates LLC								
	Northside Mannequin				241094	INV001394111	043.04.2024	20-222-231-53-5306-000C	298.95
	Rice Mannequin				241094	INV001394111	043.04.2024	20-222-232-53-5302-000C	298.95
	Pool Equipment				241094	INV001394645	043.04.2024	20-222-232-53-5302-000C	1,452.00
								Vendor Total:	2,049.90
06706	E.J. Rohn Company								
	CAC Mats and Runners Cleaning				241174	0015622	044.04.2024	20-101-225-52-5211-000C	185.81
								Vendor Total:	185.81
06851	Hot Shots Sports								
	Winter 2024				241259	3501	051.05.2024	20-220-203-52-5280-331C	10,739.89
								Vendor Total:	10,739.89
06917	Midwest Strength and Performance, LLC								
	Winter 24 Strength for Kids Class				241061	00025953	042.04.2024	20-220-203-52-5280-334E	648.00
								Vendor Total:	648.00
06954	Chicago Professional Ultimate, LLC								
	Ultimate Frisbee Camp March 2024				241030	20240402	042.04.2024	20-220-203-52-5280-331C	132.00
								Vendor Total:	132.00

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
06976	ALL IN Athletics			Spring Break Basketball Camp	241015	0022	042.04.2024	20-220-203-52-5280-3342	1,247.40
								Vendor Total:	1,247.40
06978	Chicagoland Whistles Inc.			Basketball Referee	241031	1898	042.04.2024	20-220-204-52-5280-4440	76.00
								Vendor Total:	76.00
06985	Floods Royal Flush Inc.			Portable Units Briar Patch	241253	I34749	051.05.2024	20-000-000-52-5210-0000	204.00
				Portable Units Atten Park	241253	I34750	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Briar Glen	241253	I34751	051.05.2024	20-000-000-52-5210-0000	204.00
				Portable Units Brighton Park	241253	I34752	051.05.2024	20-220-204-52-5280-4454	204.00
				Portable Units Edison Middle School	241253	I34753	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Emerson School	241253	I34754	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Franklin	241253	I34755	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Graf	241253	I34756	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Hawthorne School	241253	I34757	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Hoffman Park	241253	I34758	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Jefferson	241253	I34759	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Lucent Fields	241253	I34761	051.05.2024	20-000-000-52-5210-0000	204.00
				Portable Units Scottdale	241253	I34763	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Seven Gables	241253	I34764	051.05.2024	20-220-204-52-5280-4452	306.00
				Portable Units Washington School	241253	I34765	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Whittier	241253	I34766	051.05.2024	20-220-204-52-5280-4454	204.00
				Portable Units Wiesbrook School	241253	I34767	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units Lincoln Marsh	241253	I34768	051.05.2024	20-101-112-52-5211-0000	408.00
				Portable Units Sandburg School	241253	I34769	051.05.2024	20-220-204-52-5280-4454	204.00
				Portable Units Madison School	241253	I34805	051.05.2024	20-221-223-52-5210-4211	204.00
				Portable Units CAC	241253	I35055	051.05.2024	20-221-223-52-5210-4211	306.00
				Portable Units Seven Gables	241253	I35056	051.05.2024	20-220-204-52-5280-4452	306.00
				Portable Units NS Baseball Field	241253	I35058	051.05.2024	20-221-223-52-5210-4211	204.00
								Vendor Total:	5,202.00
06999	Reliable Fire Equipment Co.			Toohy Annual Fire Panel Inspection	241073	102704	042.04.2024	20-101-000-52-5211-0000	1,104.00
				Clocktower Annual Fire Panel Inspection	241073	102712	042.04.2024	20-101-303-52-5211-0000	480.00
				Northside Pool Annual Fire Panel Inspection	241073	102724	042.04.2024	20-101-231-52-5211-0000	620.00
				CAC Annual Fire Panel Inspection	241073	102800	042.04.2024	20-101-225-52-5211-0000	2,420.00
				CC Annual Fire Panel Inspection	241073	102897	042.04.2024	20-101-220-52-5211-0000	1,820.00
				Rathje Annual Fire Panel Inspection	241073	102951	042.04.2024	20-101-000-52-5211-0000	480.00
				Lincoln Marsh Annual Fire Panel Inspection	241073	102952	042.04.2024	20-101-112-52-5211-0000	480.00
								Vendor Total:	7,404.00
07044	Justin Louis Colebrissi			Baseball Medals	241262	5811-0	051.05.2024	20-221-223-53-5319-0000	693.00
								Vendor Total:	693.00
07159	Xerox Corporation			Marketing 040724-050624	241301	0100160004001_052	051.05.2024	20-000-415-52-5211-0000	523.50
								Vendor Total:	523.50
07160	Aviles, Graciela			Mileage Reimbursement for March 2024	241023	033124	042.04.2024	20-224-220-54-5422-0000	55.20
								Vendor Total:	55.20
07221	Escalante, Mason								

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Wheaton United Payment	241175	041524	044.04.2024	20-220-204-52-5280-4457	333.33
				Vendor Total:	333.33
07222 Team Concept Printing & Thermography Inc.					
Spring MLC Newsletter	241146	11564	043.04.2024	20-000-304-52-5235-0000	1,662.07
				Vendor Total:	1,662.07
07244 Garvey's Office Products, Inc.					
Soap and Towel Dispensers Return	241255	CM204880	051.05.2024	20-101-231-53-5316-0000	-861.25
Soap and Towel Dispensers Return	241255	CM204880	051.05.2024	20-101-232-53-5316-0000	-861.25
Soap and Towel Dispensers	241255	PINV2547426	051.05.2024	20-101-232-53-5313-0000	199.84
Soap and Towel Dispensers	241255	PINV2547426	051.05.2024	20-101-231-53-5313-0000	199.84
Soap and Paper Towels	241255	PINV2547426	051.05.2024	20-101-231-53-5316-0000	1,379.71
Soap and Paper Towels	241255	PINV2547426	051.05.2024	20-101-232-53-5316-0000	1,379.72
				Vendor Total:	1,436.61
07331 Ryan, Robert P.					
Line Dance Classes	241076	1004	042.04.2024	20-220-202-52-5280-2258	280.00
				Vendor Total:	280.00
07383 Club Marketing and Management Services Inc.					
Marketing Consultant Fee January 2024	241163	9933	044.04.2024	20-350-302-52-5210-0000	650.00
April 2024 Monthly Fee	241035	9965	042.04.2024	20-350-302-53-5306-0000	650.00
				Vendor Total:	1,300.00
07386 Ashley, Katherine					
Wheaton United Payment	241158	041524	044.04.2024	20-220-204-52-5280-4457	100.00
				Vendor Total:	100.00
07387 Groezinger, Collin					
Wheaton United Payment	241181	041524	044.04.2024	20-220-204-52-5280-4457	200.00
				Vendor Total:	200.00
07393 Schoolman, Myah					
Wheaton United Payment	241209	041524	044.04.2024	20-220-204-52-5280-4457	340.00
				Vendor Total:	340.00
07402 Allison, David					
Wheaton United Payment	241155	041524	044.04.2024	20-220-204-52-5280-4457	200.00
				Vendor Total:	200.00
07403 Krahel, Jack					
Wheaton United Payment	241188	041524	044.04.2024	20-220-204-52-5280-4457	200.00
				Vendor Total:	200.00
07411 Louth, Mason					
Wheaton United Payment	241192	041524	044.04.2024	20-220-204-52-5280-4457	200.00
				Vendor Total:	200.00
07427 Sanchez, Nathan					
Wheaton United Payment	241208	041524	044.04.2024	20-220-204-52-5280-4457	250.00
				Vendor Total:	250.00
07441 CivicPlus, LLC					
Social Media Archiving Annual Plan	241034	295735	042.04.2024	20-000-000-54-5425-0000	1,762.66

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
								Vendor Total:	1,762.66
07450	Palatine Park District								
	Webinar on Outlook Calendar	241132	AD4501	043.04.2024				20-000-000-54-5432-0000	4.97
								Vendor Total:	4.97
07451	Smith, Chris								
	Reimbursement 12U Bobcat Roselle Tournamen	241287	041624	051.05.2024				20-221-223-54-5405-4455	567.45
								Vendor Total:	567.45
								Fund Total:	225,117.86
22	Cosley Zoo								
00019	Alarm Detection Systems								
	Cosley Gift and Quarantine Alarm Monitoring N	241228	145040-1044	051.05.2024				22-501-000-52-5211-0000	378.00
	Replacement Keys	241097	SI-610904	043.04.2024				22-501-000-53-5345-0000	57.50
								Vendor Total:	435.50
00032	Alpha Graphics								
	Print Annual Report	241098	177577	043.04.2024				22-501-000-52-5235-0000	785.96
								Vendor Total:	785.96
00046	Animal Medical Clinic								
	Animal Medications	241156	211815	044.04.2024				22-501-000-53-5309-0000	355.29
	Veterinary Services	241156	211815	044.04.2024				22-501-000-54-5424-0000	315.04
	Veterinary Services	241156	213610	044.04.2024				22-501-000-54-5424-0000	458.90
	Animal Medications	241156	213610	044.04.2024				22-501-000-53-5309-0000	290.41
								Vendor Total:	1,419.64
00068	AT&T Mobility								
	234-9679 Cosley Tablet 9 021824-031724	241021	877051597_0324	042.04.2024				22-501-000-52-5265-0000	32.73
	234-0136 Cosley Tablet 16 021824-031724	241021	877051597_0324	042.04.2024				22-501-000-52-5265-0000	32.73
	779-8546 Cosley Tablet 17 021824-031724	241021	877051597_0324	042.04.2024				22-501-000-52-5265-0000	32.73
								Vendor Total:	98.19
00192	City of Wheaton								
	Cosley Welcome Center 040124-063024	241033	WH6204_0624	042.04.2024				22-501-000-52-5211-0000	255.00
	Cosley Zoo White Barn 040124-063024	241033	WH6323_0624	042.04.2024				22-501-000-52-5211-0000	255.00
	Cosley Zoo Kiebler Barn 040124-063024	241033	WH6678_0624	042.04.2024				22-501-000-52-5211-0000	255.00
	Cosley Zoo/Chicken House 040124-063024	241033	WH6936_0624	042.04.2024				22-501-000-52-5211-0000	255.00
	Cosley Zoo Bobcat Exhibit 040124-063024	241033	WH6945_0624	042.04.2024				22-501-000-52-5211-0000	255.00
								Vendor Total:	1,275.00
00193	City of Wheaton								
	Cosley Welcome Center 030424-040424	241161	0067810100_0424	044.04.2024				22-501-000-52-5264-0000	35.88
	Cosley Zoo 030424-040424	241161	0310000100_0424	044.04.2024				22-501-000-52-5264-0000	135.05
	Cosley Zoo 030424-040424	241161	0310000200_0424	044.04.2024				22-501-000-52-5264-0000	293.45
	Cosley Bobcat 030424-040424	241161	0310000300_0424	044.04.2024				22-501-000-52-5264-0000	35.88
								Vendor Total:	500.26
00248	DuPage County Health Dept.								
	Food Facility Permit	241043	IN0065785	042.04.2024				22-501-000-54-5425-0000	648.00
								Vendor Total:	648.00
00417	Constellation NewEnergy Inc								
	Cosley Welcome Center 022124-032024	241248	0197764414_0324	051.05.2024				22-501-000-52-5260-0000	383.04

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Cosley Zoo 032224-041824	241248	1130407199_0424	051.05.2024	22-501-000-52-5260-000C	2,582.63
								Vendor Total:	2,965.67
00437	Reedy Equipment Services Inc.			Ice Machine Rental	241072	0513505	042.04.2024	22-501-000-52-5220-000C	50.00
				Ice Machine Disconnect/Connect with New Pop	241072	0515534	042.04.2024	22-501-000-54-5441-000C	544.50
				Ice Machine Rental	241205	0517826	044.04.2024	22-501-000-52-5220-000C	50.00
								Vendor Total:	644.50
00680	Northern Illinois Gas Company			Cosley Zoo 031824-041624	241273	3015221000_0424	051.05.2024	22-501-000-52-5261-000C	312.66
				Cosley Welcome Center 031824-041624	241273	3615221000_0424	051.05.2024	22-501-000-52-5261-000C	40.29
								Vendor Total:	352.95
01023	Waste Management of Illinois Inc			Cosley Zoo 040124-043024	241151	12272113008_0424	043.04.2024	22-501-000-52-5263-000C	810.40
								Vendor Total:	810.40
01082	Young's Grain Farms			168 Bales of Straw	241302	594587	051.05.2024	22-501-000-53-5336-000C	714.00
				168 Bales of Straw	241092	594600	042.04.2024	22-501-000-53-5336-000C	714.00
								Vendor Total:	1,428.00
03754	Comcast Cable			Cosley Zoo 041124-051024	241109	87712047625845_05	043.04.2024	22-501-000-52-5262-000C	119.85
								Vendor Total:	119.85
04267	Martin Whalen Group Inc			Cosley Zoo 032824-042724	241268	MW81955_0424	051.05.2024	22-501-000-52-5211-000C	15.27
				Cosley Zoo 042824-052724	241268	MW81955_0524	051.05.2024	22-501-000-52-5211-000C	15.27
								Vendor Total:	30.54
04296	Culligan DuPage Soft Water Service Inc			Drinking Water March 2024	241042	261974_0324W	042.04.2024	22-501-000-53-5302-000C	46.94
				Water Cooler Rental April 2024	241042	261974_0424R	042.04.2024	22-501-000-52-5220-000C	6.00
								Vendor Total:	52.94
04660	Kelley, Kathleen G			Sign Mount	241053	165	042.04.2024	22-501-000-53-5338-000C	100.00
								Vendor Total:	100.00
04885	American Septic Service Inc.			Jet Barn Drains	241230	16988	051.05.2024	22-501-000-52-5210-000C	350.00
				Pump Duck Pond	241230	16989	051.05.2024	22-501-000-52-5210-000C	450.00
				Pump Settling and Storm Basins	241230	16992	051.05.2024	22-501-000-52-5210-000C	800.00
								Vendor Total:	1,600.00
05361	o8o Leasing LLC			Reimbursement of 75% of Income from Wind M	241065	0324	042.04.2024	22-501-000-54-5433-000C	28.83
								Vendor Total:	28.83
05667	Christensen, Ginny			Mileage Reimbursement for March 2024	241032	033124	042.04.2024	22-501-000-54-5422-000C	24.12
								Vendor Total:	24.12
06539	Runco Office Supply & Equipment Co								

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Office Supplies				241075	934588-0	042.04.2024	22-501-000-53-5302-000C	98.09
								Vendor Total:	98.09
06542	Peerless Network Inc								
	Cosley 041524-051424				241134	66174_0524	043.04.2024	22-501-000-52-5262-000C	54.59
								Vendor Total:	54.59
06674	Lingo Communications LLC								
	Cosley 030424-040324				241125	33843547	043.04.2024	22-501-000-52-5262-000C	118.72
	Cosley 040424-050324				241125	33885654	043.04.2024	22-501-000-52-5262-000C	118.72
								Vendor Total:	237.44
06902	Grayslake Feed Sales, Inc.								
	Bagged Feed				241048	161472	042.04.2024	22-501-000-53-5339-000C	187.04
	Bedding				241119	163234	043.04.2024	22-501-000-53-5336-000C	402.50
	Bagged Feed				241119	163234	043.04.2024	22-501-000-53-5339-000C	596.46
	Animal Bedding				241257	165819	051.05.2024	22-501-000-53-5336-000C	62.55
	Bagged Feed				241257	165819	051.05.2024	22-501-000-53-5339-000C	750.30
								Vendor Total:	1,998.85
06905	Lewis, Trisha								
	Equine Vaccines & Exam				241124	17545	043.04.2024	22-501-000-54-5424-000C	1,810.00
	Prescription Fee				241266	17545-1	051.05.2024	22-501-000-53-5309-000C	18.00
								Vendor Total:	1,828.00
06974	Jaudes, Daniel								
	Trim Equine Hooves				241187	041024	044.04.2024	22-501-000-52-5210-000C	220.00
								Vendor Total:	220.00
06999	Reliable Fire Equipment Co.								
	Cosley Annual Fire Panel Inspection				241073	103037	042.04.2024	22-501-000-52-5211-000C	380.00
	Cosley Annual Fire Panel Inspection				241073	103038	042.04.2024	22-501-000-52-5211-000C	380.00
	Cosley Annual Fire Panel Inspection				241073	103039	042.04.2024	22-501-000-52-5211-000C	380.00
	Cosley Annual Fire Panel Inspection				241073	103040	042.04.2024	22-501-000-52-5211-000C	380.00
	Cosley Annual Fire Panel Inspection				241073	103042	042.04.2024	22-501-000-52-5211-000C	400.00
	Heat Detector Replacement				241073	106043	042.04.2024	22-501-000-52-5210-000C	633.00
								Vendor Total:	2,553.00
07050	Walt Disney Parks and Resorts U.S. Inc.								
	Cosley Zoo Tenrec Acquisition				241221	4518	044.04.2024	22-501-000-53-5325-000C	473.44
								Vendor Total:	473.44
07278	Stillgrass LLC								
	X-rays/Domestic Vaccinations and Exams				241079	2675	042.04.2024	22-501-000-54-5424-000C	1,377.56
	X-rays/Domestic Vaccinations and Exams				241079	2822	042.04.2024	22-501-000-54-5424-000C	70.00
	X-rays/Domestic Vaccinations and Exams				241079	3408	042.04.2024	22-501-000-54-5424-000C	451.00
								Vendor Total:	1,898.56
07388	VENUplus Inc.								
	Reimbursement of 75% of Souvenir Penny Sales 241295					CI2400355	051.05.2024	22-501-000-54-5433-000C	7.12
	Reimbursement of 75% of Souvenir Penny Sales 241295					CI2401256	051.05.2024	22-501-000-54-5433-000C	36.00
	Reimbursement of 75% of Souvenir Penny Sales 241295					CI2401912	051.05.2024	22-501-000-54-5433-000C	51.00
								Vendor Total:	94.12
								Fund Total:	22,776.44

Fund Description
Vendor No Vendor Name

Line Item	Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
23	Liability					
00725	Park District Risk Mgmt Agency					
	Property Insurance Premium - March 2024	241133	0324023	043.04.2024	23-000-000-52-5270-000C	14,109.71
	Public Liability Insurance Premium - March 202	241133	0324023	043.04.2024	23-000-000-52-5271-000C	7,555.96
	Worker's Comp Insurance Premium - March 202	241133	0324023	043.04.2024	23-000-000-52-5273-000C	22,373.23
	Employment Practice Insurance Premium - Marc	241133	0324023	043.04.2024	23-000-000-52-5275-000C	2,538.24
	Pollution Liability Insurance Premium - March	241133	0324023	043.04.2024	23-000-000-52-5277-000C	439.48
	Cyber Insurance Premium - March 2024	241133	0324023	043.04.2024	23-000-000-52-5279-000C	728.54
					Vendor Total:	47,745.16
06704	Adolph Kiefer and Associates LLC					
	AED Trainers	241094	INV001394645	043.04.2024	23-000-000-53-5302-000C	438.63
					Vendor Total:	438.63
06895	Protect My Ministry, LLC					
	Background Check MVR	241071	1138480	042.04.2024	23-418-000-52-5208-000C	52.00
					Vendor Total:	52.00
06940	Advocate Health and Hospitals Corporation					
	Back Evaluations	241096	855984	043.04.2024	23-418-000-52-5208-000C	594.00
					Vendor Total:	594.00
07158	Dreyer Clinic, Inc.					
	Back Evaluation	241113	856554	043.04.2024	23-418-000-52-5208-000C	66.00
					Vendor Total:	66.00
					Fund Total:	48,895.79
40	Capital Projects					
00410	Complete Northern Illinois Fence					
	Scottsdale Backstop Project	241166	Application# 2	044.04.2024	40-000-000-20-2035-000C	16,536.32
					Vendor Total:	16,536.32
00415	The Conservation Foundation					
	Gary Easement Monthly Lease April 2024	241083	13285	042.04.2024	40-000-000-57-5701-000C	295.00
					Vendor Total:	295.00
00717	Paddock Publications Inc., The Daily Herald					
	Bid Notice Waste Removal	241066	282526	042.04.2024	40-000-000-54-5428-000C	108.10
	Bid Notice AGC RTU and Ford Trucks	241066	283424	042.04.2024	40-000-000-54-5428-000C	227.70
					Vendor Total:	335.80
00718	Paddock Publications Inc					
	Bid Notice NS Courts	241275	285479	051.05.2024	40-000-000-54-5428-000C	140.30
					Vendor Total:	140.30
00968	Trane US Inc					
	CC HVAC Supplies	241293	16456863	051.05.2024	40-101-000-53-5302-000C	305.56
					Vendor Total:	305.56
01006	Vermont Systems Inc					
	Locker Room Doors/Bar Code Scanners	241296	VS012345	051.05.2024	40-800-846-57-5701-000C	4,090.00
					Vendor Total:	4,090.00
02798	Williams Architects					
	Phase II CC Renovations	241300	0022442	051.05.2024	40-800-846-57-5701-000C	13,187.80

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Phase II CC Renovations WDSRA	241300	0022442	051.05.2024	40-000-000-12-1224-000C	2,894.88
				Vendor Total:	16,082.68
04036 Bronze Memorial Company					
Memorial Plaques	241101	709215	043.04.2024	40-101-000-53-5338-000C	987.81
				Vendor Total:	987.81
05018 Kompan Inc.					
Briar Patch Park Fitness	241264	INV122662	051.05.2024	40-000-000-12-1224-000C	3,938.13
Briar Patch Park Fitness	241264	INV122662	051.05.2024	40-800-806-57-5701-000C	17,940.37
				Vendor Total:	21,878.50
05284 Wight & Company					
Cosley Parking Lot	241224	230152-009	044.04.2024	40-800-813-57-5701-000C	2,000.00
Reimbursable Expenses	241224	230152-009	044.04.2024	40-800-813-57-5701-000C	90.88
				Vendor Total:	2,090.88
05540 Performance Chemical & Supply					
Blanchard Building Custodial Equipment	241135	302190	043.04.2024	40-800-857-57-5701-000C	4,074.92
				Vendor Total:	4,074.92
05747 Landscape Material & Firewood Sales Inc.					
LM Trail and Teams Course	241189	45418	044.04.2024	40-800-822-53-5301-000C	1,664.00
Plow Damage	241189	45418	044.04.2024	40-101-000-53-5302-000C	320.00
Plow Damage Danada	241056	45475	042.04.2024	40-101-000-53-5302-000C	452.00
LM Nature Play Area Mulch	241056	45475	042.04.2024	40-800-822-53-5301-000C	99.00
Blanchard Start Up	241189	47038	044.04.2024	40-800-857-57-5701-000C	552.00
Danada Play Damage	241189	47038	044.04.2024	40-101-000-53-5302-000C	916.00
				Vendor Total:	4,003.00
05958 Service Lighting & Electrical Supplies					
Blanchard Building Security Lights	241139	W04003654	043.04.2024	40-800-857-57-5701-000C	1,713.22
				Vendor Total:	1,713.22
06213 United States Tennis Court Construction Company					
Atten Power Wash and Stripe for Pickle Ball	241217	2344	044.04.2024	40-000-000-57-5701-000C	7,200.00
				Vendor Total:	7,200.00
06308 Westlake Hardware Inc					
LM Supplies	241088	12510584	042.04.2024	40-800-822-53-5301-000C	4.99
Blanchard Initial Clean Up	241088	12611083	042.04.2024	40-800-857-57-5701-000C	100.96
Blanchard Initial Clean Up	241088	12611084	042.04.2024	40-800-857-57-5701-000C	40.58
Blanchard Set Up	241088	12611096	042.04.2024	40-800-857-57-5701-000C	40.15
				Vendor Total:	186.68
07094 EZ-Toyz Incorporated					
Programming of Blanchard Building Equipment	241176	28230-1	044.04.2024	40-800-857-57-5701-000C	1,069.95
Front Desk and PPFC Cameras	241045	28379-1	042.04.2024	40-000-000-57-5701-000C	2,095.95
Blanchard Building Set Up Equipment	241176	28559-1	044.04.2024	40-800-857-57-5701-000C	6,954.90
				Vendor Total:	10,120.80
07384 Civil & Environmental Consultants Inc.					
Cosley Easement Plat	241243	395953	051.05.2024	40-800-813-57-5701-000C	680.00
				Vendor Total:	680.00
07433 Kenig Lindgren O'Hara Aboona Inc					

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Cosley Traffic Meeting Attendance	241263	30226	051.05.2024	40-800-813-57-5701-000C	3,466.17
								Vendor Total:	3,466.17
07446	A. Jules Construction LLC			Briarpatch Drainage	241093	Application# 1	043.04.2024	40-800-806-57-5701-000C	106,862.40
				Briarpatch Drainage	241093	Application# 1	043.04.2024	40-000-000-12-1224-000C	23,457.60
								Vendor Total:	130,320.00
								Fund Total:	224,507.64
60	Golf Fund								
00007	Aramark			Inv# 6030272408 Restaurant Linen	241019	6030272408	042.04.2024	60-612-902-52-5222-000C	103.50
				Inv# 6030272408 Banquet Linen	241019	6030272408	042.04.2024	60-612-901-52-5222-000C	697.00
				Inv# 6030274799 Banquet Linen	241157	6030274799	044.04.2024	60-612-901-52-5222-000C	697.00
				Inv# 6030274799 Restaurant Linen	241157	6030274799	044.04.2024	60-612-902-52-5222-000C	103.50
				Inv# 6030277247 Restaurant Linen	241157	6030277247	044.04.2024	60-612-901-52-5222-000C	103.50
				Inv# 6030277247 Banquet Linen	241157	6030277247	044.04.2024	60-612-902-52-5222-000C	697.00
				Inv# 6030279628 Banquet Linen	241233	6030279628	051.05.2024	60-612-901-52-5222-000C	697.00
				Inv# 6030279628 Restaurant Linen	241233	6030279628	051.05.2024	60-612-902-52-5222-000C	103.50
								Vendor Total:	3,202.00
00068	AT&T Mobility			871-4196 AGC Tablet 15 021824-031724	241021	877051597_0324	042.04.2024	60-000-000-52-5265-000C	32.73
				703-1526 AGC Backup 021824-031724	241021	877051597_0324	042.04.2024	60-000-000-52-5265-000C	83.24
				957-8730 A. Bendy 021824-031724	241021	877051597_0324	042.04.2024	60-000-000-52-5265-000C	50.38
				240-0783 Hot Spot 4 AGC 021824-031724	241021	877051597_0324	042.04.2024	60-000-000-52-5265-000C	43.23
				520-5201 AGC Tablet 13 021824-031724	241021	877051597_0324	042.04.2024	60-000-000-52-5265-000C	32.72
				520-5473 AGC Tablet 14 021824-031724	241021	877051597_0324	042.04.2024	60-000-000-52-5265-000C	32.72
								Vendor Total:	275.02
00070	AT&T Internet			AGC 26W151 Butterfield Rd. 041224-051124	241159	327249254_0524	044.04.2024	60-000-000-52-5262-000C	109.94
								Vendor Total:	109.94
00160	Cable Plus Inc.			Inv# 1086197	241103	1086197	043.04.2024	60-000-000-53-5312-000C	260.00
								Vendor Total:	260.00
00180	Chicago District Golf Association			Handicap Fees	241029	1837-244	042.04.2024	60-611-000-52-5210-000C	50.00
								Vendor Total:	50.00
00192	City of Wheaton			March Board Meeting	241107	512837	043.04.2024	60-000-000-54-5401-000C	103.33
				April Board Meeting	241242	512901	051.05.2024	60-000-000-54-5401-000C	103.33
								Vendor Total:	206.66
00193	City of Wheaton			AGC Clubhouse 030524-040524	241161	0293553000_0424	044.04.2024	60-000-000-52-5264-000C	924.36
				AGC Maintenance Building 030524-040524	241161	0293553100_0424	044.04.2024	60-000-000-52-5264-000C	129.06
				AGC Chemical Building 030524-040524	241161	0293553200_0424	044.04.2024	60-000-000-52-5264-000C	107.16
								Vendor Total:	1,160.58
00199	Cleveland Golf/SRIXON			Cleveland Wedges	241108	7852104 SO	043.04.2024	60-000-000-14-1430-000C	116.70

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Cleveland Wedges				241108	7866951 SO	043.04.2024	60-000-000-14-1430-000	233.40
								Vendor Total:	350.10
00248	DuPage County Health Dept.								
	Inv# IN0065865 Annual Food Permit				241173	IN0065865	044.04.2024	60-612-000-54-5429-000	1,035.00
	Inv# IN0070086 HACCP Plan Review				241173	IN0070086	044.04.2024	60-612-000-52-5210-000	188.00
								Vendor Total:	1,223.00
00275	Faulks Bros. Construction Inc.								
	Compost				241252	401816	051.05.2024	60-601-000-53-5331-000	797.15
								Vendor Total:	797.15
00289	Footjoy								
	FJ Mens Huntington Line				241178	917740301	044.04.2024	60-000-000-14-1431-000	3,476.95
	Mens Shirts				241116	917753560	043.04.2024	60-000-000-14-1431-000	224.00
								Vendor Total:	3,700.95
00293	Fortune Fish Company								
	Inv# 183085-032024 Seafood				241117	183085-032024	043.04.2024	60-000-000-14-1411-000	66.18
	Inv# 193450-032724 Seafood				241117	193450-032724	043.04.2024	60-000-000-14-1411-000	2,145.55
	Inv# 193452-032724 Seafood				241117	193452-032724	043.04.2024	60-000-000-14-1411-000	356.74
	Inv# 195774-032824 Seafood				241117	195774-032824	043.04.2024	60-000-000-14-1411-000	1,148.07
	Inv# 199395-033024 Seafood				241117	199395-033024	043.04.2024	60-000-000-14-1411-000	448.78
	Inv# 202793-040224 Seafood				241179	202793-040224	044.04.2024	60-000-000-14-1411-000	245.85
	Inv# 206168-040424 Seafood				241179	206168-040424	044.04.2024	60-000-000-14-1411-000	159.33
	Inv# 206168-040424 General Grocery				241179	206168-040424	044.04.2024	60-000-000-14-1415-000	89.60
	Inv# 208380-040524 Seafood				241179	208380-040524	044.04.2024	60-000-000-14-1411-000	132.22
	Inv# 215534-041024 Meat				241179	215534-041024	044.04.2024	60-000-000-14-1411-000	103.00
	Inv# 215534-041024 Seafood				241179	215534-041024	044.04.2024	60-000-000-14-1411-000	451.68
	Inv# 217324-041124 Seafood				241179	217324-041124	044.04.2024	60-000-000-14-1411-000	190.94
								Vendor Total:	5,537.94
00334	Gordon Food Service								
	Inv# 753247549 General Grocery				241047	753247549	042.04.2024	60-000-000-14-1415-000	38.98
								Vendor Total:	38.98
00335	W W Grainger Inc								
	Inv# 9040357684				241150	9040357684	043.04.2024	60-000-000-53-5311-000	62.33
	Dividers for Cabinets				241086	9068904417	042.04.2024	60-601-000-53-5313-000	31.32
	Storage Organizers				241297	9088311205	051.05.2024	60-601-000-53-5342-000	92.70
								Vendor Total:	186.35
00395	Harris Motor Sports Inc								
	Inv# 02-367297				241182	02-367297	044.04.2024	60-601-000-53-5315-000	73.75
								Vendor Total:	73.75
00408	Community School District 200								
	Paper Order				241165	041624	044.04.2024	60-000-000-53-5302-000	228.90
								Vendor Total:	228.90
00409	Communications Direct Inc								
	Radio Replacement Batteries				241038	IN179512	042.04.2024	60-611-911-53-5301-000	149.00
								Vendor Total:	149.00
00417	Constellation NewEnergy Inc								
	AGC Clubhouse 021224-031824				241040	2541575575_0324	042.04.2024	60-000-000-52-5260-000	84.12

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
AGC Clubhouse 031824-041624	241248	2541575575_0424	051.05.2024	60-000-000-52-5260-000C	75.93
AGC Clubhouse 021224-032224	241040	3652560612_0324	042.04.2024	60-000-000-52-5260-000C	12,017.11
AGC Clubhouse 032224-041624	241248	3652560612_0424	051.05.2024	60-000-000-52-5260-000C	8,673.43
Vendor Total:					20,850.59
00419 Consumers Packing Co.					
CM# 403889 Meat	241041	403889	042.04.2024	60-000-000-14-1411-000C	-472.50
Inv# 406101 Meat	241041	406101	042.04.2024	60-000-000-14-1411-000C	896.10
Inv# 406232 Meat	241041	406232	042.04.2024	60-000-000-14-1411-000C	1,628.73
Inv# 406286 Meat	241041	406286	042.04.2024	60-000-000-14-1411-000C	134.00
Inv# 406353 Meat	241111	406353	043.04.2024	60-000-000-14-1411-000C	4,823.24
Inv# 406500 Meat	241111	406500	043.04.2024	60-000-000-14-1411-000C	1,102.36
Inv# 406605 Meat	241111	406605	043.04.2024	60-000-000-14-1411-000C	409.21
Inv# 406682 Meat	241168	406682	044.04.2024	60-000-000-14-1411-000C	764.95
Inv# 406691 Meat	241168	406691	044.04.2024	60-000-000-14-1411-000C	635.04
Inv# 406768 Meat	241168	406768	044.04.2024	60-000-000-14-1411-000C	923.89
Inv# 406771 Meat	241168	406771	044.04.2024	60-000-000-14-1411-000C	279.13
Inv# 406881 Meat	241249	406881	051.05.2024	60-000-000-14-1411-000C	1,848.30
Inv# 407022 Meat	241249	407022	051.05.2024	60-000-000-14-1411-000C	1,036.35
Vendor Total:					14,008.80
00475 Constellation Newenergy Gas Division LLC					
AGC Clubhouse 020124-022924	241039	2400503855_0224	042.04.2024	60-000-000-52-5261-000C	2,822.01
Vendor Total:					2,822.01
00532 Imperial Bag & Paper Co LLC					
Inv# 1799994-00	241122	1799994-00	043.04.2024	60-000-000-53-5316-000C	361.50
Inv# 1799994-01	241186	1799994-01	044.04.2024	60-000-000-53-5316-000C	117.52
Vendor Total:					479.02
00615 MENARDS WEST CHICAGO					
Inv# 94006	241126	94006	043.04.2024	60-000-000-53-5313-000C	188.20
Inv# 94493	241194	94493	044.04.2024	60-000-000-53-5313-000C	238.43
Inv# 94854	241194	94854	044.04.2024	60-000-000-53-5313-000C	55.35
Bird House Poles/Garden Hose/Allen Wrench	241126	94939	043.04.2024	60-601-000-53-5342-000C	41.32
Inv# 95100	241126	95100	043.04.2024	60-000-000-53-5313-000C	53.29
Inv# 95431	241194	95431	044.04.2024	60-000-000-53-5313-000C	122.86
Vendor Total:					699.45
00742 Pepsi Beverages Company					
Inv# 27170704 Non-Alcoholic Beverages	241277	27170704	051.05.2024	60-000-000-14-1416-000C	558.08
Inv# 31468003 Non-Alcoholic Beverages	241277	31468003	051.05.2024	60-000-000-14-1416-000C	440.82
Inv# 36319404 Non-Alcoholic Beverages	241069	36319404	042.04.2024	60-000-000-14-1416-000C	442.21
Vendor Total:					1,441.11
00894 St Andrew Products					
Wood Tees	241143	61431-62617	043.04.2024	60-000-000-14-1430-000C	468.58
Vendor Total:					468.58
00911 Stuever & Sons Inc					
Inv# 435070 Beer Line Cleaning	241080	435070	042.04.2024	60-612-000-52-5210-000C	104.00
Inv# 437015 Restaurant Supplies	241213	437015	044.04.2024	60-612-902-53-5388-000C	28.00
Inv# 437015 Beer Line Cleaning	241213	437015	044.04.2024	60-612-000-52-5210-000C	104.00
Vendor Total:					236.00
00948 THE ANTIGUA GROUP INC					
Ladies Hoodies & Polos	241082	AIN-4774120	042.04.2024	60-000-000-14-1431-000C	579.95

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Vendor Total:									579.95
00956	Titleist								
	TruFeel Yellow Golf Balls				241148	917332685	043.04.2024	60-000-000-14-1432-000C	114.44
	Gloves and Golf Bags				241148	917332686	043.04.2024	60-000-000-14-1431-000C	2,664.00
	Gloves and Golf Bags				241148	917489441	043.04.2024	60-000-000-14-1431-000C	1,299.48
	Golf Balls				241148	917715432	043.04.2024	60-000-000-14-1432-000C	144.71
	BK Golf Balls				241292	917855338	051.05.2024	60-000-000-14-1432-000C	289.42
Vendor Total:									4,512.05
01023	Waste Management of Illinois Inc								
	Arrowhead GC 040124-043024				241151	12272113008_0424	043.04.2024	60-000-000-52-5263-000C	611.44
Vendor Total:									611.44
02231	Sysco-Chicago								
	Inv# 724147842 Restaurant Supplies				241214	724147842	044.04.2024	60-612-902-53-5388-000C	359.97
	Inv# 724167802 Banquet Supplies				241214	724167802	044.04.2024	60-612-901-53-5390-000C	359.97
	Inv# 724167803 Banquet Supplies				241214	724167803	044.04.2024	60-612-901-53-5390-000C	128.69
	Inv# 724167803 Restaurant Supplies				241214	724167803	044.04.2024	60-612-902-53-5388-000C	128.70
	Inv# 724191655 Restaurant Supplies				241214	724191655	044.04.2024	60-612-902-53-5388-000C	81.74
	Inv# 724191655 Banquet Supplies				241214	724191655	044.04.2024	60-612-901-53-5390-000C	81.73
	Inv# 724201932 Cleaning Supplies				241081	724201932	042.04.2024	60-000-000-53-5316-000C	510.87
	Inv# 724202861 Dairy				241081	724202861	042.04.2024	60-000-000-14-1414-000C	142.99
	Inv# 724202861 Banquet Supplies				241081	724202861	042.04.2024	60-612-901-53-5390-000C	20.00
	Inv# 724202861 General Grocery				241081	724202861	042.04.2024	60-000-000-14-1415-000C	1,343.09
	Inv# 724202861 Meat				241081	724202861	042.04.2024	60-000-000-14-1411-000C	895.26
	Inv# 724202862 Banquet Supplies				241081	724202862	042.04.2024	60-612-901-53-5390-000C	29.12
	Inv# 724202862 Cleaning Supplies				241081	724202862	042.04.2024	60-612-000-53-5316-000C	125.10
	Inv# 724202862 Restaurant Supplies				241081	724202862	042.04.2024	60-612-902-53-5388-000C	106.02
	Inv# 724202863 General Grocery				241081	724202863	042.04.2024	60-000-000-14-1415-000C	43.80
	Inv# 724207211 General Grocery				241081	724207211	042.04.2024	60-000-000-14-1415-000C	1,127.92
	Inv# 724207211 Meat				241081	724207211	042.04.2024	60-000-000-14-1411-000C	701.51
	Inv# 724207211 Meat				241081	724207211	042.04.2024	60-000-000-14-1411-000C	98.59
	Inv# 724207211 Dairy				241081	724207211	042.04.2024	60-000-000-14-1414-000C	22.75
	Inv# 724207211 Cleaning Supplies				241081	724207211	042.04.2024	60-612-000-53-5316-000C	265.31
	Inv# 724207211 Non-Alcoholic Beverages				241081	724207211	042.04.2024	60-000-000-14-1416-000C	94.84
	Inv# 724207212 Non-Alcoholic Beverages				241081	724207212	042.04.2024	60-000-000-14-1416-000C	659.82
	Inv# 724219904 Non-Alcoholic Beverages				241081	724219904	042.04.2024	60-000-000-14-1416-000C	108.89
	Inv# 724219905 Custodial Supplies				241081	724219905	042.04.2024	60-000-000-53-5316-000C	622.20
	Inv# 724219906 Meat				241081	724219906	042.04.2024	60-000-000-14-1411-000C	474.67
	Inv# 724219906 Meat				241081	724219906	042.04.2024	60-000-000-14-1411-000C	426.85
	Inv# 724219906 Restaurant Supplies				241081	724219906	042.04.2024	60-612-902-53-5388-000C	414.38
	Inv# 724219906 Cleaning Supplies				241081	724219906	042.04.2024	60-612-000-53-5316-000C	62.55
	Inv# 724219906 General Grocery				241081	724219906	042.04.2024	60-000-000-14-1415-000C	744.28
	Inv# 724220835 Banquet Supplies				241081	724220835	042.04.2024	60-612-901-53-5390-000C	177.67
	Inv# 724220835 Restaurant Supplies				241081	724220835	042.04.2024	60-612-902-53-5388-000C	177.67
	Inv# 724220836 Cleaning Supplies				241145	724220836	043.04.2024	60-612-000-53-5316-000C	51.47
	Inv# 724220836 Non-Alcoholic Beverages				241145	724220836	043.04.2024	60-000-000-14-1416-000C	117.71
	Inv# 724220836 General Grocery				241145	724220836	043.04.2024	60-000-000-14-1415-000C	298.35
	Inv# 724220836 Meat				241145	724220836	043.04.2024	60-000-000-14-1411-000C	240.48
	Inv# 724220836 Meat				241145	724220836	043.04.2024	60-000-000-14-1411-000C	257.19
	Inv# 724220836 Restaurant Supplies				241145	724220836	043.04.2024	60-612-902-53-5388-000C	426.35
	Inv# 724220836 Banquet Supplies				241145	724220836	043.04.2024	60-612-901-53-5390-000C	133.56
	Inv# 724220837 General Grocery				241145	724220837	043.04.2024	60-000-000-14-1415-000C	2,000.82
	Inv# 724220837 Meat				241145	724220837	043.04.2024	60-000-000-14-1411-000C	119.10
	Inv# 724224858 General Grocery				241145	724224858	043.04.2024	60-000-000-14-1415-000C	110.35
	Inv# 724224858 Meat				241145	724224858	043.04.2024	60-000-000-14-1411-000C	396.50

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

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Inv# 724224859 Meat	241145	724224859	043.04.2024	60-000-000-14-1411-000C	259.52
Inv# 724224859 General Grocery	241145	724224859	043.04.2024	60-000-000-14-1415-000C	698.04
Inv# 724224859 Non-Alcoholic Beverages	241145	724224859	043.04.2024	60-000-000-14-1416-000C	53.00
Inv# 724224860 Custodial Supplies	241145	724224860	043.04.2024	60-612-000-53-5316-000C	370.00
Inv# 724224861 General Grocery	241145	724224861	043.04.2024	60-000-000-14-1415-000C	561.11
Inv# 724224861 Meat	241145	724224861	043.04.2024	60-000-000-14-1411-000C	509.80
Inv# 724224861 Dairy	241145	724224861	043.04.2024	60-000-000-14-1414-000C	74.24
Inv# 724224862 General Grocery	241145	724224862	043.04.2024	60-000-000-14-1415-000C	161.13
Inv# 724235972 General Grocery	241145	724235972	043.04.2024	60-000-000-14-1415-000C	404.98
Inv# 724235972 Restaurant Supplies	241145	724235972	043.04.2024	60-612-902-53-5388-000C	49.31
Inv# 724235972 Meat	241145	724235972	043.04.2024	60-000-000-14-1411-000C	644.39
Inv# 724235973 Custodial Supplies	241145	724235973	043.04.2024	60-612-000-53-5316-000C	380.53
Inv# 724235973 Restaurant Supplies	241145	724235973	043.04.2024	60-612-902-53-5388-000C	482.08
Inv# 724235974 General Grocery	241145	724235974	043.04.2024	60-000-000-14-1415-000C	1,282.09
Inv# 724235974 Meat	241145	724235974	043.04.2024	60-000-000-14-1411-000C	733.53
Inv# 724235974 Meat	241145	724235974	043.04.2024	60-000-000-14-1411-000C	98.59
Inv# 724235974 Restaurant Supplies	241145	724235974	043.04.2024	60-612-902-53-5388-000C	45.92
Inv# 724235975 General Grocery	241145	724235975	043.04.2024	60-000-000-14-1415-000C	1,075.10
Inv# 724235975 Dairy	241145	724235975	043.04.2024	60-000-000-14-1414-000C	605.18
Inv# 724235975 Meat	241145	724235975	043.04.2024	60-000-000-14-1411-000C	158.80
Inv# 724236918 Restaurant Supplies	241214	724236918	044.04.2024	60-612-902-53-5388-000C	165.65
Inv# 724236918 General Grocery	241214	724236918	044.04.2024	60-000-000-14-1415-000C	996.30
Inv# 724236918 Meat	241214	724236918	044.04.2024	60-000-000-14-1411-000C	589.55
Inv# 724236918 Meat	241214	724236918	044.04.2024	60-000-000-14-1411-000C	796.70
Inv# 724244416 General Grocery	241214	724244416	044.04.2024	60-000-000-14-1415-000C	676.76
Inv# 724244416 Meat	241214	724244416	044.04.2024	60-000-000-14-1411-000C	80.75
Inv# 724244416 Dairy	241214	724244416	044.04.2024	60-000-000-14-1414-000C	90.06
Inv# 724244416 Cleaning Supplies	241214	724244416	044.04.2024	60-612-000-53-5316-000C	111.81
Inv# 724244416 Non-Alcoholic Beverages	241214	724244416	044.04.2024	60-000-000-14-1416-000C	254.14
Inv# 724244417 General Grocery	241214	724244417	044.04.2024	60-000-000-14-1415-000C	30.72
Inv# 724244418 Cleaning Supplies	241214	724244418	044.04.2024	60-000-000-53-5316-000C	299.50
Inv# 724256921 Cleaning Supplies	241214	724256921	044.04.2024	60-612-000-53-5316-000C	111.81
Inv# 724256921 General Grocery	241214	724256921	044.04.2024	60-000-000-14-1415-000C	848.24
Inv# 724256921 Dairy	241214	724256921	044.04.2024	60-000-000-14-1414-000C	45.50
Inv# 724256921 Meat	241214	724256921	044.04.2024	60-000-000-14-1411-000C	403.43
Inv# 724256921 Meat	241214	724256921	044.04.2024	60-000-000-14-1411-000C	632.46
Inv# 724257828 Dairy	241290	724257828	051.05.2024	60-000-000-14-1414-000C	128.63
Inv# 724257828 General Grocery	241290	724257828	051.05.2024	60-000-000-14-1415-000C	1,629.49
Inv# 724257828 Meat	241290	724257828	051.05.2024	60-000-000-14-1411-000C	900.58
Inv# 724257829 Banquet Supplies	241290	724257829	051.05.2024	60-612-901-53-5390-000C	49.03
Inv# 724257829 Custodial Supplies	241290	724257829	051.05.2024	60-612-000-53-5316-000C	358.90
Inv# 724257829 Restaurant Supplies	241290	724257829	051.05.2024	60-612-902-53-5388-000C	391.55
Inv# 724262592 Meat	241290	724262592	051.05.2024	60-000-000-14-1411-000C	347.75
Inv# 724262592 Meat	241290	724262592	051.05.2024	60-000-000-14-1411-000C	246.36
Inv# 724262592 General Grocery	241290	724262592	051.05.2024	60-000-000-14-1415-000C	550.92
Inv# 724262592 Dairy	241290	724262592	051.05.2024	60-000-000-14-1414-000C	43.31
Inv# 724262592 Non-Alcoholic Beverages	241290	724262592	051.05.2024	60-000-000-14-1416-000C	444.26
Inv# 724275626 Dairy	241290	724275626	051.05.2024	60-000-000-14-1414-000C	221.10
Inv# 724275626 General Grocery	241290	724275626	051.05.2024	60-000-000-14-1415-000C	114.71
Inv# 724275627 Restaurant Supplies	241290	724275627	051.05.2024	60-612-902-53-5388-000C	759.75
Inv# 724275627 Custodial Supplies	241290	724275627	051.05.2024	60-612-000-53-5316-000C	317.98
Inv# 724275627 Banquet Supplies	241290	724275627	051.05.2024	60-612-901-53-5390-000C	69.22
Inv# 724275628 General Grocery	241290	724275628	051.05.2024	60-000-000-14-1415-000C	1,361.35
Inv# 724275628 Meat	241290	724275628	051.05.2024	60-000-000-14-1411-000C	263.34
Inv# 724275628 Meat	241290	724275628	051.05.2024	60-000-000-14-1411-000C	344.95
Inv# 724275629 Custodial Supplies	241290	724275629	051.05.2024	60-612-000-53-5316-000C	31.60
Inv# 724281127 Cleaning Supplies	241214	724281127	044.04.2024	60-000-000-53-5316-000C	644.13

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
								Vendor Total:	38,688.46
02265	Parts Town								
		Inv# 2102169077			241199	2102169077	044.04.2024	60-612-000-54-5441-000C	83.44
								Vendor Total:	83.44
02796	NAPA								
		Invoice# 3627-577305			241062	3627-577305	042.04.2024	60-601-000-53-5315-000C	173.64
		Invoice# 3627-577625			241062	3627-577625	042.04.2024	60-601-000-53-5315-000C	117.04
		Invoice# 3627-577952			241062	3627-577952	042.04.2024	60-601-000-53-5315-000C	93.52
								Vendor Total:	384.20
03113	Airgas National Carbonation								
		Bulk CO2 Inv# 9147992234			241014	9147992234	042.04.2024	60-612-000-52-5220-000C	171.74
		Bulk CO2 Inv# 9148214443			241014	9148214443	042.04.2024	60-612-000-52-5220-000C	230.87
		Bulk CO2 Inv# 9148767031			241227	9148767031	051.05.2024	60-612-000-52-5220-000C	164.45
								Vendor Total:	567.06
03481	Tressler LLP								
		Services through 03/31/24			241216	485250	044.04.2024	60-000-000-52-5207-000C	3,138.67
								Vendor Total:	3,138.67
03485	Clowning Around Entertainment								
		Inv# 42403 Deposit for Event Rental			241162	42403	044.04.2024	60-612-901-52-5292-000C	547.00
								Vendor Total:	547.00
03574	The Knot Worldwide Inc								
		Ad Agreement			241147	INV787590788938	043.04.2024	60-612-415-54-5426-000C	3,670.80
								Vendor Total:	3,670.80
03754	Comcast Cable								
		AGC Clubhouse 041424-051324			241109	87712049102197_05	043.04.2024	60-000-000-52-5262-000C	256.85
								Vendor Total:	256.85
04109	Power Up Batteries LLC.								
		Inv# 71634559			241136	P71634559	043.04.2024	60-000-000-53-5312-000C	338.33
								Vendor Total:	338.33
04267	Martin Whalen Group Inc								
		AGC Clubhouse 032824-042724			241268	70548_0424	051.05.2024	60-611-000-52-5211-0000	19.07
		AGC Clubhouse 042824-052724			241268	70548_0524	051.05.2024	60-611-000-52-5211-0000	19.07
		AGC Clubhouse 032824-042724			241268	70549_0424	051.05.2024	60-000-000-52-5211-000C	4.06
		AGC Clubhouse 042824-052724			241268	70549_0524	051.05.2024	60-000-000-52-5211-000C	4.06
		Arrowhead- Maintenance 032824-042724			241268	70559_0424	051.05.2024	60-000-000-52-5211-000C	15.60
		Arrowhead- Maintenance 042824-052724			241268	70559_0524	051.05.2024	60-000-000-52-5211-000C	15.60
		AGC Clubhouse 032824-042724			241268	70561_0424	051.05.2024	60-612-000-52-5211-000C	12.60
		AGC Clubhouse 042824-052724			241268	70561_0524	051.05.2024	60-612-000-52-5211-000C	12.60
		AGC Clubhouse 032824-042724			241268	70563_0424	051.05.2024	60-601-000-52-5211-000C	4.54
		AGC Clubhouse 042824-052724			241268	70563_0524	051.05.2024	60-601-000-52-5211-000C	4.54
		AGC 032824-042724			241268	MW82279_0424	051.05.2024	60-000-000-52-5211-000C	628.52
		AGC 042824-052724			241268	MW82279_0524	051.05.2024	60-000-000-52-5211-000C	628.52
								Vendor Total:	1,368.78
04296	Culligan DuPage Soft Water Service Inc								
		Salt Delivery March 2024			241042	261958_0324S	042.04.2024	60-612-000-52-5210-000C	92.50
		Arrowhead Drinking Water March 2024			241042	261958_0324W	042.04.2024	60-000-000-52-5210-000C	81.89

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
	Annual Water Cooler Rental April 2024				241042	261958_0424R	042.04.2024	60-000-000-52-5210-000C	18.00
	Softener Rental April 2024				241042	261958_0424RS	042.04.2024	60-612-000-52-5210-000C	106.00
Vendor Total:									298.39
04508	Get Fresh Produce Inc.								
	Inv# 04641226 Produce				241046	04641226	042.04.2024	60-000-000-14-1413-000C	288.00
	Inv# 04641226 Dairy				241046	04641226	042.04.2024	60-000-000-14-1414-000C	330.75
	Inv# 04643070 Dairy				241046	04643070	042.04.2024	60-000-000-14-1414-000C	482.13
	Inv# 04643070 Produce				241046	04643070	042.04.2024	60-000-000-14-1413-000C	469.15
	Inv# 04644042 Produce				241046	04644042	042.04.2024	60-000-000-14-1413-000C	270.75
	Inv# 04644042 General Grocery				241046	04644042	042.04.2024	60-000-000-14-1415-000C	58.60
	Inv# 04644042 Dairy				241046	04644042	042.04.2024	60-000-000-14-1414-000C	160.80
	Inv# 04645300 Dairy				241046	04645300	042.04.2024	60-000-000-14-1414-000C	167.40
	Inv# 04645300 Produce				241046	04645300	042.04.2024	60-000-000-14-1413-000C	314.35
	Inv# 04646384 Dairy				241046	04646384	042.04.2024	60-000-000-14-1414-000C	28.80
	Inv# 04646384 Produce				241046	04646384	042.04.2024	60-000-000-14-1413-000C	231.31
	Inv# 04647262 Produce				241180	04647262	044.04.2024	60-000-000-14-1413-000C	364.20
	Inv# 04647262 Dairy				241180	04647262	044.04.2024	60-000-000-14-1414-000C	188.00
	Inv# 04649414 Produce				241180	04649414	044.04.2024	60-000-000-14-1413-000C	155.45
	Inv# 04649414 General Grocery				241180	04649414	044.04.2024	60-000-000-14-1415-000C	31.25
	Inv# 04649482 Produce				241180	04649482	044.04.2024	60-000-000-14-1413-000C	1,579.20
	Inv# 04649482 Dairy				241180	04649482	044.04.2024	60-000-000-14-1414-000C	467.26
	Inv# 04649849 Produce				241118	04649849	043.04.2024	60-000-000-14-1413-000C	1,243.80
	Inv# 04649849 Dairy				241118	04649849	043.04.2024	60-000-000-14-1414-000C	885.35
	Inv# 04653766 General Grocery				241180	04653766	044.04.2024	60-000-000-14-1415-000C	27.35
	Inv# 04653766 Produce				241180	04653766	044.04.2024	60-000-000-14-1413-000C	199.05
	Inv# 04653766 Dairy				241180	04653766	044.04.2024	60-000-000-14-1414-000C	416.40
	Inv# 04654933 Produce				241180	04654933	044.04.2024	60-000-000-14-1413-000C	141.50
	Inv# 04655715 Produce				241180	04655715	044.04.2024	60-000-000-14-1413-000C	131.30
	Inv# 04655715 General Grocery				241180	04655715	044.04.2024	60-000-000-14-1415-000C	31.25
	Inv# 04655715 Dairy				241180	04655715	044.04.2024	60-000-000-14-1414-000C	351.58
	Inv# 04656857 Dairy				241180	04656857	044.04.2024	60-000-000-14-1414-000C	76.35
	Inv# 04656857 Produce				241180	04656857	044.04.2024	60-000-000-14-1413-000C	183.00
	Inv# 04657529 Produce				241180	04657529	044.04.2024	60-000-000-14-1413-000C	279.55
	Inv# 04657529 Dairy				241180	04657529	044.04.2024	60-000-000-14-1414-000C	188.00
	Inv# 04658683 Dairy				241180	04658683	044.04.2024	60-000-000-14-1414-000C	320.96
	Inv# 04658683 Produce				241180	04658683	044.04.2024	60-000-000-14-1413-000C	380.65
	Inv# 04660019 Produce				241256	04660019	051.05.2024	60-000-000-14-1413-000C	328.90
	Inv# 04660019 Dairy				241256	04660019	051.05.2024	60-000-000-14-1414-000C	40.20
	Inv# 04661075 Dairy				241256	04661075	051.05.2024	60-000-000-14-1414-000C	79.80
	Inv# 04661075 Produce				241256	04661075	051.05.2024	60-000-000-14-1413-000C	140.85
	Inv# 04662242 Produce				241256	04662242	051.05.2024	60-000-000-14-1413-000C	171.00
	Inv# 04662242 Dairy				241256	04662242	051.05.2024	60-000-000-14-1414-000C	199.92
	Inv# 04663024 Dairy				241256	04663024	051.05.2024	60-000-000-14-1414-000C	51.80
	Inv# 04663024 General Grocery				241256	04663024	051.05.2024	60-000-000-14-1415-000C	58.60
	Inv# 04663024 Produce				241256	04663024	051.05.2024	60-000-000-14-1413-000C	631.80
Vendor Total:									12,146.36
05138	Wyatts CO2 & Beer Line Cleaning								
	Inv# 33122 Nitron Tanks				241090	33122	042.04.2024	60-612-902-53-5388-000C	55.00
Vendor Total:									55.00
05491	Reach Sports Marketing Group Inc.								
	Inv# 94589 F&B Media Screens				241204	94589	044.04.2024	60-612-000-52-5210-000C	350.00
Vendor Total:									350.00
05532	Berg Engineering Consultants Ltd.								

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
AGC Clubhouse RTU Replacement Documents	241234	16483	051.05.2024	60-000-000-57-5701-000C	23,000.00
Vendor Total:					23,000.00
05540 Performance Chemical & Supply					
Inv# 300705	241070	300705	042.04.2024	60-000-000-53-5316-000C	320.89
Inv# 301522	241070	301522	042.04.2024	60-000-000-53-5316-000C	674.42
Inv# 301905	241200	301905	044.04.2024	60-612-000-53-5316-000C	889.50
Inv# 302195	241135	302195	043.04.2024	60-000-000-53-5316-000C	43.98
Vendor Total:					1,928.79
05765 Luetkehans, Phillip					
Cosley Lot through 03/17/24	241057	8	042.04.2024	60-000-000-52-5207-000C	5,811.43
General Matters through 03/17/24	241057	80	042.04.2024	60-000-000-52-5207-000C	2,422.00
General Matters through 04/15/24	241267	81	051.05.2024	60-000-000-52-5207-000C	2,109.99
Cosley Parking Lot through 04/15/24	241267	9	051.05.2024	60-000-000-52-5207-000C	17,745.78
Vendor Total:					28,089.20
05817 Prestige Flag					
Putting Sticks	241202	738181	044.04.2024	60-601-000-53-5342-000C	573.03
Vendor Total:					573.03
05940 SiteOne Landscape Supply Holding LLC					
Clubhouse Irrigation Repair Parts	241142	139738061-001	043.04.2024	60-601-000-53-5343-000C	196.47
3 Gallon Spray Tank	241142	19746076-001	043.04.2024	60-601-000-53-5343-000C	60.82
Vendor Total:					257.29
06027 DeEtta's Bakery Inc					
Inv# 4967 Easter Desserts	241112	4967	043.04.2024	60-612-901-52-5292-000C	1,615.00
Inv# 4970 Event Desserts	241172	4970	044.04.2024	60-612-901-52-5292-000C	47.59
Inv# 4979 Event Desserts	241172	4979	044.04.2024	60-612-901-52-5292-000C	467.75
Vendor Total:					2,130.34
06159 Payne Sod Farm INC					
Sod	241276	24-152	051.05.2024	60-601-000-53-5331-000C	830.00
Sod for Cart Path Edges	241068	24-46	042.04.2024	60-601-000-53-5331-000C	1,861.00
Vendor Total:					2,691.00
06308 Westlake Hardware Inc					
Construction Adhesive	241088	12611064	042.04.2024	60-601-000-53-5342-000C	28.77
Velcro/Drill Bits/Saw Blades	241088	12611093	042.04.2024	60-601-000-53-5342-000C	120.94
White Paint and Light Bulbs	241088	12611107	042.04.2024	60-601-000-53-5342-000C	118.98
Vendor Total:					268.69
06434 Concentric Ventures Incorporated					
Inv# 11016 March Liquor Inventory Consultant	241247	11016	051.05.2024	60-612-000-52-5210-000C	1,900.00
Vendor Total:					1,900.00
06528 Swannies Golf Apparel Co					
Spring Hats	241144	53986	043.04.2024	60-000-000-14-1431-000C	1,096.00
Mens and Womens Shirts	241289	55942	051.05.2024	60-000-000-14-1431-000C	1,247.62
Vendor Total:					2,343.62
06542 Peerless Network Inc					
AGC 041524-051424	241134	66174_0524	043.04.2024	60-000-000-52-5262-000C	109.17
Vendor Total:					109.17

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
06626 Cozzini Bros, Inc. Inv# 15419039 Cutlery Service	241169	C15419039	044.04.2024	60-612-000-52-5210-000C	50.60
Vendor Total:					50.60
06640 Yamaha Motor Finance Corporation U.S.A. May GPS Lease	241225	837616	044.04.2024	60-611-000-52-5211-0000	7,882.60
Vendor Total:					7,882.60
06670 Brinks Incorporated 04/2024 Armored Services for AGC	241025	12575285	042.04.2024	60-000-000-52-5214-000C	157.08
Vendor Total:					157.08
06674 Lingo Communications LLC AGC Banquets 030424-040324 AGC Restaurant 030424-040324 AGC Golf 030424-040324 AGC Banquets 040424-050324 AGC Golf 040424-050324 AGC Restaurant 040424-050324	241125	33843547	043.04.2024	60-612-901-52-5262-000C	195.89
	241125	33843547	043.04.2024	60-612-902-52-5262-000C	201.82
	241125	33843547	043.04.2024	60-611-000-52-5262-000C	195.89
	241125	33885654	043.04.2024	60-612-901-52-5262-000C	195.89
	241125	33885654	043.04.2024	60-611-000-52-5262-000C	195.89
	241125	33885654	043.04.2024	60-612-902-52-5262-000C	201.82
Vendor Total:					1,187.20
06686 SI-Products LLC Mens Pullovers Crew Hoodies Hoodies for Grounds Crew Crew Hoodie	241140	U3571510/1	043.04.2024	60-000-000-14-1431-000C	407.50
	241210	U3577720	044.04.2024	60-601-000-53-5330-000C	397.63
	241078	U4504160	042.04.2024	60-601-000-53-5330-000C	1,420.05
	241210	U450416A	044.04.2024	60-601-000-53-5330-000C	68.50
Vendor Total:					2,293.68
06687 Van-Lang Enterprises Inv# 315853 General Grocery Inv# 316043 General Grocery Inv# 316100 General Grocery Inv# 316271 General Grocery	241084	315853	042.04.2024	60-000-000-14-1415-000C	1,896.00
	241218	316043	044.04.2024	60-000-000-14-1415-000C	1,150.00
	241218	316100	044.04.2024	60-000-000-14-1415-000C	188.00
	241294	316271	051.05.2024	60-000-000-14-1415-000C	384.00
Vendor Total:					3,618.00
06766 M&M Event Planners Inc. Inv# 5433 Event Linen Inv# 5475 Event Linen	241058	5433	042.04.2024	60-612-901-52-5292-000C	734.00
	241193	5475	044.04.2024	60-612-901-52-5292-000C	48.75
Vendor Total:					782.75
06895 Protect My Ministry, LLC Background Check MVR	241071	1138480	042.04.2024	60-418-911-52-5208-000C	26.00
Vendor Total:					26.00
06940 Advocate Health and Hospitals Corporation Back Evaluations Back Evaluations	241096	855984	043.04.2024	60-418-911-52-5208-000C	132.00
	241096	855984	043.04.2024	60-418-912-52-5208-000C	198.00
Vendor Total:					330.00
06960 Campagna-Turano Bakery Inc. Inv# 118019271 General Grocery Inv# 118019446 General Grocery Inv# 118019484 General Grocery Inv# 118019546 General Grocery Inv# 118019618 General Grocery Inv# 118019650 General Grocery	241027	118019271	042.04.2024	60-000-000-14-1415-000C	108.06
	241027	118019446	042.04.2024	60-000-000-14-1415-000C	63.21
	241027	118019484	042.04.2024	60-000-000-14-1415-000C	121.70
	241027	118019546	042.04.2024	60-000-000-14-1415-000C	49.69
	241027	118019618	042.04.2024	60-000-000-14-1415-000C	196.13
	241160	118019650	044.04.2024	60-000-000-14-1415-000C	75.67

Fund	Description	Vendor No	Vendor Name	Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
				Inv# 118019688 General Grocery	241160	118019688	044.04.2024	60-000-000-14-1415-000C	83.17
				Inv# 118019748 General Grocery	241160	118019748	044.04.2024	60-000-000-14-1415-000C	97.16
				Inv# 118019820 General Grocery	241160	118019820	044.04.2024	60-000-000-14-1415-000C	198.28
				Inv# 118019850 General Grocery	241160	118019850	044.04.2024	60-000-000-14-1415-000C	84.76
				Inv# 118019892 General Grocery	241160	118019892	044.04.2024	60-000-000-14-1415-000C	54.55
				Inv# 118019958 General Grocery	241160	118019958	044.04.2024	60-000-000-14-1415-000C	100.55
				Inv# 118019992 General Grocery	241238	118019992	051.05.2024	60-000-000-14-1415-000C	87.89
				Inv# 118020030 General Grocery	241160	118020030	044.04.2024	60-000-000-14-1415-000C	335.72
				Inv# 118020063 General Grocery	241238	118020063	051.05.2024	60-000-000-14-1415-000C	244.56
				Inv# 118020111 General Grocery	241238	118020111	051.05.2024	60-000-000-14-1415-000C	222.80
				Inv# 118020172 General Grocery	241238	118020172	051.05.2024	60-000-000-14-1415-000C	49.92
				Inv# 118020203 General Grocery	241238	118020203	051.05.2024	60-000-000-14-1415-000C	92.41
								Vendor Total:	2,266.23
06973			Revels Turf and Tractor, LLC						
				Inv# 300039	241283	300039	051.05.2024	60-601-000-53-5315-000C	232.63
								Vendor Total:	232.63
06999			Reliable Fire Equipment Co.						
				AGC Annual Fire Panel Inspection	241073	102911	042.04.2024	60-000-000-52-5211-000C	780.00
				Arrowhead Annual Fire Panel Inspection	241073	102912	042.04.2024	60-000-000-52-5211-000C	1,490.00
				Inv# 106455	241206	106455	044.04.2024	60-000-000-54-5441-000C	1,985.00
								Vendor Total:	4,255.00
07053			Amperage Electrical Supply, Inc.						
				Inv# 6585-2057748	241099	6585-2057748	043.04.2024	60-000-000-53-5312-000C	50.22
				Inv# 6585-2062171	241099	6585-2062171	043.04.2024	60-000-000-53-5312-000C	537.75
								Vendor Total:	587.97
07084			O'Toole III, Thomas						
				Inv# 4451 Event Dessert Station	241198	4451	044.04.2024	60-612-901-52-5292-000C	684.25
								Vendor Total:	684.25
07093			Rose Exterminator Co.						
				Inv# 3620013	241074	3620013	042.04.2024	60-000-000-52-5211-000C	198.00
								Vendor Total:	198.00
07159			Xerox Corporation						
				AGC Clubhouse 040724-050624	241301	0100160004001_052	051.05.2024	60-000-000-52-5211-000C	523.50
								Vendor Total:	523.50
07188			L&FF LLC						
				Inv# 1579 Easter Desserts	241055	1579	042.04.2024	60-612-901-52-5292-000C	630.00
								Vendor Total:	630.00
07202			Scalesgear.com LLC						
				Mens and Womens Sun Shirts	241138	34089	043.04.2024	60-000-000-14-1431-000C	1,173.76
								Vendor Total:	1,173.76
07239			Hurley, Peter G.						
				Mileage Reimbursement for March 2024	241051	033124	042.04.2024	60-000-000-54-5422-000C	68.34
								Vendor Total:	68.34
07280			Simplot AB Retail Inc.						
				April 2024 T-Pass	241212	040124	044.04.2024	60-601-000-53-5335-000C	20,338.63
				May 2024 T-Pass	241285	050124	051.05.2024	60-601-000-53-5335-000C	20,338.63

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
Triclopyr	241212	238002825	044.04.2024	60-601-000-53-5335-000C	506.68
Shaws 40-0-0	241141	238003244	043.04.2024	60-601-000-53-5335-000C	632.40
Barricade 4FL	241141	238003282	043.04.2024	60-601-000-53-5335-000C	1,332.00
Straw Blanket	241141	238003283	043.04.2024	60-601-000-53-5331-000C	501.24
Chicagoland Fescue Seed	241141	238003284	043.04.2024	60-601-000-53-5331-000C	213.50
Everwhite Cup Sleeves	241212	238003310	044.04.2024	60-601-000-53-5342-000C	105.35
Vendor Total:					43,968.43
07304 Da Silva, Ivone K					
Inv# AGC-Easter-2024r2 Flowers	241170	AGC-Easter-2024	044.04.2024	60-612-901-52-5292-000C	990.00
Vendor Total:					990.00
07363 PRG Americas LLC					
Pro Shop Ball Markers and Repair Tools	241137	8057	043.04.2024	60-000-000-14-1430-000C	1,428.01
Vendor Total:					1,428.01
07374 Linksoul LLC					
Mens Shirts/Pullovers/Hoodies	241191	319783	044.04.2024	60-000-000-14-1431-000C	1,839.89
Vendor Total:					1,839.89
07420 Restaurant Technologies Inc					
Inv# 18494695 Frying Oil	241282	18494695	051.05.2024	60-000-000-14-1415-000C	110.79
Inv# 18502954 Frying Oil	241282	18502954	051.05.2024	60-000-000-14-1415-000C	1,022.76
Inv# 18613353 Kitchen Oil Recycle	241282	18613353	051.05.2024	60-612-000-52-5210-000C	348.21
Inv# 18664905 General Grocery	241282	18664905	051.05.2024	60-000-000-14-1415-000C	1,210.76
Inv# 18828920 Frying Oil	241282	18828920	051.05.2024	60-000-000-14-1415-000C	1,261.92
Vendor Total:					3,954.44
07430 MINT GREEN GROUP USA INC.					
Nike Shoes	241127	INV474888	043.04.2024	60-000-000-14-1431-000C	83.20
Vendor Total:					83.20
07441 CivicPlus, LLC					
Social Media Archiving Annual Plan	241034	295735	042.04.2024	60-000-000-54-5425-000C	1,762.68
Vendor Total:					1,762.68
07450 Palatine Park District					
Webinar on Outlook Calendar	241132	AD4501	043.04.2024	60-000-000-54-5432-000C	4.97
Vendor Total:					4.97
07453 Foodservice Solutions Inc					
Inv# 86424 Restaurant Fryer Supplies	241254	86424	051.05.2024	60-612-902-53-5388-000C	265.81
Vendor Total:					265.81
07455 Mynatt, Maria					
Refund for Overcharge on Check	241272	042624	051.05.2024	60-000-000-25-2546-000C	50.00
Vendor Total:					50.00
07461 Mule, Joan					
Refund for Easter Reservation	241271	042624	051.05.2024	60-612-901-45-4587-000C	50.00
Vendor Total:					50.00
Fund Total:					270,788.81
70 Information Technology					
01006 Vermont Systems Inc					

Fund Description
Vendor No Vendor Name

Line Item Description	Check No	Invoice Number	Batch Number	GL Account Number	Amount
PPF Recovery Room Control Set Up/Training an	241219	VS012141	044.04.2024	70-000-000-52-5240-000C	1,018.75
				Vendor Total:	1,018.75
02651 Topcon Solutions Inc.					
Survey Grade GPS Software	241149	INV278142	043.04.2024	70-000-000-52-5240-000C	815.00
				Vendor Total:	815.00
05743 Advanced Intelligence Engineering					
Monthly Support April 2024	241013	13941	042.04.2024	70-000-000-52-5240-000C	20,776.40
Rice Pool Equipment	241095	13984	043.04.2024	70-000-000-53-5305-000C	694.81
Seven Gables Network Setup Project Labor	241226	13986	051.05.2024	70-000-000-52-5240-000C	736.25
Desktop Replacement for Asst Golf Professional	241154	13993	044.04.2024	70-000-000-53-5305-000C	1,232.67
				Vendor Total:	23,440.13
				Fund Total:	25,273.88
75 Health Insurance					
00270 Flexible Benefit Service Corp.					
Flex/Cobra Admin Fees for March 2024	241177	FBS-895653	044.04.2024	75-000-000-52-5274-000C	60.00
				Vendor Total:	60.00
06726 Dearborn Life Insurance Company					
Foundation% Insurance May 2024	241250	F024990-01 0524	051.05.2024	75-000-000-12-1221-000C	6.48
WDSRA% Insurance May 2024	241250	F024990-01 0524	051.05.2024	75-000-000-12-1222-000C	12.92
Retiree Vision Insurance May 2024	241250	F024990-01 0524	051.05.2024	75-000-000-21-2137-000C	38.64
GTL Insurance May 2024	241250	F024990-01 0524	051.05.2024	75-000-000-52-5230-000C	2,348.90
Vision Insurance May 2024	241250	F024990-01 0524	051.05.2024	75-000-000-52-5231-000C	1,281.24
EAP Insurance for May 2024	241171	F024990-2 0524	044.04.2024	75-000-000-52-5231-000C	618.24
				Vendor Total:	4,306.42
				Fund Total:	4,366.42
				Report Total:	898,723.90



Wheaton Park District

Wheaton Park District Board of Commissioners Meeting Minutes

Wednesday April 17, 2024 5:00 p.m.

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

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

Commissioner Frey was absent.

PRESENTATIONS

Cosley Zoo 50th Anniversary and Run for the Animals

Kaitlin Lizik, Annual Giving and Events Manager for the Wheaton Park District, stated that she has the privilege of working with the park district's three nonprofit foundations. She said that the development team is hard at work with planning special events and fundraising initiatives. The DuPage County Historical Museum Foundation is currently planning two new fundraising events for 2024: HOtober Fest and An Evening with Geoffrey Baer; the Play for All Playground and Garden Foundation is gearing up for Summer Play Days and is celebrating 10 years of inclusive play; and the Cosley Foundation is celebrating Cosley Zoo's 50th Anniversary.

She shared the marketing and fundraising initiatives for Cosley Zoo in 2024, as they all commemorate the 50th anniversary in some way. The marketing team has been hard at work creating historical panels that will be placed at Cosley Zoo. These panels will highlight the zoo's accomplishments throughout the decades, allowing visitors to become immersed in the zoo's history. The Cosley Run for the Animals will be taking place on June 1. We're expecting over 1,700 participants to join us this year. To highlight the 50th anniversary, we have designed a retro themed T-shirt, reflective of the 1970s. This design will also be featured in our finisher's medal.

The Mike Williams Cosley Classic will take place on August 5 at Arrowhead Golf Club. After last year's sold-out event, we will be using all three courses again this year and will be incorporating the 50th anniversary into the golfer gift. The zoo opened as Cosley Children's Park and Museum on August 17, 1974. We will be hosting an Anniversary Opening Day Celebration on Saturday, August 17 that will be a community event for all to enjoy. This event will feature giveaways, activities throughout the day, and more. Lastly, Cosley Zoo will be hosting its first-ever gala, Woodland Wonder, on September 7, 2024. Woodland Wonder will be an enchanting evening at the zoo, where guests will enjoy a delicious meal, engage in animal encounters, and learn about the zoo's important mission.

COMMUNITY INPUT

Sharon Beiersdorf, 766 Ralph Court, provided public comment concerning the admission fee for the summer concert series.

Charles Smith, ON236 Woodland Drive, provided public comment concerning the proposed Cosley Zoo parking lot.

John Patterson, 1849 Cherry Street, provided public comment concerning park district commissioner individual email addresses, the admission fee for the summer concert series, and the proposed charging stations at the Community Center.

CONSENT AGENDA

- A. Approval of the Disbursements totaling \$513,156.67 for the period beginning March 13, 2024, and ending, April 9, 2024
- B. Approval of the Disbursements totaling \$966,384.79 for the period beginning March 13, 2024, and ending, April 9, 2024
- C. Approval of Board Meeting Minutes March 20, 2024
- D. Approval of Special Meeting Minutes April 3, 2024
- E. Approval of Subcommittee Meeting Minutes February 7, 2024

Commissioner Pecharich moved to approve the consent agenda as presented. Seconded by Commissioner Vires. No discussion.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Arrowhead Golf Club Heating and Cooling Roof Top Unit Replacement Project

Vires moved to approve a contract with Cahill Heating and Air for the Arrowhead Golf Clubhouse Roof Top Unit Replacement Project for the base bid in the amount of \$492,000, plus a 10% contingency. Seconded by Commissioner Barrett.

President Kelly stated that this will take place for approximately three weeks in the middle of October when no heat or air conditioning is typically needed. We will install several units at a time.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

2. Cream of Wheaton Concessions Purchases and Trailer Rental

Commissioner Barrett moved to approve the invoice from Euclid Beverage at a total cost not to exceed \$27,000. Seconded by Commissioner Mee.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

3. Alcohol Sales and Service on Park District Property for 2024 Events

Commissioner Pecharich moved to approve proposed alcohol sales and service for the following 2024 events:

- Cosley Zoo Uncorked Wine Tasting Event July 11, 2024
- Northwestern Medicine Memorial Park Rental August 10, 2024
- Cosley Zoo Woodland Wonder Gala Event September 7, 2024

Seconded by Commissioner Mee. No discussion.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

4. Arrowhead Golf Club Kitchen Contractual Temp Staffing

Commissioner Mee moved to approve a three-year agreement with Pro Staffing for temporary staffing at Arrowhead Golf Club for the following positions and hourly rates:

- Dishwashers \$23.79
- Dishwashers/ Prep Cook \$25.20
- Cook #1 \$27.17
- Cook #2 \$30.03
- Banquet Server \$22.88

Seconded by Commissioner Pecharich.

Executive Director Benard said that occasionally we need to utilize contractual temp staff to continue operating normally for events or weddings when staff calls off on short notice for various reasons. In 2023, only dishwashers were needed.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

5. Community Center Parking Lot Repaving Project

Commissioner Barrett moved to approve of Change Order # 3 from Abbey Paving for \$4,320. Seconded by Commissioner Mee.

Commissioner Mee stated that the board has not decided if we will be charging or not for the electric vehicle charging stations.

Motion passed by voice vote.

6. Community Center Interior Renovation Project Phase 2

Commissioner Barrett moved to approve Change Order #4 from Stuckey Construction for \$26,173.99. Seconded by Commissioner Pecharich.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

7. Community Center Interior Renovation Project Phase 2 / Table Purchase Quotes

Commissioner Barrett moved to approve the purchase of tables through Southern Aluminum in the amount of \$25,397. Seconded by Commissioner Mee. No discussion.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

8. Community Center Interior Renovation Project Phase 2 / Office Furniture Bids

Commissioner Mee moved to accept the Base Bid, Alternate 1 and installation of the furniture from Thomas Interiors for an amount of \$50,769.78.

Seconded by Commissioner Barrett.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

9. 2024 Park Picnic Tables

Commissioner Barrett moved to approve the quote from The Park and Facilities Catalog in the amount of \$23,097.50 for the purchase of 20 picnic tables. Seconded by Commissioner Pecharich.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

10. City of Wheaton Gary Avenue Roadway Improvement Project

Commissioner Barrett to approve the Temporary and Permanent Easement Agreements for Gary Avenue Roadway Improvement Project. Seconded by Commissioner Vires.

President Kelly stated that these are no cost easements.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

REPORTS FROM STAFF

- Executive Director- No report
- Special Events Annual Report 2023
Commissioner Mee thanked staff and all our civic partners for successful events all year round.

Commissioner Pecharich said that she recently took a friend from out of town on a tour of our facilities and parks. She thanked staff for all that they did to maintain them. She said that Wheaton is fortunate to have a great park system.

- Museum Annual Report 2023
Commissioner Mee thanked the Museum Staff for a great report. He thanked the Museum Foundation Board, supporters, and sponsors for their participation with the museum, Mee recognized the passing of long time Museum Foundation Board Member Bob Jacobsen. He will be missed. He was pleased to see the visitor numbers have increased.

Commissioner Pecharich enjoyed the museum newsletter and the story of Dan Goodwin regarding his contribution for the roof replacement in 2016.

- Monthly Department Reports – Finance, Special Facilities, Marketing, Development, Events, Recreation, Athletics, Parks, and Planning

Commissioner Mee stated that the Parks Plus Fitness numbers increased in 2023, and he anticipated that it will increase even more when the locker rooms are completed. He thought that the Wintrust March Madness event at Arrowhead was a great event. He stated that we are in for another banner year at Arrowhead for golf. He attended the Super Hero Run and it was fantastic.

Commissioner Vires recently attended the funeral of Dave Novak, father of Director of Athletics and Facilities Dan Novak and Superintendent of Projects/Events Nic Novak. He stated that Dave Novak was also in the Parks and Recreation field and was a well-attended funeral. It made him realize what a tight knit community this field is, and he is proud to be a part of this organization. Commissioner Mee echoed Vires' comments.

Executive Director Benard stated that this was Director of Special Facilities Andy Bendy's last park board meeting. He will be retiring in May. He acknowledged his outstanding contribution to our agency over the last 17 years. Under Bendy's leadership our Special Facilities have thrived, and our ability to put money back into our Special Facilities through the resources generated through his excellent stewardship of those operations has been nothing short of remarkable in that time. Bendy and Benard have known each other for over three decades and have worked together over the last two decades and there is nobody better at what they do than Andy Bendy. Benard again acknowledged Bendy for his time at the park district, and said, on behalf of this entire community, park board and staff we will miss you and job well done. Benard's comments were met with a standing ovation. Bendy thanked Benard and the board for their support over the last 17 years. He stated it's been a great ride and as a few of the board members just said it is an awesome park district not just for residents but for staff as well. He thanked Benard and the board again for their support over the years.

CLOSED SESSION

At 5:34 p.m., Commissioner Mee moved to adjourn to closed session for the purpose of The Selection of a Person to Fill a Vacancy in Public Office, 5 ILCS 120/2(c) (3). Commissioner Pecharich seconded.

Motion passed by roll call vote.

Ayes: Barrett, Mee, Pecharich, Vires, Kelly

Nays: None

Abstain: None

Absent: Frey

Wheaton Park District 2025 Budget Development Calendar
(Draft 04.26.2024)

April 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Noon deadline for finishing policy change recommendations for May Finance Committee. [Finance Director]	26	27
28	29	30	1	2	3	4
5	6	Notes				

May 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
29	29	30	1 Finance Committee Agenda Item: Staff proposed policy amendments presented for review.	2	3	4
5	6	7	8	9 Noon deadline for updating any policy changes for May Board Meeting. [Finance Director]	10	11
12	13	14	15 BOARD Agenda Item: Staff proposed policy amendments with any changes from Finance Committee presented for approval.	16	17 Budget manual posted on intranet.	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	Notes				

Wheaton Park District 2025 Budget Development Calendar
 (Draft 04.26.2024)

June 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
			Finance Committee Agenda Item: Staff proposed policy amendments presented for review if not approved in May .		Noon deadline for Finance, HR, Marketing, Parks, Executive Director and IT 2025 input.	
9	10	11	12	13	14	15
		Budget Kick-Off				
16	17	18	19	20	21	22
			BOARD Agenda Item: Staff proposed policy amendments with any changes from Finance Committee presented for approval if not approved in May.	Staff inputs budget detail into Springbrook software.		
23	24	25	26	27	28	29
			Capital & IT Requests deadline (5 PM)	Staff inputs budget detail into Springbrook software.		
30	1	Notes				

Wheaton Park District 2025 Budget Development Calendar

(Draft 04.26.2024)

July 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
30	1	2	3	4	5	6
					New account number, telephone/cell phone and Full Time Personnel requests deadline (5 PM)	
	Staff inputs budget detail into Springbrook software.					
7	8	9	10	11	12	13
	Staff inputs budget detail into Springbrook software.					
14	15	16	17	18	19	20
		Capital Improvement Plan preliminary meeting 10 AM (tentative)			2025 budget entry complete by 2:30 PM. Those entries are then copied over to the 2026 & 2027 entries.	
	Staff inputs budget detail into Springbrook software.					
21	22	23	24	25	26	27
	Staff inputs budget detail into Springbrook software.					
28	29	30	31	1	2	3
	Staff inputs budget detail into Springbrook software.					
4	5	Notes				

Wheaton Park District 2025 Budget Development Calendar
(Draft 04.26.2024)

August 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
28	29	30	31	1	2	3
				Capital Improvement Plan Final Meeting 10 AM <i>(tentative)</i>	Budget Input is cutoff at 4:30 PM	
	Finance review of proposed budgets					
4	5	6	7	8	9	10
					Draft of budget to Executive Director for review	
	Finance & Executive Director review of proposed budgets					
11	12	13	14	15	16	17
	Finance & Executive Director review of proposed budgets					
18	19	20	21	22	23	24
	Finance & Executive Director review of proposed budgets					
25	26	27	28	29	30	31
	Finance & Executive Director review of proposed budgets					
1	2	Notes				

Wheaton Park District 2025 Budget Development Calendar
 (Draft 04.26.2024)

September 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2 [Labor Day]	3	4 Finance Committee Meeting	5	6	7
8	9	10	11 Review of Capital Budget & Long Term Capital Asset Replacement Schedule	12	13	14
15	16	17	18 Regular Board Meeting	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	Notes				

Wheaton Park District 2025 Budget Development Calendar
(Draft 04.26.2024)

October 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
29	30	1	2	3	4	5
			Finance Committee meeting review of operating budget and estimated Tax Levy Resolution. Park Board Debt Update - Speer Financial			
6	7	8	9	10	11	12
			If a tax levy hearing is required, this is the first date that the tax levy hearing publication notice can be published. <i>(Required only if the total tax levy exceeds the prior year's extension by 105%)</i> [Executive Assistant]			
13	14	15	16	17	18	19
			Last date the tax levy hearing publication notice can be published, if required. [Executive Assistant]			
20	21	22	23	24	25	26
			Approve Estimate of Levy Resolution.			
			<i>Truth In Taxation Public Hearing held, if required.</i>			
			Raise pool percentage review. (Closed Session)			
			Board acknowledges receipt of budget which starts the 30 day viewing period. (Post document on the website.)			
27	28	29	30	31	1	2
3	4	Notes				

Wheaton Park District 2025 Budget Development Calendar
(Draft 04.26.2024)

November 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
			Finance Committee meeting review of budget.			
			Raise pool percentage review, if not done in October. (Closed Session)			
			Publication notice of budget hearing (7-14 days prior to hearing). This is the 1st day it can be published. [Executive Assistant]			
10	11	12	13	14	15	16
			Publication notice of budget hearing (7-14 days prior to hearing). This is the last day it can be published. [Executive Assistant]			
17	18	19	20	21	22	23
			Regular Board Meeting		30 day public viewing period satisfied.	
			Budget and Appropriations Hearing. (Board must take final action within 7-30 days)			
24	25	26	27	28	29	30
1	2	Notes				

Wheaton Park District 2025 Budget Development Calendar
(Draft 04.26.2024)

December 2024

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
1	2	3	4 Finance Committee meeting	5	6	7
8	9	10	11	12	13	14
15	16	17	18 <i>Regular board meeting - Budget and Appropriations, Tax Levy and Tax Abatement Ordinances on agenda for adoption.</i>	19 <i>BAO, Tax Levy, Tax Abatement Ordinances to be filed [Executive Assistant]</i>	20	21
22	23	24	25	26	27	28
29	30	31 <i>Deadline for filing the tax levy with DuPage County - if not already done with BAO and Abatement Ordinance after December meeting.</i>	1	2	3	4
5	6	Notes				

Wheaton Park District 2025 Budget Development Calendar
(Draft 04.26.2024)

January 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
					Deadline for filing the BAO, if adopted at December board meeting [Executive Assistants]	
19	20	21	22	23	24	25
26	27	28	29	30	31	1

February 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
			29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
					Deadline for filing any Tax Abatement Ordinances with the County	
23	24	25	26	27	28	1

March 2025

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TO: Board of Commissioners
FROM: Sandra Simpson, Director of Finance
THROUGH: Michael Benard, Executive Director
RE: Annual Review of Finance Policies and Proposed Amendments
DATE: May 15, 2024



SUMMARY: In 2009 the District instituted a best practice of reviewing and revising their Finance Policies as part of the budget cycle. This process has become part of our culture and is something that staff considers year-round.

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

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

PREVIOUS COMMITTEE/BOARD ACTION: Annual Review and Adoption of the Amended Finance Policies of the Wheaton Park District at the May 17, 2023 Regular Meeting

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

ATTACHMENTS:

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

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

Summary of Policy Amendment Recommendations

2025 Budget Cycle

Staff has prepared recommendations of changes to board policies for the board's consideration as part of the 2025 budget cycle. Amendments to three of the existing finance policies are being proposed. The Access Control & Acceptable Use, Payment Card Industry Security Standards (PCI-DSS), and Purchasing policies are the existing policies for which changes are being recommended, as explained below.

- The **Access Control and Acceptable Use Policy's** proposed revision is to update the policy to reflect changes to the Session and Lock Termination requirements. The District implemented the changes as part of an ongoing effort to make our systems more secure and bring our security policy up to industry standards.
- The **Payment Card Industry Security Standards (PCI-DSS) Policy's** proposed revision is to update the policy to reflect the most current version of the 12 PCI-DSS compliance requirements, from v3.2 to v4.0.
- The **Purchasing Policy's** proposed revision is to add Section E – Vendor Information Reporting. In 2021, the State of Illinois enacted Public Act 102-0265 – Property Tax – Vendor Report. This law requires that any taxing district with a property tax levy of more than \$5,000,000 must make a good faith effort to collect and electronically publish data as to whether vendors and subcontractors doing business with the taxing district are minority, women, veteran, or disability owned businesses. This information is included in our Treasurer's Report which is accessible on our website under the Transparency Portal.

1 Access Control Policy

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

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

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

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

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

Session Lock and Termination – Wheaton Park District requires users to lock their workstations when stepping away from their desks for any reason. Workstations shall be configured to automatically lock after ~~15~~5 minutes of inactivity. Following a session lock, users must enter their passwords to restore working sessions. Any exceptions to this policy must be submitted in writing with a business justification, to and approved by the Finance Director or by submitting a helpdesk ticket to the Park District's IT managed service provider.

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

1.1 Identification & Authentication

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

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

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

1.1.1 Password Requirements

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

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

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

Password Protection:

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

2 Wheaton Park District Acceptable Use of Technology Policy

2.1 Scope and Applicability

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

2.2 Purpose

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

2.3 Policy

2.3.1 Acceptable Use of Technology

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

System Maintenance - The Park District's IT managed service provider will maintain computing equipment via patches and upgrades to operating systems, applications, anti-virus, and other enabling applications. Users may not alter computer configuration settings or prevent the patches from executing. These patches and upgrades frequently contain functional enhancements, but are also designed to maintain the security controls that protect WPD's information assets. If a WPD employee

requires a patch to be installed for business reasons or notices that a patch has yet to be applied, that employee shall notify IT managed service provider immediately for handling. The employee shall not patch a system themselves without explicit guidance from IT managed service provider.

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

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

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

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

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

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

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

2.3.2 System Monitoring

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

2.4 Acceptable Use of Technology Compliance

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

1.0 PURPOSE (WHY)

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

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

PCI-DSS has evolved and matured over time. As of ~~this writing (7/11/2017~~ March 2022), the PCI-DSS standard is version 3.2.4.0, which organizes the high-level requirements as follows:

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

<u>Control objectives</u>	<u>PCI DSS requirements</u>
<u>Build and Maintain a Secure Network and Systems</u>	<u>1. Install and Maintain Network Security Controls.</u>
	<u>2. Apply Secure Configurations to All System Components.</u>
<u>Protect Account Data</u>	<u>3. Protect Stored Account Data.</u>
	<u>4. Protect Cardholder Data with Strong Cryptography During Transmission Over Open, Public Networks.</u>
<u>Maintain a Vulnerability Management Program</u>	<u>5. Protect All Systems and Networks from Malicious Software.</u>
	<u>6. Develop and Maintain Secure Systems and Software.</u>
<u>Implement Strong Access Control Measures</u>	<u>7. Restrict Access to System Components and Cardholder Data by Business Need to Know.</u>
	<u>8. Identify Users and Authenticate Access to System Components.</u>
	<u>9. Restrict Physical Access to Cardholder Data.</u>
<u>Regularly Monitor and Test Networks</u>	<u>10. Log and Monitor All Access to System Components and Cardholder Data.</u>
	<u>11. Test Security of Systems and Networks Regularly.</u>
<u>Maintain an information Security Policy</u>	<u>12. Support Information Security with Organizational Policies and Programs.</u>

2.0 SCOPE (WHO/WHEN/WHERE)

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

3.0 DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION (WHO)

- 3.1 Authorizing Officials – The Wheaton Park District Board of Park Commissioners’ authorizes this policy and related procedures.
- 3.2 Policy Owner – Wheaton Park District Chief Information Officer (CIO) ensures that the information security program and information systems meet or exceed the minimum standards set by PCI-DSS. The CIO authorizes the procedures relating to this policy and ensures actions are taken when breaches to this policy are found.

- 3.3 Wheaton Park District Department Managers - Ensure Policy compliance through systematic, routine monitoring of payment processing activities. Implement and enforce Cardholder Data Handling Procedures that protect the credit card numbers used by customers to make payments for Park District services. Recommend training and other procedural enhancements to improve compliance.
- 3.4 Trainer- Draft and maintain training materials to ensure the Board-mandated messaging including PCI-DSS content in Security Awareness training is conveyed to Wheaton Park District's employees. Conduct refresher training of personnel as appropriate to ensure consistent knowledge throughout the organization including subcontractors and partners.

4.0 GENERAL (WHAT)

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

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

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

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

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

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

5.0 SUPPORTING PROCEDURES

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

6.0 RECORDS

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

7.0 DEFINITIONS

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

- A. The Park District Purchasing Policy establishes the guidelines under which all purchases are made. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. This policy is governed by the Park District Code, Sec 8-1c.
- B. All purchases are to be made by authorized Park District personnel under the guidelines established in this policy and are required to follow Purchase Order Procedures or Purchase Card Procedures when procuring goods or services on behalf of the District.
- C. All items purchased will be in the best interest of the Park District. The District will endeavor to purchase from local vendors and merchants when prices are equal (see also section D Qualified Local Businesses below for more on this).
 1. For budgeted purchases greater than \$10,000, written price quotes must be obtained from at least three vendors or merchants.
 2. The purchasing decision should take advantage of the most competitive price without compromising the quality of the product or service.
 3. An electronic copy of all written price quotes must be attached to the electronic purchase order when the purchase order is prepared.
 4. Any assets being disposed of must follow the District's Disposal Policy.
- D. Qualified Local Businesses
 1. To the extent not prohibited by state statute, it shall be the policy of the District to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:
 - a. Business must be located within limits of the District.
 - b. Employs year round staff located at the business within the District.
 - c. Is current with all payments to the District.
 - d. Has adequately qualified/trained staff to service the bid item.
 2. If the lowest responsible quote is not from a qualified local business and if a qualified local business has submitted a quote which is within the applicable percentage (as hereinafter set forth) of the lowest responsible quote for an item, the qualified local business shall be given written notice by the District to that effect and shall, within ten (10) days from the date of such notice, provide written confirmation to the District that it will match the price of the business that provided the lowest responsible quote. Should a qualified local business fail to provide such confirmation within the time allowed its quote shall be considered as originally submitted.
 3. When more than one qualified local business is within the applicable percentage of the lowest responsible quote, only the qualified local business submitting the lowest local quote shall be given the opportunity to match the lowest responsible quote. It shall, where the quote is an aggregate of separate price components, reduce the price of each subcomponent of its aggregate bid by the same percentage that was used to match the quote of the business with the lowest responsible quote.

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

Amount of Quote	Preference Provision
Up to \$10,000	5%
\$10,001 or equal to but less than the legal bid limit	3%

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

E. Vendor Information Reporting

1. In accordance with the Property Tax Code (Public Act 102-0265 / 35 ILCS 200/18-50.2), and as a taxing district with an aggregate property tax levy of more than \$5,000,000, the District will make a good faith effort to collect and electronically publish data from all vendors or subcontractors doing business with the District as to whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business or whether the vendor or subcontractor is a small business. Additionally, the vendor will be asked if their status is certified by the state of Illinois.
2. The District will post the collected information annually with the Treasurer’s Report. This document is located on the District’s website under the Transparency Portal.

F. “Green” Vendors and Products

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



- G. Purchase guidelines shall be followed and approved for all repairs, services, supplies, and capital items procured for Park District purposes. Exceptions include utilities, bonds, insurance premiums; certain contractual services (i.e. individuals possessing professional skills such as attorneys, architects and engineers), computer hardware and software, monthly service agreements which must obtain new quotes at least every two years, payroll and some payroll related expenditures, such as payroll taxes and utility services including telecommunications and interconnect equipment, software and services. Also, any purchases made using the state contracts or any purchasing consortium as permitted by applicable state statute.
- H. Unless the Purchase Card is used for payment, applicable Purchase Order Procedures are:
1. A purchase order shall be created in the purchase order module of the district's financial software. The information to be included will be as directed by the Finance Department and may change from time to time. This process and subsequent approval **must** be completed **prior** to any purchase.
 2. In the event that an item is substituted for the item on the purchase order and provided that said substitutions is determined to be acceptable by the District, the department making the purchase shall do a change order to the original purchase order in the purchase order module of the district's financial software.
 3. Purchase orders shall be created for specific items and purposes. No additional items will be authorized, nor will charges be authorized which will significantly increase the cost of the purchase. In the event a change is required, a change order will be made to the original purchase order in the purchase order module of the district's financial software and it will go through the same approval process as the original purchase order.
- I. Purchase Card Procedures:
1. To facilitate the purchasing process, authorized Park District personal may be issued a corporate credit card upon the approval of the appropriate Department Head. Any purchases made under the Purchase Card Program are subject to the purchasing guidelines and approval authorization amounts set forth in this policy. Personal purchases, cash advances, and alcohol are not allowed to be charged to the District's expense.
 2. Individual transaction limits and overall card limits are determined by the appropriate Department Head. All purchases and subsequent approvals are subject to the same dollar thresholds established in Section I-Purchase Authorization Amounts, of this policy.

3. An employee's transaction limit and or credit limit may be temporarily extended to allow them to complete an approved budgeted purchase beyond their regular spending limits. These temporary extensions must be approved by the Department Head and potentially the Finance Director and Executive Director based upon the purchase authorization amounts outlined in Section H of this policy.
4. The District will employ an online management tool to coordinate the approval, processing, and coding of Purchase Card Transactions. All activity will be imported and posted to the District's financial software.

J. Purchase Authorization Amounts:

1. Although any employee of the District may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below.
2. For budgeted purchases less than \$1,000, only the purchaser's approval is required.
3. For budgeted purchases between \$1,000 and less than \$5,000, the purchaser and the Department Head's approval are required. In instances where the Department Head is unable to approve, their designee (see #5 below) or the Finance Director may also authorize the purchase.
4. For budgeted purchases equal to \$5,000.00 but less than \$20,000, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases equal to \$20,000 or greater, board approval, excluding contracts not adapted to award by competitive bidding which are exempt from this requirement, must be obtained prior to the purchase. In the event it is deemed appropriate for time convenience by the Executive Director, budgeted purchases equal to \$20,000 or greater, but less than the legal bid limit may be paid for prior to obtaining board approval, with board approval obtained at the next board meeting. Bids must be taken for any purchases with a value equal to or greater than the legal bid limit amount established by Sec 8-1c of the Park District Code, this excludes contracts not adapted to award by competitive bidding which are exempt from this requirement, public notice provided and board approval obtained for staff recommended bid. These procedures are described in the Bidding Policy.
5. From time to time, staff may be absent from their office during a time when a purchase order or purchase card transaction need approval. To facilitate the smooth operation of the District's business, any employee with approval authority as outlined above may designate another employee to have temporary signature authority in their absence. This authority is limited to the levels specified above and must be documented. The recommended method of documenting is to send an email from the employee who is designating the temporary signature authority to the Finance Department, it may also be sent to all users. This designation should indicate the beginning and ending dates of the designation of the temporary signature authority. Finance Department staff will retain a PDF copy of this email in a folder in the finance drive for the auditors review in the annual external audit. Once the audit is complete, that year's temporary signature authority files may be deleted.

6. A purchase for any item or service which has not been budgeted, no matter what the amount, requires the approval of the Department Head. It is the responsibility of the purchaser to know if an item is included in the budget.
7. Products purchased for resale in the District's gift shops do not require board approval.
8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is equal to \$20,000 or greater, but less than the legal bid limit, is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of same. Executive Director shall make every reasonable effort to contact each commissioner within five business days. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).
9. Sole source purchases are sometimes required as the vendor is the only provider. For this to be permitted, the department must submit this request for sole source designation to the Finance Director for approval, prior to making the purchase.

K. Payment of Invoices:

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

WHEATON PARK DISTRICT
Financial Policies
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1 Access Control Policy

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

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

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

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

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

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

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

1.1 Identification & Authentication

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

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

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

1.1.1 Password Requirements

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

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

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

Password Protection:

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- Passwords should not be shared or used by others. This includes a coworker, manager, supervisor, friend, vendor, partner, information technology staff, administrative assistant, or others.
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Email Retention - WPD must retain emails in accordance with WPD's Records Retention Policy as maintained by the Finance Department. As a government agency, WPD must archive emails for a period set by law, and may have to provide these emails to individuals and groups outside of the WPD organization in response to a Freedom of Information Act (FOIA) request. Employees may not delete or modify electronic communication records.

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

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

2.3.2 System Monitoring

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

2.4 Acceptable Use of Technology Compliance

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

The District is on a calendar year.

- A. Each department director is responsible for preparing a yearly budget for his/her department.
- B. The Executive Director reviews each department budget and discusses it with each department director, and makes revisions, as appropriate.
- C. The Executive Director, administrative staff and Park Board or committee established thereof review the entire proposed budget, including capital projects, in an annual Budget Workshop.
- D. After the Board approves the budget, it becomes a blueprint of fiscal operations for the following year. The budget of the Park District is not to be construed as a legal document; it is a working tool. The Budget and Appropriation Ordinance, however, is a legal document and may not be amended without a two-thirds vote of the Board of Commissioners.

The budget is reviewed continuously throughout the fiscal year; as changes in programs are made, modifications, alterations or improvements are noted, plans are, even at that time, being formulated for the upcoming budget. Formal computation of the annual budget actually begins in June, seven months prior to the beginning of the fiscal year. Compilation of the budget is a total staff project involving the cooperation, planning and foresight of many members of the staff.

The budget is produced in electronic form and posted on the District's website. Detailed budget input is available thru the District's financial software for the use of staff. The current Budget and Appropriations Ordinance is also on file at the Wheaton Public Library for all interested taxpayers.

- I. The financial audit of the Park District is conducted by an independent, certified public accounting firm on an annual basis.
- II. As part of the annual audit, the accounting firm will review the Park District's internal controls and will make recommendations for improvement.
- III. The annual audit report must be filed with the County Clerk's office within six months after the end of the fiscal year and with the Illinois Comptroller 180 days after the fiscal year end.
- IV. A copy of the annual audit report is available on the District's website and at the Wheaton Public Library for reference purposes.
- v. The district will prepare a request for proposal for audit services every 3 years. The audit terms of the negotiated agreement will specify that the audit agreement may be terminated at the District's convenience. Audit firm rotation will be required after six years of continuous service with one firm.

Purpose

The Budget should be balanced which means that current expenditures/expenses should not exceed current revenues and funding sources. The priorities to be used in balancing the budget are:

- Improve productivity,
- Improve revenues,
- Use available fund balances,
- Lastly, reduce or eliminate programs or services.

The District may require as a bid surety a certified check or bid bond equal to ten percent or greater of the contract amount as a proposal guarantee. Such requirement shall be made on construction projects and in other bidding procedures where it is to be determined to be in the best interest of the District. Bid Sureties shall be returned to the bidders within ten days following the acceptance or rejection of bids by the Board of Commissioners. However, the Bid Surety of the successful bidder shall be returned only after the receipt of an acceptable Performance Bond, if required. If a Performance Bond is not required, the Bid Surety will be held by the Finance Department until the project is completed.

BIDDING POLICY

A. Purchase of goods or services estimated to exceed in value the legal limits set by Illinois statutes shall follow these bidding procedures:

1. The Wheaton Park District shall award contracts for supplies, materials and labor in excess of the legal limit to the lowest responsible bidder after proper advertisement and receipt of sealed bids. Exclusions include professional services, computer hardware and software and utility services including telecommunications and interconnect equipment, software and services. Contracts for professional services exempted include those for services where the individuals possess a high degree of professional skill where the ability or fitness of the individual plays an important part. All of these independent contractors are required to have a significant level of training and expertise in their specific area of service, whether it's sports aptitude or ability, coaching experience, licensing, certifications, or other requirements. In other words, the individual abilities and experience of the independent contractor are of the utmost concern in the contracting process.

2. A bidder's responsibility may be based on financial stability, past transactions, experience, adequacy of equipment, ability to perform, time limits, and other necessary considerations.

3. The Park District reserves the right to accept or reject any or all bids or portions thereof, in the best interest of the District and in compliance with Chapter 105 8.1,C of the Illinois Revised Statutes.

4. A legal advisement shall be placed in publications which will give notice of the Park District's request for bids to those organizations best qualified to provide the goods or services.

5. Specifications shall be prepared and made available to all interested parties.

6. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid. Consistent with the

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



7. The nature of construction projects necessitates more clearly defined conditions. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees.

8. Following the issuance of Specifications and Instructions to bidders, bids received prior to the time and date specified will be opened publically and contracts awarded in conformity with Bid Opening Procedures.

B. Bid Opening Procedures

1. The location date and time of the bid shall be a part of the legal advertisement for bidders.
2. Bids shall be opened at a public location open to the public.
3. Bids shall be opened and an acknowledgement made of the receipt of each bid.
4. A recommendation shall be made by staff to the Park Board of Commissioners. After the Board approval, staff shall notify the approved bidder and finalize the project deadline.
5. Bids received after the date and/or time indicated shall be returned, unopened, to the bidder with a notation on the bid envelope or packet stating that it was a late bid, noting the date and the hour it was received, and signed by a representative of the Park District.

C. Rebidding

In the event that all bids are rejected by the Board of Commissioners, the project may be rebid following Bidding Procedures outlined in section A above. However, specifications shall be sufficiently altered to prevent reliance upon information obtained from the former bidding process which may be used to unfair advantage in the rebidding process.

D. Notification to Bidders

If bids are rejected, staff shall notify all bidders and establish a new bid opening date. After a new bid opening date has been established, the procedures outlined above shall be followed.

The purpose of this policy is to establish what records are to be retained by the District, who is responsible for retaining them and documentation of compliance for same.

Compliance Officer Is Responsible for Records. The Treasurer of the District is designated as the keeper of all records of the District with respect to the Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession or is taking appropriate action to obtain or recover such records.

Closing Transcripts. For each issue of Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Obligations, including without limitation (a) the proceedings of the District authorizing the Obligations, (b) any offering document with respect to the offer and sale of the Obligations, (c) any legal opinions with respect to the Obligations delivered by any lawyers, and (d) all written representations of any person delivered in connection with the issuance and initial sale of the Obligations.

Arbitrage Rebate Liability. The Compliance Officer shall review the agreements of the District with respect to the Obligations and shall prepare a report for the Board stating whether or not the District has any rebate liability to the U.S. Treasury, and setting forth any applicable exemptions that the Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board. See District's Debt Policy for additional information.

Recommended Records. The Compliance Officer shall review each issue of the Obligations and shall determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on the Tax-Exempt Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on any Tax-Advantaged Bonds, and applicable tax credits or other tax benefits arising from any Tax-Advantaged Bonds. The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax Exempt Obligations is entitled to be excluded from gross income for federal income tax purposes, the District is entitled to receive from the United States Treasury direct payments of the applicable percentages of interest payments coming due and owing on any Tax-Advantaged Bonds, and the entitlement of holders of any Tax-Advantaged Bonds to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the District, such retained records shall be kept for as long as the Obligations relating to such records (and any obligations issued to refund the Obligations) are outstanding, plus three years, and shall at least include:

- a) Complete copies of the bond transcripts delivered when any issue of Obligations is initially issued and sold;
- b) Copies of account statements showing the disbursements of all bond proceeds for their intended purposes;

- c) Copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Obligations has been held;
- d) Copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any tax-exempt obligations, including any swaps, swaptions, or other financial derivatives entered into with respect to any tax-exempt obligations in order to establish that such instruments were purchased *at fair market value*;
- e) Copies of any subscriptions to the U.S. Treasury for the purchase of State and Local Government Series (SLGS) obligations;
- f) Any calculations of liability for *arbitrage rebate* that is or may become due with respect to any issue of tax-exempt obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the U.S. Treasury together with any applicable IRS Form 8038-T; and
- g) Copies of all contracts of the District, including any leases, with respect to the use of any property owned by the District and acquired or financed with the proceeds of tax-exempt obligations, any part of which property is used by a private person at any time when such bonds are or have been outstanding.
- h) Retain documentation to support that the Annual Comprehensive Financial Report and any required continuing disclosures were filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access (EMMA).

IRS Examination. In the event the Internal Revenue Service ("*IRS*") commences an examination of any Obligations, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination.

The purpose of this policy is to establish a dollar limit and useful life limit criteria for assets that are to be treated as capital assets, rather than expended as acquired.

All expenditures for capital assets over the capitalization thresholds depicted in the table below, with a useful life no less than three years are maintained on a computer capital asset system. The system records all pertinent asset information such as Tag#, location, description, and cost and date purchased/acquired. Assets are categorized by infrastructure, land, land improvements, building, building improvements, machinery, equipment & vehicles. Due to accounting guidelines for Proprietary Funds, the assets of enterprise funds (a type of proprietary fund), such as Arrowhead Golf Club, and internal service funds (a type of proprietary fund), such as Information Systems and Telecommunications, are segregated from the general capital assets of the Park District.

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

ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$1
Construction in Progress	N/A
Machinery, Equipment & Vehicles	\$10,000
Land Improvements	\$25,000
Building Improvements	\$25,000
Buildings	\$50,000
Infrastructure	\$50,000

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

ASSET CATEGORY	CAPITALIZATION THRESHOLD
Land	\$1
Construction in Progress	N/A
Machinery, Equipment & Vehicles	\$10,000
Land Improvements	\$25,000
Building Improvements	\$25,000
Buildings	\$50,000
Infrastructure	\$50,000

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

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

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

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

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

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

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

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

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

PURPOSE

The purpose of this policy is to establish the principles and parameters by which the projected end-of-year FUND BALANCE target will be defined at the beginning of each budget period. Each year, the budget document will include a discussion of the fund targets established in this policy and an explanation of any FUND BALANCE constraints or NET ASSETS restrictions. FUND BALANCE targets are established for governmental funds and NET ASSETS targets are established for proprietary funds.

The parameters established in this policy provide a range of acceptable amounts of end-of-year SPENDABLE FUND BALANCES for different types of governmental funds. In addition to establishing these targets, the policy intends that the District shall also maintain like targets in the proprietary funds. In proprietary funds however, the target is for the CASH & INVESTMENTS BALANCE. The reason for this requirement is that Net Assets of the proprietary funds don't represent spendable currency that could be used to pay the District's obligations. Establishing a policy that looks to both balances ensures that there is not a disparity between when financial resources actually become available to make payments and when they are needed.

The policy provides guidance to District staff who monitor the District's fiscal activity and who are responsible for proposing plans to meet the Park Board of Commissioners' goals.

The District will not propose a budget that would create a SPENDABLE FUND BALANCE in excess of the maximum parameters or less than the minimum parameters set forth in this policy, unless the Park Board of Commissioners resolves that it is in the best interest of the District to do so.

DEFINITIONS

CAPITAL ASSETS are long-lived, high-cost assets or improvements, needing additional investment once within a period of several years. The District's capitalization threshold for assets whose initial acquisition is \$5,000 or greater and whose useful life is no less than three years.

CASH & INVESTMENTS BALANCE is the sum of the account balances in cash and investments. The estimate of the cash balance, as of the last day of the fiscal year, will be used as a target for budgeting for the fiscal year.

FUND BALANCE is represented in the annually audited financial reports for governmental funds and represents the amount of current resources available. It equals the beginning of year balance, plus all revenues and other financing sources accrued to the fund, minus all expenditures and other financing uses accrued to the fund during the year.

NET ASSETS is the amount remaining after subtracting total liabilities from total assets on a full accrual basis.

OPERATING EXPENSES This term refers to the total amount of budgeted expenses used for regular operations, less the amounts budgeted for CAPITAL ASSETS. This term is used by proprietary funds where transactions are recorded on a full accrual basis and the measurement focus is on changes in economic resources.

OPERATING EXPENDITURES This term refers to the total amount of budgeted expenditures used for regular operations, less the amounts budgeted for Capital Assets. This term is used by governmental funds where transactions are recorded on a modified accrual basis and the measurement focus is on changes in current financial resources.

NONSPENDABLE FUND BALANCE amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

SPENDABLE FUND BALANCE represents that portion of FUND BALANCE that is in spendable form. Examples of assets that are considered “spendable” are cash, current investments, property taxes receivable. Examples of assets that would not be considered spendable would be inventory and prepaid items.

RESTRICTED FUND BALANCE amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

COMMITTED FUND BALANCE amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

ASSIGNED FUND BALANCES are amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

According to GAAP, Enterprise-type funds do not have “fund balance.” For enterprise funds **UNRESTRICTED NET ASSETS** is a comparable figure.

UNRESTRICTED NET ASSETS is that portion of NET ASSETS that has not been restricted for a specific purpose.

GUIDING PARAMETERS

A target **SPENDABLE FUND BALANCE** is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is anticipated that unexpected situations may cause the District to fall below these targets, at which point certain steps will be followed to correct the deficiency, as outlined in this Policy below under “Minimum Targets”. The District’s flow assumption for Fund Balance is to spend first Restricted, then Committed and then Assigned Fund Balances.

The following parameters will be used as part of the budget process to establish targets for the following funds:

General Fund –The General Fund target limits the General Fund Spendable Fund Balance to a specific range based on OPERATING EXPENDITURES. The target range is three to six months of annual OPERATING EXPENDITURES. Balances above the maximum are transferred to the Capital Projects fund with Board approval.

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

Museum, Insurance, Audit, FICA and IMRF Funds – These funds Spendable Fund Balance targets are no less than three months and no more than six months of OPERATING EXPENDITURES. These funds will be monitored and the taxes levied to support them will be adjusted to ensure that they operate within the target levels.

Special Recreation Fund – No target is established for this fund. All amounts levied are transferred to the Western DuPage Special Recreation Association (WDSRA) to provide for the recreational needs of our special needs population.

Debt Service Fund – The only activities in this fund are recording the taxes received to pay debt, paying debt and recording the small interest earned. 100% of a Debt Service Fund’s Fund Balance is restricted for Debt Service, excess balances cannot be transferred to other funds. Because DuPage County has historically been so reliable for disbursing tax receipts, this fund’s minimum target is \$5,000. This assumes that the debt service payments due in June follow the traditional pattern of being interest only, and less than 50% of the total debt service for the year and that we will receive DuPage taxes on June 1st and 15th more than sufficient to cover the June debt service. The \$5,000 is intended to cover the other expenses of the fund, such as paying agent fees. This fund’s maximum target is the fund’s annual budgeted expenditures. The maximum is not established as a goal to meet, but rather to readily illustrate the fund’s annual cash needs. This fund’s target is for Cash and Investments balance, not Fund Balance as the objective is to have sufficient cash on hand to pay obligations when due.

Capital Projects Fund – The Capital Projects Fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project type fund is 100% restricted or assigned for Construction and Development. Also, all of the expenditures in these funds are for CAPITAL ASSETS. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target is established for this fund.

Golf Fund – The target for this fund is bifurcated; there is a target established to accumulate the resources in Cash and Investments of at least \$1,000,000 and no more than \$10,000,000 for CAPITAL ASSETS for replacement of significant facility components, such as a portion of the roof of the Facility. This component will be reevaluated and may be revised as a long-term capital plan is developed for the Arrowhead facilities. This component will be tracked in the General Ledger and recorded as Designated Net Assets. Per this policy, no amount may be recorded as

Designated unless there is a like amount of CASH & INVESTMENTS available for the designated purpose. If the CASH & INVESTMENTS balance declines in subsequent period, the amount recorded as designated must be reduced accordingly. In order to begin accumulating these funds, the District will take 40% of its bottom line annually and designate it for this use. 12% of the 40% is to be designated for the Golf side and 28% for the Food & Beverage side, commensurate with their respective contributions to the bottom line.

The second component of this fund's target is the target for the UNRESTRICTED NET ASSETS and a like amount of CASH & INVESTMENTS. This target is a minimum of two months OPERATING EXPENSES and a maximum of four months of OPERATING EXPENSES. Once these two components have been satisfied, any remaining dollars are to be transferred to the Capital Projects Fund to support the capital needs of the District, consistent with the goal of this fund to support the District.

Internal Service Funds – No target is established for these funds as they are funded 100% by transfers from other funds. They exist to allow the District to independently track the amounts being expended for health and information systems & telecommunications.

REPORTING - Staff will prepare and include in the budget document a schedule that shows the status of the District's balances compared to the targets outlined in this policy. The Executive Director of the Wheaton Park District is given authority within this policy to assign fund balance to specific projects or planned expenditures.

MINIMUM TARGETS - Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. Further, in the interest of being transparent staff will prepare a monthly report identifying the relative fund balance positions for the governmental funds with such targets and the cash and investment position for the Golf Fund. During the year, if revenue projections suggest that revenue will not meet expectations and the fund target(s) will not be met by yearend, the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review expenses with Directors,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Present to the Board of Park Commissioners other expenditure control options, including those that might modify the goals established in the adopted budget.

EXCEPTIONS TO THE POLICY - If the Board of Park Commissioners adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a three-year period.

Cellular Phone Policy *(This policy is also in section 11.1 of the Personnel Manual)*

The Wheaton Park District recognizes that its employees' ability to communicate to supervisors, co-workers, vendors and others is sometimes essential to the efficient delivery of services to residents, and that such communication may occur through the use of a cellular phone ("cell phone") The purpose of this Cellular Phone Policy is to provide direction and parameters for approval and use of cell phones by Park District employees for Park District business.

Criteria for Use of a Park District Cell Phone to Conduct Park District Business

The Park District understands that employees may use a personal cell phone to perform responsibilities on behalf of the Park District. In addition, the Park District, at its own discretion, may issue a cell phone to an employee if such a cell phone is required to conduct his or her duties on behalf of the Park District. In all circumstances, a Park District-issued cell phone will be issued to an employee by the employee's Department Director upon the recommendation of the employee's immediate supervisor. The Department Directors will determine which package plan will be given for each position in his or her department, depending upon the need and responsibilities of the position. Generally, criteria that will be considered whether a Park District cell phone will be issued to an employee includes the following:

- (a) The job function of the employee requires considerable time outside of his/her assigned office or work area and, in order to effectively perform his or her job, the employee must be accessible during such times or needs constant access to emails and other electronic information;
- (b) The job function of the employee requires him/her to be accessible to the Park District outside of scheduled or normal working hours on a recurring basis;
- (c) The employee is a critical decision maker, as determined by his or her Department Director;
- (d) The employee has a position that requires him or her to be an emergency contact, part of a response team, or has multiple scheduling responsibilities; or
- (e) An employee that is required to be highly responsive to citizens, staff members, customers, service providers, contractors, vendors, and any others that support or service the Park District outside of normal business hours.

The Park District reserves the right to modify the criteria required for an employee to be issued a Park District cell phone, periodically review an employee's position to determine if a cell phone is still needed by the employee to perform his or her job, utilize other factors in determining whether to issue a cell phone to an employee or whether to continue to allow an employee to retain a cell phone, change the cellular or data plan, or revoke the approved use of a Park District cell phone at any time, with or without notice, in the Park District's sole discretion.

Use of Park District-Issued Cell Phones

(a) Unless the employee agrees to pay for personal usage of the Park District cell phone, a Park District-issued cell phone is intended to be used for official Park District business only and employees are not to use the cell phone for any personal reasons.

(b) Subject to the terms of this Policy, an employee issued a Park District cell phone may use the cell phone for personal use if he or she agrees to deduct an amount specified by the Human Resources Manager, based on current plan prices, on the first two pay cycles of each month for said personal usage. An employee wishing to use his or her Park District issued cell phone for personal use should contact payroll for current rates for the same. Also, because it is possible that a part time employee would not work every pay period and thus not be able to have a personal deduction made every pay period, part time employees will not be eligible for having a District cell phone assigned exclusively to them and allowed to use it for personal use as well as business use. They may be assigned a District cell phone for business use only, but if they are found to use it for personal use, loss of privilege of District-owned phone will ensue.

(c) Employees are responsible for the safe-keeping of a Park District issued cell phone and must not allow the cell phone to be used by an unauthorized party. If an employee believes a breach of security has occurred with respect to his or her cell phone, or discovers another employee has misused said cell phone, he/she must notify the Executive Director immediately.

(d) Employees are to use care and caution when downloading a web application or any other program on the Park District issued cell phone. The costs associated with the downloading of unauthorized web applications and any other unauthorized downloads are the responsibility of the employee and prior approval must be obtained.

(e) Employees whose personal cellular phone usage is excessive, resulting in additional expense to the Park District, may be required to reimburse the Park District for phone charges for personal, non-business related long distance, or other charges that exceed the Park District's contracted package allocations.

(f) A cell phone assigned to an employee may be revoked at any time at the discretion of the Department Director or Executive Director, with or without notice.

Use of Personal Cell phones to Conduct Park District Business

An employee who is eligible for a Park District issued cell phone based on the criteria set forth in 11.1 above may choose to opt out of using a Park District issued cell phone and use their personal cell phone for Park District business as set forth herein.

In the event an employee eligible to receive a Park District issued cell phone opts to use his or her own personal phone, the employee will obtain a contract of their choosing at their sole

expense and the Park District will issue the employee a stipend for the employee's use of his or her personal cell phone for Park District business. The stipend will be established by the Park District, will be paid the first two pay cycles of each month, and will appear on the employee's paycheck. In the event a part time employee is offered a stipend for their use of a personal cell phone, they will receive said stipend for the first two pay periods of the month only when they receive a paycheck for hours worked in that pay period. If they do not work in that pay period, they will not receive a stipend for that pay period. The plan chosen by the employee for their personal cell phone will have no bearing on the level of stipend provided. The employee is responsible for all charges associated with their personal use of the cell phone beyond the Park District stipend. The stipend shall terminate on the last paycheck upon termination or if the employee's privileges for the stipend are withdrawn.

Employees receiving a stipend must maintain their account in good standing and shall notify their Department Director immediately if for any reason their personal cell phone becomes inoperative. With respect to cell phone use, the employee must also agree to publish their personal phone number in the internal Park District phone directory.

Rules for Use of Cell Phones

Employees are expected to behave in a professional and courteous manner while using a cell phone to perform Park District business and shall comply with all Park District policies and procedures contained in the Park District's Personnel Employee Manual in said use, including but not limited to the Park District's policies against sexual or other harassment. Therefore, an employee shall not create, send or receive any intimidating, hostile, or offensive communications or materials concerning race, color, religion, sex, age, national origin, disability, or any other protected class on his or her cell phone. Additionally:

(a) Cell phone use is discouraged when a desktop phone is available and can be used. While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of Park District desktop phones. Personal calls should be brief and limited in nature.

(b) Any employee who engages in excessive, frivolous or inappropriate texting, emailing, telephoning, or other activities with a cell phone during working hours is not being attentive to his/her work duties, and, at the discretion of the Executive Director, the employee may be subject to disciplinary action up to and including termination of employment, loss of privilege of District-owned phone, or financial liability for the costs associated with the employee's improper use of Park District equipment and resources.

(c) Any communication sent by a personal cell phone regarding Park District business is also subject to disclosure under the Freedom of Information Act (FOIA) and release pursuant to a

discovery request in the event of litigation. As such, employees using cell phones, whether Park District issued or personal, for Park District business, shall not delete and shall take the necessary steps to protect access to and archive Park District information contained in emails, texts, internet, and any other electronic communication on the employee's cell phone.

(d) Regardless whether an employee is using a personal, or Park District-issued, cell phone, he/she is expected to perform his/her duties in a professional and safe manner and is prohibited from use of mobile technology while operating a motor vehicle on behalf of the Park District, is expected to comply with all state and federal laws regarding the use of cell phones.

i. Employees using cellular phones for Park District business purposes are expected to refrain from making or answering work related calls while driving on Park District business for safety purposes. Employees must pull off to the side of the road prior to placing or accepting a call. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

ii. No employee may operate a motor vehicle on a roadway while using an electronic communication cell phone to compose, send, or read an electronic message. The definition of an "electronic message" includes, but is not limited to, a text message, an instant message, or a command or request to access an internet site.

iii. In compliance with state law, no employee may operate a motor vehicle in a **SCHOOL** or on a highway **CONSTRUCTION** zone while using a cell phone without the use of a hands-free cell phone. 625 ILCS 5/12-610.1

Any employee that uses a cell phone to conduct Park District business in violation of this Policy shall be subject to discipline, up to and including dismissal.

No Expectation of Privacy

Employees have no expectation of privacy in the contents of any data stored on, sent to, sent from, or received from a cell phone issued by the Park District. Wheaton Park District reserves the right to audit and monitor the use of any Park District-issued cell phone, including any data that has been sent, received, or stored on the cell phone, including but not limited to, all web browsing, phone calls, text messages, e-mails, pictures, videos and other images.

Any communication sent by a personal cell phone regarding Park District business is also subject to disclosure under FOIA and release pursuant to a discovery request in the event of litigation.

Repair, Replacement and Removal of Cell phones

An employee in possession of a Park District-issued cell phone is expected to take reasonable precautions to protect the equipment from loss, damage, or theft. If an employee's cell phone

is not operating properly, he/she should notify his/her supervisor before taking any steps to repair or replace the cell phone. If the cell phone needs service or replacement due to normal wear and tear, the Park District will decide whether to repair or replace the cell phone and such cost shall be at the expense of the Wheaton Park District.

If the Park District-issued cell phone is damaged due to the employee's carelessness, the employee is responsible for paying the expense of having the cell phone repaired or replaced. In such an instance, the Park District will determine whether the cell phone will be repaired or replaced. Likewise, the employee shall pay the expense of replacing his/her Park District-issued cell phone if the cell phone is lost or stolen.

The employee bears sole responsibility for the cost of any repairs or replacement if a personal cell phone is damaged or lost while the employee is performing responsibilities on behalf of the Park District.

A Park District-issued cell phone is the property of the Wheaton Park District and as such may be removed from the employee's possession at any time. Upon resignation or termination of employment, or at any time upon request, the employee must produce the cell phone for return or inspection. Employees who do not present the cell phone in good working condition within the requested time period may be required to pay the cost of its replacement.

The Park District has the right to amend this policy at any time, with or without notice.

A. *Purpose*

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

B. *Revenue Sources*

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

C. *Services Supported*

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

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

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

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

CONTRACTS

The Park District shall award and enter into contractual agreements with vendors for completion of construction projects and for the procurement of goods and services for other than construction projects (such as service agreements) if it is determined to be in the best interest of the District. Said contract shall be dated and signed by the Executive Director of the Park District and by an officer of the contracting organization and filed in the Administrative Offices of the District and stored electronically attached to the applicable vendor within the District's licensed financial software.

I. PURPOSE AND GOALS

The Wheaton Park District developed this Debt Management Policy to help ensure the District's creditworthiness and to provide a functional tool for debt management and capital planning. The Wheaton Park District faces continuing capital infrastructure requirements to meet the increasing needs of its residents. The District limits long-term debt to only those capital improvements that cannot be financed from current revenues. The District does not use long-term debt to fund operating programs.

Consequently, the District needs to anticipate increases in debt levels based upon historical data. With these increases, the effects of decisions regarding the type of issue, method of sale, and payment structure become ever more critical to the District's financial well-being. To help ensure the District's credit worthiness, an established program of managing the District's debt becomes essential.

The purpose of this policy is to provide a functional tool for debt management and capital planning, as well as enhancing the District's reputation for managing its debt in a conservative and prudent manner.

GOALS RELATED TO THE ISSUANCE OF GENERAL OBLIGATION AND REVENUE BOND DEBT

In following this policy, the District shall pursue the following goals when issuing debt:

- Maintain at least an A2 credit rating for each rated general obligation debt issue.
- Take all practical precautions to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
- Consider market timing.
- Determine the amortization (maturity) schedule which will best fit with the overall debt structure of the District's general obligation debt and related tax levy at the time the new debt is issued. The District may choose to delay principal payments or capitalize interest during project construction. For issuance of revenue bonds, the amortization schedule which will best fit with the overall debt structure of the enterprise fund and its operating cash flow will be considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
- Consider the impact of such new debt on overlapping debt and the financing plans of local governments which overlap, or underlie the District.
- Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, grants, revolving loans or other state/federal aid.
- Minimize debt interest costs.
- Level or declining debt service shall be employed unless operational matters dictate otherwise, or except to achieve overall level debt service with existing bonds. The District shall be mindful of the potential benefits of bank qualification and will strive to limit its annual issuance of debt to \$10 million or less when such estimated benefits are greater than the benefits of exceeding the bank qualification limit. Should subsequent changes in the law alter this limit, the District policy will be reevaluated.

II. DEBT ISSUANCE IN GENERAL

A. Authority and Purposes of the Issuance of Debt

The laws of the State of Illinois authorize the issuance of debt by the District. The Local Bond Law confers upon park districts the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the District may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.

B. Types of Debt Issued

1. Short-Term. (three years or less) The District may issue short-term debt to finance the purchase of non-capital equipment having a life exceeding one year or provide increased flexibility in financing programs. The District will have no more than 10% of its outstanding general obligation debt in short term debt.

2. Long-Term. (more than three years) The District may issue long-term debt which may include, but not be limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds, double barreled bonds, and municipal bonds. The District may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

C. Capital Improvement Program

The Capital Improvement Program (CIP), prepared by staff, and must be approved by the Board, and shall determine the District's capital needs. The program shall be a five-year plan for the acquisition, development and/or improvement of the District's capital assets. Projects included in the CIP shall be prioritized; and the means for financing each shall be identified. The first year of the program shall be the Capital Budget. If the current resources are insufficient to meet the needs identified in the Capital Budget, the Board may consider incurring debt to fund the shortfall. The Board, upon advice from a District's municipal advisor, may also consider funding multiple years of the Capital Improvement Program by incurring debt. The CIP should be revised and supplemented each year in keeping with the District's policies on debt management.

D. Structure of Debt Issues

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and moderate the impact to the taxpayer. In keeping with the stated goals of this debt management policy, the District shall structure each general obligation issue (except refunding issues) to comply with the rapidity of debt repayment provisions in Section III. E. 1. (see below).

E. Sale of Securities

All debt issues should be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless Board deems a negotiated sale the most advantageous to the District.

F. Credit Enhancements

The District may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the District with access to credit under terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Board.

G. Bond Ratings

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

H. Inclusion of Local Institutions

In the interest of promoting Wheaton, whenever practical and in the best interests of the Wheaton Park District, local financial institutions are to be offered the opportunity to bid on debt instruments.

III. LEGAL CONSTRAINTS AND OTHER LIMITATIONS ON THE ISSUANCE OF DEBT

A. State Law

30 ILCS 305/0.0 I, et. seq.: the short title is "The Bond Authorization Act."

B. Authority for Debt

The District may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Board.

C. Debt Limitation

The debt limitations of the bond laws restrict the District to issues such that the aggregate principal indebtedness of the District does not exceed 2.875% of the taxable real property within the District.

D. Methods of Sale

Bonds will be sold in accordance with 30 ILCS 350/10 by means of a public or private sale as determined appropriate by the Board of Park Commissioners. The District may issue short-term notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

1. Bonds. All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than three years from the dated date of the bonds.
2. Municipal Advisor. To ensure independence, the Municipal Advisor retained by the District will not bid on nor underwrite any District debt issues on which it is advising.

E. Credit Implications

When issuing new debt, the District should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

1. Rapidity of Debt Service Repayment

The District's general obligation bond issues should be structured whereby 100% of the debt will be retired within twenty years. It is also desirable to structure the District's general obligation bond issues so that at least 50% of the principal will be retired within 10 years.

2. Current General Fund Cash Reserve

The District should maintain a General Fund cash and investments balance equal to no less than three months of total annual expenditures, exclusive of capital expenditures (assumed to be expenditures that would be discretionary should the economy take a nosedive). The Recreation Fund should maintain a cash and investments balance equal to no less than two months of total annual expenditures, exclusive of capital expenditures. Such calculations, including a projection to December 31st (of the current fiscal year), shall be made on an annual basis by the Finance Director during the budget process.

IV. DEBT ADMINISTRATION

A. Financial Disclosures

The District shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations. For more details on these disclosures, please refer to the District's Disclosure Policy.

B. Review of Financing Proposals

All capital financing proposals that involve a pledge of the District's credit shall be referred to the Finance Director/Treasurer who shall determine the financial feasibility and impact on existing debt of such proposal, and shall make recommendations accordingly to the Executive Director.

C. Refunding Policy

The District should consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.

D. Investment of Borrowed Proceeds

The District acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the District. The management of public funds should enable the District to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns.

E. Annual Evaluation of Refinancing Opportunities

The District shall on an annual basis ensure that an evaluation of the outstanding debt issues is performed to ascertain whether a refinancing is appropriate for any of the outstanding issues.

V. GLOSSARY OF TERMS

Ad Valorem Tax - A direct tax based "according to value" of property.

Advanced Refunding Bonds - Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advanced refunding bonds are deposited in escrow with a fiduciary, invested in United States Treasury Bonds or other authorized securities, and used to redeem the underlying bonds at maturity or call date.

Amortization - the process of paying the principal amount of an issue of bonds by periodic payments either directly to bondholders or to a sinking fund for the benefit of bondholders.

Arbitrage - Usually refers to the difference between the interest paid on the tax-exempt securities and the interest earned by investing the proceeds in higher yielding taxable securities. Internal Revenue Service regulations govern arbitrage (reference I.R.S. Reg. 1.103-13 through 1.103-15).

Arbitrage Bonds - Bonds which are deemed by the I.R.S. to violate federal arbitrage regulations. The interest on such bonds becomes taxable and the bondholders must include this interest as part of gross income for federal income tax purposes (I.R.S. Reg. 1.103-13 through 1.103-15).

Assessed Value - An annual determination of the just or fair market value of property for purposes of ad valorem taxation.

Basis Point - 1/100 of one percent.

Bond - Written evidence of the issuer's obligation to repay a specified principal amount on a date certain, together with interest at a stated rate, or according to a formula for determining that rate.

Bond Anticipation Notes (BANS) - Short-term interest bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bond Counsel - An attorney retained by the District to render a legal opinion whether the District is authorized to issue the proposed bonds, has met all legal requirements necessary for issuance, and whether interest on the bonds is, or is not, exempt from federal and state income taxation.

Bonded Debt - The portion of an issuers total indebtedness represented by outstanding bonds.

Direct Debt or Gross Bonded Debt – Is the sum of the total bonded debt and any unfunded debt of the issuer.

Net Direct Debt or Net Bonded Debt – Is the Direct debt less sinking fund accumulations and all self-supporting debt.

Total Overall Debt – Consists of Net direct debt plus the issuer's applicable share of the direct debt of all overlapping jurisdictions.

Net Overall Debt - Net direct debt plus the issuer's applicable share of the net direct debt of all overlapping jurisdictions.

Overlapping Debt - The issuer's proportionate share of the debt of other local governmental units which either overlap or underlie it

Callable Bond - A bond which permits or requires the issuer to redeem the obligation before the stated maturity date at a specified price, called the call price, usually at or above par value.

Capital Appreciation Bonds (CAB) - A long-term security on which the investment return is reinvested at a stated compound rate until maturity. The investor receives a single payment at maturity representing both the principal and investment return.

Certificates of Participation - Documents, in fully registered form, that act like bonds. However, security for the certificates is the government's intent to make annual appropriations during the term of a lease agreement. No pledge of full faith and credit of the government is made. Consequently, the obligation of the government to make basic rental payments does not constitute an indebtedness of the government.

Commercial Paper - Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank.

Coupon Rate - The annual rate of interest payable on a coupon bond (a bearer bond or bond registered as to principal only, carrying coupons evidencing future interest payments), expressed as a percentage of the principal amount.

Debt Limit - The maximum amount of debt an issuer is permitted to incur under constitutional, statutory or charter provision.

Debt Service - The amount of money necessary to pay interest on an outstanding debt, the serial maturities of principal for serial bonds, and the required contributions to an amortization or sinking fund for term bonds.

Demand Notes (Variable Rate) - A short-term security which is subject to a frequently available put option feature under which the holder may put the security back to the issuer after giving specified notice. Many of these securities are floating or variable rate, with the put option exercisable on dates on which the floating rate changes.

Double Barreled Bonds (Combination Bonds) - A bond which is payable from the revenues of a governmental enterprise and are also backed by the full faith and credit of the governmental unit.

Enterprise Funds - Funds that are financed and operated in a manner similar to private business in that goods and services provided are financed primarily through user charges.

General Obligation Bond - A bond for whose payment the full faith and credit of the issuer has been pledged. More commonly, but not necessarily, general obligation bonds are payable from ad valorem property taxes and other general revenues.

Lease Purchase Agreement (Capital Lease) - A contractual agreement whereby the government borrows funds from a financial institution or a vendor to pay for capital acquisition. The title to the asset(s) normally belongs to the government with the lessor acquiring security interest or appropriate lien therein.

Letter of Credit - A commitment, usually made by a commercial bank, to honor demands for payment of a debt upon compliance with conditions and/or the occurrence of certain events specified under the terms of the commitment.

Level Debt Service – An arrangement of serial maturities in which the amount of principal maturing increases at approximately the same rate as the amount of interest declines.

Long-Term Debt - Long-term debt is defined, for purposes of this policy, as any debt incurred whose final maturity is more than three years.

Maturity - The date upon which the principal of a municipal bond becomes due and payable to bondholders.

Mini-bonds - A small denomination bond directly marketed to the public.

Net Interest Cost (NIC) - The traditional method of calculating bids for new issues of municipal securities. The total dollar amount of interest over the life of the bonds is adjusted by the amount of premium or discount bid, and then reduced to an average annual rate. The other method is known as the true interest cost (see "true interest cost").

Offering Circular - Usually a preliminary and final document prepared to describe or disclose to investors and dealers information about an issue of securities expected to be offered in the primary market. As a part of the offering circular, an official statement shall be prepared by the District describing the debt and other pertinent financial and demographic data used to market the bonds to potential buyers.

Other Contractual Debt - Purchase contracts and other contractual debt other than bonds and notes. Other contractual debt does not affect annual debt limitation and is not a part of indebtedness within the meaning of any constitution or statutory debt limitation or restriction.

Par Value or Face Amount - In the case of bonds, Par Value or Face Amount is the amount of principal which must be paid at maturity.

Parity Bonds - Two or more issues of bonds which have the same priority of claim or lien against pledged revenues or the issuer's full faith and credit pledge.

Principal- The face amount or par value of a bond or issue of bonds payable on stated dates of maturity.

Ratings - Evaluations of the credit quality of notes and bonds, usually made by independent rating services, which generally measure the probability of the timely repayment of principal and interest on municipal bonds.

Refunding Bonds - Bonds issued to retire bonds already outstanding.

Registered Bond - A bond listed with the registrar as to ownership, which cannot be sold or exchanged without a change of registration.

Reserve Fund - A fund which may be used to pay debt service if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements.

Self Supporting or Self Liquidating Debt - Debt that is to be repaid from proceeds derived exclusively from the enterprise activity for which the debt was issued.

Short-Term Debt -Short-term debt is defined for purposes of this policy as any debt incurred whose final maturity is three years or less.

Spread - The income earned by the underwriting syndicate as a result of differences in the price paid to the issuer for a new issue of municipal bonds, and the prices at which the bonds are sold to the investing public, usually expressed in points or fractions thereof.

Tax-Exempt Bonds - For municipal bonds issued by the District tax-exempt means interest on the bonds are not included in gross income for federal income tax purposes; the bonds are not items of tax preference for purposes of the federal, alternative minimum income tax imposed on individuals and corporations; and the bonds are exempt from taxation by the State of Illinois.

Term Bonds - Bonds coming due in a single maturity.

True Interest Cost (TIC) - Also known as Canadian Interest Cost. A rate which, when used to discount each amount of debt service payable in a bond issue, will produce a present value precisely equal to the amount of money received by the issuer in exchange for the bonds. The TIC method considers the time value of money while the net interest cost (NIC) method does not.

Yield to Maturity - The rate of return to the investor earned from payments of principal and interest, with interest compounded semiannually and assuming that interest paid is reinvested at the same rate.

Zero Coupon Bond - A bond which pays no interest, but is issued at a deep discount from par, appreciating to its full value at maturity.

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "*Official Statements*"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information, as required by and defined in the Undertakings (the "*Annual Financial Information*") to be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "*EMMA Notice*") comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the "*Disclosures*."

In response to these interests, the District hereby adopts the following policies and procedures (the "*Disclosure Policy*"):

(a) *Disclosure Officer*. The Finance Director of the District (the "*Disclosure Officer*") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "*Disclosure Procedures*").

(b) *Disclosure Procedures: Official Statements*. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "*Working Group*") and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.

2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however*, that the use of the Official Statement must be ratified, approved and authorized by the Board of Park Commissioners of the District.

(c) *Disclosure Procedures: Annual Financial Information.* The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By June 29 of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part

of the Annual Financial Information (the “*Financial Statements*”). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer’s reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(d) *Disclosure Procedures: EMMA Notices.* Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer’s reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(e) *Additional Responsibilities of the Disclosure Officer.* The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board of Park Commissioners of the District as to whether revisions or modifications to this Disclosure Policy are appropriate.

(f) *General Principles.*

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

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

Employee expense advances may be provided for training or programs. In the interest of ensuring that there is strict accountability for these funds, there is a limit of \$500 per advance. The advance must be requested and approved 30 days before the advance occurs, and proper documentation must be turned in within 60 days of the date of occurrence. If the employee did not spend the total amount of the advance, the remainder of the money must be returned with accompanying receipts. If the employee spent more money than the advance that was given, a reimbursement request must be made and turned in within 60 days along with proper documentation of all funds spent. Further, a second advance may not be issued prior the first advance being settled. Settlement consists of submitting receipts to Finance for the expenditure of the advance and a return of the unspent amount, or a completed purchase order requesting reimbursement for any funds spent in excess of the advance. These advances shall be recorded in an Employee Receivables account which will identify all outstanding advances by date and amount. Any exceptions to this policy must be approved by the Executive Director.

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

A. *Purpose*

The purpose of this policy is to justify the means of determining fees and charges on a systematic basis by identifying program costs, classifying programs and the type of clientele served, and the relationship of these factors to one another.

B. *Procedures of Approval*

Each year the Recreation Department and Special Facilities will submit a budget report to the Executive Director for his/her approval. The report will include revenues and expenses for the programs for the budget year(s), the current year and prior year, as applicable.

C. *Identify and Define Cost*

1. **Direct costs** are costs, which are directly attributed to a particular program and would cease to exist if the program were not offered. Direct costs may include program leadership, program supplies and equipment, field maintenance and lining, contractual expenses, and specific promotional costs such as postage, posters and flyers.
2. **Indirect costs** are costs which are not directly attributed to any specific program. Indirect costs may include administrative and supervisory salaries, office support staff, registration resources, park services staff and supplies, finance and human resources staff and supplies, general utilities, postage, quarterly brochure costs, and promotional expenses such as flyer, film and paid advertising not for a specific program or event.
3. **Developmental costs** are costs which are directly attributed to a specific program over an extended period of one to three years. Developmental costs may include major equipment such as a balance beam, ballet mirrors and pool furniture.

D. *Fees and Charges*

1. **General Policy**

The Park Board reserves the right to annually review and approve, separate from the budget process, the rates for:

- Greens Fees at the Arrowhead Golf Club
- Pool Passes and Daily Admissions at the pools
- Parks Plus Fitness Membership Rates

The board delegates to the Executive Director the authority to establish other fees and charges using the guidelines below. The Board will approve the impact of such fees and charges in the Budget and Appropriation Ordinance.

In order to provide maximum benefit for each tax dollar paid to the Park District, it is the general policy of the Wheaton Park District that fees will be determined by the Executive Director in accordance with the following general policies:

- a. Organized activities for residents of the District will attempt to be self-supporting.
- b. Nonresident participants will be expected to pay higher fees sufficient to reimburse the District for all costs involved in providing Park District programs for their participation.
- c. Fees for activities will be set so that, with the minimum number of participants expected, direct costs will be recovered, with a larger proportion of costs recovered as enrollment increases.
- d. Fees may be waived for certain special events or services which are deemed to be in the best interest of our residents or for which the charging of a fee would be prohibitive.
- e. Fees should be kept low enough that the majority of residents would not be precluded from participation because of inability to pay.
- f. All residents of School District #200 may register at resident rates for those Park District programs conducted in or on school property.
- g. Cooperative programs with public and private agencies may be offered for which nonresident fees may be waived.
- h. Fees for use of Park District revenue-producing facilities such as the golf lessons, water park and/or pools programs, and the fitness center, will be established with the following in mind:
 1. Rates competitive with similar public and private facilities.

2. Maximize revenues without excluding the majority of residents due to an inability to pay.
3. Nonresidents are expected to pay 50 percent higher fees than residents. From time to time, the Board, at their discretion may direct this amount to be reduced.
4. Maximum service, maintenance and quality of product combined with minimum drain on operational budgets. Fees meeting the above criteria will be recommended by the Executive Director and must be approved by the Board.

2. Program Classification Guidelines for Setting Fees

- a. Classification "A": Programs and services that are primarily considered a community service. Programs subsidized by the park district with no fee or a nominal fee which is less than the direct cost of providing the program. Some examples are: Cosley Zoo, special events, some senior programs.
New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year.) At the end of this time period, these programs are moved to another classification or eliminated from the program offerings.
- b. Classification "B": Services that directly benefit only the individual participant. The user fee for these programs will be set to cover all direct program expenses plus a minimum of 30 percent of the direct expenses in order to cover indirect program costs. Minimum enrollments will be established for each program with a larger portion of the indirect costs being recovered as enrollment increases, this is true because some of the direct expenses are fixed in nature (they do not increase or decrease based on the number of participants). Programs which fall under Classification "B": which do not meet the guidelines set forth in Classification "B" will be evaluated by the department director on an individual basis, and may or may not be run, depending upon the unique circumstances involved. The vast majority of Wheaton Park District programs fall into this classification.
- c. Classification "C": Services that directly benefit only the individual participant. These programs or services are

contracted by the Park District with an outside agency or individual to provide a service in a facility not owned or operated by the Park District in which the District will be charged on a per-person or percentage basis. The user fee for these programs will cover all direct program expenses with a minimum of 30% markup to cover indirect program costs.

3. Nonresident Fees

All nonresidents will pay a user fee, which is a maximum of 50 percent higher than the resident rate, except that all residents of School District #200 may register at resident rates for those programs conducted in or on school property. This fee may be waived from time to time due to unique or unusual circumstances. The Park Board, at their discretion, may direct staff to make the nonresident fee the same as the resident fee or any amount up to 50% higher than the resident fee.

Access to Wheaton Park District programs, services and facilities shall not be denied to any person because of lack of sufficient funds. The District has established financial assistance opportunities for those with demonstrable financial need.

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

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

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

A. Purpose

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

B. Responsibilities

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

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

C. Pre-Award

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

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

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

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

D. Managing the Grant

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

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

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

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

E. Direct Costs

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

F. Indirect Costs

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

G. Conflicts of Interest

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

H. Reporting

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

I. Subrecipient Monitoring

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

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

J. Grant Extension

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

K. Audits

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

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

1. Purpose

The District shall maintain an environment conducive to good internal control.

2. Definitions

Internal Control comprises the plan of organization and all of the coordinated methods and measures adopted within the District to safeguard its assets, check the accuracy and reliability of its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. (This is the broad definition, recognizing that a “system” of internal control extends beyond those matters which relate directly to the accounting and finance functions.)

This broad definition can be subdivided into two components; accounting and administrative, as follows:

- a. Accounting controls comprise the plan of organization and all the methods and procedures that are concerned mainly with, and relate directly to, the safeguarding of assets and the reliability of the financial records.
- b. Administrative controls comprise the plan of organization and all the methods and procedures that are concerned mainly with operational efficiency and adherence to managerial policies and usually relate only indirectly to the financial records.

This policy is concerned primarily with the “Accounting Controls” and when the terms “internal controls” or “controls” are used, it is meant as Accounting Controls.

3. Responsibilities

The Accounting Department is responsible for designing appropriate controls for the departments and the departments are responsible for implementation. Inherent in these responsibilities is the recognition that the cost of internal control should not exceed the benefits expected to be derived. Also, internal controls may become inadequate as conditions change, thus requiring review and modification.

4. Objectives

To provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management’s authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles (GAAP).

5. Basic Elements of Internal Control

a. Personnel

Objectives are dependent on competence and integrity of personnel, independence of assigned functions, and their understanding of prescribed procedures.

b. Computer Data Processing

Control over development, modification, and maintenance of computer programs; control over use and changes to data maintained on computer files; application controls, for example, edits that verify vendor numbers for check writing.

c. Segregation of Duties

Procedures designed to detect errors and irregularities should be performed by persons other than those who are in a position to perpetrate them.

d. Execution of Transactions

There is reasonable assurance that transactions are executed as authorized.

e. Recording and Reporting of Transactions

To permit preparation of financial statements, transactions are recorded in the proper period, amounts, and classification. The District will prepare its external financial reports in conformance with applicable statutes and GAAP. An Annual Comprehensive Financial Report (ACFR) will be prepared annually.

f. Access to Assets

Both direct physical access and indirect access through preparation/processing of documents that authorize the use or disposition of assets be limited to authorized personnel.

g. Comparison of Recorded Accountability with Assets

Comparison of actual assets with the recorded accountability, such as bank reconciliations and physical inventories.

Accounting will utilize these basic elements of internal control in formulating departmental plans suitable to each department's needs. An annual review of the plans will be performed and modifications made as required (or as a result of internal or external audits).

A. Scope of Investment Policy

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

B. Responsibility for the Investment Program

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

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

C. Objectives of Investment Policy

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

1. Generally

The District’s investment portfolio shall be managed in a manner to avoid any transaction that might impair public confidence in the District. Investments shall be made with judgment and care, not for speculation but for investment, considering the probable safety of the principal first and the probable income to be derived second. Consistent with the Illinois Sustainable Investing Act (30 ILCS 238/), material, relevant and decision-useful sustainability factors will be regularly considered by the District,

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

2. Risk Management

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

a. Credit Risk

The Park District will minimize credit risk, or the risk of loss due to the failure of the security issuer or backer, by diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

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

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

3. Liquidity

The District's investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements. This is accomplished by structuring the portfolio so that investment maturities meet the District's cash flow needs.

4. Return on Investment

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

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

D. Standard of Care

1. Prudent Person Standard

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

considering first the probable safety of their capital and second the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that have the potential to conflict with the proper execution and management of the investment program, or that have the potential to impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District. All officers and employees involved in the investment process shall maintain strict compliance with the Park District's Ethics Ordinance (Ordinance No. 2009-2).

E. Investment Selection

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

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

2. Bonds, notes debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities. The term “agencies of the United States of America” includes: (i) the federal land banks, federal intermediate credit banks, Fannie Mae, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in 1 or 2 of this section of this policy.
5. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the Park District or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
6. Investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation. The Park District may invest any public funds in short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by

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

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

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

F. Collateral

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

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

governing body in the State of Illinois

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

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

G. Safekeeping and Custody

1. Qualifying Financial Institutions

a. Institution Security

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

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

b. Location

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

c. Statement of Condition

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

d. SAS Report

The institution serving as the District's primary banking institution as well as any safekeeping institution(s) providing safekeeping services as explained in Section F above, shall annually provide a copy of their most recent report on internal controls – Service Organization Control Reports (formerly 70, or SAS70) prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 (effective June 15, 2011).

If, for any reason the information furnished is considered by the Finance Director/Treasurer to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of Park District funds.

2. Internal Controls

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

The internal controls shall address the following points:

- a. Best efforts will be made to separate responsibilities of transaction authority from accounting and recordkeeping;

- b. Custodial safekeeping;
- c. Avoidance of physical-delivery securities;
- d. Clear delegation of authority to subordinate staff members;
- e. Purchase or sale of all certificates of deposit or treasuries must be authorized by any two of the following employees, Executive Director, Finance Director, Assistant Finance Director or Finance Manager;
- f. Written confirmation of telephone transactions for investments and wire transfers;
- g. Development of a wire transfer agreement with the lead bank or third party custodian.

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

3. Delivery vs. Payment

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

H. Investment Parameters

Maturity

The maximum maturity of individual securities will be 4 years from the settlement date. The maximum weighted average maturity of the portfolio will not exceed 2.5 years (can be less).

The District may hire an outside Investment Manager to manage all or some portion of the District's portfolio. Any investment manager retained by the

District shall notify the District if any security held in the portfolio under the manager's direction is downgraded below the minimum rating set forth in this policy and shall advise the District as to a recommended course of action.

1. Diversification

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

- a. No individual issuer shall account for more than 5% of the value of the portfolio (direct obligations of the US Treasury, FDIC insured obligations, and money market funds).
- b. At least quarterly, any outside investment managers must furnish a detailed list of holdings so that the District can be assured that the limitations established here have not been violated.

I. Reporting

1. Methods

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

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

2. Marking to Market

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

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

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

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

K. Annual Review

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

1.0 PURPOSE (WHY)

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

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

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

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

2.0 SCOPE (WHO/WHEN/WHERE)

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

3.0 DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION (WHO)

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

4.0 GENERAL (WHAT)

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

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

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

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

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

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

5.0 SUPPORTING PROCEDURES

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

6.0 RECORDS

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

7.0 DEFINITIONS

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

The successful contractor shall furnish a Performance Bond in an amount equal to 110 percent or greater of the contract awarded and in payment of all obligations thereof. Bond form shall be AIA-311 or an equivalent acceptable to the Park District. Failure to supply required bonds within ten days after the bid acceptance, or within such extended period as the Park District may grant, shall constitute a default and the Park District may award the contract to the next responsible bidder or may elect to re-advertise for bids. A defaulting bidder may be deemed liable for the difference between the bid actually accepted and the amount for which the contract was subsequently awarded.

Revolving funds for petty cash purposes are kept at the Mary Lubko Center offices, under the supervision of the Leisure Center Manager.

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

The fund balance will never exceed \$100.
All purchases will be supported with a receipt.

A brief description of each purchase will be provided on the purchase order prepared for reimbursement of the fund. These funds are not intended to be used to reimburse employees for travel or mileage reimbursements. Those expenses are to be reimbursed as per the District's Travel Policy.

The fund will be reimbursed as needed, but no more frequently than bimonthly. No cash funds are maintained for petty cash purposes at any other location as the District relies upon the purchasing cards that the District has contracted for.

Government exists only to provide services to its taxpaying residents of the type that they cannot provide for themselves individually or in their separate capacities. It would be impossible for most individuals to maintain a park with recreation facilities, a community center, a golf course, or a water park. It is, therefore, necessary for people within a community to develop a local government, or more specifically a park and recreation system, to provide these services.

Government officials are elected and charged with these responsibilities. Citizens expect to pay for these services at a nominal cost and expect a full accounting of the propriety of the assessments or tax levies which pay for these services.

If government is expected to provide services at a nominal cost, it therefore follows that a government is a not-for-profit operation. Citizens do not intend that government should generously profit from its operations.

The intent of the Wheaton Park District, however, is to provide the maximum benefit possible from the revenues available, including taxes, fees and charges, for the citizens who use our facilities and services. In order to establish a relationship between expenditures and revenues, and to establish control over expenditures and related tax levies, the Park District relies on budgets; budgets are orderly plans which define financial objectives. These are imperative to effective government. Realistic budgets are mandatory if there is to be a basis for establishing the propriety of appropriations and tax levies.

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

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

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

Length of Budget

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

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

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

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

- A. The Park District Purchasing Policy establishes the guidelines under which all purchases are made. It is the intent of this policy that the Park District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. This policy is governed by the Park District Code, Sec 8-1c.
- B. All purchases are to be made by authorized Park District personnel under the guidelines established in this policy and are required to follow Purchase Order Procedures or Purchase Card Procedures when procuring goods or services on behalf of the District.
- C. All items purchased will be in the best interest of the Park District. The District will endeavor to purchase from local vendors and merchants when prices are equal (see also section D Qualified Local Businesses below for more on this).
 1. For budgeted purchases greater than \$10,000, written price quotes must be obtained from at least three vendors or merchants.
 2. The purchasing decision should take advantage of the most competitive price without compromising the quality of the product or service.
 3. An electronic copy of all written price quotes must be attached to the electronic purchase order when the purchase order is prepared.
 4. Any assets being disposed of must follow the District's Disposal Policy.
- D. Qualified Local Businesses
 1. To the extent not prohibited by state statute, it shall be the policy of the District to procure goods and services from qualified local businesses to the greatest extent possible. In order to be considered a qualified local business, a business must meet each of the following criteria:
 - a. Business must be located within limits of the District.
 - b. Employs year round staff located at the business within the District.
 - c. Is current with all payments to the District.
 - d. Has adequately qualified/trained staff to service the bid item.
 2. If the lowest responsible quote is not from a qualified local business and if a qualified local business has submitted a quote which is within the applicable percentage (as hereinafter set forth) of the lowest responsible quote for an item, the qualified local business shall be given written notice by the District to that effect and shall, within ten (10) days from the date of such notice, provide written confirmation to the District that it will match the price of the business that provided the lowest responsible quote. Should a qualified local business fail to provide such confirmation within the time allowed its quote shall be considered as originally submitted.
 3. When more than one qualified local business is within the applicable percentage of the lowest responsible quote, only the qualified local business submitting the lowest local quote shall be given the opportunity to match the lowest responsible quote. It shall, where the quote is an aggregate of separate price components, reduce the price of each subcomponent of its aggregate bid by the same percentage that was used to match the quote of the business with the lowest responsible quote.

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

Amount of Quote	Preference Provision
Up to \$10,000	5%
\$10,001 or equal to but less than the legal bid limit	3%

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

E. "Green" Vendors and Products

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



- F. Purchase guidelines shall be followed and approved for all repairs, services, supplies, and capital items procured for Park District purposes. Exceptions include utilities, bonds, insurance premiums; certain contractual services (i.e. individuals possessing professional skills such as attorneys, architects and engineers), computer hardware and software, monthly service agreements which must obtain new quotes at least every two years, payroll and some payroll related expenditures, such as payroll taxes and utility services including telecommunications and interconnect equipment, software and services. Also, any purchases made using the state contracts or any purchasing consortium as permitted by applicable state statute.
- G. Unless the Purchase Card is used for payment, applicable Purchase Order Procedures are:
1. A purchase order shall be created in the purchase order module of the district's financial software. The information to be included will be as directed by the Finance Department and may change from time to time. This process and subsequent approval **must** be completed **prior** to any purchase.
 2. In the event that an item is substituted for the item on the purchase order and provided that said substitutions is determined to be acceptable by the District, the department making the purchase shall do a change order to the original purchase order in the purchase order module of the district's financial software.
 3. Purchase orders shall be created for specific items and purposes. No additional items will be authorized, nor will charges be authorized which will significantly increase the cost of the purchase. In the event a change is required, a change order will be made to the original purchase order in the purchase order module of the district's financial software and it will go through the same approval process as the original purchase order.
- H. Purchase Card Procedures:
1. To facilitate the purchasing process, authorized Park District personal may be issued a corporate credit card upon the approval of the appropriate Department Head. Any purchases made under the Purchase Card Program are subject to the purchasing guidelines and approval authorization amounts set forth in this policy. Personal purchases, cash advances, and alcohol are not allowed to be charged to the District's expense.
 2. Individual transaction limits and overall card limits are determined by the appropriate Department Head. All purchases and subsequent approvals are subject to the same dollar thresholds established in Section I-Purchase Authorization Amounts, of this policy.
 3. An employee's transaction limit and or credit limit may be temporarily extended to allow them to complete an approved budgeted purchase beyond their regular spending limits. These temporary extensions must be approved by the Department Head and potentially the Finance Director and Executive Director based upon the purchase authorization amounts outlined in Section H of this policy.
 4. The District will employ an online management tool to coordinate the approval, processing, and coding of Purchase Card Transactions. All activity will be imported and posted to the District's financial software.
- I. Purchase Authorization Amounts:
1. Although any employee of the District may make budgeted purchases, the Department Head is responsible for ensuring that any employee in his/her department is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of employees' purchasing authority are outlined below.
 2. For budgeted purchases less than \$1,000, only the purchaser's approval is required.

3. For budgeted purchases between \$1,000 and less than \$5,000, the purchaser and the Department Head's approval are required. In instances where the Department Head is unable to approve, their designee (see #5 below) or the Finance Director may also authorize the purchase.
4. For budgeted purchases equal to \$5,000.00 but less than \$20,000, the Executive Director (as well as the purchaser, the Department Head and the Finance Director) must approve the purchase. For any purchases equal to \$20,000 or greater, board approval, excluding contracts not adapted to award by competitive bidding which are exempt from this requirement, must be obtained prior to the purchase. In the event it is deemed appropriate for time convenience by the Executive Director, budgeted purchases equal to \$20,000 or greater, but less than the legal bid limit may be paid for prior to obtaining board approval, with board approval obtained at the next board meeting. Bids must be taken for any purchases with a value equal to or greater than the legal bid limit amount established by Sec 8-1c of the Park District Code, this excludes contracts not adapted to award by competitive bidding which are exempt from this requirement, public notice provided and board approval obtained for staff recommended bid. These procedures are described in the Bidding Policy.
5. From time to time, staff may be absent from their office during a time when a purchase order or purchase card transaction need approval. To facilitate the smooth operation of the District's business, any employee with approval authority as outlined above may designate another employee to have temporary signature authority in their absence. This authority is limited to the levels specified above and must be documented. The recommended method of documenting is to send an email from the employee who is designating the temporary signature authority to the Finance Department, it may also be sent to all users. This designation should indicate the beginning and ending dates of the designation of the temporary signature authority. Finance Department staff will retain a PDF copy of this email in a folder in the finance drive for the auditors review in the annual external audit. Once the audit is complete, that year's temporary signature authority files may be deleted.
6. A purchase for any item or service which has not been budgeted, no matter what the amount, requires the approval of the Department Head. It is the responsibility of the purchaser to know if an item is included in the budget.
7. Products purchased for resale in the District's gift shops do not require board approval.
8. Emergency purchases are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is equal to \$20,000 or greater, but less than the legal bid limit, is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of same. Executive Director shall make every reasonable effort to contact each commissioner within five business days. Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate expenditure is necessary for repairs to District property in order to protect

against further loss of or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. (See ILCS 500/20-30).

9. Sole source purchases are sometimes required as the vendor is the only provider. For this to be permitted, the department must submit this request for sole source designation to the Finance Director for approval, prior to making the purchase.

J. Payment of Invoices:

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

Purpose

The District will strive to diversify its revenue base to minimize any disruption in operations due to economic downturn or a loss of or a significant decline in any single revenue source. In the event that there are spendable resources available that are from restricted, limited or assigned sources(as defined in Statement #54 of the Governmental Accounting Standards Board), it is the intent of the District to spend first those resources from restricted sources, then limited sources and finally from assigned sources.

The District will avoid dependence on temporary revenues to fund mainstream District services. One-time revenues will generally be used only for one-time expenditures.

The District will establish and maintain pricing in any of its Enterprise operations (e.g. Arrowhead Golf Club) that is sufficient to ensure that the operations are self-supporting, including the costs of operations, asset maintenance, debt service and depreciation. Enterprise operations for the District are established with the express intent of providing an additional funding source for the District. They are intended to be profitable. Those profits, in turn, are to be used to finance the maintenance of the District's infrastructure and to help reduce the District's dependence on taxes. This policy does recognize that any new or significantly expanded operation may require a few years to become established and during this brief start up period (no more than 3 years), such operations may not be completely self-supporting.

The Board of Commissioners recognizes the need to:

- Protect the Park District from financial loss due to risk exposure, and
- Provide a safe working environment for both the district staff and the users of the district's facilities and programs.

The Executive Director shall be responsible for the design and implementation of a risk management plan with sufficient insurance coverage to prevent unbearable financial loss to the District, subject to approval of the Board. As a part of that risk management plan, the Park District will implement a comprehensive loss prevention program and a safety training program.

The risk management plan will be reviewed annually. Renewal date and changes in coverage or carriers will be made when needed or when financially desirable.

The first step in establishing tax rates in the Park District involves assessing the value of real property. The Township Assessor assesses, for taxing purposes, all real property located within the Park District Boundaries. In Wheaton the assessed value is approximately 33 percent of the real or market value of the property.

The assessed values are published by the Appeals Board of the Township in the late summer or early fall. A property owner then has two weeks to enter a protest to the assessed value of the property. The protest is reviewed by the Board of Appeals, and if it is justified, the Board of Appeals may grant a revision of the assessment value. In order to equalize the assessed value throughout the state and allow for judgment errors on the part of the assessors, the Illinois Department of Revenue issues an equalization factor for each township. The equalization factor is multiplied by the assessed valuation to calculate the Equalized Assessed Valuation (E.A.V.).

One of the most important actions taken by the Board of Park Commissioners is the adoption of the Tax Levy Ordinance. This ordinance indicates the amount to be levied for the various funds of the Park District. It indicates the amount of money required for the District's operations which must be received from tax funds. The tax levy ordinance must be adopted and filed with the County Clerk's office no later than the last Tuesday in December. (It should be noted that the tax levy does not have a relationship to the Budget and Appropriation Ordinance of the same fiscal year.)

The County Clerk then allocates the tax monies to all taxing bodies and establishes the tax rates. This tax rate is established by dividing the amount levied (or the total amount requested by the Park District) by the total Equalized Assessed Valuation. The Property Tax Limitation legislation of 1991 limits the total amount extended to either five percent or the Consumer Price Index over the past tax year, whichever is the smaller amount. Some funds have mandated legal tax rate limits per Illinois state statutes.

The tax bills are calculated by the County Clerk based on the individual property assessed valuation and total tax rate of all taxing bodies in which the property is located. Taxes are paid to the County Treasurer who forwards accumulated tax dollars to each taxing body via an electronic transfer.

After the first six months of any fiscal year, the Board of Commissioners may, by a two-thirds vote, transfer unexpected funds from any appropriation item to any other appropriation item.

A. Purpose

The purpose of this policy is to establish guidelines for employees and elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area and for the use of District owned vehicles. For employees, the immediate supervisor and department head must approve all business travel in advance and include related expenses in the annual operating budget. For elected officials, the Board of Park Commissioners must approve attendance and budgeted travel expenses in advance on a case by case basis.

B. Expenditure Limit

Consistent with the requirements of the Local Government Expense Control Act, the District may establish an expenditure limit for travel expenses incurred. By establishing said limit, the board would not have to approve each employee's attendance prior to said attendance. Instead they would approve all such expenditures via the budget and appropriation ordinance. However, in the event that an employee desires to attend some event that would cost in total in excess of the limit established, that attendance would have to be approved by the board in one of their noticed public meetings PRIOR to attendance. This policy is establishing the District's limit as \$3,000 per staff member per conference/event attended. The Act does not permit the reimbursement for any entertainment expense.

C. Elected Official

The Act **does not permit any elected official to attend without obtaining prior approval**, even if the expenses to be incurred are below the established limit. Any such expenses incurred by an elected official of the District must be approved before incurrence, by roll call vote at an open meeting of the governing board of the District. Any elected official incurring expenses under this policy is required to submit documentation of an estimate of said expenses prior to incurring them. Before travel, meals or lodging expenses may be approved under the Act the Documentation as specified in the "Documentation Required" section below must be submitted in writing to the governing board. In this instance, where the exact amount of the actual expenses to be incurred for some expenses, such as meals and travel may be unknown, such expenses may be estimated. Once the expenses have been incurred, the elected official must also complete the expense report form as noted in the "Documentation Required" section below.

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

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

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

D. Personal Travel/Travel Companions

A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel

with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional expenses arising from such non-business travel are the responsibility of the employee or the elected official.

E. Covered Expenses

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

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

F. Documentation Required

Per the Local Governmental Expense Control Act: travel, meal and lodging expenses must, whether above or below the Expenditure Limit established above, be documented in an expense report. The form of this report can be found on the G drive under District Forms\Expense Reports.

Expense Report Form effective October 2016

G: » DISTRICT FORMS » Expense Reports

These must be

completed for each attendee. The report must indicate:

- An estimate of the cost of travel, meals or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred;
- The name of the individual who received or is requesting the travel, meal or lodging expense;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- the date or dates and nature of the official business in which the travel, meals or lodging expense was or will be expended.

In either case, original receipts or equivalent evidence must be provided to support the expenses incurred. These receipts must be turned in within 60 days of the date the purchase was incurred. It is expected that staff and elected officials will be cost-conscious when spending District funds, and make all reasonable efforts to minimize their expenses related to travel, lodging, and meals. The District Limit will be set to the current CONUS rate for Chicago, Illinois. Current lodging and M&IE (meals & incidentals) rates can be found at www.gsa.gov/perdiem. These rates and limits are the US General Services Administration CONUS rates. The District has elected to use the rates for Chicago to establish the rates to be used by District employees. Any expenses incurred beyond the daily limit on a district procurement card will be reimbursed to the district by the staff member/official.

Further, it is expected that Supervisors and Department Heads will be looking over their staff's charges even when the individual charges do not exceed the employee's approval limit as the travel costs may be broken into multiple charges that individually do not exceed the employee's approval limit but in total for a given trip would exceed that limit.

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

G. Alcohol

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

H. Accidents

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

I. Vehicle Use

District vehicles are used for official business and may be kept overnight in certain instances only when authorized by the Executive Director. Any employee provided a vehicle by the district shall not be authorized to use their private vehicle and receive reimbursement for travel, except on approval of the Executive Director.

Effective January 1, 2017, it is the policy of the Wheaton Park District to provide its Executive Director with a monthly vehicle stipend in a manner that is non-contributory to his or her Pension Calculation. The amount of the vehicle stipend will be voted on by the Board of Commissioners and reviewed and updated periodically. No other district employee shall be granted a vehicle stipend without the approval of the Board of Commissioners.

No employee may operate a district vehicle without having in his/her possession a valid driver's license.

District vehicles shall not be used to transport unauthorized passengers such as hitchhikers.

All accidents involving district vehicles must be reported in writing to the administrative office within twenty-four (24) hours of the accident. The report shall include the names and addresses of available witnesses and principals. All accidents involving district vehicles are to be reported to the police immediately and at the site of the accident. A police report must be submitted to the administrative office as soon as available from the police department in order to submit claims to the insurance company.

J. Mileage Reimbursement

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

K. Issues/Abuse

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

L. Exceptions

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

M. Timeliness

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

A. Purpose

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

B. Statutory Requirements

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

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

C. Guidelines

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

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

The Wheaton Park District requires directors, supervisors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Wheaton Park District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Wheaton Park District can address and correct inappropriate conduct and actions. It is the responsibility of all board members, directors, supervisors, employees and volunteers to report concerns about violations of the Wheaton Park District's code of ethics or suspected violations of law or regulations that govern the Wheaton Park District's operations.

No Retaliation

It is contrary to the values of the Wheaton Park District for anyone to retaliate against any board member, director, supervisor, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of The Wheaton Park District. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

The Wheaton Park District has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director or any member of the board. Directors and supervisors are required to report complaints or concerns about suspected ethical and legal violations in writing to the Wheaton Park District's Executive Director, who has the responsibility to investigate all reported complaints. If the suspected violation potentially includes the Executive Director, the issue should be reported to the board President.

The Executive Director

The Wheaton Park District's Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will notify the Board of Directors of all complaints and their resolution and will report at least annually to the Finance Subcommittee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Wheaton Park District's Executive Director shall immediately notify the Finance Subcommittee of any concerns or complaint regarding District's finance policies, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Wheaton Park District's Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Mike Benard

WHEATON PARK DISTRICT

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

ORDINANCE 2024-04

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

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

WHEREAS, the Park District owns: One (1) Saber Floor machine Model SC20T Serial 1000102136 located at Central athletic Center: One (1) 2002 Ford Explorer Vin 1FMZU72E42UA32454 located at Park Services Center; One (1) 2008 Northstar gas compressor Model 45939A Serial 05091094 located at Park Services Center; One (1) iPhone 12 Model Number: MGEF3LL/A, Serial Number: FFWGT0QR0DXP located at Arrowhead Golf Club; (3) 6' Long Wood Benches located at Park Services Center;

WHEREAS, the Board of Park Commissioners has determined that it would be in the best interest of the Park District to dispose: One (1) Saber Floor machine Model SC20T Serial 1000102136 located at Central athletic Center: One (1) 2002 Ford Explorer Vin 1FMZU72E42UA32454 located at Park Services Center; One (1) 2008 Northstar gas compressor Model 45939A Serial 05091094 located at Park Services Center; One (1) iPhone 12 Model Number: MGEF3LL/A, Serial Number: FFWGT0QR0DXP located at Arrowhead Golf Club; (3) 6' Long Wood Benches located at Park Services Center;

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

Section 1: The foregoing preamble of the Ordinance is hereby incorporated in its entirety in **Ordinance 2024-04**

Section 2: The Park District will dispose: One (1) Saber Floor machine Model SC20T Serial 1000102136 located at Central athletic Center: One (1) 2002 Ford Explorer Vin

1FMZU72E42UA32454 located at Park Services Center; One (1) 2008 Northstar gas compressor Model 45939A Serial 05091094 located at Park Services Center; One (1) iPhone 12 Model Number: MGEF3LL/A, Serial Number: FFWGT0QR0DXP located at Arrowhead Golf Club; (3) 6' Long Wood Benches located at Park Services Center;

Section 3: Except, as otherwise provided herein, this **Ordinance 2024-04** Shall be in full force and effective forthwith upon its adoption and approval as provided by law.

Adopted this 15th day of May 2024

AYES: _____

NAYS: _____

ABSENT: _____

President Board of Park Commissioners
Wheaton Park District

ATTEST:

Secretary, Board of Park Commissioners
Wheaton Park District

(S E A L)



TO: Board of Commissioners
FROM: Donna Siciliano
THROUGH: Mike Benard
RE: Possible Commissioner Attendance for the National Restaurant Association Show
2024
DATE: May 15, 2024

SUMMARY:

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

PREVIOUS COMMITTEE/BOARD ACTION:

In past years Commissioners have been given permission to attend state and national conferences.

REVENUE OR FUNDING IMPLICATIONS:

Per Commissioner Expense Estimates

Conference Registration	\$ 170.00
Parking	\$ 38.00
Mileage Approximately 64 miles roundtrip at 67 cents per mile	\$ 42.88
Meals and incidental expenses reimbursement maximum 1 day @ \$79	\$ 79.00

ATTACHMENTS:

1. Travel Policy
2. National Restaurant Show Information

RECOMMENDATION:

To allow commissioners who are interested to attend the conference at a cost not to exceed \$329.88 per commissioner.

A. Purpose

The purpose of this policy is to establish guidelines for employees and elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area and for the use of District owned vehicles. For employees, the immediate supervisor and department head must approve all business travel in advance and include related expenses in the annual operating budget. For elected officials, the Board of Park Commissioners must approve attendance and budgeted travel expenses in advance on a case by case basis.

B. Expenditure Limit

Consistent with the requirements of the Local Government Expense Control Act, the District may establish an expenditure limit for travel expenses incurred. By establishing said limit, the board would not have to approve each employee's attendance prior to said attendance. Instead they would approve all such expenditures via the budget and appropriation ordinance. However, in the event that an employee desires to attend some event that would cost in total in excess of the limit established, that attendance would have to be approved by the board in one of their noticed public meetings PRIOR to attendance. This policy is establishing the District's limit as \$3,000 per staff member per conference/event attended. The Act does not permit the reimbursement for any entertainment expense.

c. Elected Official

The Act **does not permit any elected official to attend without obtaining prior approval**, even if the expenses to be incurred are below the established limit. Any such expenses incurred by an elected official of the District must be approved before incurrence, by roll call vote at an open meeting of the governing board of the District. Any elected official incurring expenses under this policy is required to submit documentation of an estimate of said expenses prior to incurring them. Before travel, meals or lodging expenses may be approved under the Act the Documentation as specified in the "Documentation Required" section below must be submitted in writing to the governing board. In this instance, where the exact amount of the actual expenses to be incurred for some expenses, such as meals and travel may be unknown, such expenses may be estimated. Once the expenses have been incurred, the elected official must also complete the expense report form as noted in the "Documentation Required" section below.

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

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

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

D. Personal Travel/Travel Companions

A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel

with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional expenses arising from such non-business travel are the responsibility of the employee or the elected official.

E. Covered Expenses

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

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

F. Documentation Required

Per the Local Governmental Expense Control Act: travel, meal and lodging expenses must, whether above or below the Expenditure Limit established above, be documented in an expense report. The form of this report can be found on the G drive under District Forms\Expense Reports.

Expense Report Form effective October 2016

G: » DISTRICT FORMS » Expense Reports

These must be

completed for each attendee. The report must indicate:

- An estimate of the cost of travel, meals or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred;
- The name of the individual who received or is requesting the travel, meal or lodging expense;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- the date or dates and nature of the official business in which the travel, meals or lodging expense was or will be expended.

In either case, original receipts or equivalent evidence must be provided to support the expenses incurred. These receipts must be turned in within 60 days of the date the purchase was incurred. It is expected that staff and elected officials will be cost-conscious when spending District funds, and make all reasonable efforts to minimize their expenses related to travel, lodging, and meals. The District Limit will be set to the current CONUS rate for Chicago, Illinois. Current lodging and M&IE (meals & incidentals) rates can be found at www.gsa.gov/perdiem. These rates and limits are the US General Services Administration CONUS rates. The District has elected to use the rates for Chicago to establish the rates to be used by District employees. Any expenses incurred beyond the daily limit on a district procurement card will be reimbursed to the district by the staff member/official.

Further, it is expected that Supervisors and Department Heads will be looking over their staff's charges even when the individual charges do not exceed the employee's approval limit as the travel costs may be broken into multiple charges that individually do not exceed the employee's approval limit but in total for a given trip would exceed that limit.

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

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L. Exceptions

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

M. Timeliness

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

About the Show

The National Restaurant, Hotel-Motel Show is the largest annual gathering of foodservice professionals in the Western Hemisphere. The Show brings together the people, ideas, products, solutions and information that make up the entire domestic and international industry spectrum. It is the must-attend, pinnacle event of the industry.

Show Dates & Location

McCormick Place - [View Map](#)

2301 S. King Drive
Chicago, IL 60616

Saturday, May 18, 2024

9:30 a.m. - 5:00 p.m.

Sunday, May 19, 2024

9:30 a.m. - 5:00 p.m.

Monday, May 20, 2024

9:30 a.m. - 5:00 p.m.

Tuesday, May 21, 2024

9:30 a.m. - 3:00 p.m.

Expo Badge <small>(Attendee Categories: Restaurant/Foodservice, Retail, Lodging, Dealer/Distributor and Affiliated Segments)</small>		Expo + Education Badge	Non-Exhibiting Supplier Expo Badge	Non-Exhibiting Expo + Education Badge
EARLY BIRD 9/7/2023 - 11/20/2023	\$90	+ \$250	\$475	+ \$250
ADVANCE 11/21/2023 - 4/1/2024	\$115			
REGULAR 4/2/2024 - 5/9/2024	\$170		\$575	+ \$350

McCormick Place offers convenient on-campus parking for visitors, attendees and staff of on-site events. Simply select your event from the list below.

UPCOMING EVENTS

McCormick Place

Wintrust Arena

Arie Crown Theater

Select Your Parking Reservation For

**National Restaurant Association Show
May 20, 2024 12:00 am to 11:59 pm • McCormick Place**

LOT C - LAKESIDE CENTER GARAGE • \$38.00

LOT A - MARTIN LUTHER KING SELF PARK • \$38.00

Online Sales Powered by 

TO: Board of Commissioners
 FROM: Susan Wahlgren, Cosley Zoo Director
 THROUGH: Mike Benard, Executive Director Wheaton Park District
 RE: Recruitment of new Zoo Director
 DATE: April 30, 2024



SUMMARY:

After 40 years at Cosley Zoo, current Zoo Director, Susan Wahlgren will be retiring with her last day anticipated to be January 17, 2025.

This position will need to be filled by a leader with a passion for animal wellbeing, conservation, and education, combined with a strong business acumen, and exceptional communication skills to navigate the many challenges they will face. Because of the diverse and specialized requirements for this position, a recruiter with proven zoo experience is being sought to manage the search for a new director.

REVENUE OR FUNDING IMPLICATIONS:

Proposals were received from four different recruitment consultants (see table below).

Zoo Director Recruitment Proposals

Consultant	Proposed Cost*	Comments
Canopy	\$33,000-\$39,900	Good zoo/AZA connections. 12-month guarantee Recent growth has resulted in some less than stellar reviews.
Gov.HR	\$25,000	Zoo connections are minimal with only one position search for a small zoo in CA. 12-month guarantee
Isaacson, Miller	\$60,000	Ties to zoo world unknown. Did not seek a formal proposal due to high cost.
Uptrend	\$25,000	Good zoo/AZA connections. 6-month guarantee Principal worked with Cosley Zoo on the strategic plan so is aware of culture and needs.

*Proposed cost does NOT include out-of-pocket expenses such as air travel, accommodations, meals, candidate travel, posting costs, background checks, etc.

ATTACHMENTS: Proposals are attached.

RECOMMENDATION:

Due to their recent experience with and understanding of Cosley Zoo through the strategic planning process and their overall zoo experience and connections, staff recommend that Uptrend is engaged to conduct the search for the new Zoo Director at a cost of \$25,000 plus additional out-of-pocket expenses.



May 1, 2024

Sue Wahlgren, Director
Cosley Zoo
1356 N. Gary Ave.
Wheaton, IL 60187
Sent to email: swahlgren@wheatonparks.org

Re: Proposal from Uptrend Custom Solutions, LLC (Uptrend) to provide executive recruitment services

Dear Sue,

Thank you for your invitation to submit a proposal to help identify candidates to serve as a new Director for Cosley Zoo as you work toward a targeted retirement date of January 17, 2025.

Uptrend follows a process that includes:

1. Initial Assessment:

- Discussions with 4-5 key stakeholders to confirm the strategic priorities of Cosley Zoo and the desired attributes of a new Director. This may include chairs of boards or other members of the executive committee, members of the leadership team, and the current Director.
- Development of a recruitment timeline
- Identification of the first formal interview team and the final selection team
- Review, and refinement (if necessary), of the job description

2. Recruitment:

- Drafting of a compelling position posting to attract viable applicants
- Selection of agreed upon job boards (e.g., AZA, LinkedIn, Parks Department website, Cosley Zoo website, etc.)
- Placement of the position postings

3. Initial Screening:

- Evaluation of applications to identify potential candidates
- Development of initial, agreed upon, screening questions and assessments (this may include behavioral profiles at an additional fee if desired)
- Scheduling and conducting initial virtual screenings
- Recommendation of candidates for first formal interview with the interview team

4. First Formal Interview

- Development of agreed upon interview questions for interview team to pose to candidates
- Scheduling of first formal interviews, which are recommended to take place virtually
- Discussions with the interview team, to include the narrowing of the pool of candidates for the selection team to meet and interview in person

5. In-Person Formal Interview

- Prep session with selection team to review and discuss insights gained about each candidate
- Scheduling in-person interviews over a 1-week period and assisting on site to facilitate the interview process

6. Selection

- Guided discussion with the selection team to identify potential new Director from candidates interviewed
- Reference checks focused on previous experience validation with up to 4 previous employers
- Assistance with coordinating background and drug screenings with Cosley Zoo service vendors if desired
- Assistance with the formal offer to the selected candidate

7. Close out

- Assistance with a transition timeline and official start date of new Director
- Notification to those not selected for the Director position

Uptrend Team and Roles

Erika Lance, the HR lead for Uptrend, and I interview the key stakeholders to kick off the process together. Erika then guides the recruitment process until the candidate pool is narrowed to those put forward for in-person interviews. Erika and I work together to guide the majority of the in-person portion of the recruitment process, and Erika manages the final screenings and close out procedures.

Erika has been an executive over all aspects of HR for over 25+ years. Most recently she was with KnowBe4, a publicly traded global cyber security company where she developed and implemented the entire hiring process which included all aspects of candidate sourcing, employer branding and onboarding. She has also created hiring training for all levels of hiring managers. She guided the hiring of all C-Level positions, Managing Directors (all global offices) and Board Member positions for this publicly traded company.

Previous to her time with KnowBe4, Erika was with Nationwide Title Clearing. This was a privately held company that worked with the top 10 mortgage banks around the US. In the over fourteen years that worked with entry level to high skilled and technical executives in the industry from a hiring standpoint.

She now focuses on non-profit and small business recruitment for Uptrend.

I built and led the HR function at ZooTampa for nearly 20 years. While in the position of CFO and head of HR, I recruited and filled positions at all levels. Now as a business consultant, I support recruitment and selection of key positions for the clients we serve.

Timing, Pricing and Guarantee

Although we have vast experience, this is a newer service for Uptrend. This is why our fees are lower than others who provide similar services.

Pricing is based on an assumption that the search will take 3- to 6-months.

The fee for this service is \$25,000 and Uptrend bills as outlined:

- Initial payment due within 15 days of contract execution: \$7,500
- Second payment due upon scheduling of first set of formal virtual interviews: \$7,500
- Final payment due when the offer has been extended and accepted by the candidate: 10,000

Out-of-pocket expenses, including position postings, behavioral profiles, and travel expenses (based on basic economy flights, hotels, and meals), are submitted monthly and are due within 15 days of invoice.

Guarantee

If the selected candidate declines the offer or leaves or is discharged for good cause during the first six months of employment, the process can be repeated one time at no additional charge other than standard out-of-pocket expenses. The six-month guarantee period only applies to the first candidate who is selected and accepts the position, and begins at the time the candidate accepts an offer of employment. This guarantee does not apply under these conditions: layoffs, position eliminations, an organizational change that impacts the job expectations, or any other reason beyond the candidate's control. Notification to Uptrend must occur within 7 days after the date of the candidate's termination of employment date.

Sue, as you know, I have a personal commitment to helping you identify a suitable Director for Cosley Zoo so that you can retire with comfort. I look forward to assisting you in this search.

Sincerely,

Elizabeth Hennig

Elizabeth Hennig, Principal Strategist & CEO
Uptrend Custom Solutions
Elizabeth@uptrendcustomsolutions.com
Cell: 813-957-2737

Uptrend and Cosley Zoo Contract Provisions

We ask your agreement with the following provisions:

1. All agreements between Uptrend Custom Solutions, LLC (Uptrend) and Cosley Zoo may be terminated upon 30 days' written notice by either party. It is understood that Uptrend may terminate this agreement upon 10 days' notice if it is not paid as required under this contract. If the agreement is terminated after the first set of applicants is produced, the first two payments plus applicable out-of-pocket expenses are payable. If the project is terminated after presentation of final candidates, 100% of the fees are payable including out-of-pocket expenses.
2. Modifications and/or supplemental agreements may be made by mutual agreement at any time and may be attached and become amendments to the basic contract upon signature by both parties, it being understood that an email with a corresponding accepting email will also satisfy this requirement.
3. Cosley Zoo agrees and hereby does indemnify, defend and hold harmless Uptrend against any actions, claims, including Uptrend damages, costs, time (fees) and expenses, including reasonable attorney fees incurred in defending against any action arising from work undertaken by Uptrend as a result of this retention, including, without limitation, the preparation or release of materials cleared and approved for and on behalf of Cosley Zoo.
4. Uptrend agrees that it shall not employ, hire or retain, or recommend to others the employment, hiring or retention of, as an employee, agent or independent contractor or otherwise, any person employed by Cosley Zoo without prior written consent from Cosley Zoo which may be withheld for any reason or no reason provided, however, that this limitation shall terminate with respect to any such person after he or she has been out of our employ for one year.
5. Payment of service and production invoices is due in full as outlined in the above schedule. Payments due to Uptrend which are delinquent beyond the normal due date as noted on Cosley Zoo invoices will be subject to a 1.5 percent carrying charge monthly.
6. The underlying principle of compensation for services is that Uptrend will be compensated in a manner permitted to cover its costs and earn a reasonable profit for work satisfactorily performed. Accordingly, Uptrend may request an adjustment be made on a mutually agreeable basis at any time should the scope of the task dictate otherwise. If no such adjustment is agreed Uptrend may terminate the contract upon 10 days' notice.

Conclusion

If the terms described here are acceptable, this letter can serve as our agreement between Cosley Zoo and Uptrend. Thank you.

Cosley Zoo

Date



Executive Search Proposal

April 24, 2024

Sue Wahlgren, Director
Cosley Zoo
1356 N. Gary Ave.
Wheaton, IL 60187

Dear Sue:

Thank you for the opportunity to share Canopy Strategic Partners' (Canopy) proposal with you to provide search services to the **Cosley Zoo** ("CZ"). In this proposal, we have detailed how our team will conduct a comprehensive search for a new **Director** of the Zoo.

As you know, we feel we are extremely qualified and well-positioned to work with you on this important engagement. Given our long tenure of working with AZA institutions and our understanding of this field and profession, we have the insights needed to get the right person for the role. Our qualifications include:

- *We've been identifying the top talent in the field for ten years and in the last five years, we've completed more than two dozen executive searches in this field, including at the Kansas City Zoo, Zoo Miami, Zoo Knoxville, San Diego Zoo Global, Akron Zoo, Toronto Zoo, and many other institutions.*
- *We have successfully recruited individuals for a variety of roles including CEO, Executive Director, COO, Senior Vice President, Vice President, and Director levels.*
- *Our depth and breadth of knowledge of the cultural attractions space and in particular zoos, is unparalleled.*
- *We have worked with more than 150 hundred mission-driven non-profit organizations across the country and know their leadership well, providing us with in-depth knowledge and access to top candidates.*
- *We are actively supporting the advancement of diverse talent through leadership development programs connected to MIAZS and AMZAP, and their Advancing Minority Leadership in Aquariums and Zoos initiative!*
- *We are committed to DEAI, having hosted webinars, sessions, and events to get to know diverse leaders and elevate and recognize the unheard voices; we have made recent hires who bring added diversity and perspective to our team.*

Bottom-line, not only do we know the profession, but we know the people who can best succeed in a unique, complex environment and critical role. On the following pages, we have outlined our approach to conducting the search. We are happy to discuss this process in greater detail and refine it as needed to best meet your requirements.

To further differentiate our approach to search and recruitment, we offer -

- *A process that is inclusive and collaborative. We look to fully understand the people and culture of the organization first and talk with leadership and staff members, and in some cases also recommend talking to a few board members so that we can clearly articulate and position leadership roles with potential candidates. We work closely with you to make any refinements and updates to job profiles, title, key traits, and qualities which will need to be highlighted during a search. We also, as needed, make recommendations on any new structural alignments or adjustments to compensation.*
- *We proactively expand our reach outside of the field into a wider range of disciplines and areas including conservation, cultural institutions, mission-based organizations, hospitality, retail, attractions, and other service-related and guest facing professions, looking for individuals with a mission mindset and commitment. A spirit of innovation and creativity is sought after. Based on our understanding of the culture, we will carefully balance candidate experience with a mission and zoo brand fit.*
- *We utilize innovative services that significantly expand our reach with new passive candidates in related fields. Using AI technologies, we will be able to quickly identify a much larger number of talented and qualified candidates for roles. This balance and mix of both our personal outreach and tested relationships combined with enhanced data will ensure the Zoo has a large but carefully screened pool of candidates for all roles to assess and select.*
- *We actively share roles and opportunities with our growing personal network and database of over 5,000 professionals passionate about mission.*
- *The use of a pre-hire assessment tool, e.g. Predictive Index, to tap into the insights of research-based analytics to match the best candidates for role.*
- *An even greater range and diversity of candidates earlier on in the process for you to help shape the type of candidate who you feel will best excel in the role.*
- *Transparent access into our search platform to give you up-to-date information regarding candidates and the status of the search.*

Approach

We have broken down the search process into four distinct phases:

1. Understanding
2. Connecting
3. Evaluating
4. Selecting

Understanding

We will start by listening and working to understand CZ more deeply, particularly as it relates to organizational and team structure, reporting relationships, operational demands, and positioning. We will spend time meeting with and talking to those who understand the Zoo best: its leadership. We will take a close look at the successes, capture lessons learned, and identify those things that are required and desired for this senior leadership and critical role.

To gain a deep understanding of who CZ is, we will conduct:

- 1-on-1 interviews with senior leadership;
- up to six interviews with other board members and key stakeholders; and
- a virtual discussion with four to six staff members.

Additionally, we will review all background information about the organization, the vision, and opportunities, as well as gather information about the area, quality of life, housing, and access.

All of this discovery work leads us to clearly define expectations for the Director position. This will include traits required, position responsibilities, primary, secondary, and tertiary competencies. We will identify essential values, styles, and behaviors. We will confirm roles and reporting relationships and make suggestions for change as required and appropriate. Ultimately this will result in a comprehensive position profile as well as a compelling case of what makes the Zoo and the job attractive to potential candidates.

During this initial phase, Canopy will also work with leadership to review the full compensation package and make recommendations based on the current market environment and the organization's resource capacity.

Connecting

We start by posting the position on and in appropriate websites and publications. The next step begins when we first identify 'close in' potential candidates. We would reach out to them and explore their interest and potential match against the job profile. We would also identify a number of potential candidates from our immediate network. We would reach out to those closest to us and with knowledge of the nonprofit, hospitality, entertainment, and attraction fields. Based on those initial conversations, we would then share with you a list of potential candidates for consideration.

We would then reach out even further to our extensive network to grow the candidate pool so that it is diverse and representative of talented and experienced individuals from inside the profession but also from outside the field. This will include both current and emerging executives and leaders. We will seek out individuals with different and varied backgrounds who reflect the communities and constituents CZ serves. We will employ our extensive networks to support candidate identification.

To expand our reach even further, we will reach out to our partners and collaborators to tap into their networks—using our connections' connections to find just the right fit if needed. These collaborators span the globe and represent disciplines that match CZ's mission, business, and purpose.

Evaluating

At this stage, even as we continue to talk to possible candidates, we will move into refining the candidate pool to a manageable group who has the right mix of skills and expertise and best meets the needs and wants of CZ.

Our work at this point will include:

- Work with you to refine criteria and rating scale for initial candidate review and vetting
- Review all resumes received and sort and prioritize leading candidates
- Conduct screening interviews of all high potential candidates
- Develop a questionnaire to be given to candidates to aid in the selection process
- Develop interview discussion guide
- Develop rating process for selection of candidates for personal interviews
- Conduct first-round video interviews (Canopy); recordings of all interviews will be made available for viewing by appropriate CZ representatives

Canopy and CZ will determine moving to a smaller set of candidate interviews, including:

- Identify & present short-list candidates
- Develop 2nd Round Interview Prep
- Conduct short-list candidate interviews – CZ representatives & Canopy
- Create candidate summaries
- Maintain regular and timely communication with you regarding the search
- Provide updates and communications to the short-list of candidates

Finalist Evaluation

- Meet with CZ leadership to review candidate list and identify individuals for personal in-depth interviews
- Prepare for, facilitate, and participate in the interview process with selected candidates
- Meet with you to discuss recommendations for finalist candidates
- Document ratings and reviews for each the candidates

Selecting

Canopy uses a thoughtful and deliberate process that uncovers a leader's intellectual horsepower, command of specialized skills (e.g., strategic agility, ethics, systems awareness, data analytics, political savvy, business acumen), and executive presence—the nuanced capacity to manage and lead.

As we get closer to closing out the search, we will:

- Select finalists
- Conduct reference and background checks
- Discuss with candidate(s) prior assessments that have been completed and how they have utilized those results, e.g. 360° reviews
- Perform personality and emotional intelligence testing and analysis (additional, if desired by CZ)
- Select candidate for recommendation
- Negotiate compensation, terms, and conditions of offer
- Work with you and CZ communications on appropriate communication strategy to announce selection
- Create smooth process for onboarding

POST HIRE

To ensure success beyond the start date, Canopy offers additional value-add for CZ and the candidate.

- Make key introductions to other leaders in similar roles in the profession and potential mentors
- Connect the new Director with thought leaders in the profession including with key partner group leaders and industry partners

In the accompanying qualifications document, we have outlined our team and experience. I will lead the project and be the principal in-charge. I will be supported by other members of the Canopy team with project coordination support provided by Lauren David.

We have also outlined a typical search timeline. We would create a more detailed project timeline after discussions with you and after gaining a complete understanding of your needs. We will work to expedite the process based on current demands of your team.

FEES

Our standard fee is calculated as 30% of the annual starting total cash compensation for the position. CZ will be billed in four equal installments; the first after the Discovery phase is completed; the second will be billed after the first round of qualified and acceptable candidates are presented to the Zoo; the third after finalists' interviews; and the final payment upon successful completion of the search.

This fee does not include out-of-pocket expenses (OPE) associated with the project, such as air travel, accommodations, vehicle rental, and meals for the consultant team. CZ will be responsible for all expenses related to candidate travel for interviews, posting the position on industry-related sites, videoconferencing and room rentals related to candidate interviews, background checks, and candidate testing. All OPE will be billed at a 1.1 multiple as incurred.

No additional work, which would incur added fees over the agreed-to amount, would be undertaken without the written agreement of both CZ and Canopy.

You agree to pay all approved invoices submitted by us according to the terms specified above. Additional work outside the scope as outlined will be billed at our standard per diem rate of \$1,750/day. CZ may cancel this agreement with 30 days written notice. CZ agrees to pay for all consulting time and services rendered and out-of-pocket expenses incurred through the date of termination.

Our Guarantee.

We guarantee the successful completion of this assignment. We will work until we exceed your expectations, and the Director is in place. We also guarantee the candidate for a period of twelve months of placement. If the selected candidate is released by CZ with cause or leaves the role within twelve months of the start date, Canopy will conduct a new search to find a replacement for no additional professional fees. (Expenses will be charged.)

Thank you for this opportunity. I can be reached at 267.438.6015 or via email dwalsh@canopysp.com.

Sincerely,



David Walsh
President

Proposal

APRIL 23, 2024



Cosley Zoo - Zoo Director Recruitment Services

Wheaton Park
District, Illinois

Submitted by:

MICHELE MORAWSKI

ASSISTANT DIRECTOR, CLIENT SERVICES

630 DUNDEE ROAD, SUITE 225

NORTHBROOK, IL 60062

224.415.3791

mmorawski@govhrusa.com

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Cover Letter



April 23, 2024

Sue Wahlgren, Director
Cosley Zoo
1356 N. Gary Ave.
Wheaton, IL 60187
swahlgren@wheatonparks.org

Dear Ms. Wahlgren,

Thank you for the opportunity to provide you with a proposal for the Cosley Zoo - Zoo Director recruitment and selection process for the Wheaton Park District, Illinois (Park District). Our proposal provides the Park District with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by **advancing and lifting up the communities we serve**.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Assistant Director, Client Services 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 224.415.3791 mmorawski@govhrusa.com

Thank you for the opportunity to submit a proposal to Wheaton Park District, Illinois. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or mmorawski@govhrusa.com.

Regards,

Patrick J. Dyer, Vice President, *Authorized to bind the firm*



Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in **assisting clients to operate more efficiently and effectively.**

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 600 professionals and administrative staff** to support our clients' success.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

Part of our success is based upon our **promise to be flexible and responsive.** We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Performance Solutions Group responsible for leading the completion of this project.**



Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 600+ consultants across the country

Structure: Privately held and client-driven

Cooperative Contracts:

Allied States Cooperative (ASC) #23-7449
The Interlocal Purchasing System (TIPS)
#220601

Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Performance Solutions

The MGT Performance Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Performance Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The Social Impact of MGT's Work

*Impacting
Communities.
For Good.*



Defined by Our Impact



We understand the goals of the Wheaton Park District, Illinois and how this search process will ensure a diverse pool of highly qualified candidates for the Park District.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to **lift and strengthen their human resources solutions.**

MGT's Primary Consulting Divisions

Our firm includes **more than 600 professionals and administrative staff** to support our clients' success. MGT is structured into the following primary consulting divisions, along with various internal infrastructure groups to support our operations and growth.



Performance Solutions

Our Performance Solutions team provides world-class financial, human capital and equity solutions which enable clients to fully realize the potential of their most valuable resources. Our team excels at fiscal management and operational efficiency assessments that help clients make data-driven decisions, anticipate workforce issues, and integrate technologies to empower our clients to generate critical income and elevate enterprise performance objectives.



Education Solutions

Our Education Solutions originate in our commitment to ensuring that every student has access to a high-quality education as they discover and realize their profound potential. From pre-K-12 to higher education, we partner with schools, districts, state agencies and colleges and universities to deliver performance improvement and innovation and transformation planning and implementation.



Technology Solutions

Our Technology Solutions business supports state, local, education and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security and strategic IT professional staffing. Our deep engineering expertise is foundational to all MGT's technology solutions.

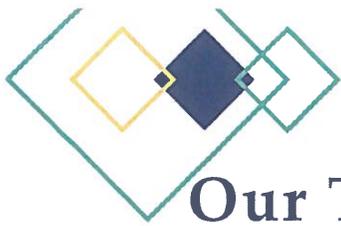
Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the Park District. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



“We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.”

I would highly recommend MGT and hope to do business with them again for our next study.”



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the Park District’s staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultants, Joe De Luce and Chuck Balling. They will act as your project managers and primary points of contact for this project. Their biographies are attached as **Appendix A**.

Project Manager & Main Point of Contact



JOSEPH DE LUCE

Senior Vice President

847-380-3240 x155

JDeLuce@GovHRusa.com



CHUCK BALLING

Vice President

847-542-2512

CBalling@GovHRusa.com

Proposal Inquiries



MICHELE MORAWSKI

Assistant Director

Client Services

224.415.3791

MMorawski@GovHRusa.com



Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



MGT: EXPERTS IN RECRUITING

"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."

MGT Client Satisfaction Components



Proposed Work Plan

PHASE 1 POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups),

surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- ◆ One-on-one or group interviews with stakeholders identified by the Park District.
- ◆ Surveys can be used for department personnel and/or the community to gather feedback.
- ◆ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Park District review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ◆ MGT consultants will personally identify and contact potential candidates.
- ◆ Develop a database of potential candidates from across the country unique to the position and to the Park District, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ◆ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the Park District with a list of advertising options for approval.

PHASE 3 CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- ◆ Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ◆ Candidates will be narrowed down to those that meet the qualification criteria.
- ◆ Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the Park District's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- ◆ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ◆ MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- ◆ The Park District will receive a log of all applicants and may review resumes if requested.
- ◆ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the Park District to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- ◆ Develop the first and second round interview questions for Park District review and comment.
- ◆ Coordinate candidate travel and accommodations.
- ◆ Provide Park District with an electronic file that includes:
 - Candidates' credentials.

PROJECT APPROACH & METHODOLOGY

- Set of questions with room for interviewers to make notes.
- Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|---|
| ✓ Social Security Trace & Verification | ✓ County/Statewide Criminal |
| ✓ US Federal Criminal Search | ✓ Civil Search |
| ✓ Enhanced Verified National Criminal | ✓ Bankruptcy, Leans, and Judgements |
| – National Sex Offender Registry | ✓ Motor Vehicle Record |
| – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol | ✓ Education Verification – All Degrees Earned |
| – Office of Foreign Assets Control (OFAC) Terrorist Database Search | Optional: Credit Report – Transunion with score (based on position and state laws) |
| – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) | Optional: |
| – All felonies and misdemeanors reported to the National Database | – Professional License Verification |
| | – Drug Screen |
| | – Employment Verification |

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ◆ Tour of Park District facilities.
- ◆ Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- ◆ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ◆ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure	█	█												
Phase 2: Advertising, Candidate Recruitment, & Outreach			█	█	█	█								
Phase 3: Candidate Evaluation & Screening							█	█	█					
Phase 4: Presentation of Recommended Candidates										█				
Phase 5: Interviewing Process & Background Screening											█	█		
Phase 6: Appointment of Candidate													█	█

Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT’s experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT’s GovHR also has a long-standing commitment to DEI. Since the firm’s inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local

government. Additionally, we provide a list of DEI resources on the homepage of the website at GovHRusa.com.

MGT's GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, and in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

MGT/GovHR's Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

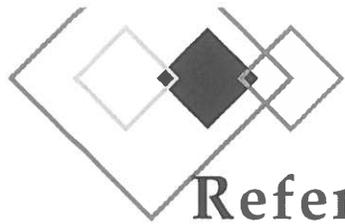
COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word "ideally" or "preferably."

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



References

A leader in local government recruitment and selection.

More than one-third of the organizations served by MGT’s GovHR have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

SAN JOSE, CA

NANDITA MODAK, DEPUTY DIRECTOR PRNS DEPARTMENT
200 E. SANTA CLARA ST, 4TH FLR – TOWER | SAN JOSE, CA 95113
NANDITA.MODAK@SANJOSECA.GOV

MGT’s GovHR provided recruitment and selection services for the following positions:

- ◆ Deputy Director-Capital Projects Division, PRNS, 2023 - Ryan Cotton
- ◆ Zoo Manager, 2022 - Chuck Balling
- ◆ Division Managers for Community Services & Recreation, 2021 - Chuck Balling
- ◆ Deputy Director of Parks, 2020 - Chuck Balling
- ◆ Deputy Director of Recreation & Neighborhood Services, 2020 - Chuck Balling



GLEN ELLYN PARK DISTRICT, IL

BEN STORTZ, BOARD PRESIDENT
185 SPRING AVE. | GLEN ELLYN, IL 60137
630-858-2462 | BSTORTZ@GEPARK.ORG

MGT’s GovHR provided recruitment and selection services for the following position:

- ◆ Executive Director, 2023 - Steve Scholten, Chuck Balling & Joe DeLuce



GLENVIEW PARK DISTRICT, IL

MICHAEL MCCARTY, EXECUTIVE DIRECTOR
1930 PRAIRIE STREET | GLENVIEW, IL 60025
224-521-2250 | MICHAEL.MCCARTY@GLENVIEWPARKS.ORG

MGT’s GovHR provided recruitment and selection services for the following position:

- ◆ Division Director of Administrative Operations, 2024 - Joe DeLuce
- ◆ Finance Director, 2022 - Maureen Barry
- ◆ Superintendent of Recreation and Museum Services, 2021 - Steve Scholten
- ◆ Executive Director, 2014 - Heidi Voorhees & Terry Porter



Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client’s needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$25,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Park District for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates
- ◆ Interview Process

Any additional consultant visits requested by the Park District (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- ◆ **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ◆ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the Park District will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Park District.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the Park District or the employee's own determination, leave the employ of the Park District within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Limited Scope Recruitment Scope of Services

MGT offers the option for a "Limited Scope" recruitment process, designed for clients who require only partial assistance with recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- ◆ Meet with employees and other stakeholders.
- ◆ Develop a Recruitment Flyer for the position.
- ◆ Develop and place position announcements on websites and on social media outlets.
- ◆ Conduct outreach for candidates via personal and electronic contacts (up to 6 hours).
- ◆ Review all resumes.
- ◆ Conduct video interviews.
- ◆ Complete references for select candidates.
- ◆ Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Park District a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, MGT involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- ◆ A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- ◆ MGT will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- ◆ MGT will not offer any guarantee regarding the selection and tenure of the candidates. MGT will bill the Park District immediately after presentation of candidates and will not redo the recruitment and selection process if the Park District is unsuccessful in hiring someone from the group of recommended candidates.
- ◆ Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Park District.

Limited Scope Recruitment Price Proposal

Summary of Costs	Price
Recruitment Fee	\$20,000
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$22,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the Park District for reimbursement.*

Possible in-person meetings could include:

- ◆ Recruitment brochure interview process
- ◆ Presentation of recommended candidates

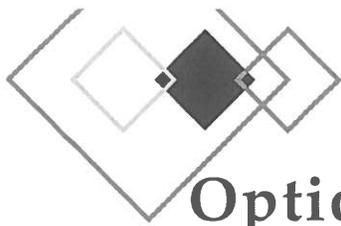
Any additional consultant visits requested by the Park District (beyond the two visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ◆ **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- ◆ **Final Invoice:** Completion of Recruitment (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within thirty (30) days of receipt.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

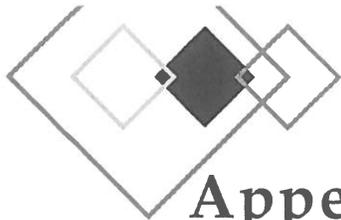
Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the Park District is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the Park District, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Park District feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biographies

The biography of our proposed consultants are provided on the following page.

Joseph (Joe) DeLuce is a Vice President with GovHR USA and has held leadership positions over the past 42 plus years at several park districts.

Joe DeLuce started with GovHRUSA in January of 2023 and has been involved as a consultant on numerous Parks and Recreation Executive searches in states including, but not limited to, PA and IL. Joe has hired numerous parks and recreation employees during his 42 years in the field and assisted the Illinois Association of Park Districts on numerous Executive Director placements. Joe also has extensive experience with strategic planning and organizational assessments.



Mr. DeLuce recently retired as the Executive Director for the Champaign Park District, having been with the Park District for over 25 years. He holds a master's degree in Recreation Administration from the University of Illinois and a bachelor's degree in Parks and Recreation from Kent State University. With over 42 years as a parks and recreation professional, Joe has served as an Executive Director in Ohio, West Virginia, Florida, and Georgia.

Mr. DeLuce has served two terms on the Illinois Park and Recreation Association Board of Directors and recently served on the Illinois Association of Park District's Joint Legislative Committee. He is a Certified Parks and Recreation Professional through the National Recreation and Park Association and chairs selected Commission for Accreditation of Parks and Recreation Agency evaluations.

Mr. DeLuce has also been published in National and State publications on a variety of topics: leadership, strategic planning, professionalism, and sports. Joe was elected to the American Academy of Parks and Recreation Administration in 2014. He joined legendary parks and recreation professionals, Joe Bannon, and Bob Toalson, both longstanding members of the Academy. Joe also received the Joe Bannon Practitioner's Award from the University of Illinois Recreation, Sports, and Tourism Department.

Professional Education

- Bachelor of Science in Parks and Recreation Administration, Kent State University, Kent, Ohio, 1980
- Master of Science in Parks and Recreation Administration, University of Illinois, Champaign, Illinois, 2001
- North Carolina State University (NRPA)
 - Director's School, 2012
 - Supervisors Management School, 1992
 - School of Revenue Resources, 1985
 - School of Sports Management, 1984
- University of Georgia, Executive Development School, 1990

Memberships & Affiliations

- National Recreation and Park Association (NRPA)
- Illinois Parks and Recreation Association (IPRA)
- Certified Parks and Recreation Professional (CPRP)
- IPRA Board of Directors
- Central Illinois Recreation Council on Leisure (President)
- Champaign Rotary Club (Board of Directors)
- Champaign County Sports Commission (President)
- NRPA's CAPRA Accreditation Team Visitor and Chair
- Illinois Distinguished Agency Accreditation (Lead Staff)

Awards

- Inductee into the American Academy for Park and Recreation Administration (AAPRA)
- Joe Bannon Practitioner Award from the University of Illinois Recreation, Sports, and Tourism Department
- NRPA National Gold Medals for excellence in Parks and Recreation Management (Staff member)
- Robert Toalson Legend Award

Professional Background

Over 42 Years of Local Government Leadership & Management Experience.

- Executive Director, Champaign Park District, IL
- Director of Recreation, Champaign Park District, IL
- Instructor, University of Illinois (Champaign, Illinois) Department of Recreation, Sport & Tourism
- Sport Specialist American Sport Education Program, Champaign, IL
- Executive Director Greater Macon, GA Sports Commission
- Executive Director of Parks & Recreation Hallandale, FL
- Parks & Recreation Superintendent, Broward County, FL
- Executive Director of Parks and Recreation Hancock County, WV
- Executive Director of Parks and Recreation, Toronto, OH

Chuck Balling has been a Vice President with GovHR USA since 2016 and has previously held Executive Director leadership positions at several progressive award-winning park and recreation agencies. Chuck serves as a trusted partner to park and recreation departments, special districts and their leadership teams, and elected officials. His exceptional interpersonal skills and dedication to each client's needs has positioned him as a highly valued strategic partner, executive recruiter, and strategic planning consultant, serving both large municipalities and medium-small park and recreation agencies throughout the country.



Chuck is passionate about the field of parks and recreation. Prior to joining Gov HR USA as a consultant, Chuck served as the Executive Director of the Gurnee Park District for 10 years and the Glenview Park District for 9.5 years. Both agencies have won numerous national and state awards. Chuck has overseen a variety of facility improvement projects, fostered intergovernmental cooperation, and is a strong proponent of environmental and historical initiatives. Chuck strongly believes in the need to develop future leaders in parks and recreation and has served as a mentor to many successful professionals. At GovHR, Chuck focuses on client needs in the areas of strategic planning, executive recruitment, and new director on-boarding.

Professional Education

Master of Arts, DePaul University, IL
Bachelor of Science in Parks and Recreation Administration, Eastern Illinois University, IL

Awards

Heart of the Family Award, Family Service Center of Winnetka-Northfield, 2016
Eastern Illinois University Lifetime Achievement Award, 2015
Distinguished Alumni Award, EIU Recreation Department, 1989
Illinois Park and Recreation Association Professional of the Year Award, 1999
IPRA Fellow Award, 2011
IPRA Robert Artz Lifetime Achievement Award, 2012

Professional Development & Speaking Engagements

Presenter at Illinois Park and Recreation Annual Conferences and Workshops
Published article for *Athletic Business Magazine*
Published articles for the *Illinois Park and Recreation Magazine*

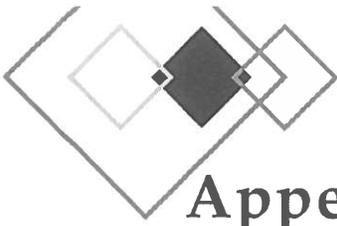
Memberships & Affiliations

Village of Glenview, IL. Environmental, Natural Resources Commission
Family Service Center of Northfield, IL, Advisory Council Co-Chair
Princeton Village HOA, Former President and Board Member
American Academy for Parks and Recreation
PDRMA (Park District Risk Management Agency), Former Chairman
Glenview Noon Rotary Club, Former President
Glenview Values Committee, Former Co-Chair
Northern Suburban Special Recreation Association, Former Member of Board of Directors
Illinois Juvenile Research Foundation, Board of Directors

Professional Background

Extensive Local Government Leadership and Management Experience

- Executive Director, Glenview Park District, IL, 2006-2015
- Executive Director, Gurnee Park District, IL, 1996-2006
- Director of Leisure Services, Elmhurst Park District, IL, 1987-1996
- Superintendent of Leisure Services, Homewood-Flossmoor Park District, IL, 1981-1987



Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the Park District's recruitment request is provided on the following page.

Animal Services and Parks & Recreation Client List

State	Client	Position Title	Year	Population
California	Encinitas	Parks, Recreation and Cultural Arts Director	2023	61,762
	San Jose	Assistant Director of Parks, Recreation and Neighborhood Services	2024	1,025,000
	San Jose	Deputy Director - Capital Projects Division, PRNS	2022	1,025,000
	San Jose	Deputy Director of Parks	2020	1,025,000
	San Jose	Deputy Director of Recreation and Neighborhood Services	2020	1,025,000
	San Jose	Division Manager - Community Services Division	2021	1,025,000
	San Jose	Division Manager - Recreation Division	2021	1,025,000
	San Jose	Zoo Manager	2022	1,025,000
	Colorado	Greeley	Deputy Director of Culture, Parks, Recreation Parks and Natural Operations	2024
Florida	Deerfield Beach	Director of Parks and Recreation	2021	80,000
	Deerfield Beach	Director of Parks and Recreation	2023	80,000
Illinois	Champaign Park District	Executive Director	2022	88,000
	Evanston	Director of Parks, Recreation & Community Services	2015	75,000
	Fox Valley Park District	Executive Director	2010	200,000
	Glen Ellyn Park District	Executive Director	2023	37,500
	Glencoe Park District	Executive Director	2012	9,000
	Glenview Park District	Deputy Director	2017	56,000
	Glenview Park District	Director of Brand Strategy and Community Engagement	2021	56,000
	Glenview Park District	Division Director of Administrative Operations	2023	56,000
	Glenview Park District	Executive Director	2014	56,000
	Glenview Park District	Finance Director	2022	56,000
	Glenview Park District	Superintendent of Recreation and Museum Services	2021	56,000
	Highland Park Park District	Planning & Projects Supervisor (Professional Outreach)	2022	29,902
	Homewood-Flossmoor Park District	Executive Director	2023	30,000
	Lake County Forest Preserve District	Director of Public Safety	2022	700,000
	Lake County Forest Preserve District	Executive Director	2012	700,000
	Lake Forest	Director of Parks and Recreation	2024	19,375
	Lincolnwood	Director of Parks and Recreation	2021	12,590
	Macon County Conservation District	Executive Director	2015	Multi
	Morton Grove Park District	Executive Director	2015	23,500
	Northbrook Park District	Executive Director	2016	37,000
Oak Park Park District	Executive Director	2011	52,015	
Oswegoland Park District	Executive Director	2023	Multi	
Palatine Park District	Executive Director	2023	69,350	
Park Ridge Park District	Executive Director	2023	39,656	
South West Special Recreation Association	Executive Director (Virtual)	2021	Multi	

	West Suburban Special Recreation Association	Executive Director	2011	Multi
	Western DuPage Special Recreation Association	Executive Director	2021	Multi
	Winnetka Park District	Executive Director	2023	12,417
Indiana	Munster Parks & Recreation	Parks & Recreation Director	2014	23,603
Kansas	Lawrence	Parks, Recreation, Arts and Culture Director	2023	101,211
Michigan	Ann Arbor	Parks & Recreation Services Manager	2022	117,700
	Oakland County	Director of Parks & Recreation	2021	1,251,000
Minnesota	Woodbury	Parks and Recreation Director	2018	70,559
Missouri	Lee's Summit	Parks Administrator	2017	96,076
	Maryland Heights	Parks & Recreation Director	2016	27,472
	Missouri Parks and Recreation Association (MPRA)	Executive Director	2018	Multi
	University City	Director of Parks, Recreation & Forestry	2018	35,172
Montana	Great Falls	Director of Parks & Recreation	2017	58,000
Ohio	Cincinnati Parks	Board Director	2017	298,500
	Cleveland	Director of Parks & Recreation	2024	381,009
	Fairfield	Parks & Recreation Director	2018	42,730
Oregon	Multnomah County	Animal Services Director	2019	813,000
Pennsylvania	Centre Region Council of Governments	Parks and Recreation Director (Virtual)	2023	97,000
Texas	Austin	Assistant Director of Parks & Recreation	2009	885,000
	Austin	Chief Animal Services Officer	2010	885,000
	Austin	Chief Animal Services Officer	2014	885,000
	Austin	Chief Animal Services Officer	2019	885,000
	Austin	Director of Parks & Recreation	2014	885,000
	Fort Worth	Assistant Director - Park Operations Division	2024	854,113
	Fort Worth	Assistant Director of Golf and Athletics	2019	854,113
	Fort Worth	Assistant Director of Parks & Recreation - Golf & Athletics Division	2024	854,113
	Fort Worth	Assistant Director Recreation Division	2018	854,113
	Fort Worth	Assistant Park & Recreation Director	2022	854,113
	McKinney	Director of Parks and Recreation	2023	191,645
	Sugar Land	Animal Services Manager	2021	118,000
Washington	Metropolitan Park District of Tacoma	Deputy Director of Community & Neighborhood Parks & Facilities	2019	230,000
	Metropolitan Park District of Tacoma	Deputy Director of Region Parks & Attractions	2019	230,000
Wisconsin	Oak Creek	Director of Streets, Parks & Recreation, & Forestry	2013	35,243

TO: Board of Commissioners

FROM: Michelle Podkova, Museum Manager and Educator
Emily O'Brien, Museum Curator

THROUGH: Michael Benard, Executive Director
Vicki Beyer, Director of Recreation

RE: Design of Museum *Enduring Values* Permanent Exhibit

DATE: May 15, 2024



SUMMARY:

The DuPage County Historical Museum's (Museum) permanent exhibit, *Enduring Values*, was created in 1988 and is 36 years old. Standards in the museum field dictate permanent exhibit lifespans should be 10 years or less to preserve and rotate artifacts and modernize with current trends. The Intergovernmental Agreement between the County of DuPage (County) and Wheaton Park District (Park District), signed in 2008, requires the staff to create a plan and update *Enduring Values*.

In 2023, County and Park District, using the expertise of Museum staff, entered a partnership to update both the County's *Heritage Gallery* and the Museum's *Enduring Values Gallery*. This joint venture allows for the two exhibits to be complimentary and provide the best historical data to County residents without duplication of information. A joint Request for Proposal (RFP) resulted in a firm being chosen—Taylor Studios—for the design process. This process can be stopped at conceptual design or proceed through full detail design as an alternate. Once finalized, this process will allow the County and Museum to pursue the creation of the bid specifications from a different firm which will allow the bidding for fabrication. This can be done mutually through the same firm or separately depending on the results and timeline for each entity. The design process with Taylor Studios is expected to take at least a year.

While the project is a joint effort, each entity will pay for their part. The Museum's *Enduring Values* design process through concept design is \$50,000 and an alternate with detailed design is an additional \$25,000. The total \$75,000 would be paid by the Park District directly to Taylor Studios. The Museum Foundation will reimburse the Park District per the reimbursement agreement. After the detailed design is completed, the Museum will apply for grants including the Illinois Department of Natural Resources (IDNR) Museum Capital Grant. The Museum Foundation will also fundraise for the project. A separate firm will be required to create bid specifications prior to soliciting bids for fabrication.

PREVIOUS COMMITTEE/BOARD ACTION:

Board reviewed this matter on the March 6, 2024 subcommittee meeting.

No previous action has been taken on the *Enduring Values* project, however action related to this project includes the adoption of the Intergovernmental Agreement on July 16, 2008 that states:

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.

Other action with the County in partnership with the Museum and Park District has included two large restoration construction projects. One in 2016 to put on a new roof, which was paid for by the Goodwin donation of \$200,000 and an IDNR grant. The second was last fall 2023, with a \$750,000 IDNR grant for the masonry reinforcement and gutter rebuild project which included structural reinforcement of the building. Both partnership projects went well for both sides.

REVENUE OR FUNDING IMPLICATIONS:

The following amounts were budgeted for the design of the *Enduring Values* permanent exhibit by the Foundation in 2024 for \$75,000.

ACCOUNT	BUDGETED AMOUNT
92-000-H00-52-5210-0000	\$75,000

STAKEHOLDER PROCESS:

The Park District will be reimbursed the \$75,000 cost by the Museum Foundation through the attached reimbursement agreement, which will be voted on by the Museum Foundation on May 8.

The County will assign a team to work with the Museum staff on this project. The County owns the Museum building and all artifacts in the Museum’s permanent collection. Museum staff will consult for County on their *Heritage Gallery* project and be compensated for such through a memorandum of understanding. Both exhibits will be led by their perspective organizations.

The design process will include Taylor Studios running a focus group for the DuPage residents interested in providing their opinions. A survey is also in the scope of work.

LEGAL REVIEW:

Both County legal counsel and Park District legal counsel have reviewed and approved the agreement. Park District counsel has reviewed and approved the reimbursement agreement.

ATTACHMENTS:

- Joint Agreement Between The County of DuPage, Wheaton Park District, and Taylor Studios for Professional Design Services
- Scope of Work from Taylor Studios
- Reimbursement Agreement with the DuPage County Historical Museum Foundation

ALTERNATIVES:

Scope of Work allows for both County and Park District to go through the Concept Design process with alternates of moving through the Detail Design. Main differences include deliverables of CAD files, final drawings, final layout, and full narratives/labels completed.

RECOMMENDATIONS:

It is recommended that the Wheaton Park District Board of Commissioner’s approve:

- Joint Agreement Between The County of DuPage, Wheaton Park District, and Taylor Studios for Professional Design Services
- Reimbursement Agreement with the DuPage County Historical Museum Foundation

**JOINT AGREEMENT BETWEEN
THE COUNTY OF DUPAGE, ILLINOIS,
WHEATON PARK DISTRICT,
AND TAYLOR STUDIOS, INC.
FOR PROFESSIONAL DESIGN SERVICES**

This professional services agreement (hereinafter referred to as the AGREEMENT), made this 15 day of May, 2024, between the County of DuPage, a body corporate and politic, with offices at 421 North County Farm Road, Wheaton, Illinois (hereinafter referred to as the "COUNTY"), the Wheaton PARK DISTRICT, a body corporate and politic, with offices at 102 E. Wesley St., Wheaton, Illinois (hereinafter referred to as the "PARK DISTRICT") and Taylor Studios, Inc., an Illinois corporation, located at 1320 Harmon Drive, Rantoul, Illinois, licensed to do business in the State of Illinois; (hereinafter referred to as the CONSULTANT). The COUNTY, PARK DISTRICT, and the CONSULTANT are hereinafter sometimes individually referred to as a "party" or together as the "parties." The COUNTY and PARK DISTRICT are hereinafter referred to collectively as the "OWNERS."

RECITALS

WHEREAS, the COUNTY by virtue of its power set forth in "Counties Code" (55 ILCS 5/5-1001 *et seq.*) and "County Offices, Equipment and Expenditures" (55 ILCS 5/5-1106, *et seq.*) is authorized to enter into this AGREEMENT; and

WHEREAS, the PARK DISTRICT by virtue of its power set forth in the "Park District Code" (70 ILCS 1205/1-1 *et seq.*) is authorized to enter into this AGREEMENT; and

WHEREAS, the PARK DISTRICT and the COUNTY are public agencies within the meaning of the Illinois "Intergovernmental Cooperation Act" and as authorized by Article 7, Section 10 of the Constitution of the State of Illinois; and

WHEREAS, the purposes of the "Intergovernmental Cooperation Act" and Article 7 of the Constitution of the State of Illinois include fostering cooperation among government bodies; and

WHEREAS, the OWNERS require professional design work services at the Heritage Gallery for the COUNTY ("the Heritage Project"), and

professional design work services at the DuPage County Historical Museum for the PARK DISTRICT ("the Museum Project") (hereinafter collectively referred to as "PROJECT"); and

WHEREAS, the CONSULTANT has experience and expertise in this area and is in the business of providing such professional exhibit design services and is willing to perform the required services for an amount **not to exceed** \$120,000 in total. For purposes of the COUNTY and PARK DISTRICT's sharing of costs, \$75,000 shall be the responsibility of and paid by the PARK DISTRICT, and \$45,000 shall be the responsibility of and paid by the County. The County's initial commitment, however, shall be no more than \$30,000 for Initial Services contemplated at the time of execution hereof, with the remaining \$15,000 of the County's payment responsibility contingent on the County's granting further approval(s) for Additional Services, as outlined herein; and

WHEREAS, the CONSULTANT acknowledges that it is qualified in the design of exhibits to perform the services covered by this AGREEMENT and is in good standing and has not been barred from performing professional services; and

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms, and conditions herein set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

1.0 INCORPORATION AND CONSTRUCTION

- 1.1 All recitals set forth above are incorporated herein and made part thereof, the same constituting the factual basis for this AGREEMENT.
- 1.2 The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.

1.3 The exhibits referenced in this AGREEMENT shall be deemed incorporated herein and made a part hereof.

2.0 SCOPE OF SERVICES

- 2.1 Services are to be provided by the CONSULTANT according to the Scope of Work, specified as Exhibit A1 for the COUNTY'S Heritage Project, and Exhibit A2 for the PARK DISTRICT'S Museum Project, attached hereto. The CONSULTANT shall complete all the services set forth in said exhibits for the compensation set forth in Section 7.0, below, unless otherwise modified as provided herein. The CONSULTANT agrees to obtain all necessary permits requested by the OWNERS when required to do so.
- 2.2 The CONSULTANT shall prepare and distribute meeting minutes within seven (7) days following meetings between the OWNERS or other groups and the CONSULTANT concerning the PROJECT.
- 2.3 The OWNERS may, from time to time, request changes in the Scope of Work in this AGREEMENT. Any such changes, including any increase or decrease in the CONSULTANT'S compensation and Scope of Work, shall be documented by an amendment to this AGREEMENT in accordance with Section 14.0 of this AGREEMENT, except as allowed in Paragraph 15.3, below.
- 2.4 The relationship of the CONSULTANT to the OWNERS is that of independent contractor, and nothing in this AGREEMENT is intended nor shall be construed to create an agency, employment, joint venture relationship, or any other relationship allowing the OWNERS to exercise control or direction over the manner or method by which the CONSULTANT or its sub-contractors/sub-consultants provide services hereunder. Neither the CONSULTANT nor the CONSULTANT'S employees shall be entitled to receive any OWNERS' benefits. The CONSULTANT shall be solely responsible for the payment of all taxes and withholdings required by law which may become due with regard to any compensation paid by the OWNERS to the CONSULTANT.
- 2.5 Services deemed to be a professional service under this AGREEMENT shall be performed and/or supervised by individuals

licensed to practice by the State of Illinois in the applicable professional discipline.

- 2.6 Neither the CONSULTANT, nor the CONSULTANT'S employees, shall be retained as expert witnesses by the OWNERS except as by separate agreement.

3.0 NOTICE TO PROCEED

-BY THE COUNTY

- 3.1 Authorization to proceed shall be given on behalf of the COUNTY by the Deputy Director of Facilities Management (hereinafter referred to as the "Deputy Director"), in the form of a written Notice to Proceed following execution of the AGREEMENT by the County Board Chair and PARK DISTRICT.

Authorization to proceed with various tasks described in Exhibit A1 will be given to the CONSULTANT by representatives of the Department of Facilities Management.

- 3.2 In addition to the Notice to Proceed, the Director, or his/her designee, may, on behalf of the COUNTY, approve, deny, receive, accept or reject any submission, notices or invoices from or by the CONSULTANT, as provided for in this AGREEMENT, including but not limited to, acts performed in accordance with Paragraphs 3.3, 4.1, 5.2, 6.1, 7.3, 7.4, 8.2, 8.3, 15.3 and 21.2, as well as any requirements contained in Exhibits B and C attached hereto.
- 3.3 The CONSULTANT shall not perform additional work related to a submittal until the COUNTY has completed its review of the submittal, unless otherwise directed in writing by the Director or his designee. The CONSULTANT may continue to work on items unrelated to the submittal under review by the COUNTY.

-BY THE PARK DISTRICT

- 3.4 Authorization to proceed shall be given on behalf of the PARK DISTRICT by the Executive Director in the form of a written

Notice to Proceed following execution of the AGREEMENT by the County Board Chair and PARK DISTRICT.

Authorization to proceed with various tasks **described in Exhibit A2** will be given to the CONSULTANT by the PARK DISTRICT's Executive Director or his/her designee.

- 3.5 In addition to the Notice to Proceed, the Executive Director, or his/her designee, may, on behalf of the PARK DISTRICT, approve, deny, receive, accept or reject any submission, notices or invoices from or by the CONSULTANT, as provided for in this AGREEMENT, including but not limited to, acts performed in accordance with Paragraphs 3.3, 4.1, 5.2, 6.1, 7.3, 7.4, 8.2, 8.3, 15.3 and 21.2, as well as any requirements contained in Exhibits B and C attached hereto.
- 3.6 The CONSULTANT shall not perform additional work related to a submittal until the PARK DISTRICT has completed its review of the submittal, unless otherwise directed in writing by the Executive Director or his designee. The CONSULTANT may continue to work on items unrelated to the submittal under review by the COUNTY.

4.0 TECHNICAL SUBCONSULTANTS

- 4.1 With respect to each Project, the prior written approval of the COUNTY and/or PARK DISTRICT shall be required before the CONSULTANT hires any sub-consultant(s) to complete COUNTY/PARK DISTRICT ordered technical or professional tasks or services under the terms of this AGREEMENT. COUNTY and/or PARK DISTRICT approval of sub-consultant(s) includes approval of any new and/or modified employee rates (Exhibit C) and/or fee schedules as referenced in Paragraph 7.3.
- 4.2 The CONSULTANT shall supervise any sub-consultant(s) hired by the CONSULTANT and the CONSULTANT shall be solely responsible for any and all work performed by said sub-consultant, or sub-consultants, in the same manner and with the same liability as if performed by the CONSULTANT.
- 4.3 The CONSULTANT shall require any sub-consultant hired for the performance of any work or activity in connection to this AGREEMENT to agree and covenant that the sub-consultant also meets the terms of Sections 8.0 and 13.0 and Paragraph 26.4

of this AGREEMENT and shall fully comply therewith while engaged by the CONSULTANT in services for the COUNTY and/or PARK DISTRICT on the PROJECT or Work Orders.

5.0 TIME FOR PERFORMANCE

- 5.1 The CONSULTANT shall commence work to meet the requirements for professional services on the Heritage PROJECT after the COUNTY issues its written Notice to Proceed for work identified in Exhibit A1. The CONSULTANT shall commence work to meet the requirements for professional services on the Museum PROJECT after the PARK DISTRICT issues its written Notice to Proceed for work identified in Exhibit A2. The COUNTY and PARK DISTRICT are not liable and will not pay the CONSULTANT for any work performed before the date of the Notice to Proceed, unless identified in Exhibit A1 or A2 and specifically agreed pursuant thereto.
- 5.2 Unless otherwise defined in Exhibit A1 or A2 the CONSULTANT shall submit a schedule for completion of the PROJECT within ten (10) days of the written Notice to Proceed. The schedule is subject to approval by the COUNTY or PARK DISTRICT. All of the services required hereunder shall be completed by November 30, 2025, unless the term of this AGREEMENT is extended in conformity with Article 14 below.
- 5.3 If the CONSULTANT is delayed at any time in the progress of the work by any act or neglect of the OWNERS or by any employee of the OWNERS or by changes ordered by the OWNERS, or any other causes beyond the CONSULTANT'S control, the sole remedy and allowance shall be an extension of time for completion. Such extension shall be that which is determined reasonable by the OWNERS upon consultation with the CONSULTANT. The CONSULTANT shall accept and bear all other costs, expenses and liabilities that may result from such delay.

6.0 DELIVERABLES

- 6.1 For work identified in Exhibit A1, the CONSULTANT shall provide the COUNTY on or before the expiration of this AGREEMENT, or 14 days after notice of termination or when the

Deputy Director directs, the deliverables specified in Exhibit B.

6.2 For work identified in Exhibit A2, the CONSULTANT shall provide the PARK DISTRICT on or before the expiration of this AGREEMENT, or 14 days after notice of termination or when the Executive Director directs, the deliverables specified in Exhibit B.

7.0 COMPENSATION

7.1. The OWNERS shall pay the CONSULTANT for services rendered and shall only pay in accordance with the provisions of this AGREEMENT. The OWNERS shall not be obligated to pay for any services not in compliance with this AGREEMENT.

7.2. Total payments to the CONSULTANT under the terms of this AGREEMENT shall not under any circumstances exceed \$120,000. This amount is a **"not to exceed"** amount. For purposes of the COUNTY's payment responsibility, the COUNTY will initially pay an amount not to exceed \$30,000 for CONSULTANT's Initial Services as outlined within Exhibit A1. Once the Initial Services are completed, the COUNTY shall have the option to either approve or reject such Additional Services as are reflected within Exhibit A1, in an amount not to exceed \$15,000. In the event the OWNERS direct the CONSULTANT to perform services which would cause the stated amount(s) to be exceeded, the CONSULTANT shall not be responsible for such services until this AGREEMENT is modified pursuant to Article 14.0.

7.3 If this AGREEMENT or a modification thereto authorizes the CONSULTANT to alter its fees, such fee changes shall be subject to the following unless otherwise provided in the AGREEMENT: (i) The CONSULTANT may only change the fees stated in Exhibit C once per calendar year; (ii) fees may not be changed prior to one hundred twenty (120) days from the date of execution of this AGREEMENT or from the date of any previous fee change; and (iii) the CONSULTANT shall provide the COUNTY and PARK DISTRICT with forty-five (45) days' notice of any proposed fee change. The CONSULTANT shall not invoice the COUNTY or PARK DISTRICT at an increased fee without compliance to the notice requirements listed above.

- 7.4 Direct expenses are costs for supplies and materials to be paid for by the OWNERS for completion of all services that is the subject of this AGREEMENT as referenced on the attached Direct Costs Check Sheet made a part hereof and incorporated herein by reference. Approved Work may include additional approved direct expenses not included herein. The OWNERS shall pay direct costs referenced on the Direct Costs Check Sheet without any markups added and the CONSULTANT shall include copies of receipts for all direct expenses more than \$25 from suppliers for expendable materials with its invoice to the OWNERS.
- 7.5 If the scope of work for this AGREEMENT includes the use of job classifications covered by the prevailing rate of wages, the prevailing rate must be reflected in the cost estimate for this AGREEMENT. The rates have been ascertained and certified by the Illinois Department of Labor for the locality in which work is to be performed. If the Illinois Department of Labor revises the prevailing rates of wages to be paid, as listed in the specification of rates, the CONSULTANT may not pay less than the revised rates of wages. Current wage rate information shall be obtained by visiting the Illinois Department of Labor web site at <http://www.state.il.us/agency/idol/> or calling 312-793-2814. It is the responsibility of the CONSULTANT to review the rates applicable to the work in this AGREEMENT, at regular intervals, in order to insure the timely payment of current rates. Provision of this information to the CONSULTANT, by means of the Illinois Department of Labor web site, satisfies the notification of revisions by the OWNERS to the CONSULTANT pursuant to the Act, and the CONSULTANT agrees that no additional notice is required. The CONSULTANT shall notify each of its sub-consultants of the revised rates of wages.
- 7.6 The CONSULTANT shall submit invoices, for services rendered with reference to each Project, including any allowable expenses, to the OWNERS. All invoices shall include a remittance address. The OWNERS shall not be required to pay the CONSULTANT more often than monthly. Each invoice shall be submitted in a format agreed to in advance by the OWNERS. Separate invoices shall be submitted for each Project and each invoice shall also include a progress report that describes work completed on the specific Project for the

invoice period, anticipated work for the next invoice period, outstanding issues or items that require a response, whether the work is progressing according to the approved schedule, and a discussion of the budget status. The CONSULTANT shall be required to submit a monthly progress report to the OWNERS even if a monthly invoice is not submitted to the COUNTY. The CONSULTANT shall provide the OWNERS with a valid taxpayer identification number prior to making any request for compensation. Payment will not be made for services completed or expenses incurred more than six-months (180 days) prior to submission of any invoice and any statute of limitations to the contrary is hereby waived. When requested by the OWNERS, the CONSULTANT shall submit certified time sheets as additional documentation for the invoiced services.

- 7.7 Upon approval of properly documented invoices, the OWNERS shall reimburse the CONSULTANT the amount—invoiced for services completed in accordance with this AGREEMENT, provided that the amount invoiced together with the amounts of previous partial payments do not exceed the total compensation specified in this AGREEMENT. The OWNERS may not deny a properly documented claim for compensation, in whole or in part, without cause. The OWNERS shall pay all invoices pursuant to 50 ILCS 505/1 et seq., "Local Government Prompt Payment Act."
- 7.8 In the event of any overcharge by the CONSULTANT, the CONSULTANT shall refund the OWNERS within thirty (30) days of discovery of said overcharge by the CONSULTANT or notice to the CONSULTANT by the OWNERS. The OWNERS reserve the right to offset any overcharges against any amounts due and owing the CONSULTANT under this or any other AGREEMENT between the parties. The OWNERS shall be entitled to the statutory interest rate for judgments under Illinois law for any overcharges not timely refunded (or credited) in accord with this provision, which interest shall be in addition to any

other remedies the OWNERS may have under the law or this AGREEMENT.

7.9 Upon acceptance of all deliverables specified in Exhibit B of this AGREEMENT, final payment shall be made to the CONSULTANT.

8.0 CONSULTANT'S INSURANCE

8.1 The CONSULTANT shall maintain, at its sole expense, insurance coverage including:

8.1.a **Worker's Compensation Insurance** in the statutory amounts.

8.1.b **Employer's Liability Insurance** in an amount not less than one million dollars (\$1,000,000.00) each accident/injury and one million dollars (\$1,000,000.00) each employee/disease.

8.1.c **Commercial (Comprehensive) General Liability Insurance**, (including contractual liability) with a limit of not less than three million dollars (\$3,000,000.00) aggregate; including limits of not less than two million dollars (\$2,000,000.00) per occurrence, and one million dollars (\$1,000,000.00) excess liability. **An Endorsement must also be provided naming: (1) the County of DuPage c/o the Deputy Director of Facilities Management, DuPage County Department of Facilities Management, its' Officers, Elected Officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187; and (2) Wheaton Park District, and its elected and appointed officers, officials, employees, and agents as an additional insured. This additional insured endorsement is to be on a primary and non-contributory basis and include a waiver of subrogation endorsement.**

8.1.d **Commercial (Comprehensive) Automobile Liability Insurance** with minimum limits of at least one million dollars (\$1,000,000.00) for any one person and one million dollars (\$1,000,000.00) for any one occurrence of death, bodily injury or property damage in the aggregate annually. **An Endorsement must also be provided naming: (1) the County of DuPage c/o the**

Deputy Director of Facilities Management, DuPage County Department of Facilities Management, its' Officers, Elected Officials and employees, 421 N. County Farm Rd., Wheaton, IL 60187; and (2) Wheaton Park District, and its elected and appointed officers, officials, employees, and agents as an additional insured. This additional insured endorsement is to be on a primary and non-contributory basis and include a waiver of subrogation endorsement.

- 8.1.e **Professional Liability Insurance (Errors and Omissions)** shall be provided with minimum limits of at least one million dollars (\$1,000,000.00) per incident/two million dollars (\$2,000,000.00) aggregate during the term of this AGREEMENT and shall be maintained in the form of an additional endorsement for a period of four (4) years after the date of the final payment for this AGREEMENT. The CONSULTANT shall provide the COUNTY endorsements at the beginning of each year evidencing same or a new carrier policy that has a retroactive date prior to the date of this AGREEMENT.
- 8.2 It shall be the duty of the CONSULTANT to provide to the COUNTY and the PARK DISTRICT copies of the CONSULTANT'S Certificates of Insurance, as well as all applicable coverage and cancellation endorsements before issuance of a Notice to Proceed. It is the further duty of the CONSULTANT to immediately notify the COUNTY and PARK DISTRICT if any insurance required under this AGREEMENT has been cancelled, materially changed, or renewal has been refused, and the CONSULTANT shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage. If a suspension of work should occur due to insurance requirements, upon verification by the COUNTY and PARK DISTRICT of the CONSULTANT curing any breach of its required insurance coverage, the COUNTY and/or PARK DISTRICT shall notify the CONSULTANT that the CONSULTANT can resume work under this AGREEMENT. The CONSULTANT shall accept and bear all costs that may result from the cancellation of this AGREEMENT due to CONSULTANT'S failure to provide and maintain the required insurance.
- 8.3 The coverage limits required under subparagraphs 8.1.c and 8.1.d above may be satisfied through a combination of primary

and excess coverage. The insurance required to be purchased and maintained by the CONSULTANT shall be provided by an insurance company acceptable to the COUNTY and PARK DISTRICT, and except for the insurance required in subparagraph 8.1.e 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 be so endorsed that the coverage afforded will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the COUNTY and PARK DISTRICT except for cancellation due to non-payment of premium for which at least fifteen (15) days prior written notice (five days allowed for mailing time) has been given to the COUNTY and PARK DISTRICT. If the CONSULTANT is satisfying insurance required through a combination of primary and excess coverage, the CONSULTANT shall require that said excess/umbrella liability policy include in the "Who is Insured" pages of the excess/umbrella policy wording such as "Any other person or organization you have agreed in a written contract to provide additional insurance" or wording to that effect. The CONSULTANT shall provide a copy of said section of the excess/umbrella liability policy upon request by the COUNTY or PARK DISTRICT.

- 8.4 The CONSULTANT shall require all approved sub-consultants, anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable under this AGREEMENT to maintain the same insurance required of the CONSULTANT, including naming the COUNTY and PARK DISTRICT as an additional insured in the same coverage types and amounts as the CONSULTANT, per Section 8.0. The COUNTY and PARK DISTRICT retain the right to obtain evidence of sub-consultants insurance coverage at any time.

9.0 INDEMNIFICATION

- 9.1 To the fullest extent permitted by law, the CONSULTANT shall defend, indemnify and hold harmless the Owners and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the CONSULTANT'S work, provided that any such claim, damage, loss or expense (i) is attributable

to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the CONSULTANT, any subconsultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. CONSULTANT shall similarly protect, indemnify and hold and save harmless the Owners, their officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of CONSULTANT'S breach of any of its obligations under, or CONSULTANT'S default of, any provision of the Agreement.

- 9.2 The PARK DISTRICT and COUNTY shall each indemnify, hold harmless and defend the other, their officials, officers, agents, and employees from and against all liability, claims, suits, demands, proceedings and actions, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the indemnifying body's negligent or willful acts, errors or omissions in its performance under this AGREEMENT.
- 9.3 Nothing contained herein shall be construed as prohibiting the COUNTY and/or PARK DISTRICT, its officials, directors, officer and employees from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to Illinois law, any attorney representing the COUNTY, under this paragraph or paragraph 9.1, who is not already an Assistant State's Attorney, is to be appointed a Special Assistant State's Attorney, in accordance with the applicable law. The COUNTY'S participation in its defense shall not remove the CONSULTANT'S duty to indemnify, defend, and hold the COUNTY harmless, as set forth above.
- 9.4 Any indemnity as provided in this AGREEMENT shall not be limited by reason of the enumeration of any insurance coverage herein provided. The CONSULTANT'S indemnification of the

OWNERS shall survive the termination, or expiration, of this AGREEMENT.

- 9.5 The OWNERS do not waive, by these indemnity requirements, any defenses or protections under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1 *et seq.*) or otherwise available to it, or to the CONSULTANT, under the law.

10.0 SATISFACTORY PERFORMANCE

- 10.1 The OWNERS are entering into an AGREEMENT with this CONSULTANT because the CONSULTANT professes to the OWNERS that it will employ the standard of care within its profession in the performance of the services herein contracted. Accordingly, the CONSULTANT'S and sub-consultant(s) standard of performance under the terms of this AGREEMENT shall be that which is to the satisfaction of the OWNERS and meets the quality and standards commonly provided by similar professional engineering firms practicing in the County of DuPage and the State of Illinois.
- 10.2 In the event there are no similar professional firms practicing in DuPage County, Illinois, with respect to the type of work for which this CONSULTANT has been engaged, the CONSULTANT'S services shall be performed in a manner consistent with the customary skill and care of its profession.
- 10.3 If any errors, omissions, or acts, intentional or negligent, are made by the CONSULTANT, or its' sub-consultant(s), in any phase of the work, the correction of which requires additional field or office work, the CONSULTANT shall be required to perform such additional work as may be necessary to remedy same without undue delay and without charge to the OWNERS. In the event any errors or omissions are detected after the expiration or termination of the AGREEMENT, the CONSULTANT may at the OWNERS' option have the responsibility to cure same under this provision.
- 10.4 Acceptance of the work shall not relieve the CONSULTANT of the responsibility for the quality of its work, nor its liability for loss or damage resulting from any errors,

omissions, or negligent or willful acts by the CONSULTANT or its sub-consultants.

11.0 BREACH OF CONTRACT

11.1 In the event of any breach of this AGREEMENT, the non-breaching parties shall give notice to the breaching party stating with particularity the nature of the alleged breach, and the breaching party shall be allowed a reasonable opportunity to cure said breach. Any party's failure to timely cure any breach of this AGREEMENT shall relieve the other party of the requirement to give thirty (30) days' notice for termination of this AGREEMENT in accordance with Paragraph 16.1, below, and in such a case, ten (10) days' written notice to the breaching party is sufficient notice. Notwithstanding the above term, the CONSULTANT'S failure to maintain insurance in accordance with Section 8.0, above, or in the event of any of the contingencies described in Paragraph 16.1 below, shall be grounds for the OWNERS' immediate termination of this AGREEMENT. Any breach of any covenant or term of this AGREEMENT by one or more of the CONSULTANT'S sub-consultants shall be deemed a breach by CONSULTANT subject to the terms of this AGREEMENT.

12.0 OWNERSHIP OF DOCUMENTS

- 12.1 The CONSULTANT agrees that any and all deliverables prepared for the OWNERS under the terms of this AGREEMENT shall be properly arranged, indexed and delivered to the COUNTY as provided in paragraph 6.0. An electronic copy of all applicable deliverables, in a format designated by the OWNERS' representative, shall be provided to the OWNERS.
- 12.2 The documents and materials made or maintained under this AGREEMENT shall be and will remain the property of the OWNERS which shall have the right to use same without restriction or limitation and without compensation to the CONSULTANT other than as provided in this AGREEMENT. The CONSULTANT waives any copyright interest in said deliverables.
- 12.3 The OWNERS acknowledge that the use of information that becomes the property of the OWNERS pursuant to Paragraph 12.2,

for purposes other than those contemplated in this AGREEMENT, shall be at the OWNERS' sole risk.

12.4 The CONSULTANT may, at its sole expense, reproduce and maintain copies of deliverables provided to the OWNERS.

13.0 COMPLIANCE WITH THE LAW AND OTHER AUTHORITIES

13.1 The CONSULTANT, and sub-consultant(s), shall comply with Federal, State and Local statutes, ordinances and regulations and obtain permits, licenses, or other mandated approvals, whenever applicable.

13.2 The CONSULTANT, and sub-consultant(s), shall not discriminate against any worker, job applicant, employee or any member of the public, because of race, creed, color, sex, age, handicap, or national origin, or otherwise commit an unfair employment practice. The CONSULTANT, and sub-consultant(s), shall comply with the provisions of the Illinois Human Rights Act, as amended, 775 ILCS 5/-101, *et seq.*, and with all rules and regulations established by the Department of Human Rights.

13.3 The CONSULTANT, by its signature on this AGREEMENT, certifies that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code, 30 ILCS 500/1-1, *et seq.*; and further certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code (Illinois Compiled Statutes, Chapter 720, paragraph 5/33E-3).

13.4 The CONSULTANT, by its signature on this AGREEMENT, certifies that no payment, gratuity or offer of employment, except as permitted by the Illinois State Gift Ban Act and the County of DuPage Ethics Ordinance, was made by or to the CONSULTANT, or CONSULTANT'S personnel, in relation to this AGREEMENT. The CONSULTANT has also executed the attached Ethics Disclosure Statement that is made a part hereof and agrees to update contribution information on an ongoing basis during the life of the AGREEMENT as required by said Ordinance.

13.5 The CONSULTANT covenants that it has no conflicting public or private interest and shall not acquire directly or indirectly

any such interest which would conflict in any manner with the performance of the CONSULTANT'S services under this AGREEMENT.

13.6 **In accordance with the Vendor Information Reporting Act (35 ILCS 200/18-50.2)**, the COUNTY and PARK DISTRICT are required to collect and electronically publish data from all consultants and subconsultants as to: (1) whether they are a minority-owned, women-owned or veteran-owned business as defined by the Business Enterprise for Minorities, Women and Persons with Disabilities Act (30 ILCS 575/.01 et seq.); and (2) whether the consultant or any subconsultants are self-certifying or whether they hold certifications for those above-referenced categories. If self-certifying, the consultants and subconsultants shall disclose whether they qualify as a small business under federal Small Business Administration standards. **In compliance with the Vendor Information Reporting Act, within 60 calendar days of the OWNERS' award of the contract for work covered under this AGREEMENT, the awarded consultant, and each subconsultant, must: (1) complete the Awarded Vendor Questionnaire (found at <https://mwv.dupageco.org/>); and (2) complete such form or questionnaire as designated by the PARK DISTRICT.**

13.7 The CONSULTANT acknowledges knowledge of the COUNTY'S Procurement Ordinance, which is hereby incorporated in this AGREEMENT, and has had an opportunity to review it. The CONSULTANT agrees to submit changes for Scope of Work or compensation in accordance with said Ordinance.

14.0 MODIFICATION OR AMENDMENT

14.1 The parties may modify or amend terms of this AGREEMENT only by a written document duly approved and executed by all parties.

14.2 The CONSULTANT agrees to submit changes for Scope of Work or compensation on the OWNERS' designated form(s).

15.0 TERM OF THIS AGREEMENT

- 15.1 The term of this AGREEMENT shall begin on the date the AGREEMENT is fully executed, and shall continue in full force and effect until the earlier of the following occurs:
- (a) The termination of this AGREEMENT in accordance with the terms of Section 16.0, or
 - (b) The expiration of this AGREEMENT on November 30, 2025 or to a new date agreed upon by the parties, or
 - (c) The completion by the CONSULTANT and the COUNTY of their respective obligations under this AGREEMENT, in the event such completion occurs before November 30, 2025.
- 15.2 The CONSULTANT shall not perform any work under this AGREEMENT after the expiration date set forth in Paragraph 15.1(b), above or after the early termination of this AGREEMENT. The OWNERS are not liable and will not reimburse the CONSULTANT for any work performed after the expiration or termination date of the AGREEMENT. However, nothing herein shall be construed so as to relieve the OWNERS of their obligation to pay the CONSULTANT for work satisfactorily performed prior to expiration or termination of the AGREEMENT and delivered in accordance with Paragraph 6.1, above.
- 15.3 The term for performing this AGREEMENT may be amended by a Change Order, or other form designated by the OWNERS, signed by all parties without formal amendment pursuant to paragraph 14.1 above.

16.0 TERMINATION

- 16.1 Except as otherwise set forth in this AGREEMENT, any party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of CONSULTANT'S failure to maintain suitable insurance at the requisite coverage amounts, insolvency, bankruptcy or receivership, or if the CONSULTANT is barred from contracting with any unit of government, or is subsequently convicted or charged with a violation of any of the statutes or ordinances identified in Section 13.0, above, in which case termination shall be effective immediately upon receipt of notice from

OWNERS at OWNERS' election.

16.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for services rendered prior to termination. There shall be no termination expenses.

16.3 Upon termination of the AGREEMENT, all data, work products, reports and documents produced because of this AGREEMENT shall become the property of the OWNERS. Further, the CONSULTANT shall provide all deliverables within fourteen (14) days of termination of this AGREEMENT in accordance with the other provisions of this AGREEMENT.

17.0 ENTIRE AGREEMENT

17.1 This AGREEMENT, including matters incorporated herein, contains the entire agreement between the parties.

17.2 There are no other covenants, warranties, representations, promises, conditions or understandings; either oral or written, other than those contained herein.

17.3 This AGREEMENT may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

17.4 In event of a conflict between the terms or conditions of this AGREEMENT and any term or condition found in any exhibit or attachment, the terms and conditions of this AGREEMENT shall prevail.

18.0 ASSIGNMENT

18.1 Any party may assign this AGREEMENT provided, however, the other parties shall first approve such assignment, in writing.

19.0 SEVERABILITY

19.1 In the event, any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.

19.2 In the event of the contingency described in Paragraph 19.1, above, the parties shall make a good faith effort to amend this AGREEMENT pursuant to Paragraph 14.1, above, in order to remedy and, or, replace any provision declared unenforceable or invalid.

20.0 GOVERNING LAW

20.1 The laws of the State of Illinois shall govern this AGREEMENT as to both interpretation and performance.

20.2 The venue for resolving any disputes concerning the parties' respective performance under this AGREEMENT shall be the 18th Judicial Circuit Court for DuPage County.

21.0 NOTICES

21.1 Any required notice shall be sent to the following addresses and parties:

Taylor Studios
1320 Harmon Dr
Rantoul, IL 61866
ATTN: President Brant Hendricks
Phone: 217.893.4874

DuPage County Facilities Management
421 N. County Farm Road
Wheaton, IL 60187
ATTN: Deputy Director Tim Harbaugh
Phone: 630.407.5700

Wheaton Park District
102 E. Wesley St.
Wheaton, IL 60187
ATTN: Executive Director Michael Benard
Phone: 630.510.4945

21.2 All notices required to be given under the terms of this AGREEMENT shall be in writing and either (a) served personally during regular business hours; (8:00a.m.-4:30p.m. CST or CDT Monday-Friday); (b) served by certified or registered mail, return receipt requested, properly addressed with postage prepaid; or (d) served by email transmission during regular business hours (8:00 a.m. - 4:30 p.m. CST or CDT Monday-Friday), return receipt requested. Notices served personally, by email transmission shall be effective upon receipt, and notices served by mail shall be effective upon receipt as verified by the United States Postal Service. Each party may designate a new location for service of notices by serving notice thereof in accordance with the requirements of this Paragraph, and without compliance to the amendment procedures set forth in Paragraph 14.1, above.

22.0 WAIVER OF/FAILURE TO ENFORCE BREACH

22.1 The parties agree that the waiver of, or failure to enforce, any breach of this AGREEMENT shall not be construed, or otherwise operate, as a waiver of any future breach of this AGREEMENT and shall not prevent the remaining party from enforcing this AGREEMENT with respect to a different breach.

23.0 FORCE MAJEURE

23.1 No party shall be liable for any delay or non-performance of their obligations caused by any contingency beyond their control including but not limited to Acts of God, war, civil unrest, strikes, walkouts, fires or natural disasters.

24.0 ACCESS TO PROPERTY

24.1 The CONSULTANT shall make a reasonable effort to obtain access to property of a third party necessary for the performance of its obligations under this AGREEMENT. If the CONSULTANT is unable to obtain access to the property, the OWNERS shall be responsible for securing access for the CONSULTANT. In the

event the OWNERS cannot secure access for the CONSULTANT, the OWNERS shall excuse the CONSULTANT from the performance of any work that necessitated such access. The CONSULTANT shall have no claim to compensation for any work excused under this provision. The OWNERS shall provide the CONSULTANT, upon the CONSULTANT'S request, proof of the OWNERS' permission, or legal authority, to enter onto the property of a third party.

24.2 In the event of the following: a) it is necessary for the CONSULTANT to access the property of a third party in order for the CONSULTANT to perform its obligations under this AGREEMENT, and b) the OWNERS have obtained an easement, license or other grant of authority allowing the CONSULTANT to access such property; the CONSULTANT shall fully abide by and comply with the terms and conditions of said authorizing instrument as though the CONSULTANT were a signatory thereto.

26.0 QUALIFICATIONS

26.1 The CONSULTANT shall employ only persons duly licensed or registered in the appropriate category in responsible charge of all elements of the work covered under this AGREEMENT, for which Illinois Statutes require license or registration, and further shall employ only well qualified persons in responsible charge of any elements of the work covered under this AGREEMENT, all subject to OWNERS' approval.

26.2 Reserved

26.3 Failure by the CONSULTANT to properly staff the PROJECT with qualified personnel shall be sufficient cause for the OWNERS to deny payment for services performed by unqualified personnel and will serve as a basis for cancellation of this AGREEMENT.

26.4 The CONSULTANT shall require any sub-consultant(s) utilized for the PROJECT to employ qualified persons to be the same extent such qualifications are required of the CONSULTANT'S personnel.

IN WITNESS OF, the parties set their hands and seals as of the date first written above.

COUNTY OF DUPAGE

Taylor Studios, Inc.

Deborah A. Conroy, Chair
DuPage County Board

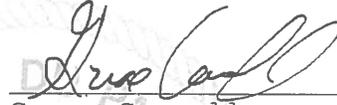


Brant Hendricks
President

ATTEST BY:

ATTEST BY:

Jean Kaczmarek, County Clerk



Grace Carroll
Proposal & Contract Manager



Wheaton Park District

John Kelly
Wheaton Park District
President

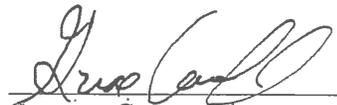


Brant Hendricks
President

ATTEST BY:

ATTEST BY:

Michael J. Benard
Executive Director



Grace Carroll
Proposal & Contract Manager

Exhibit A: SCOPE OF WORK

DuPage County Heritage Gallery and Wheaton Park District Enduring Values Gallery

Project Objective

Create design documents for both the Heritage Gallery, 887 square feet, and Enduring Values, 940 square feet. Define design direction, content creation, and budget estimates for both. Exhibits will be designed in tandem as they need to complement each other and not duplicate content.

Both designs will be discussed in depth with client team to determine the best direction forward. TSI will begin by starting with the design ideas that have already been prepped by the client and build from there. The design for Heritage Gallery would focus on DuPage County events organized chronologically. Stories would be told using artifacts mounted in existing cases. The design for Enduring Values would strive to recreate an early-twentieth-century Main Street with storefronts that represent well known buildings around DuPage County. Artifact cases would be mounted within the storefront windows along with various mechanical and digital interactives.

Overall Budget Estimate

Taylor Studios will Provide:

Design for Enduring Values & Heritage Gallery

- Resource Analysis
- Schematic Design
- Concept Workshop
- Survey & Focus Group Materials
- Concept Design

Initial Services Total: \$80,000*

*Estimated budget split between exhibits is \$50,000 Enduring Values and \$30,000 Heritage Gallery.

Additional Services Price to add on DD for Enduring Values [Wheaton Park District]: \$25,000

Additional Services Price to add on DD for Heritage Gallery [DuPage County]: \$15,000

Total including Additional Services for both exhibits through DD: \$120,000**

**Estimated budget split between exhibits is \$75,000 Enduring Values and \$45,000 Heritage Gallery.
Written preapproval from Owners is required for Additional Services work to proceed.

Exhibit A1: Project Tasks and Budget Detailed: Heritage Gallery [DuPage County]

The language included in Exhibit A is hereby incorporated and adopted into this Exhibit. Listed below are tasks that may be included in each phase.

Task	Details	TSI	Client
RA			
RA Questionnaire Development	Personalize questionnaire document for client	x	
Complete RA Questionnaire	Answer all questions and provide supporting material needed to start project including any building plans, artifact lists, master plans, etc.		x
Artifact Catalog	Client provides organize catalog of potential artifacts for exhibit, including photos and dimensions		x
Kickoff Call	Call with project manager and client teams to go over contract and deliverable dates	x	x
SD			
Workshop prep	TSI team will prep presentation for both sites	x	
Site Visits & Workshop	Client will provide tours of both locations. TSI will lead presentation and discussion to determine central themes, subthemes, design direction and graphic look. Will include on-site and off-site work.	x	x
Bubble Floor Plan	Exhibit subtheme areas defined on floor plan	x	
Exhibit Sketches	Black and white overview exhibit sketches	x	
Exhibit Narratives	Description of exhibits and visitor experience	x	
Copy Writing Styles	Writing style options for future exhibit copy	x	
Content Outline	Outline of subthemes and major storylines	x	
Graphic Look	Graphic color scheme, fonts, and major design elements	x	
Draft Budget	Pricing by exhibit area	x	
Review & Provide Feedback	Three-week review period followed by organized and unified feedback		x
Deliverable Walkthrough Call	Presentation of deliverable	x	x
Authorization to Proceed	Signed document that allows TSI to proceed onto next design phase		x
Public Survey Developed	Package design elements that client would like to send out as a survey to public	x	
Public Survey Distributed	Client distributes survey and collects data to send to TSI		x
Stakeholder Focus Group	Present and discuss design concepts to stakeholders at a 1-day meeting (½ of the meeting for HG and ½ for EV), Client to coordinate and plan focus group, TSI to facilitate	x	x
CD			
Feedback and Response	TSI will respond to each piece of feedback and determine direction forward	x	

Contract Exhibits – DuPage County Heritage Gallery and Enduring Values Gallery – Taylor Studios

Exhibit Floor Plan	Detailed floor plan with all exhibit elements labeled	x	
Exhibit Sketches	Exhibit Sketches that show updated design concepts	x	
Exhibit Narratives	Updated exhibit descriptions and visitor experience	x	
Content Outline	Detailed content outline including every topic that will be included in each exhibit area	x	
Graphic Templates	One of each type of graphic is designed with placeholder copy and imagery	x	
Artifact Schedule	List of artifacts to include in exhibit	x	
Graphic Schedule	List of graphics in exhibit including size and material	x	
Draft Budget	Pricing by exhibit area	x	
Review & Provide Feedback	Three-week review period followed by organized and unified feedback		x
Deliverable Walkthrough Call	Presentation of deliverable	x	x
Authorization to Proceed	Signed document that allows TSI to proceed onto next design phase		x
DD Add-alt	Subject to County preapproval		
Feedback and Response	TSI will respond to each piece of feedback and determine direction forward	x	
Exhibit Floor Plan	Detailed floor plan with dimensions	x	
Exhibit Sketches	All sketches updated and at least half are colored	x	
Exhibit Narratives	Updated exhibit descriptions and visitor experience	x	
CAD Drawings	Plan, Elevations, and Section views of exhibit walls and components with overall dimensions, graphic callouts and detail notes	x	
Finish Schedule	List of finishes used in exhibit, including any paint, stains, laminates, etc.	x	
A/V Wireframes	Overview of any a/v components and the story they tell	x	
Copy Document	Final copy for every graphic panel	x	
Graphic Templates	Graphic templates for every graphic	x	
Artifact Schedule	List of final artifacts to be used in exhibits and potential mounting methods	x	
Graphic Schedule	Final list of graphics in exhibit including size and material	x	
Draft Budget	Itemized budget	x	
Review & Provide Feedback	Three-week review period followed by organized and unified feedback		x
Deliverable Walkthrough Call	Presentation of deliverable	x	x
Revisions	TSI will respond to feedback for Heritage Gallery and revise the deliverable prior to packaging up all final pieces	x	

Initial Services: Base Price of Heritage Gallery work, RA through CD: \$30,000
Additional Services: Alternate Price to add on DD for Heritage Gallery: \$15,000
Not-to-Exceed Total for Heritage Gallery: \$45,000

Exhibit A2: Project Tasks and Budget Detailed: Enduring Values [Wheaton Park District]

The language included in Exhibit A is hereby incorporated and adopted into this Exhibit. Listed below are tasks that may be included in each phase.

Task	Details	TSI	Client
RA			
RA Questionnaire Development	Personalize questionnaire document for client	x	
Complete RA Questionnaire	Answer all questions and provide supporting material needed to start project including any building plans, artifact lists, master plans, etc.		x
Artifact Catalog	Client provides organize catalog of potential artifacts for exhibit, including photos and dimensions		x
Kickoff Call	Call with project manager and client teams to go over contract and deliverable dates	x	x
SD			
Workshop prep	TSI team will prep presentation for both sites	x	
Site Visits & Workshop	Client will provide tours of both locations. TSI will lead presentation and discussion to determine central themes, subthemes, design direction and graphic look. Will include on-site and off-site work.	x	x
Bubble Floor Plan	Exhibit subtheme areas defined on floor plan	x	
Exhibit Sketches	Black and white overview exhibit sketches	x	
Exhibit Narratives	Description of exhibits and visitor experience	x	
Copy Writing Styles	Writing style options for future exhibit copy	x	
Content Outline	Outline of subthemes and major storylines	x	
Graphic Look	Graphic color scheme, fonts, and major design elements	x	
Draft Budget	Pricing by exhibit area	x	
Review & Provide Feedback	Three-week review period followed by organized and unified feedback		x
Deliverable Walkthrough Call	Presentation of deliverable	x	x
Authorization to Proceed	Signed document that allows TSI to proceed onto next design phase		x
Public Survey Developed	Package design elements that client would like to send out as a survey to public	x	
Public Survey Distributed	Client distributes survey and collects data to send to TSI		x
Stakeholder Focus Group	Present and discuss design concepts to stakeholders at a 1-day meeting (½ of the meeting for HG and ½ for EV), Client to coordinate and plan focus group, TSI to facilitate	x	x
CD			
Feedback and Response	TSI will respond to each piece of feedback and determine direction forward	x	

Contract Exhibits – DuPage County Heritage Gallery and Enduring Values Gallery – Taylor Studios

Exhibit Floor Plan	Detailed floor plan with all exhibit elements labeled	x	
Exhibit Sketches	Exhibit Sketches that show updated design concepts	x	
Exhibit Narratives	Updated exhibit descriptions and visitor experience	x	
Content Outline	Detailed content outline including every topic that will be included in each exhibit area	x	
Graphic Templates	One of each type of graphic is designed with placeholder copy and imagery	x	
Artifact Schedule	List of artifacts to include in exhibit	x	
Graphic Schedule	List of graphics in exhibit including size and material	x	
Draft Budget	Pricing by exhibit area	x	
Review & Provide Feedback	Three-week review period followed by organized and unified feedback		x
Deliverable Walkthrough Call	Presentation of deliverable	x	x
Authorization to Proceed	Signed document that allows TSI to proceed onto next design phase		x
DD Add-alt	Subject to Park District preapproval		
Feedback and Response	TSI will respond to each piece of feedback and determine direction forward	x	
Exhibit Floor Plan	Detailed floor plan with dimensions	x	
Exhibit Sketches	All sketches updated and at least half are colored	x	
Exhibit Narratives	Updated exhibit descriptions and visitor experience	x	
CAD Drawings	Plan, Elevations, and Section views of exhibit walls and components with overall dimensions, graphic callouts and detail notes	x	
Finish Schedule	List of finishes used in exhibit, including any paint, stains, laminates, etc.	x	
A/V Wireframes	Overview of any a/v components and the story they tell	x	
Copy Document	Final copy for every graphic panel	x	
Graphic Templates	Graphic templates for every graphic	x	
Artifact Schedule	List of final artifacts to be used in exhibits and potential mounting methods	x	
Graphic Schedule	Final list of graphics in exhibit including size and material	x	
Draft Budget	Itemized budget	x	
Review & Provide Feedback	Three-week review period followed by organized and unified feedback		x
Deliverable Walkthrough Call	Presentation of deliverable	x	x
Revisions	TSI will respond to feedback for Enduring Values Gallery and revise the deliverable prior to packaging up all final pieces	x	

Initial Services: Base Price of Enduring Values work, RA through CD: \$50,000
Additional Services: Alternate Price to add on DD for Enduring Values: \$25,000
Not-to-Exceed Total for Enduring Values: \$75,000

Exhibit B: PROJECT DELIVERABLES

DuPage County Heritage Gallery and Wheaton Park District Enduring Values Gallery

Resource Analysis (RA) Questionnaire <i>[Initial Services]</i>	Document of questions created by TSI for client to complete prior to kicking off project. Answers determine what resources are available for design team to use.
Schematic Design (SD)* <i>[Initial Services]</i>	Digital pdf document that will include draft content outline, copywriting samples, floor plan, exhibit concept sketches and narratives and graphic look. This deliverable also includes a draft budget.
Concept Design (CD)* <i>[Initial Services]</i>	Digital pdf document that will include final content outline, updated floor plan, detailed exhibit sketches with updated narratives and specific graphic templates. This deliverable also includes an updated budget.
Detail Design (DD)** <i>[Additional Services subject to Owner preapproval]</i>	Digital pdf document that will include final floor plan, colored exhibit sketches with final narratives, CAD drawings, and final graphic templates. This deliverable also includes a word document of final copy and a final budget document.

*Deliverables include a 3-week review period, deliverable walk-through call, and some revisions. Review periods for Heritage Gallery and Enduring Values will be staggered.

** DD is listed as an Additional Services option for both projects in the budget breakdown.

Deliverable Overview and Timeline

Separate deliverables will be created for Enduring Values and Heritage Gallery. The projects will share a trip onsite for workshops. **A final detailed schedule will be developed once contract has been developed and signed. Dates here are subject to change based on completion date of final contract.**

Month	Enduring Values	Month	Heritage Gallery
May 2024	Contract Signed	May 2024	Contract Signed
June 2024	Resource Analysis & Kick Off	June 2024	Resource Analysis & Kick Off
Early July 2024	Workshop	Early July 2024	Workshop
July – September 2024	Schematic Design	July – August 2024	Schematic Design
Late September 2024	Survey & Focus Group	Late September 2024	Survey & Focus Group
Late October – Late December 2024	Concept Design	Late October – Early December 2024	Concept Design

Contract Exhibits – DuPage County Heritage Gallery and Enduring Values Gallery – Taylor Studios

TBD	Detail Design [Additional Services]	TBD	Detail Design [Additional Services]
TBD	Complete	TBD	Complete

REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made this 15 day of May, 2024, by and between DUPAGE COUNTY HISTORICAL MUSEUM FOUNDATION, an Illinois not-for-profit corporation (the “Foundation”), and WHEATON PARK DISTRICT, an Illinois Park District and unit of local government (“WPD”).

WHEREAS, the DuPage County Historical Museum’s (Museum) permanent exhibit, *Enduring Values*, was created in 1988 and is 36 years old; and

WHEREAS, standards in the museum field dictate permanent exhibit lifespans should be 10 years or less to preserve and rotate artifacts and modernize with current trends; and

WHEREAS, an Intergovernmental Agreement between the County of DuPage (County) and WPD), requires County and WPD staff to create a plan and update *Enduring Values*; and

WHEREAS, in 2023, the County and WPD, using the expertise of Museum staff, entered a partnership to update both the County’s *Heritage Gallery* and the Museum’s *Enduring Values Gallery*; and

WHEREAS, following a joint RFP process, Taylor Studios was selected to perform the necessary design work; and

WHEREAS, WPD’s share of the costs associated with the design work to be performed by Taylor Studios is \$75,000, which will be paid for directly by the WPD; and

WHEREAS, the Foundation is a not-for-profit corporation whose mission, in part, is to support the Museum via fundraising, charitable giving and other financial support to support the operation and maintenance of the Museum;

WHEREAS, the Foundation has agreed to reimburse WPD for all costs associated with Taylor Studios design work in connection with the *Enduring Values Gallery*, and the Foundation and WPD wish to memorialize this agreement, subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The recitals above are incorporated herein as substantive provisions of this Agreement;
2. The Foundation agrees that it will reimburse WPD for all fees and costs paid by WPD to Taylor Studios, and any of Taylor Studios consultants, associated with the preparation of the design plans for the *Enduring Values Gallery*, in the total not to exceed amount of \$75,000.
3. WPD shall provide to the Foundation copies of invoices it receives from Taylor Studios for work on the project and evidence of WPD’s having paid the invoice(s). The

Foundation shall reimburse WPD within 30 days of WPD's providing the invoice(s) to the Foundation.

4. Each person signing this Agreement warrants that he/she has the authority to execute the Agreement. This Agreement shall be binding between all successors and assigns.

IN WITNESS WHEREOF, the undersigned has executed this Reimbursement Agreement as of the date first above written.

WHEATON PARK DISTRICT

**DUPAGE COUNTY HISTORICAL
MUSEUM FOUNDATION**, an
Illinois not-for-profit corporation

By: _____

By: _____

Name: _____

Name: _____

Its: _____

TO: Board of Commissioners
 FROM: Rob Sperl, Director of Parks and Planning
 THROUGH: Michael Benard, Executive Director
 RE: Rice Pool Conditions Audit Proposals
 DATE: May 15, 2024



SUMMARY:

At 35 years of age, the pool is reaching a point where we need to consider investments to continue to maintain or improve the facility. Proposals were requested from seven aquatic engineering firms we identified to perform a conditions audit of the Rice Pool that will help identify concerns and the cost implications. Four proposals were received.

FGMArchitects/Councilman-Hunsaker	\$21,500 + reimburseables
Williams Architects	\$39,500 + reimburseables
Water Technology Inc.	\$17,200 + reimburseables*
Aquatic Design Partners	\$5000 + reimburseables*

*Both proposals limited their scope to the pool and filtration system. Excluded were support facilities such as the locker room, concession stand and administrative areas.

Summaries of each proposal are attached. FGMA/Councilman-Hunsaker’s proposal indicates they would provide the most comprehensive review of our facility including recommendations and estimates. The two personnel with FGM have been long time Wheaton residents and were involved with a previous firm that was responsible for designing the Arrowhead Golf Clubhouse. Their subconsultant provided extensive references of aquatic facility audits. They provided several examples of similar audits they have performed over the past several years.

Regarding the other proposals, Williams would do a similarly good job, however at a much higher cost. While we have previous experience with Water Technology Inc. related to the design of the existing facility and renovation plans, it appears their specialty is with new construction rather than performing audits of existing facilities. They did not provide examples of the scope of work we have requested. The references provided were for new construction work.

Aquatic Design Partners provided references in their proposal that were limited to assessments related to the Virginia Graham Baker Act and construction of new features. When asked to provide a similar example of their work, they provided a 2022 assessment of a 3-lane indoor pool located within a YMCA. It was limited to the condition of the pool and the filtration system.

PREVIOUS COMMITTEE/BOARD ACTION:

The draft Request for Proposals was provided and discussed at the April 3, 2024 subcommittee meeting.

REVENUE OR FUNDING IMPLICATIONS:

Account: 40-000-000-57-5701-0000	Rice Pool – Master Plan & Engineering	Budget: \$250,000
----------------------------------	---------------------------------------	-------------------

This amount budgeted is for the audit as well as subsequent planning and engineering of improvements.

STAKEHOLDER PROCESS:

Not applicable at this time. Future steps will require input from staff and the community.

LEGAL REVIEW:

Legal counsel has been consulted on this request and the applicability of the Professional Services Selection Act. We have been advised that with the anticipated cost of the proposals being under \$40,000, the district can waive the requirements needed for engaging firms we do not have existing experience with.

ATTACHMENTS:

Summary of proposals – Individual proposals available on request

ALTERNATIVES:

Not applicable.

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve the proposal from FGMA/Counselman Hunsaker in the amount of \$21,500 plus reimbursable expenses.

WHEATON PARK DISTRICT

Rice Pool and Water Park Audit
April 23, 2024



FGMARCHITECTS

April 23, 2024

Mr. Rob Sperl

Director of Parks and Planning
Wheaton Park District
102 East Wesley
Wheaton, Illinois 60187

Re: Pool Audit Rice Pool and Water Park

Dear Mr. Sperl and Selection Committee,

Modeling safe and beautiful neighborhoods while evaluating your exceptional aquatics facility will be at the forefront of the Rice Pool and Water Park Pool Audit. Our proposed team has completed more than 175 aquatics projects. Our ability to deliver solutions that support our client's goals and meet their financial objectives sets us apart from other firms. FGM Architects (FGMA) is excited for the opportunity to work with the Wheaton Park District and build a strong relationship with the District.

We have partnered with past collaborator Counsilman-Hunsaker – the nation's preeminent aquatics design and consulting firm. Our team is well-positioned to help the Wheaton Park District evaluate its pool and chart the best path moving forward to ensure the most efficient choices. Our entire team will work closely with the District to understand the needs of the community while being the champion for staff and operator expectations. We will provide the Wheaton Park District:

Leadership in Aquatic Design. Our team has experience locally, regionally and nationally in this specialized project area. This includes assessing, programming, planning and design for both new and renovated aquatic and other leisure facilities, including pools, water parks, spray grounds and splashpads.

Knowledge in the deployment of best practices for aquatic, park and recreation center design. Our team's profound experience with operations and management of recreation amenities will make our assessment real and impactful for the District, creating a foundation for planning, financial and operational evaluations.

Unparalleled talent in working with public constituencies. In particular, FGMA works with parks and recreation operators, and municipal governments – to achieve consensus and establish a stable project foundation.

FGMARCHITECTS

Delivering signature recreation/aquatics projects to communities is what we do best. We encourage you to contact our references as their satisfaction is the best demonstration of our success on similar projects.

With offices in Oak Brook and Chicago, our team can quickly respond to the District's needs at any time. We welcome the opportunity to collaborate with the Wheaton Park District on this exciting project. Please feel free to contact us with any questions or need additional information.

Sincerely,



Dan Nicholas, AIA
Principal-in-Charge
DanNicholas@fgmarchitects.com
630.576.1086



John Dzarnowski, AIA
Recreation Subject Matter Expert & CEO
JohnDzarnowski@fgmarchitects.com
630.368.8319

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SECTION

1

Firm Introduction





In collaboration with our clients, we create aquatic facilities that are inclusive, environmentally responsible and true to their surroundings.

For more than 30 years, FGMA has been leading the conversation about recreation architecture.

Designing extraordinary aquatic facilities that enhance the quality of life, foster community engagement, and promote water stewardship - all while delivering exceptional value to our clients.

FIRM NAME

FGM Architects Inc. (FGMA)

PROJECT OFFICE LOCATION

1211 West 22nd Street
Suite 700
Oak Brook, Illinois 60523
630.574.8300

FGMA specializes in the design and development of innovative aquatic facilities. With a deep passion for water-centric design and a commitment to excellence, we create aquatic spaces that inspire, entertain, and promote wellness. Our team of architects collaborate closely with clients to deliver unique solutions that exceed expectations and transform visions into reality.

Our in-house team of architects and interior designers is dedicated to delivering specialized solutions that reflect the unique needs of each facility and exceed the expectations of users.

Our diverse portfolio of projects includes community aquatic centers, water parks, splash pads, and natatoriums. Interior space planning, finishes selection, and furnishings procurement create inviting and comfortable indoor environments within aquatic facilities, including locker rooms, concession areas, and event spaces.



HIGH-PERFORMANCE DESIGN IS GOOD DESIGN



High-performance design embodies a holistic approach, emphasizing resilience to shocks, long-term operational efficiency, resource conservation and the well-being of building occupants.

WHY IS IT IMPORTANT?

High-performance design is essential as it integrates resilience, operational efficiency, resource conservation, and occupant well-being, ensuring that buildings withstand shocks and stresses but also contribute positively to the environment and human experience.

As an organization, our drivers for delivering projects that integrate these core concepts are centered around the following principles:

- **Responsible Design:** Passionate about designing great spaces and taking the long-term implications of solutions seriously.
- **Community Aspect:** Thrive on bringing creative solutions that have a broader community impact.
- **Data Driven:** Using data-driven design to optimize building design and systems, creating safe, secure, comfortable spaces. Informed design decisions can impact the long-term operational costs of a building as well as the health and wellness of its users.

Our discovery process begins with a conversation about project goals and priorities and establishing performance targets. Measurement and verification of goals are a key component of designing solutions that are rooted in data and based on the specific, unique needs of the project and the people who use it. This allows us to identify and measure community impact.

RESILIENT DESIGN

Communities face both acute shocks (e.g., severe storms) and chronic stresses (like climate change) affecting residents' livelihoods. Assessing projects through a resilience lens provides a comprehensive view, benefiting both construction and location. This method identifies key challenges, considers responses, and implements successful solutions.

SUSTAINABLE DESIGN

Sustainable design minimizes a facility's environmental impact by considering local, regional, and global communities, along with ecological, economic, and social needs. We balance these factors with your budget and goals to achieve energy savings, lower operating costs, enhance occupant comfort, and promote stewardship of natural resources.

WELLNESS

Wellness focuses on health, well-being, and quality of life. Designing for wellness is embedded in our philosophy. In early conversations and planning sessions, we conduct extensive research and data gathering to fully understand occupants' and community needs. The findings combined with best practices and your vision and goals informs the design, promotes belonging, and ultimately strengthens the human experience.

BIOPHILIC DESIGN

Biophilic design is the practice of connecting nature, human biology, and the built environment. It can reduce stress, enhance cognitive function, and improve mood and performance. We integrate natural materials such as wood, stone, vegetation, along with daylight and colors inspired by nature. Incorporating biophilic design is proven to have the same effect as being outside.

SECTION

2

Key Personnel



KEY PERSONNEL

FGMA provides the Wheaton Park District with a team focused in aquatic design who will deliver your projects on time and on budget.

We offer you individuals with a proven record of experience who are committed to ensuring that your project will be of a highly distinctive quality.

FGMA has developed a Principal-led team dedicated to the Wheaton Park District. We anticipate that this team will work together on all projects.

PROFESSIONAL STAFF

In addition to the staff proposed for this project, FGMA offers the full resources of the firm. Our team of professionals is available to support all of your projects.





ORGANIZATION CHART



Wheaton Park District

PRINCIPAL-IN-CHARGE

Dan Nicholas, AIA

PROJECT MANAGER/ARCHITECT

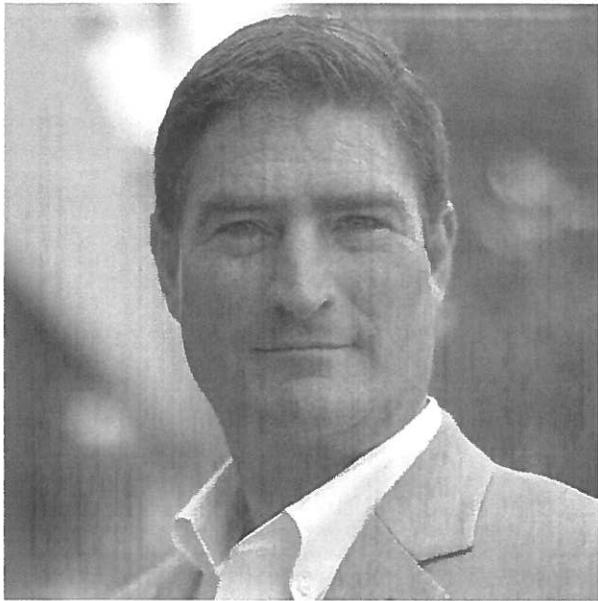
Annabelle Orlando, AIA, LEED AP BD+C

RECREATION SUBJECT MATTER EXPERT

John C. Dzarnowski, AIA

CONSULTANTS

Councilman-Hunsaker & Associates
Aquatics Subject Matter Expert



DANIEL T. NICHOLAS, AIA

Principal & Senior Associate

“I design spaces to attract people and promote operational efficiencies.”

Dan has experience in the recreation arena creating award winning aquatic parks, recreation centers, and golf course clubhouse facilities. With 38 years of experience, he is a recognized leader in architectural design and takes pride in ensuring the end result far exceeds everyone’s expectations

EDUCATION

BA in Architecture | Iowa State University

LICENSES & CERTIFICATIONS

Registered Architect | Illinois

MEMBERSHIPS

American Institute of Architects

Urban Land Institute

National Golf Foundation

Chicago District Golf Foundation

Rotary Club of Central DuPage

THOUGHT LEADERSHIP

Illinois Parks and Recreation Association

Great Chicago Club Managers Association of America GCCMA

Midwest Regional Educational Forum

PROJECT ROLE

Principal-in-Charge

EXPERIENCE

GLEN ELLYN PARK DISTRICT, IL

Sunset Pool *AUDIT & NEW*
Johnson Center Maintenance Facility *IMPLEMENTATION*

OAK BROOK PARK DISTRICT, IL

Indoor Aquatic Center *NEW*

ASHBURY AQUATIC CENTER, IL

ARLINGTON HEIGHTS

PARK DISTRICT, IL
Comprehensive Master Planning

BOLINGBROOK RECREATION AND AQUATIC COMPLEX, IL

BOWES CREEK COUNTRY CLUB, IL
Community Clubhouse *NEW*

DEL WEBB SUN CITY HUNTLEY, IL
Prairie Lodge *NEW*

GURNEE PARK DISTRICT, IL
FitNation Golf and Interiors
RENOVATION STUDY

O’FALLON PARK DISTRICT, IL
Parks and Rec Master Plan *FCA*

WESTERN SPRINGS SERVICE CLUB, IL
Aquatic Center *NEW*

EVANSTON GOLF CLUB, IL
Golf Club *MASTER PLAN*
Aquatic Campus *NEW*

ROYAL MELBOURNE COUNTRY CLUB, IL

Dining and Bar *RENOVATION*
Clubhouse *RENOVATION*
Aquatic Center *NEW*
Platform Lodge
Platform Tennis

BUTTERFIELD COUNTRY CLUB, IL

Aquatic Center *NEW*
Kitchen *RENOVATION*
Dining *ADDITION*
Banquet Area and Locker Room
ADDITION & RENOVATION

GLEN OAK COUNTRY CLUB, IL

Clubhouse and Grounds
MASTER PLAN
Aquatic Campus *NEW*

CROWN VALLEY GOLF CLUB, IA

Clubhouse and Grounds *MASTER PLAN*

CITY OF ANKENY, IA

Aquatic Center *NEW*

CITY OF DES MOINES, IA

Northtown, Southtown and Birdland Aquatic Centers *NEW*

CROWFIELD PLANTATION, SC

Clubhouse and Aquatic Center
NEW



ANNABELLA ORLANDO, AIA, LEED AP BD+C

Senior Associate

"I take great pride in helping clients achieve their visions."

Annabella offers talent, passion and dedication to each project she touches. She has established herself as highly resourceful and capable of simultaneously coordinating multiple large municipal projects. As a skilled collaborator in the design process with conscientious attention to detail, she will work closely with the project team to help ensure that each client's goals are incorporated into the design. A key member of the project team, Annabella will see your project through from conception until final completion.

EDUCATION

M of Architecture
University of Illinois at Chicago

BA in Architecture
University of Illinois at Chicago

LICENSES & CERTIFICATIONS

Registered Architect | Illinois

MEMBERSHIPS

American Institute of Architects

National Council of Architectural Registration
Boards NCARB Certification

PROJECT ROLE

Project Manager/Architect

EXPERIENCE

GLEN ELLYN PARK DISTRICT, IL
Sunset Pool *RENOVATION*

**ARLINGTON HEIGHTS
PARK DISTRICT, IL**
Camelot Park Recreation Center
NEW

NORTHBROOK PARK DISTRICT, IL
Sports Center Pool *RENOVATION*

DEERFIELD PARK DISTRICT, IL
Mitchell Park Pool
REPLACEMENT & RENOVATION
Deerspring Pool Splash Pad
REPLACEMENT & RENOVATION

CITY OF CRYSTAL LAKE, IL
Three Oaks Recreational Facility
NEW

GLENVIEW PARK DISTRICT, IL
Crowley Park Fieldhouse *NEW*
Diederich Park Fieldhouse
RENOVATION
Cole Park Fieldhouse *RENOVATION*

CITY OF MCHENRY, IL
Recreation Center *NEW*

**MOUNT PROSPECT
HISTORICAL SOCIETY, IL**
Central Schoolhouse *RENOVATION*

**NORTHEAST DUPAGE SPECIAL
RECREATION ASSOCIATION, IL**
Recreation Center *MASTER PLAN*

OAK BROOK PARK DISTRICT, IL
Master Plan

RIVER FOREST PARK DISTRICT, IL
Depot Recreation Center
RENOVATION

CITY OF MT. VERNON, IL
Aquatic Facility *MASTER PLAN*
Outdoor Aquatic Facility *NEW*

ROCKFORD PARK DISTRICT, IL
Magic Waters Little Lagoon
RENOVATION

**BLOOMINGDALE
PARK DISTRICT, IL**
Oasis Water Park *RENOVATION*

**ARLINGTON HEIGHTS
PARK DISTRICT, IL**
Camelot Park Recreation Center
NEW

ITASCA PARK DISTRICT, IL
Pool Deck *RENOVATION*

**VILLAGE OF
GLENDALE HEIGHTS, IL**
Sports-Hub Aquatic



JOHN C. DZARNOWSKI, AIA

Chief Executive Officer

“Helping my clients achieve their visions is what inspires me.”

Through his involvement in a broad range of municipal project types, John offers significant expertise with the functional, technical, and aesthetic elements that define a successful project. John’s goal is to assist our clients in meeting their needs.

EDUCATION

BS in Architecture | University of Detroit

LICENSES & CERTIFICATIONS

Registered Architect | Illinois, Missouri, Texas, Florida, Wisconsin, Arkansas

MEMBERSHIPS

American Institute of Architects
American Public Works Association
Illinois Association of Park Districts
Illinois City/County Management Association
Illinois Park and Recreation Association
International Association of Chiefs of Police
Illinois Association of Police Chiefs
Midwest Institute of Park Executives
National Recreation & Park Association
Northeast Illinois Chapter of the American Institute of Architects, Past President
Society of American Military Engineers

**Project completed while John was affiliated with another firm.*

PROJECT ROLE

Recreation Subject Matter Expert

EXPERIENCE

NORRIDGE PARK DISTRICT, IL
Community Pool
AUDIT & REPLACEMENT

CLARENDON HILLS PARK DISTRICT, IL
Lions Park Pool *FACILITY AUDIT*
Lions Park Pool *CONCEPTUAL DESIGN*

GLEN ELLYN PARK DISTRICT, IL
Sunset Pool *AUDIT & REPLACEMENT*

LOMBARD PARK DISTRICT, IL
Moran Water Park *AUDIT*
Paradise Bay Water Park *NEW*

ARLINGTON HEIGHTS PARK DISTRICT, IL
Recreation Park Pool *REPLACEMENT*
Arlington Ridge Recreation Center *RENOVATION & ADDITION*
Frontier Park *MASTER PLAN*
Camelot Park *MASTER PLAN*
Heritage Park *MASTER PLAN*
Recreation Park *MASTER PLAN*
Frontier Park Phase I & II *RENOVATION*
Camelot Park Recreation Center *NEW*
Heritage Tennis Club *ADDITION & RENOVATION*
Forest View Racquet & Tennis Club *RENOVATION*

NORTHBROOK PARK DISTRICT, IL
Sports Center Pool *RENOVATION*

BOLINGBROOK PARK DISTRICT, IL
Recreation & Aquatic Center *CONCEPTUAL PLANNING*
Recreation & Aquatic Center *ADDITION/RENOVATION*

VILLAGE OF GLENDALE HEIGHTS, IL
Aquatic Center *EXPANSION & RENOVATION*

GURNEE PARK DISTRICT, IL
FitNation Aquatic *RENOVATION*

ITASCA PARK DISTRICT, IL
Itasca Waterpark *RENOVATION**
Pool Deck *RENOVATION*

LAKE BLUFF PARK DISTRICT, IL
Lake Bluff Pool *AUDIT*
Lake Bluff Pool *REPAIRS & ADDITION*
Blair Pool *CONCEPTS*

NORTH BERWYN PARK DISTRICT, IL
Maple Park Aquatic *FEASIBILITY STUDY*

PARK RIDGE PARK DISTRICT, IL
Centennial Aquatic Center *RENOVATION*



Counselman - Hunsaker
AQUATICS FOR LIFE

OFFICE LOCATION
10733 Sunset Office Drive
Suite 400
St. Louis, Missouri 63127
314.894.1245
counselmanhunsaker.com

FULL CIRCLE OF EXPERTISE

Counselman-Hunsaker offers a full circle of aquatic services from existing facility evaluation to comprehensive concept development; from project visioning through design, engineering and construction administration to business management and aquatic operations. These services are completely customized to precisely fit the needs, desires and objectives of the owner/operator and the project team.



Counselman-Hunsaker & Associates

AQUATIC DESIGNER

HISTORY

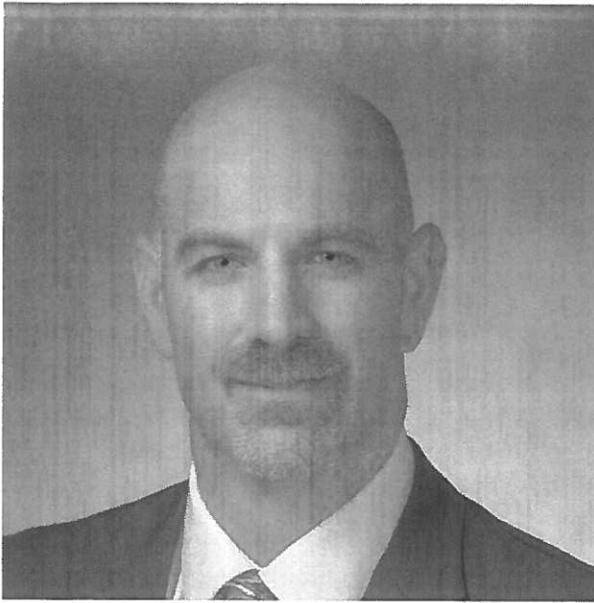
Counselman-Hunsaker was founded in 1970 as a collaboration between a world-famous swimming coach and one of his former athletes. Through his coaching career and extensive writings, James E. "Doc" Counselman, Ph.D., revolutionized the swimming world through research and innovation, training numerous Olympic and National champions along the way. One was Joe Hunsaker, a former three-time National Champion and World Record holder. With Doc Counselman serving primarily in a consulting role, Joe Hunsaker developed the firm into one of today's foremost authorities on design and operation of aquatic facilities.

WHAT SETS US APART

For more than 45 years, Counselman-Hunsaker has provided design and operational consulting for thousands of national and international aquatic projects of every size and complexity. Our portfolio includes newly designed and renovated pool projects for many market sectors: Parks & Recreation, Education, Hospitality and Wellness. Project types range from competition venues, leisure pools and waterparks to therapy pools and spas.

In addition, we have completed hundreds of Facility Audits and Feasibility Studies for the development of new or existing facilities and, having studied a multitude of facilities, we will help you benchmark the creation of your new facility and complete your project efficiently.

Counselman-Hunsaker is made up of an integrated team of design professionals and operational specialists with unrivaled aquatic industry experience. Our team brings exceptional collaboration skills and new project designs for the delivery of a high-quality, innovative aquatic facility. Our operational specialists will not only help you prepare for a successful launch, but will serve as your guide in achieving long-term operational success.



CHRIS SERIS

Counsilman-Hunsaker & Associates

Chris brings 20+ years of professional aquatics experience, specifically in aquatic operations, staffing management and competitive events. Chris' served as the Director of Aquatics for 12 years at Mizzou, leading his team in facility management, aquatic programming, competition operation, special events and risk management. He also has experience in municipal aquatics and recreation in various other roles.

EDUCATION

MA in Recreation and Leisure Studies
University of Nebraska at Omaha

BA in Chemistry | Minor in Art History
University of Missouri-Columbia

LICENSES & CERTIFICATIONS

Association of Aquatic Professionals

Certified Pool Operator, PHTA

National Spa and Pool Association

American Red Cross Instructor

PROJECT ROLE

Acquatic Designer

EXPERIENCE

CITY OF MARYLAND HEIGHTS, MO
Aquaport *RENOVATION*

ST. LOUIS CARDINALS MAJOR LEAGUE BASEBALL, MO
Ballpark Village 2 Terrace Pool
NEW

CITY OF BLOOMINGTON-NORMAL, IL
YMCA

CHAMPAIGN PARK DISTRICT, IL

CLARK PLEASANT SD, IN
Natatorium

CITY OF CLEVELAND, OH
City-Wide Pool Improvements

CITY OF ST. LOUIS, MO
One Hundred Tower Terrace Pool

CITY OF EAST ST. LOUIS, IL
Aquatic Center *NEW*

LINCOLN YMCA, IL

ODNR-OHIO DEPARTMENT OF NATURAL RESOURCES, IL
Hocking Hills Lodge Pool *NEW*

CITY OF O'FALLON, IL
Memorial Pool

CITY OF EVANSTON, IL
YMCA

DEACONESS AQUATIC CENTER, IN

CITY OF FARMINGTON, MI
Farmington Hills Recreation Center *NEW*

CITY OF WHEELING, WV
The Highlands Sprayground *NEW*



Counsilman · Hunsaker
AQUATICS FOR LIFE



MADDIE MONROE

Councilman-Hunsaker & Associates

As a former collegiate swimmer with an engineering degree, Maddie Monroe brings a unique perspective to each project. Her primary focus includes the development of drawings and technical calculations from design development to the construction documents phase of a project. She works closely with the project managers and the production team to produce high-quality drawings to the state's design standards and health codes.

EDUCATION

BS in Mechanical Engineering
University of Arkansas -Fayetteville

LICENSES & CERTIFICATIONS

Certified Pool Operator, PHTA

PROJECT ROLE

Acquatic Designer

EXPERIENCE

DERRY TOWNSHIP, PA
Recreation Center

FT. LAUDERDALE, FL
Aquatic Center

PETERS TOWNSHIP, PA
Aquatic Center

STE. GENEVIEVE, MO
River Rapids Waterpark

SAN ANTONIO SPURS, TX
Practice Facility

SHAWNEE MISSION SCHOOL, KS
District Aquatic Center

B.M.C. DURFEE HS MA
Karen Jarabek Pool

BELMONT HSL, MA
Natatorium

BOSTON COLLEGE, MA
Student Recreation Center

BRIDGEPORT, WV
Indoor Sports and Recreation
Complex

CAROLINA PANTHERS, SC
Training Facility

CHURCHVILLE, NY
Chili High School Natatorium

WATERVILLE, ME
Colby College Athletic Center

PHILADELPHIA, PA
The Poplar Building

UNIVERSITY OF CONNECTICUT, CT
Student Recreation Center

UNIVERSITY OF DELAWARE, DE
Whitney Athletic Center

**UNIVERSITY OF ILLINOIS URBANA
CHAMGPAIGN, IL**
Football Performance Center

VIRGINIA MILITARY INSTITUTE, VA



Councilman • Hunsaker
AQUATICS FOR LIFE

SECTION

3

Project Experience



PROJECT EXPERIENCE

Our experience demonstrates that FGMA brings to the Wheaton Park District the necessary skills to translate your needs into reality.

Our experience brings value to your project. We provide quality design that responds to the functional and aesthetic requirements of each project. We consistently deliver projects that are reflective of the high level of energy and creativity of our team.

We have the leadership expertise to oversee the schedule, budget, communication and management issues involved in projects.

The projects we have highlighted on the following pages are just a few of the solutions FGMA has provided to our clients to meet their special and unique needs.



FGMA AND COUNCILMAN HUNSAKER AQUATIC FACILITY EXPERIENCE

FGMA/COUNCILMAN PROJECTS

ARLINGTON HEIGHTS PARK DISTRICT, IL
Arlington Ridge Center *RENOVATION*

BLOOMINGDALE PARK DISTRICT, IL
Oasis Water Climbing Wall
Oasis Water Park *RENOVATION*

CITY OF EDWARDSVILLE, IL
Spray and Play Park

CITY OF HIGHLAND, IL
Pool Study & Design *FEASIBILITY STUDY*

CITY OF MT. VERNON, IL
Aquatic Facility *MASTER PLAN*
Mt. Vernon Aquatic Zoo

CITY OF PONTIAC, IL
Pontiac Pool *FEASIBILITY STUDY*

CITY OF SALEM, IL
Salem Aquatic Center

CLARENDON HILLS PARK DISTRICT, IL
Lions Park Pool Facility *AUDIT*

DEERFIELD PARK DISTRICT, IL
Mitchell Park Pool *RENOVATION*

EAST ST. LOUIS PARK DISTRICT, IL
Pop Myles Aquatic Park
CONCEPT DESIGN

ROCKFORD PARK DISTRICT, IL
Magic Waters Little Lagoon
RENOVATION

GLEN ELLYN PARK DISTRICT, IL
Sunset Pool *RENOVATION*

LOMBARD PARK DISTRICT, IL
Moran Water Pool *AUDIT*
Paradise Bay Aquatic
Paradise Bay Water Park
ENHANCEMENTS

MT. PROSPECT PARK DISTRICT, IL
Big Surf Water Park *STUDY*

NORRIDGE PARK DISTRICT, IL
Pool *AUDIT & REPLACEMENT*

NORTHBROOK PARK DISTRICT, IL
Sports Center Pool *RENOVATION*

VILLAGE OF LINCOLNWOOD, IL

Proesel Park Aquatic Center *MASTER PLAN*

WARREN O'PLAINE HS, IL
Pool *RENOVATION & UPGRADE STUDY*

CITY OF FARMINGTON, MO
Aquatic Center *RENOVATION*

FGMA PROJECTS

BOLINGBROOK PARK DISTRICT, IL
Bolingbrook Recreation and Aquatic Center (BRAC)

GURNEE PARK DISTRICT, IL
FitNation Aquatic *RENOVATION*
Hunt Club Aquatic

PARK RIDGE PARK DISTRICT, IL
Centennial Aquatic Center
RENOVATION

STREAMWOOD PARK DISTRICT, IL
Recreation Center-Indoor Aquatic

HANOVER PARK PARK DISTRICT, IL
Seafari Springs Aquatic

HINSDALE GOLF CLUB, IL
Aquatic Center, Tennis Complex and Turf Care Center *NEW*

ITASCA PARK DISTRICT, IL
Pool Deck *RENOVATION*
Water Park Bathhouse *REPLACEMENT*

KANKAKEE PARK DISTRICT, IL
Splash Valley Aquatic Park

LAKE BLUFF PARK DISTRICT, IL
Lake Bluff Pool *AUDIT, REPAIRS & ADDITION*
Blair Park Pool *CONCEPTS & RENOVATION*
Pool & Sunrise Beach *RENOVATION*

NILES PARK DISTRICT, IL
Howard Leisure Center *RENOVATION*

EVANSTON GOLF CLUB, IL
Aquatic Campus *NEW*

VILLAGE OF GLENDALE HEIGHTS, IL
Aquatic Center *EXPANSION & RENOVATION*

DEERFIELD PARK DISTRICT, IL
Deerspring Splash Pad

CHICAGO PUBLIC SCHOOLS, IL
More than 75 Pool *RENOVATIONS*

Clemente HS Pool *RENOVATION*

COUNCILMAN-HUNSAKER PROJECTS

CHEHALEM PARK & RECREATION DISTRICT, OR
Chehalem Aquatic Center

CRYSTAL LAKE PARK, IL
Family Aquatic Center

FT. LAUDERDALE, FL
Aquatic Center

HARPER COLLEGE, IL
Health and Recreation Center

INDIANA UNIVERSITY, IN
Indiana Athletics Excellence Spas

THOMPSON-MANITOBA, CANADA
Norplex Pool

O'FALLON ALLIGATOR CREEK, MO
Aquatic Center

RIVER RAPIDS, MO
Waterpark

COLUMBIA CITY, IN
Russel & Evelyn Fahl Aquatics Center

CITY OF NEW ORLEANS, LA
Sanchez Center

RICHARD A. CARLUCCI RECREATION AND AQUATIC CENTER, IN
Splash Island Aquatic Center

YMCA OF CENTRAL OHIO, OH
Reynoldsburg Community Center

UPPER ARLINGTON SCHOOLS, OH
Upper Arlington High School

URBANA COUNTRY CLUB, IL
Aquatic Center

LIST OF IN-PROGRESS PROJECTS

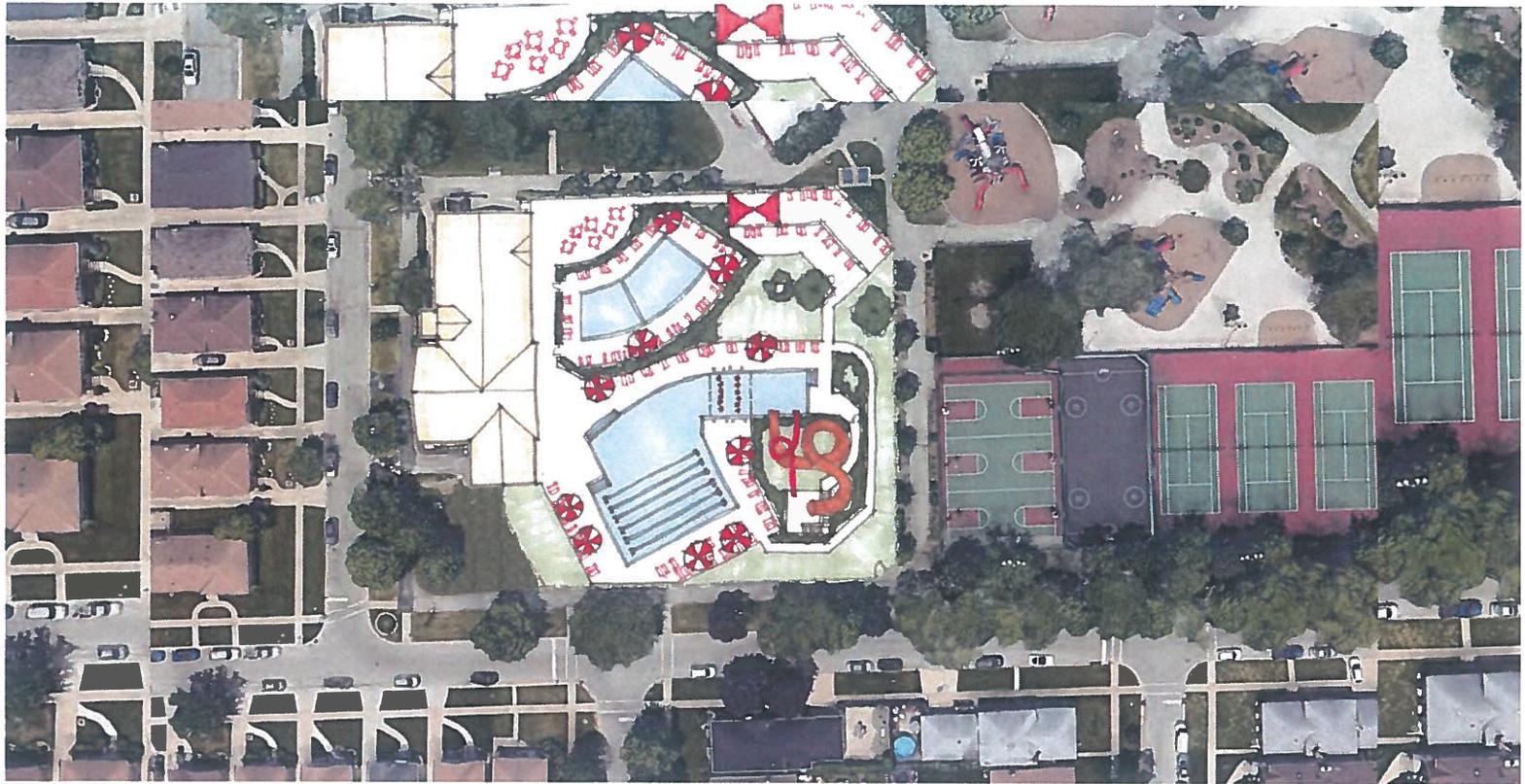
ARLINGTON HEIGHTS PARK DISTRICT, IL
Recreation Park Pool *REPLACEMENT*

DUNDEE TOWNSHIP PARK DISTRICT, IL
Aquatics Assessment

CLARENDON HILLS PARK DISTRICT, IL
Lions Park Pool *RENOVATION*

ROSELLE PARK DISTRICT, IL
Kemmering Pool *RENOVATION*

NORTHBROOK PARK DISTRICT, IL
Meadowhill Aquatic Center
RENOVATION



CLIENT
Norridge Park District

SIZE
N/A

COMPLETED
08/2019

PROJECT COST
N/A

DELIVERY METHOD
Audit

PROJECT TYPE
Study (Audit)

KEY TEAM MEMBERS
A. Orlando
J. Dzarnowski

REFERENCE
Ms. Annemarie Flaherty
Executive Director
708.320.4024
annemarie@norridgepk.com

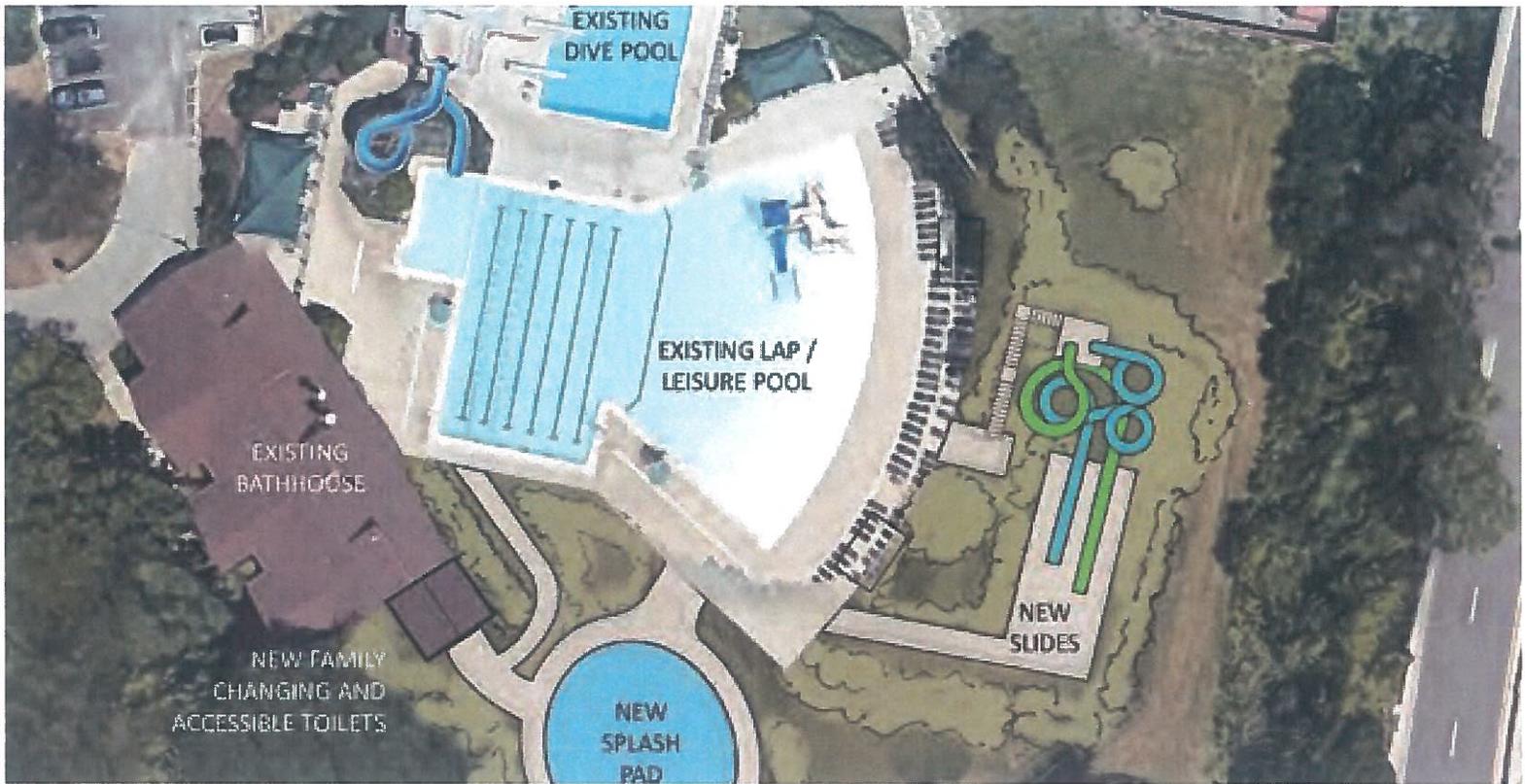
Community Pool Facility Evaluation

NORRIDGE PARK DISTRICT POOL AUDIT

The Norridge Park District commissioned an Aquatic Facility Audit for the Norridge Community Pool to assess its compliance with the Illinois Department of Public Health (IDPH) Pool Code.

The audit aimed to categorize existing facilities based on non-compliance, potential compliance issues, recommended best practices and maintenance needs over a 1-5 year period. Visual inspections covered various areas including pool piping, filtration systems, circulation pumps, heaters, chemical control systems, pool structure, deck markings, perimeter gutters and deck equipment. Recommendations for corrective actions and potential consultant evaluations were provided to address any identified shortcomings and ensure the facility's compliance and operational efficiency.

Norridge Park District hired FGMA in 2022 to provide architectural services for the renovation of the Community Pool facility. The project is currently underway with a targeted pool opening for the 2024 pool season.



CLIENT
Clarendon Hills Park District

SIZE
N/A

COMPLETED
01/2022

PROJECT COST
N/A

DELIVERY METHOD
Audit

PROJECT TYPE
Study (Audit)

KEY TEAM MEMBERS
J. Dzarnowski

REFERENCE
Mr. Donald H. Scheltens
Executive Director
630.323.2626
info@clarendonhillsparkdistrict.org

Park District Explores Pool Facility Improvements

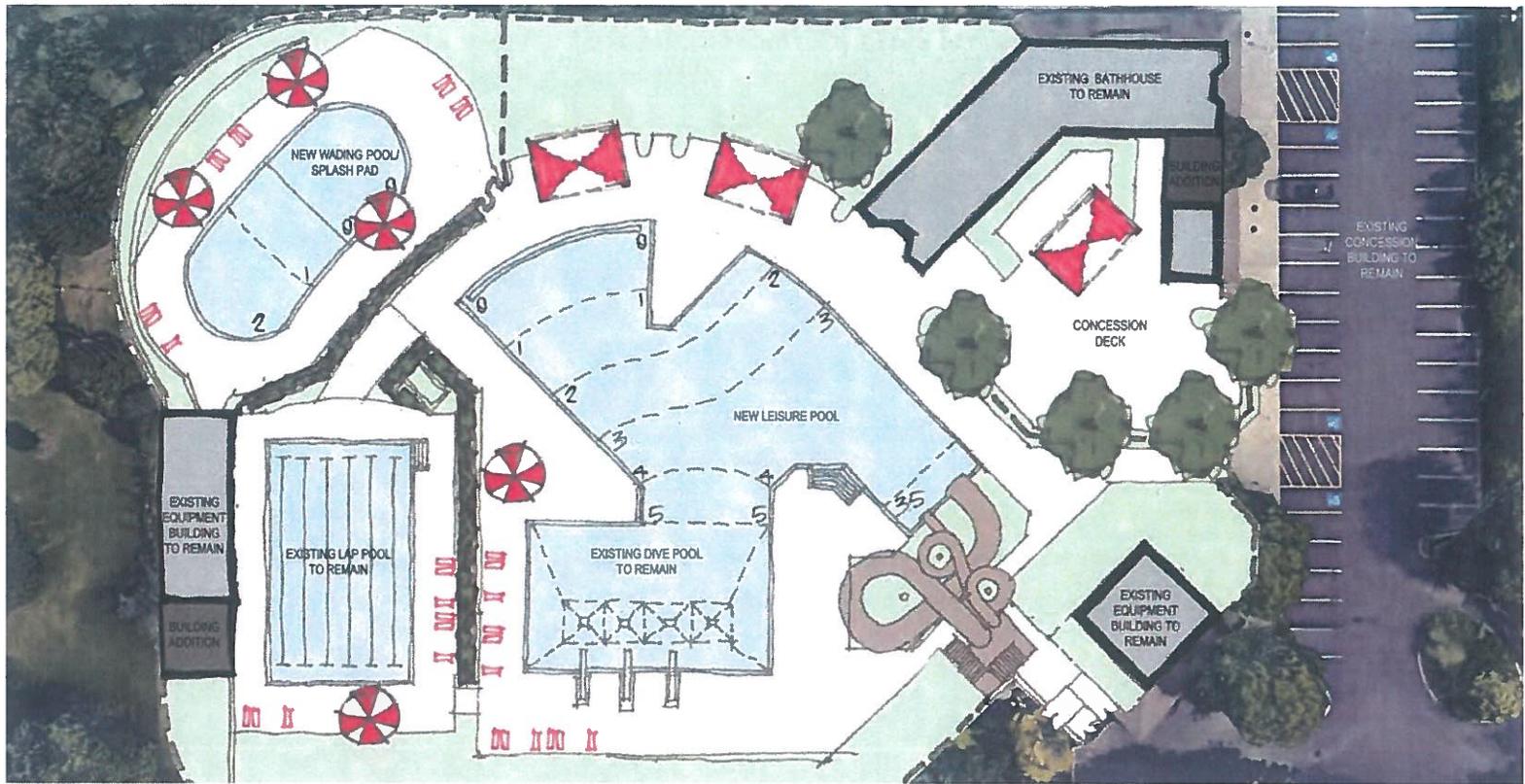
LIONS PARK POOL AUDIT AND CONCEPTS

Clarendon Hills Park District enlisted the services of FGMA to conduct an audit of their current aquatics facility and develop conceptual plans for a prospective replacement pool facility situated at Lion’s Park. The project aimed to identify potential future pools, aquatic features and amenities while also updating a previously prepared budget.

Throughout the process, FGMA collaborated closely with the clients and engaged the community to ensure alignment with their needs and preferences. The resulting report highlighted the necessity for upgrades, encompassing mechanical system enhancements, storage solutions, ADA compliance measures, and other elements falling under Code Deficiencies, Best Practices and Aquatic Design Standards/Current Trends.

Overall, FGMA’s comprehensive assessment provided valuable observations and recommendations tailored to the needs of the Clarendon Hills Park District. The District was provided with three options for their project, which the District took to a referendum.

The District hired FGMA to implement the renovations beginning in April 2024.



CLIENT
Glen Ellyn Park District

SIZE
N/A

COMPLETED
05/2024 (e)

PROJECT COST
\$5.3M (e) \$TBD (a)

DELIVERY METHOD
Construction Manager

PROJECT TYPE
Study (Audit)

KEY TEAM MEMBERS
D. Nicholas
A. Orlando

REFERENCE
Mr. Nathan Troia
Superintendent of Planning and
Natural Resources
630.942.7265
ntroia@gepark.org

District Revamps an Aquatics Community

SUNSET POOL AUDIT AND RENOVATION

The audit of the Glen Ellyn Park District aquatic facility included a thorough examination, focusing on updating the conditions of the overall facility. Beyond this, it identified any equipment and systems potentially needing further assessment by specialized consultants not initially included in the audit. This audit involved a comprehensive inspection of critical areas, including exposed pool piping, filtration mechanisms, heaters, chemical control systems and overall pool structures. Beyond the pool itself, attention was directed to auxiliary areas such as bathhouses, concessions, bather decks, landscape features, site infrastructure and pool lighting.

FGMA's involvement began with the development of concept plans in 2020, laying the groundwork for potential renovations. Glen Ellyn Park District later hired FGMA in March 2023 to renovate the Sunset Pool facility. Following the successful passage of a budget through a referendum and with the property owned by the Park District, the project aimed to align with findings from the initial study. The renovation process, slated for completion by May 2024, stands as a testament to FGMA's commitment to enhancing aquatic facilities and fostering community through innovative design and meticulous execution.



CLIENT
Lombard Park District

SIZE
6,430 sf Bathhouse
1,150 Bather Capacity

COMPLETED
05/2009

PROJECT COST
\$7.9M (e) \$8.1M (a)

DELIVERY METHOD
Construction Manager

PROJECT TYPE
New Construction

KEY TEAM MEMBERS
J. Dzarnowski

AWARDS
Aquatics International
Dream Design Award

Illinois Park & Rec Association,
Outstanding Facility Award

REFERENCE
Mr. Paul Friedrichs
Former Executive Director
630.953.6016

Mr. Joe McCann
Executive Director
jmccann@lombardparks.com
630.620.7322

New Vibrant Community Gathering Place

PARADISE BAY WATER PARK

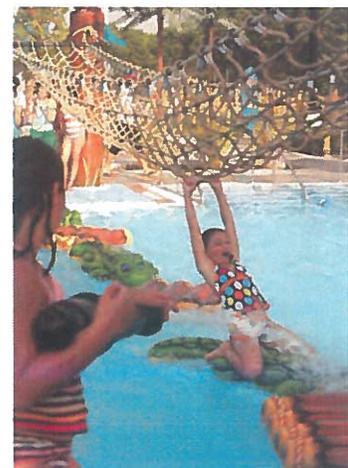
Paradise Bay Water Park replaces an existing 50-year-old public pool which exceeded its functional and social life, providing a new vibrant gathering place for the Lombard community. Approaching the building, glimpses of the water park's amenities tease visitors.

Excitement builds as pool patrons near the entrance and culminates after transitioning through the bathhouse "vestibule" with dramatic views of leisure water and slides: the "great room" of the aquatic facility. FGMA worked with the Lombard Park District and neighborhood to revitalize this urban gathering space and re-spark interest in the community facility through innovative design.

Access to the pool is gained from the admissions "gate," with guests strategically proceeding past family changing and locker rooms. This building is positioned to act as a buffer from a major arterial street and railroad. Swimmer safety is maximized as the entire pool area is visible from the pool manager's office.



Calypso Café concessions area is located between the new bathhouse and an existing community building to take advantage of servicing gatherings in an adjacent private deck. Sun shades constructed near the concessions block south and west sunlight from stainless steel concession stand surfaces, preventing patrons from inadvertent harm on sunny days.





CLIENT
Foothills Park and
Recreation District

SIZE
7,000 sf

COMPLETED
06/2023

PROJECT COST
\$2.8M

PROJECT TYPE
Audit
Renovation

REFERENCE
Mr. Derek B. Eberhardt
Director of Recreation Facility
Operations
303.409.2514
dereke@fhprd.org

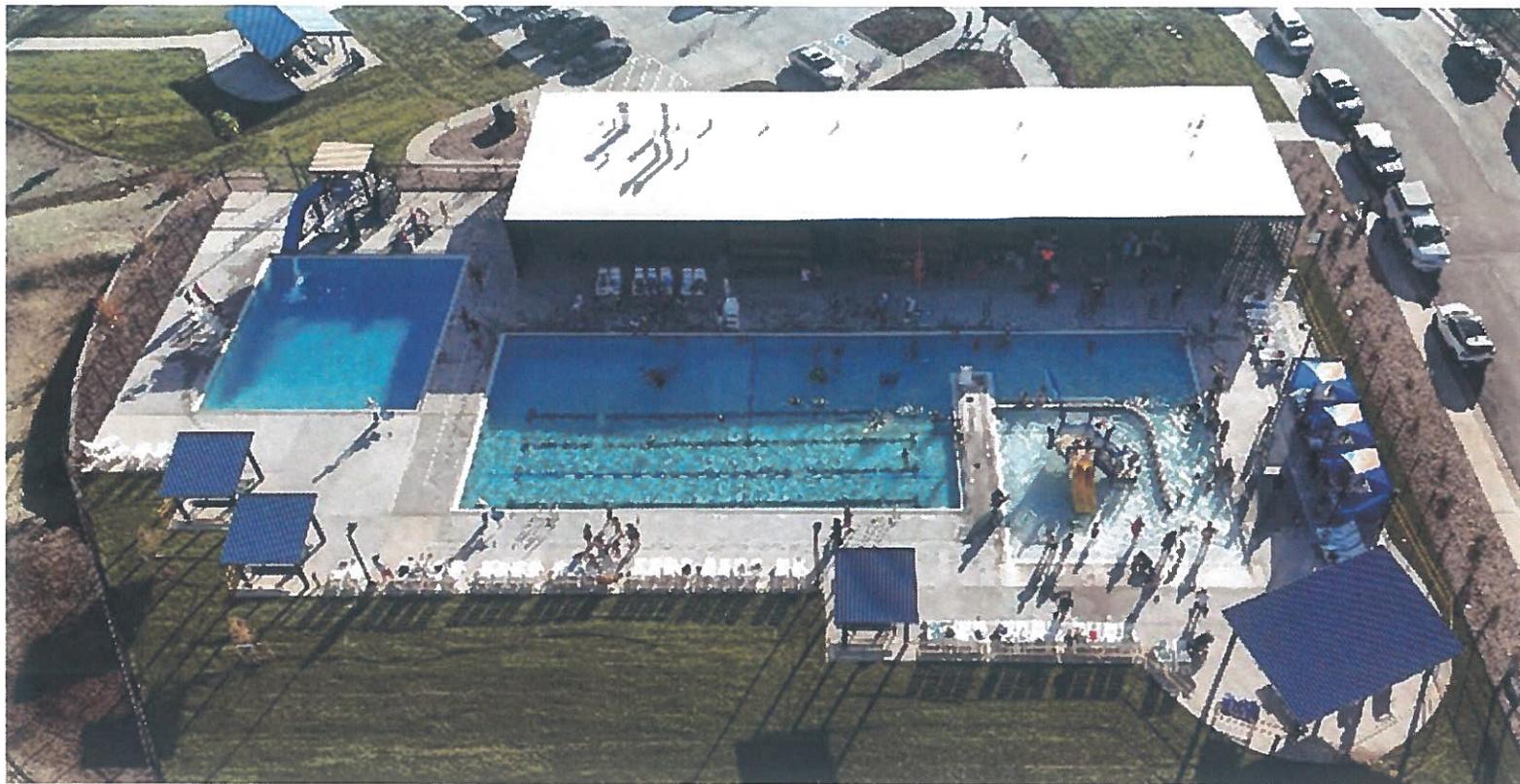
Columbine West Park and Pool

In 2019, Counsilman-Hunsaker conducted a facility audit to furnish the Foothills Park and Recreation District with essential data to make an informed decision on repair, replacement, and renovation options for the future of the aquatic center. Ultimately, the district voted to renovate the aquatic center, transforming it into a state-of-the-art facility that meets the community's needs.

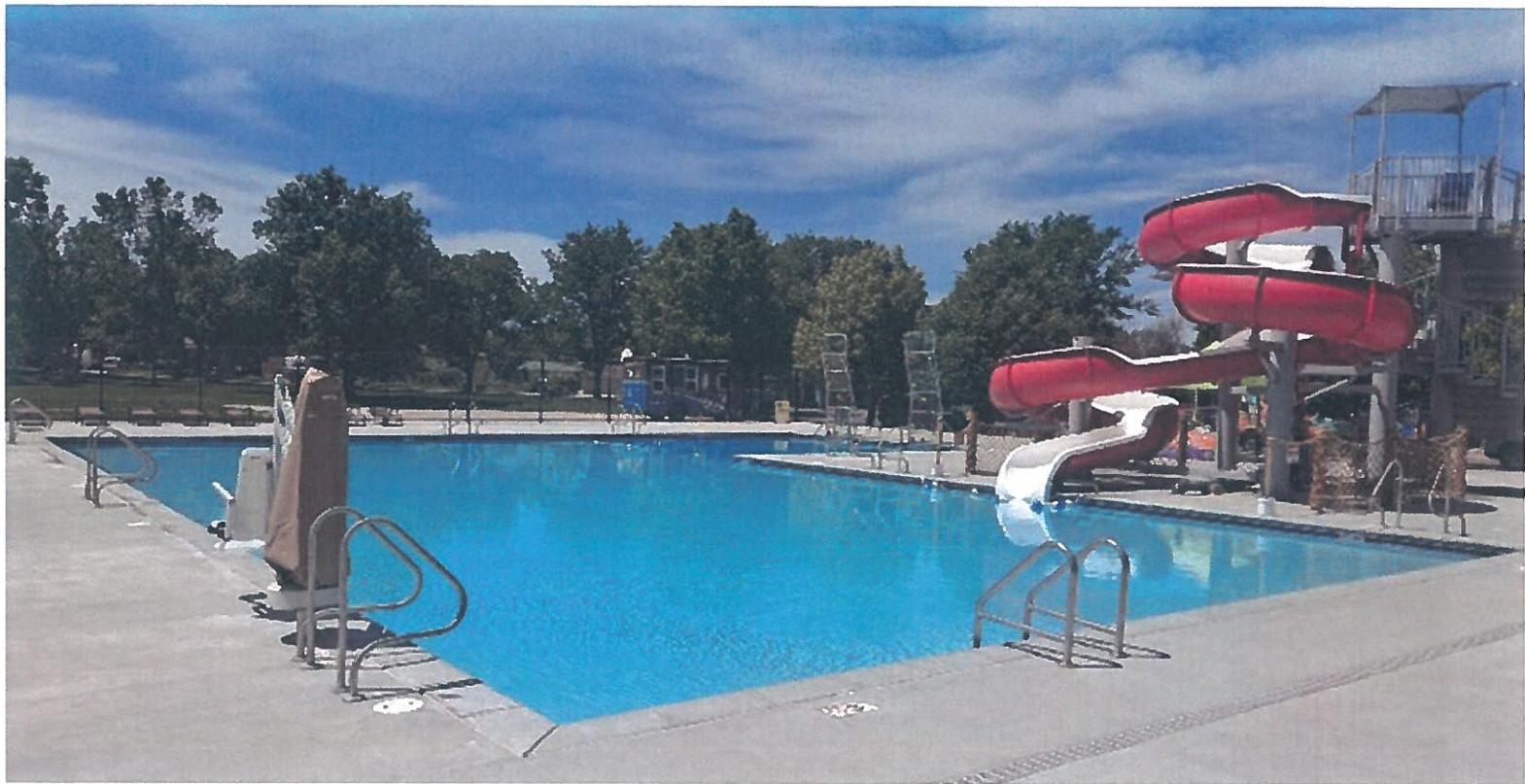
The new 7,000 sq. ft. aquatic center features a 5,300 sq. ft. recreation pool with zero entry, a play structure, an open swim area with floatables, and lap lane swimming. The 1,600 sq. ft. dive pool features a platform jump and drop slide and a 1-meter springboard installation.

- Provided ADA accessibility with zero entry wading zone and three ADA lifts.
- The lap pool and diving pool shells were refurbished, new gutters, and all new plumbing was installed.
- The existing building was removed, and a new entry building and bath house were built in a different location. The new building houses all the new mechanical, filtration, plumbing, and heating systems.





- The small, square baby/wading pool was removed. An activity area was added and incorporated into the existing lap pool. This new area ranges from zero depth to 3 ½ ft. deep, and a new play structure was added along with in-ground water sprays.
- The six-lane lap pool was renovated to four lap lanes to accommodate lap swimmers and an open swim area was made for recreational swimmers.
- A 3-meter diving board was removed from the dive pool and replaced with a tower that includes a jumping platform and a drop slide. The 1-meter diving board was re-used.
- Shade structures/umbrellas were added to the site, as well as seating areas and other site improvements.



CLIENT
City of Aurora

SIZE
5,500 sf

COMPLETED
11/2021

PROJECT COST
\$2.0M

PROJECT TYPE
Audit
Renovation

REFERENCE
Mr. Andrew Van Essen
Project Manager
303.739.7000
avanessen@auroragov.org

Parklane Pool Improvements

In 2019, the City of Aurora commissioned Counsilman-Hunsaker to perform a Facility Audit on the existing swimming pools located in Parklane Park. An opinion of probable cost for recommended repairs was provided and compared to the cost of full replacement. After analyzing the costs, the City opted to renovate the existing lap pool, replace the wading pool with a new sprayground, and demolish and replace the existing bath house.

After undergoing much-needed improvements, the Parklane Pool finally reopened the summer of 2022. The renovation utilized a portion of the existing smaller bath house's basement while replacing the entire first floor. The pool equipment in the mechanical room, located in the basement, was fully replaced with state-of-the-art filtration, pumping, heating, and chemical treatment equipment.

Renovations were also made to the existing lap pool including the replacement of grab rails, pool lift, perimeter coping, skimmers, pool finish, and the addition of two climbing walls. The new 900 sq. ft. sprayground includes a variety of spray features for children to enjoy.



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AQUATICS FOR LIFE



CLIENT
Cherry Creek Vista Park

SIZE
7,200 sf

COMPLETED
11/2022

PROJECT COST
\$2.8M

PROJECT TYPE
Renovation

REFERENCE
Ms. Sarah E. Shepherd
District/Authority Manager
303.482.1002
sees@ccrider.us

Orchard Pool Renovations

Orchard Pool is a 7,200-square-foot outdoor pool in Cherry Creek Vista Park that has been extensively renovated in the past five years, including upgrades in 2022. The pool features a 6,000-square-foot lap pool with a beach entry and a toddler slide, a 720-square-foot dive pool with a 10-foot drop slide and 1-meter diving board, a 475-square-foot kiddie pool with three water features. The facility also has a snack bar, bathhouse, party room, and shade structures.

Below is a list of the renovations completed for this project:

- Replacement of the small waterslide with a new drop side
- Addition of a toddler slide to the zero-depth entry portion of the pool
- Replacement of the large heater for the lap/dive pool
- Replacement of the mechanical room piping with new PVC piping
- Replacement of the modulating float valves in the surge tank
- Addition of the floatable feature anchors to the 5'-deep area where the small waterslide used to land
- Refinished the water features in the baby pool
- Replaced the starting block anchors



Counsilman · Hunsaker
AQUATICS FOR LIFE

FGMARCHITECTS

April 23, 2024
May 6, 2024 - Revised

Mr. Rob Sperl
Director of Parks and Planning
Wheaton Park District
102 E. Wesley
Wheaton, Illinois 60187

Re: Architectural Services for Rice Pool Facility Audit, Wheaton, Illinois

Dear Mr. Sperl,

FGM Architects is pleased to submit this proposal to provide architectural services for Rice Pool, Wheaton, Illinois. We are very excited at the possibility of building a relationship with the Park District with this effort. We believe that our team is uniquely qualified to deliver a successful project for the Wheaton Park District.

- FGMA provides a collaborative process with clients, community and consultants leading to a more integrated project approach and better quality of project documentation and coordination.
- Team members and consultants have extensive experience in aquatic and recreational facilities and are skilled facilitators of community participatory processes.
- FGMA brings to the project a reputation for design excellence and quality service throughout Illinois.

We have enclosed a copy of our proposal for your review. Should you have any questions regarding the enclosed proposal or require additional information please let us know. We look forward to the opportunity to assist the Wheaton Park District with this project.

Sincerely,



FGM Architects Inc.
John Dzarnowski, AIA, NCARB | CEO
johnd@fgmarchitects.com

FGMARCHITECTS

Proposal for

Architectural Services

for

Rice Pool Facility Audit
Wheaton, Illinois

Submitted to:

WHEATON PARK DISTRICT
102 E. Wesley
Wheaton, Illinois 60187

By:

FGM ARCHITECTS INC. (FGMA)
1211 West 22nd Street, Suite 700
Oak Brook, Illinois 60523

April 23, 2024

FGMARCHITECTS

1.0 SCOPE OF PROJECT

- 1.0.1 Wheaton Park District, hereinafter referred to as the Owner, intends to have an **Aquatic Facility Audit** prepared for their existing Rice Pool and Water Park.
- 1.0.2 The property for the Project is currently owned by the Wheaton Park District.
- 1.0.3 We do not anticipate any zoning requirements for this Project.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGMA or Architect, shall provide the following Professional Architectural Services for the Project:

2.1 Aquatic Facility Audit

- 2.1.1 The investigation of the Aquatic Facility shall include the objectives below while focusing on perceived or actual substandard conditions and/or shortcomings of the overall facility. The investigation will also include identification of any equipment and/or systems possibly requiring more intensive evaluation by consultants specializing in other disciplines not covered in this original proposal.
- 2.1.2 Investigative Objectives - Description of the physical condition of the swimming pool including visual inspection of the following areas:
 - 2.1.2.1 Exposed pool piping and circulation systems including valves, gauges, flow meters, and supports in mechanical room.
 - 2.1.2.2 Pool filtration system.
 - 2.1.2.3 Circulation pump.
 - 2.1.2.4 Pool heater.
 - 2.1.2.5 Chemical control, feeder and storage systems.
 - 2.1.2.6 Pool structure and pool finish (visual only).
 - 2.1.2.7 Perimeter pool gutters.
 - 2.1.2.8 Pool and deck markings.
 - 2.1.2.9 Deck equipment (including dive stands).
- 2.1.3 Investigative Objectives - Commentary on the aquatic facility and support spaces and systems including:
 - 2.1.3.1 Bather preparation areas.

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- 2.1.3.2 Pool management, staff and pool equipment areas.
 - 2.1.3.3 Concession areas.
 - 2.1.3.4 Bather decks, surface and drainage.
 - 2.1.3.5 Landscape and green spaces.
 - 2.1.3.6 Security and convenience fencing.
 - 2.1.3.7 Site and pool lighting.
 - 2.1.3.8 Pool Equipment building and other ancillary structures, including surge tanks.
- 2.1.4 Investigative Objectives - Compliance with applicable codes including:
- 2.1.4.1 Americans with Disabilities Act (ADA) Accessibility Guidelines.
 - 2.1.4.2 Illinois Accessibility Code (IAC).
 - 2.1.4.3 Illinois Department of Public health Swimming Pool and Bathing Beach Code.
 - 2.1.4.4 Local Building Code.
 - 2.1.4.5 Virginia Graham Baker Act requirements.
- 2.1.5 Owner Provided Data - To assist in the preparation of the Aquatic Facility Audit, we would request access to or copies of the following items from the Owner, if available:
- 2.1.5.1 A written Owner provided staff report regarding existing conditions or existing equipment problems and ongoing maintenance issues, including any recent work completed at the pool.
 - 2.1.5.2 Original and subsequent construction drawings, specifications, shop drawings and submittal data for the pool.
 - 2.1.5.3 Operations and Maintenance Manuals, and submittal or manufacturer's data for equipment currently installed.
 - 2.1.5.4 Copies of reports from regulatory agencies outlining any deficiencies in the facility.
 - 2.1.5.5 Records of annual water usage, including estimate of current loss of water (quiescent) in 24 hour period.
- 2.1.6 Facility Audit Report - Preparation of a final written report which will include prioritized recommendations for improvements to the existing aquatic systems and facility. The report will provide specific commentary on any necessary repairs, replacement or restoration of the aquatic systems and identify the priority status of each as immediate, remedial or long range. The Aquatic Facility Audit Report will contain the following information:
- 2.1.6.1 Existing facility description of swimming pools.

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- 2.1.6.2 Current condition of swimming pool and bather support spaces and systems (including bathhouse & concessions).
 - 2.1.6.3 Compliance with current codes including severity of infraction.
 - 2.1.6.4 Identification of safety concerns.
 - 2.1.6.5 Current swimming pool facility design and equipment trends.
 - 2.1.6.6 Sustainability recommendations.
 - 2.1.6.7 Identification of “wish list” features or changes desired in the facility.
 - 2.1.6.8 Recommended short and long term facility repairs / replacements.
 - 2.1.6.9 Cost estimates and feasibility analyses for above repair / replacement recommendations.
- 2.1.7 The following likely invasive services are not included in this Proposal, and, if required to obtain a complete understanding of the aquatic facility, may be recommended in the future to be contracted for separately by the Owner:
- 2.1.7.1 Concrete testing of the pool foundations, surge tank, etc.
 - 2.1.7.2 Determining cause of identified water loss / underground pipe testing.
 - 2.1.7.3 Geotechnical testing and analysis of the site.
 - 2.1.7.4 Determination of water table elevation at the site.
 - 2.1.7.5 Identification of local aquifers at the site.
- 2.1.7.6 Locating electrical currents and their sources around the pools / electrical testing.

2.2 Consultants

- 2.2.1 Aquatic Consultant will be Counsilman-Hunsaker. No other consultants are provided for this scope of work.
- 2.2.2 Survey, geotechnical (soil borings), material testing and hazardous waste engineering services are not included in this proposal.

3.0 ARCHITECT'S COMPENSATION

The Owner shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

- 3.1 For all professional services in connection with **Aquatic Facility Audit** as described in **Paragraphs 2.1 and 2.2** above we propose a **Lump Sum Fee of \$21,500 plus Reimbursable Expenses** as defined within this Proposal (local travel (travel less than 100

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miles), phone, fax, and printing of review sets for design coordination shall not be charged as a Reimbursable Expense).

- 3.2 For any Additional Services authorized by the Owner beyond the scope of this Proposal FGMA shall be compensated on the basis of the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses. Consultants Hourly Billing Rate Schedule for the Project, if applicable, shall be forwarded to Owner upon Owner's request.
- 3.3 In addition to the compensation above, FGMA shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items.
 - 3.3.1 Expense of postage and/or delivery.
 - 3.3.2 Expense of reproducing or scanning Owner's "existing conditions drawings" or "construction drawings" of facilities being evaluated.
 - 3.3.3 Expense of presentation boards printed "out-of-house" or models authorized by the Owner.
 - 3.3.4 Travel and living expenses in connection with Architect's out-of-town travel (if required) as authorized in advance by the Owner. (For our Aquatic consultant, we anticipate one site visit to perform the **Aquatic Facility Audit** and one board meeting to present the findings).
 - 3.3.5 Fees and expenses of any consultants.
 - 3.3.6 Expense of Contract Document printing for permit submittal.
 - 3.3.7 Any fees paid by FGMA to authorities having jurisdiction over the project.
 - 3.3.8 Expense of Contract Document printing for bidding and construction purposes.
- 3.4 Payments
 - 3.4.1 Payments shall be made by the Owner to FGMA upon receipt of FGMA's invoice in accordance with the Local Government Prompt Payment Act.
- 3.5 Non-payment of invoices shall constitute grounds for discontinuing service.

4.0 FORM OF AGREEMENT

- 4.1 Should our proposal be acceptable; execution of the signature page below will indicate acceptance of this proposal and this document shall serve as our Agreement for the work indicated above.

FGMARCHITECTS

We appreciate this opportunity to be of service to the Wheaton Park District for this exciting Project.

FGM ARCHITECTS INC.

Agreed and Accepted by:

Wheaton Park District

FGM Architects Inc.

By _____

By _____

Title _____

Title _____

Date _____

Date _____

FGMARCHITECTS

HOURLY RATE SCHEDULE

Effective November 1, 2023**

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

FGM ARCHITECTS INC.

Principal	\$300.00
Arch IV	\$260.00
Arch III	\$220.00
Arch II	\$180.00
Arch I	\$140.00
Interior Designer IV	\$240.00
Interior Designer III	\$200.00
Interior Designer II	\$160.00
Interior Designer I	\$120.00
Project Administrator	\$135.00
Intern	\$75.00

*Hourly rates are subject to adjustment on November 1 each year.

Counsilman-Hunsaker Operations, LLC.

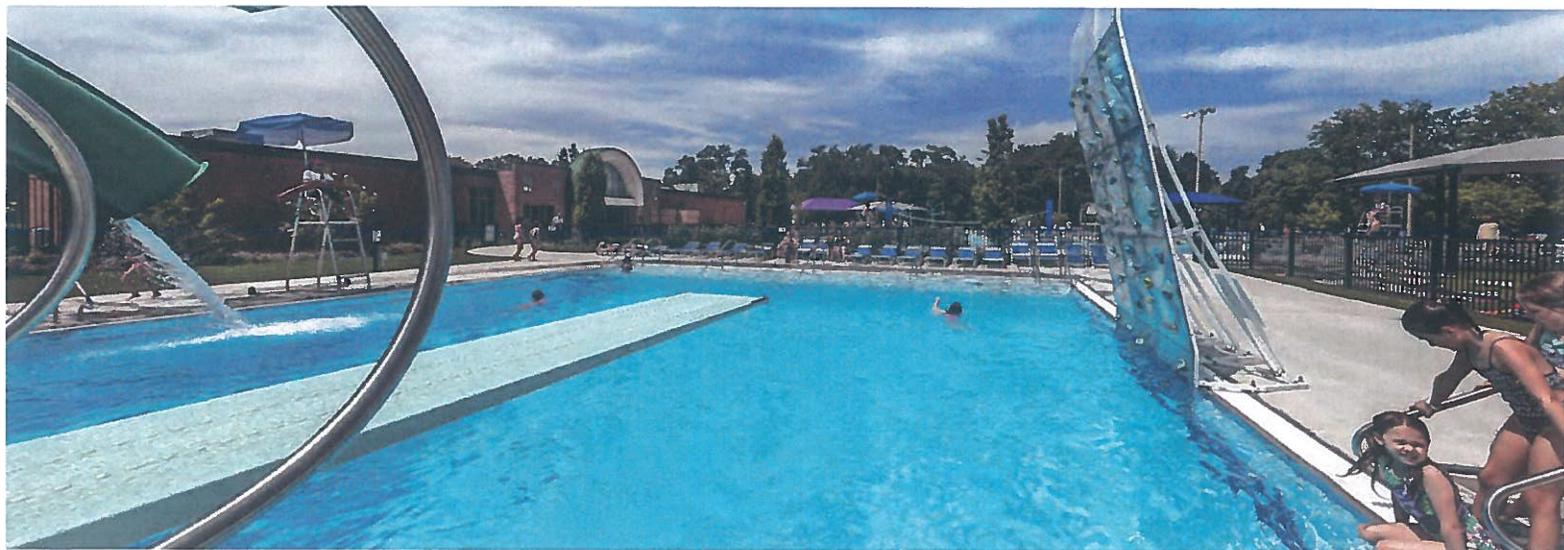
Principal	\$285.00
Director	\$250.00
Project Manager	\$220.00
Project Engineer/ Architect	\$185.00
Design Associate	\$155.00
Administrative	\$90.00
Site Visit	\$1,800.00 / day plus expenses

SECTION

4

Additional
Information





Energy Efficiency

Today, aquatic facilities are more energy and water-use efficient than in the past. With respect to water usage (after the initial fill) the water is retreated by high-rate sand filters and a UV sanitation system so that water usage is limited to makeup water to replace only the water lost to splash out, evaporation, or backwash to clean the pool filters.

From an energy standpoint, the following are examples of how today's aquatic facilities are more energy than in the past:

- Use LED pool and site lighting which require less maintenance, last longer, and use far less energy than conventional site and pool lights.
- Use variable frequency drives on pumps to provide more control over the energy expended and that extend of the life of pump motors
- Use gas fired heaters for pools in lieu of electric to lower the costs of energy bills
- Use blankets on heated pools to reduce the heat loss during nighttime shut downs and morning startup
- Use geo-thermal wells and solar panels (Note: These features may not pass a cost to benefit analysis on seasonal outdoor pools)

With our team as your partner, your new or renovated facility will become more than a pool or center. It will become a destination known for developing skills, creating memories and building a community through superior service and innovation.

HYDROAPPS

Be the Aquatics Superhero with HydroApps, by Councilman-Hunsaker. HydroApps' aquatic operations, risk management, and asset management applications are designed to lower risk, reduce costs, and enhance safety at your facilities. With over 34 unique features, HydroApps adds visibility to your data to make operational decisions in the here and now and extends your risk management beyond mere code compliance. HydroApps lets you focus on safety, programming, and the sustainability of your facility by providing you with the tools to manage risk, operations, staff and inventory.

SECTION

5

Fee Proposal



We Build Community



SUBMITTED BY

DANIEL T. NICHOLAS

Principal-in-Charge

DanNicholas@fgmarchitects.com | 630.576.1086

1211 West 22nd Street, Suite 700
Oak Brook, Illinois 60523

SUBMITTED TO

ROB SPERL

Director of Parks and Planning

rsperl@wheatonparks.org | 630.510.4970

102 East Wesley
Wheaton, Illinois 60187

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hincee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: 2024 Waste Removal, Recycling and Composting Services

DATE: May 15, 2024



SUMMARY:

Bids were requested for Waste Removal, Recycling and Composting Services throughout the district facilities. This was previously bid in 2021 for a yearly term that could be renewed for two additional years.

Two additional sites were added to the bid, for trash dumpsters to be added at the Mary Lubko Center and the Central Athletic Complex, for the 15-week period from Memorial Day to Labor Day. The composting portion of the bid is for the 20-yard yard waste composting dumpster for the Park Services Center for the 15-week period from Memorial Day to Labor Day.

Bids were solicited on March 5, 2024. Twelve vendors received specifications and the following bids were received and opened on March 21, 2024:

Company	Total Annual Cost – Trash	Cost per Ton 20 Yd & 30 Yd	Total Annual Cost – Recycling	Total Annual Cost - Composting
Groot Industries	\$49,337.92	\$62	\$8,198.56	\$5,319.00
Waste Management	\$72,584.33	\$63	\$9,552.04	N/A
LRS LLC	\$79,216.37	\$65	\$5,772.81	\$14,040.00

Waste Management is our current vendor for trash removal / composting and LRS LLC is our current vendor for recycling.

Based on average tonnage, staff estimates up to 300 tons annually in the larger dumpsters. At \$62 per ton this equates to \$18,600 of additional cost.

PREVIOUS COMMITTEE/BOARD ACTION:

Our expiring contracts for these services were approved in 2021.

REVENUE OR FUNDING IMPLICATIONS:

Funds for these services are budgeted in the respective accounts for their service locations.

STAKEHOLDER PROCESS:

Individual facilities staff was consulted during the process.

LEGAL REVIEW:

Bid documents and agreements were reviewed by our legal counsel.

ATTACHMENTS:

N/A

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners approve the bid from Groot Industries at a cost of \$54,656.92 for the waste removal and composting services plus an allowance of \$18,600 for anticipated tonnage. It is further recommended that the bid from LRS LLC at a cost of \$5,772.81 be approved for the recycling services portion of the bid.



TO: Board of Commissioners
FROM: Rob Sperl, Director of Parks and Planning
THROUGH: Michael Benard, Executive Director
RE: TMA Systems, LLC | Maintenance Management Software
DATE: May 15, 2024

SUMMARY:

The Wheaton Park District has utilized TMA Systems, LLC since 2017. This service hosts our maintenance work order module which is utilized by district staff to request work orders. This system also generates our daily/weekly/monthly/yearly preventive maintenance on parks, equipment, vehicles, buildings and more.

Having consecutive years of data in one program allows the district to have a history of inspections for not only parks/buildings/playgrounds but the entire fleet. TMA assists in tracking the cost of labor for special events and work order requests which allow for efficient budgeting each year.

We are seeking board approval to renew the annual maintenance with a three-year contract through June 2027. A three-year agreement will lock in the rate of 4% yearly increase opposed to a higher one-year agreement rate.

	Cost (4% yearly increase)
Year one	\$ 18,198.18
Year Two	\$ 18,926.10
Year Three	\$ 19,683.15
Total	\$ 56,807.43

PREVIOUS COMMITTEE/BOARD ACTION:

The original agreement with TMA Systems was approved by the board on January 18, 2017.

REVENUE OR FUNDING IMPLICATIONS:

Invoices for this program are paid from budget GL 70-000-000-52-5240-0000 with applicable charges made to different departments depending on use percentage.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

TMA 2024 Invoice

ALTERNATIVES:

Yearly contract at \$18,548.18 reflects a 6% increase over the 2023 cost of \$17,49.25 and no locked in percentage increase rate on future invoices.

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners approve the three-year contract cost of \$56,806.42 with TMA Systems.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: 2024 Danada South Park Shelter

DATE: May 15, 2024



SUMMARY:

The Sensory Park at Danada South has been very popular, and we received numerous requests for rental opportunities. Last September, we created a dedicated space and installed a tent structure over it. Nine rentals were reserved generating \$1,100 by the end of the season.

Staff requested quotes from vendors for a shelter kit that can be constructed in-house. The shelter kit quotes received were as follows:

Vendor	Amount
Play Illinois / RCP Shelters	\$29,715.00
Products4Parks / Poligon	\$31,752.00
NuToys Leisure Products / Cedar Forest Products	\$32,499.00
Classic Recreation Systems	\$34,700.00



20' X 30' Shelter

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

\$500,000 is budgeted within the current fiscal year (Acct. #40-000-188-46-4650-0000) for this project and will be reimbursed by the Play for All Foundation. \$382,776 was spent to purchase the 5–12-year-old playground equipment.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

Vendor Proposals.

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends that the Wheaton Park District Board of Commissioners accept the quote from Play Illinois for an amount of \$29,715.00 for the purchase of a shelter kit for Danada South Park.

Proposal #: 40151
Date: 04/24/2024

Steve Hinchee
Wheaton Park District
 1000 Manchester Rd.
 Wheaton, IL 60187

RCP SHELTERS, INC.
 PROPOSAL/ORDER FORM

Play Illinois
Attn: Brogan Maloney
 310 N Grant St
 Westmont, IL 60559
Phone: 844-222-9990
E-mail: bmaloney@playil.com



Wheaton Park District - Wheaton, IL

ITEM	QTY	DESCRIPTION	EXTENDED PRICE
A	1.00	Model #: TS-G2030-04-TG 20' x 30' Steel Gable Shelter w/ T&G Wood Roof Deck	\$24,800.00
OPTIONS FOR A		Please circle & add in the price column if required: 1. Add + \$840 for plate steel templates, HDG anchor bolts: F1554-36 w/washer & nuts. 2. Add + \$1,785 for fiberglass shingle roofing (felt, drip, shingles, nails). 3. Add + \$4,075 for 26 gauge exposed fastener metal roofing.	
FREIGHT		Pooled freight rate delivered to an accessible site. Refer to notes on page 2 for more details.	Included
SALES TAX		CA or FL sales tax to be added unless tax exemption is provided. For all other states, purchaser is responsible for sales tax to appropriate authorities.	
TOTAL		Total of Item(s) and option(s) selected and freight (if applicable)	

INCLUDED

- IL Cert Drawings: includes standard RCP foundation design
- Frame: powder coated tube steel
- Roof Deck: #1 grade 2x8 T&G Southern Yellow Pine
- Fascia: #1 grade 2x6 Alaskan Yellow Cedar
- Stain: factory stained exposed wood
- Hardware: all required fasteners
- Eave Height: 8'-0" ±
- Roof pitch: 4:12
- Delivery: to an accessible site

NOT INCLUDED

- Electrical cutouts - **priced upon request**
- Anchor bolts & templates
- Unloading
- Concrete
- Concrete embedment (wire mesh, rebar, etc.)
- Installation
- Roofing
- Fascia nails
- Rails/ornamentation/benches/cupola
- *Anything not specifically listed as "Included"*

TERMS & CONDITIONS

- Orders not subject to cancellation
- 30% deposit due with order
- Balance due prior to shipment
 - Net 30 available with approved credit (*check only*)
- 3% discount for payment in full with order (*check only*)

DIRECT PO TO RCP FROM GOVERNMENT AGENCIES

- Net 30
- 1% discount net 10
- no deposits required

PRICING NOTES (RCP reserves the right to requote if:)

- Quote is older than 30 days
- Purchaser drawing approval exceeds 30 days
- Purchaser delays original ship date 30+ days
- Project location snow load exceeds 30 psf

(Signature)

(Print/Title)

(Date)

Page
1/2

Signature confirms acceptance of all pages of this proposal.

RCP SHELTERS, INC.

PROPOSAL/ORDER FORM (CONTINUED)

2100 SE Rays Way • Stuart, FL 34994

P: 800-525-0207 • 772-288-3600

info@rcpselters.com • <http://www.rcpselters.com>



Proposal #: 40151

Wheaton Park District - Wheaton, IL

PROPOSAL NOTES & DETAILS

PROPOSAL INFORMATION/NOTES

- The proposal is based on design by RCP Shelters, not necessarily an exact match to bid or architectural drawings.
- Lead times may vary significantly based on design complexity, seasonal demand, and current backlog.
- Simple material supplier PO or signed proposal/order form are acceptable for ordering. PO legalese will be rejected.
- RCP Shelters does not accept orders with contingent liability or liquidated damages.

DESIGN / ENGINEERING

- RCP value engineers for the minimum number framing members to minimize cost and provide structures as open and accessible as possible. Final design may not reflect the same number members, sizes, or spacing as images on RCP's website and catalog or preliminary or bid drawings.
- Design requirements not disclosed to RCP prior to proposal or required revisions resulting from information not previously disclosed are subject to additional fees. Common examples are site-specific requests/requirements and pertinent foundation information, including but not limited to geotechnical reports, foundation depth limitations, epoxy anchor design, or installations near or connected to other structures causing drift snow loads.
- Standard cylindrical shaped foundation design, minimum 24" diameter, based on assumed soil values, is included. Alternate or custom foundations may be designed by others, with column base reactions provided by RCP.
- RCP's anchor bolt option is valid only for foundations designed by RCP.
- Local code may have requirements that are not the responsibility of RCP.
- Each project is designed for its specific location after receipt of order. Occasionally, engineering determines that materials not included in the proposal are required. Such materials shall be provided by others.
- Drawings provided by RCP Shelters with this proposal are preliminary and are not for construction. For complete project specific details, engineered drawings can be purchased separately without obligation to purchase the structure.

FABRICATION / SHIPPING DETAILS

- Shipping dates are not guaranteed.
- Freight is priced based on pooled loads to a location accessible by a flatbed semi-trailer.
- Upgrade to dedicated truck or split shipment is available for an additional fee.
- Trucking will call at least 24 hours prior to delivery to coordinate.
- Offloading by others. Materials must be stored off the ground and kept dry.

(Signature)

(Print/Title)

(Date)

Page
2/2

Signature confirms acceptance of all pages of this proposal.



QUOTATION

Custom - 15487-R0

Customer

Wheaton Park District
 102 E Wesley
 Wheaton, IL 60187

Sales Representative

Sue DalMonte
 Products4Parks
 3922 Honeymoon Ridge
 Lake in the Hills, IL 60156
 847.514.1085

Project Information

Project Name Davada Park
 Location Lake, IL
 Zip Code Site 60532
 Zip Code Shipping 60532
 Date Quoted 4/24/2024
 Expiration 6/23/2024
 Quantity 1

Design Criteria

Building Code 2021 IBC
 Ground Snow 25
 Wind Speed 110

Rek-20x30TGMR - 4 - 8

Product Information	Product Description	Unit Price	Extended Price
Base			
Steel Frame	20x30 ft. Gable Roof	\$27,190.00	\$27,190.00
Primary Roof	Tongue & Groove	\$4,680.00	\$4,680.00
Secondary Roof	Multi-Rib	\$4,800.00	\$4,800.00
		SubTotal	\$36,470.00
Options			
Modified Clearance	8 ft.	\$190.00	\$190.00
Anchor Bolt Kit	Cast-in-Place Anchor Rods, Nuts, and Template	\$530.00	\$530.00
		SubTotal	\$720.00
Discounts			
Discount	Discount Authorization - 20%	-\$7,438.00	-\$7,438.00
		SubTotal	-\$7,438.00
Misc			
Engineering Fee	Signed and Sealed Calculations and Drawings	\$500.00	\$500.00
Freight	147 m lbs. Weight (lbs): 5900	\$1,500.00	\$1,500.00
		SubTotal	\$2,000.00



QUOTATION

Custom - 15487-R0

Notes

Pricing assumes 4 columns x 7

Summarized Price

Base	\$36,470.00
Options	\$720.00
Discounts	-\$7,438.00
Structure Subtotal	\$29,752.00
Building Price Each	\$37,190.00
Miscellaneous	\$2,000.00
TOTAL	\$31,752.00

Subject To Submittal Approval

See following pages for Qualifications, Terms and Conditions, and Warranty Information

Design and Engineering

1. Pricing assumes Risk Category II for all structures with roof coverings and Risk Category I for all other structures (e.g. trellis, portal, etc.) as well as Wind Exposure C and clear wind flow as defined by ASCE 7, unless noted otherwise.
2. Pricing assumes a 20' separation between any adjacent structure with an eave height equal to or greater than the eave height of this structure if the ground snow load is greater than 0 PSF to account for drifted snow, unless noted otherwise.
3. Pricing assumes standard size electrical cutouts, unless noted otherwise: 2-3/8" wide x 4" tall single gang cutouts in columns at 18" or 48" above finish grade or 3/4" diameter cutouts in roof framing members.
4. Quotation is based on Poligon's interpretation of any drawings or documentation provided at time of quote request.
5. Deviation of design from the supplied quote and preliminary drawing may result in price changes. All design changes should be submitted to Poligon for re-quoting purposes.
6. Poligon provides pricing and engineering for the most cost effective and efficient frame, meeting Poligon's design philosophy of hidden bolted connections (no field welding required).
7. If this quotation does not reference specific design elements that must be incorporated, please work with Poligon to update the quotation as required (e.g. column sizes, column locations, roof pitch, etc.).
8. All member sizes are preliminary until the engineering package has been completed. Preliminary reaction forces and foundation sizing may be provided upon request and should be used for budget purposes only.
9. Due to the varying tax requirements nationwide, if applicable, all required taxes should be applied to this quotation and included on the customer purchase order and/or contract for ordering purposes. All applicable taxes will be applied to the invoice if a tax exemption certificate is not provided.

Fabrication and Shipping

1. Upon order entry, Poligon will provide an order acknowledgement that will contain an expected ship date range. As the manufacturing process moves closer to these dates, a definitive ship date will be confirmed.
2. Poligon will not accept orders with restricted ship dates subject to liquidated damage clauses.
3. Upon manufacturing completion, the day prior to shipment, the Poligon Shipping Department will call the specified contact for shipment confirmation. Once the structure is loaded, the truck driver will call the specified contact to confirm the exact time of delivery to the job site or other location.



QUOTE

Box 7075
 Westchester, IL 60154
 708-579-9055
 708-579-0109 (fax)
 1-800-526-6197

Quote To:

Wheaton Park District

Date: 4/23/2024

Project: Danada South Park

Ship To: Lisle, IL

Lead Time in Weeks*	Terms	Expiration Date
14 - wood, 12 - steel	Net 30	45 Days

Quantity	Model Number	Description	Unit Price	Amount
1	ROGS 2030	Rectangular Open Gable Shelter 20' x 30' with 8' Eave		\$28,449.00

Add Option(s):

\$ -
 \$ -
 \$ -
 \$ -
 \$ -
 \$ -

Price Includes:

- Roof pitch is 4:12, designed for a standard 30 PSF live load & 90 MPH wind speed
- Powder coated steel frame
- 24 ga. multi-rib metal roofing
- Zinc plated fasteners
- Tubular steel frame utilizes hidden bolts & fasteners where possible

Excludes: Unloading, storage or installation of material, clear coat or stain and gutters & downspouts, and floor drains.

Expiration: 45 Days	Quantity: 1	Quote Subtotal	\$ 28,449.00
		Engineering	\$ 750.00
		Freight Charges	\$ 3,300.00
Sales Tax Not Included, Exemption Form Must Be Provided		Quote Total	\$ 32,499.00

*Lead times are tentative dates that start from the time that approval drawings, color selection and any payment terms are met/received. They may vary throughout the year as they are determined by our workload.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Change Order #1 – HDI Enterprises LLC - Central Athletic Complex
Main Gym Floor Refinishing

DATE: May 15, 2024



SUMMARY:

The Kale Gym flooring project was bid out earlier this year and will include the replacement of the entire floor in this gym. Heavy use and wear of the Main Gym flooring indicates that this gym floor should be refinished and sealed. It was last refinished in 2016.

The contractor that will be replacing the floor in the Kale Gym can do this refinishing at the same time, to cut down on costs and down time of the facility. Both gyms would be closed for construction for a short period at the end of August (into September); however other parts of the Central Athletic Complex will remain open.

The Contract Sum prior to this Change Order	\$144,463.50
The Contract Sum will be increased by this Change Order	\$6,500.00
The New Contract Sum including this Change Orders will be	\$150,963.50

PREVIOUS COMMITTEE/BOARD ACTION:

The board approved the bid from HDI Enterprises, LLC for the Kale Gym Floor Replacement Project at the February 21, 2024 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

The Kale Gym Floor Replacement was placed in the 2024 Budget #40-000-187-57-5706-0000 for \$200,000. The bid in the amount of \$144,463.50 was approved at the February 21, 2024 meeting. Additionally, staff requested a \$14,446 contingency to perform “additional floor repairs as necessary.” \$55,536.50 remains in this budget account that can be used to refinish the wood floor in the main gym. The cost for both projects will total \$150,963.50.

STAKEHOLDER PROCESS:

The Athletic Department was consulted regarding scheduling work.

LEGAL REVIEW:

N/A

ATTACHMENTS:

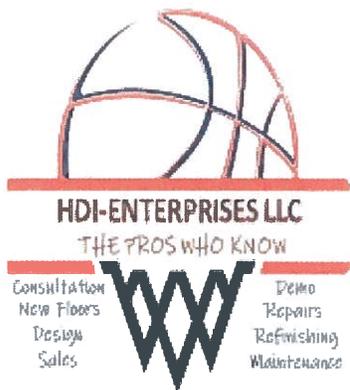
C.O. #1 from HDI Enterprises, LLC.

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners approve Change Order #1 from HDI Enterprises, LLC for the Central Athletic Complex Main Gym Floor Refinishing Project in the amount of \$6,500.00.



HDI Enterprises LLC
10133 US 641 N.
Puryear, TN 38251
O:731- 247- 5552
F:731-247-5554
C:731-363-5142
HDI-Enterprises.com
Thomas@hid-enterprises.com

Proposal

PROJECT: Central Athletic Complex Refinish Main Gym Floor

TO: Wheaton Park District- Brian Morrow
1000 Manchester Rd.
Wheaton, IL 60187

FROM: HDI Enterprises LLC -Thomas Kopriva (Operations Manager)
10133 Hwy 641 N
Puryear, Tn 38251
Thomas@hdi-enterprises.com 731-363-5142

SCOPE: Refinish Main Gym Floor

TO BE COMPLETED FOR THE TOTAL SUM OF: Six thousand five hundred dollars and zero cents
\$6,500.00

Please acknowledge this document to act as and be considered now and from now henceforth a/the Proposal From HDI Enterprises LLC to provide the following to: Wheaton Park District :

Scrub, Buff and Clean Gym Floor. Apply 2 coats of water based sealer.

Terms: Paid in accordance to payment procedures found within bid docs.

Only such work as described above or attached hereto or sent separately such as specs, installation instructions, drawings, renderings and or plans that are made note of or mentioned above will be provided. Which supersedes all previous if any proposals or agreements verbal or written. Unless otherwise agreed upon in writing the all scopes will be performed with strict accordance to attached Specs and installation instructions which will at all times be approved and or recommended by manufacturer and will be in accordance with all MFMA standards. HDI Enterprises LLC is an Approved Licensed MFMA Sports Flooring Contractor which can be easily confirmed by visiting www.MFMA.org.

New Flooring: GC/Owner or Owners rep to be responsible unless otherwise noted above to provide flooring contractor electrical service for floor sanders-208v 3 phase/100amps or more. Others will be responsible for moisture test on slabs and providing results to HDI prior to material shipping. GC or others to be responsible for getting slab in acceptable condition prior to material shipping, slab to meet or exceed minimum requirements per MFMA standards.

SUBMITTED BY: Thomas Kopriva Jr.

DATE: 4/16/2024

PRINT: Thomas Kopriva

APPROVED BY: _____ DATE: _____

PRINT: _____

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Briar Patch Grading & Drainage – Change Order #1

DATE: May 15, 2024



SUMMARY:

Work on the Briarpatch improvements including the pickleball and tennis courts is proceeding. A change in the scope is necessary based on unsuitable compaction of the subsoil calculated by our engineer.

CR01	Pickleball Courts undercuts @ unit cost \$85/CY x 266 yards	\$22,610
CR02	Additional stone and geogrid for tennis courts 120' x 120' x 6" deep	\$24,500
	Total	\$47,110

PREVIOUS COMMITTEE/BOARD ACTION:

The original contract with A Jules Construction was approved at the February 21, 2024 board meeting, along with a 10% contingency for this project.

REVENUE OR FUNDING IMPLICATIONS:

The original contract	\$241,500.00	Approved February 21, 2024
Change Order #1	\$47,110.00	Current Recommendation
Total	\$288,610.00	

STAKEHOLDER PROCESS:

Our engineer reviewed this change and recommended proceeding.

LEGAL REVIEW:

N/A

ATTACHMENTS:

TSC recommendation

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve Change Order #1 in the amount of \$47,110 with A. Jules Construction.



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 "Serving Chicago and the Suburbs from an office near you"

DAILY FIELD REPORT (DFR) - DRAWING *FIELD COPY BEFORE ENGINEER REVIEW*****

OFFICE Carol Stream	PROJECT MANAGER Jeffrey Martinka	TSC JOB NO. 97102
DAY Wednesday	DATE 04/10/2024	PAGE 2 OF 3



TESTING SERVICE CORPORATION
 457 E. GUNDERSEN DRIVE, CAROL STREAM, IL 60188-2492 • FAX 630.653.2726 • TEL 630.653.8920

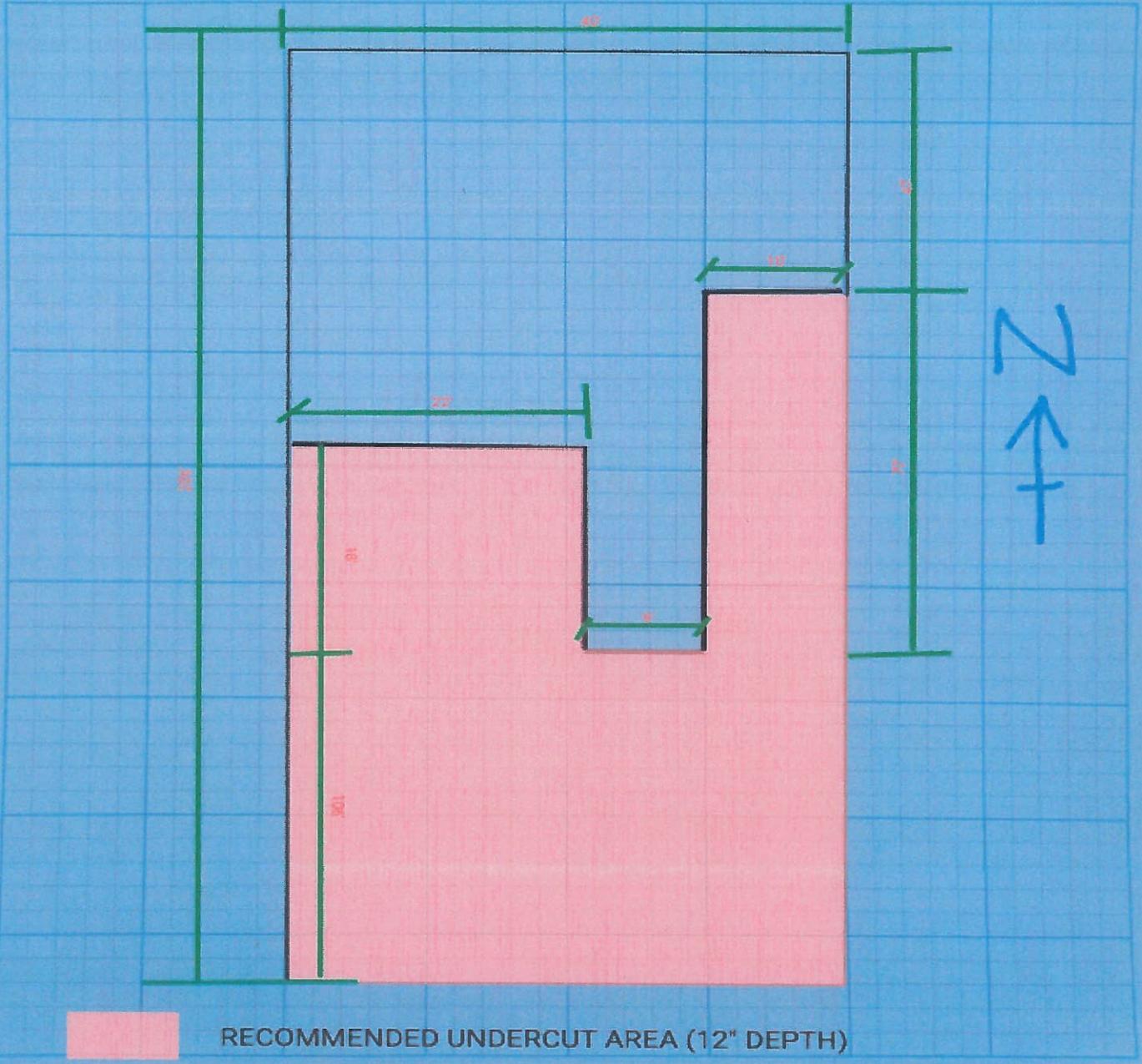
DESIGN SKETCH

PROJECT NO. 2 SHEET 1 OF 1

PROJECT Briar Patch Park

SUBJECT Racquetball Court Proof-roll

COMPUTED DATE 4/10/2024 CHECKED



Carol Stream, Illinois

Report Date: 05/10/2024

Mr. Steve Hinchee
Wheaton Park District
Park Services Center 1000 Manchester Road
Wheaton, IL 60187

Job No. 97102
Tennis Courts

Briar Patch Park
1700 Briarcliffe Boulevard
Wheaton, IL

Dear Mr. Hinchee:

On May 1, 2024, a site meeting was held to discuss remediation options for the existing aggregate base course and subgrade soils for the tennis courts. Our initial recommendations based on a proof-rolling were to remove the existing aggregate base course and either remove and replace or disc and dry the underlying subgrade soils. There were concerns about the cost of these options and the feasibility of removing the layer of aggregate base course for re-use without contaminating it with underlying subgrade soils. It is our understanding from the design team that the grade of the new tennis courts could be raised 6 inches. It was recommended that a triaxial geogrid (TriAx TX190L or TriAx TX Type 2 or equivalent) be placed along the surface of the existing base course and an additional 6 inches of crushed stone IDOT grade CA07 and/or CA06 be placed to stabilize the tennis courts in order to support the paving operation.

Please call if there are any questions.

Sincerely yours,

TESTING SERVICE CORPORATION



Jeffrey Martinka, P.E.
Vice President, CME Branch Mgr



TESTING SERVICE CORPORATION

LOCAL OFFICE
457 EAST GUNDERSEN DR., CAROL STREAM, IL 60188
TEL: (830) 462-2800

CORPORATE OFFICE
380 S. MAIN PLACE, CAROL STREAM, IL 60188
TEL: (830)-462-2800

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Community Center Phase 2 Interiors – Change Order #5

DATE: May 15, 2024



SUMMARY:

Work on the Community Center phase 2 interiors continues. Several small changes have been recommended during the construction.

CR27	Reroute mechanical pipe to avoid ceiling	\$4,937.05
CR28	Repair drain in women’s spa	\$1,044.75
CR29	Floor covers over cleanout in Zone wood flooring	\$1,296.75
	Total Change	\$7,278.55

PREVIOUS COMMITTEE/BOARD ACTION:

The original contract with Stuckey Construction was approved at the August 14, 2023 board meeting, along with a 10% contingency for this project. Change orders 1 to 4 were approved as noted below.

REVENUE OR FUNDING IMPLICATIONS:

The original contract	\$3,945,000.00	Approved August 14, 2023
Change Order #1	\$12,003.56	Approved November 29, 2023
Change Order #2	\$30,843.89	Approved January 17, 2024
Change Order #3	\$(68,112.52)	Approved March 20, 2024
Change Order #4	\$30,366.11	Approved April 17, 2024
Change Order #5		Current Recommendation
Total	\$3,953,187.47	\$386,312.53 contingency remaining

STAKEHOLDER PROCESS:

Our architect reviewed these changes and recommended approving them. Community Center staff continues to be involved throughout the construction process.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Williams recommendation letter - pending
Stuckey quotes

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends the Wheaton Park District Board of Commissioners approve Change Order #5 in the amount of \$7,278.55 Stuckey Construction.

7 May 2024

Steve Hinchee, Supt. of Planning
Wheaton Park District
102 East Wesley Street
Wheaton, IL 60187

Re: Community Center Remodeling Phase 2
Project No. 2023-023
Change Order #5

Dear Steve,

We have reviewed the proposed Change Orders prepared by Stuckey Construction Company for the subject project as indicated in the Statement of the Issue dated 15 May 2024 prepared by yourself and Rob Sperl. All of the proposed changes became necessary due to unforeseen conditions or minor additions to the project scope adding value to the project. The proposed changes have been reviewed against contract document requirements and appear to be justified, with the change order amounts appropriately documented with supporting backup as required.

We support staff's recommendation to approve these changes and process a change order to Stuckey Construction Company in the amount of \$7,278.55.

Cordially,



Scott Morlock, AIA, NCARB, LEED AP
Associate Principal

cc: Tom Poulos, Gary Pingel, Sean Leider, Carrie Kotera - Williams Architects





2020 N. Lewis Ave.
Waukegan, IL 60087
Ph : (847)336-8575

Change Request

To: Scott Morlock
Williams Architects
500 Park Boulevard
Suite 800
Itasca, IL 60143
Ph: 630-221-1212 Fax: 630-221-1220

Number: 27
Date: 4/1/24
Job: 23-067 Wheaton PD Comm Ph 2 Remodel
Phone:

Description: Rerouting ex mechanical piping

We are pleased to offer the following specifications and pricing to make the following changes:

MG Mechanical:\$4,501.95

Cote Painting: \$200

SCC:\$235.10

Total:\$4,937.05

Description	Labor	Material	Equipment	Subcontract	Other	Price
Mechanical Subcontractor				\$4,501.95		\$4,501.95
Painting int/ext.				\$200.00		\$200.00
					Subtotal:	\$4,701.95
			sc	\$4,701.95	5.00%	\$235.10
					Total:	\$4,937.05

If you have any questions, please contact me at .

Submitted by: Brian Andrews

Approved by: _____
Date: _____



MG Mechanical Contracting, Inc.
 1513 Lamb Road
 Woodstock IL 60098

CHANGE ORDER REQUEST

ORDER 7
 ORDER DATE 03/22/2024
 ORDERED BY 409 Michael Kollasch
 CUSTOMER ORDER

TO Stuckey Construction
 2020 N. Lewis Ave.
 Waukegan IL 60087-4722
 Attn: Paul Stuckey

PROJECT 180
 Wheaton PD-Community Center PH2
 1777 S. Blanchard St.
 Wheaton IL 60189

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract

PLANS ATTACHED
 SPECIFICATIONS ATTACHED

Description of Work	Cost	Overhead	Profit	Price
Patriotic Piping -piping reroute work	4,092.68			4,092.68
OH&P				409.27

Notes

This change order is for draining the system and rerouting the existing piping.

CONDITIONS: After 15 days this quotation is void and subject to revision. This change proposal is based solely on direct cost elements such as labor, material and normal or contractually stipulated markups and does not include any amounts for changes in sequence of work, delays, disruption, rescheduling, extended overhead or impact cost. It is not possible to access any related impacts and costs at the present time and therefore all rights are expressly reserved to make claim for any and all such cost prior to final settlement of the contract. This proposal assumes and is based upon issuance of an executed change order in a timely manner such that work can be billed within the next billing cycle. No work will begin without executed change order.

Negative changes will lower the overall contract price requiring no additional payment by owner. *Requested Amount of Change* 4,501.95

The original Contract Sum was.....	207,000.00
Net change by previous Change Orders	5,951.07
The Contract Sum prior to this Change Order	212,951.07
The Contract Sum will be changed by this Change Order	4,501.95
The new Contract Sum including this Change Order will be.....	217,453.02
The Contract Time will be changed by.....	0 Days

Approved _____ Date _____ Date _____
 Contractor _____ Owner _____



PATRIOTIC PIPING, INC

18306 McGuire Rd.

Harvard, IL 60033

(815) 219-1947 / (815) 219-0371 (Troy)

03/21/2024

RE: Wheaton – EXTRA – 1777 S. Blanchard St.

Scope of Work:

- Isolate System
- Drain System
- Install Hangers
- Re-route Piping
- Test System
- Insulate
- Fill System

Exclusions to the proposal

- Any unseen additional leaks in the system

Total Labor: \$ 2320.00

Total Material: \$ 582.75 (Tax Exempt)

Direct Cost: \$2902.75

Overhead at 10%: \$290.28

Profit at 5%: \$159.65

Inspect and Lay out: (2 hours) \$ 290.00

Lift (includes delivery and Pick up): \$450.00

Total for Proposal: \$4092.68

Hourly rates - Field Personnel - \$145.00 per hour/person (straight time)

Additional notes: Proposal is valid for (30) days.

Requirements of the contract -

- Signed PO is needed prior to project start
- Prices are based on a timely schedule
- Tax Exempt Certificate if needed

Payment requirements of the contract -

- Retention is not, and has not been considered as part of this proposal. If retention is required, an increase to the contract of five (5) percent shall be added to all pricing.
- Pricing is based upon payment of invoices, within 30 days of billing date.
- In the event of "Failure to Pay" purchaser shall be responsible for all costs incurred to recover any and all payments due to Patriotic Piping, including but not limited to attorney fees.

When this proposal is accepted, please sign below, and return to our office.

Accepted by: _____ Date: _____

Title: _____

Additional Notes:

Quote: 12758635-00



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Addison, Illinois Indianapolis, Indiana Chicago, Illinois Hammond, Indiana Rockford, Illinois Milwaukee, Wisconsin		Phone: 630-543-8145 Phone: 463-207-1500 Phone: 312-347-1600 Phone: 219-844-1900 Phone: 815-506-7476 Phone: 414-414-2411	Fax: 630-543-6830 Fax: 463-207-1501 Fax: 312-347-0255 Fax: 219-844-9045 Fax: 815-280-4799
Entered Date	Promised Date	Requested Date	Printed Time
3/21/24	3/22/24	3/22/24	8:21 AM
Placed By	Sales Rep In	Sales Rep Out	Expired Date
TROY	BHA - Bradley Hauser	RZ - Ron Ziss	4/20/24
Customer #	Customer Name	PO #	
6045	PATRIOTIC PIPING, INC	WHEATON EXTRA	

Bill To PATRIOTIC PIPING, INC 18306 MCGUIRE ROAD HARVARD, IL 60033	Ship To PATRIOTIC PIPING, INC 18306 MCGUIRE ROAD HARVARD, IL 60033	Correspondence To Porter Pipe & Supply PO Box 7051 Carol Stream, IL 60197-7051
--	--	--

Instructions QUOTE			
Ship Point 401 Addison - Porter Pipe	Via OUR TRUCK	Shipped	Terms Net 30 Days
Reference BID			

Notes

Line	Product and Description	Order Quantity	Shipped Quantity	Backorder Quantity	Qty UM	List Price	Net Price	Net Amount
1	34BM90 3/4 BM 150# 90 ELL	8	8	0	EA	11.69	3.16	25.25
2	34BTC 3/4" SCH40 BLK A53 CW T&C	21	21	0	FT	8.23	2.42	50.82
3	B24SHGA10 10FT GALVANIZED 1-5/8" STRUT AS210EH 14GA	10	10	0	FT	95.15	3.13	31.30
4	909700-91325 3/8X10FT ALLTHREAD ROD - ZINC	20	20	0	FT	1.80	0.60	11.99
5	B201GA B201-PLTD 3/8" SQ WASHER - AS619	8	8	0	EA	7.02	1.03	8.26
6	9700-05104 3/8 HEAVY HEX NUT - ZINC - 16TPI	50	50	0	EA	0.13	0.13	6.50
7	113021 87 B&G AUTO AIR VENT	2	2	0	EA	120.52	120.52	241.04
8	34BMT 3/4 BM 150# TEE	2	2	0	EA	18.62	5.03	10.05
9	70-104-01 3/4 APO 70 2PC SP NPT BV BRZ	2	2	0	EA	52.22	36.03	72.06
10	341FI 3/4 IPS (1-1/8 CT) X 1 FIBERGLASS INS	21	21	0	FT	4.76	4.76	99.96
11	7190 #7 PVC INS 90 W/INSERT	8	8	0	EA	3.19	3.19	25.52

11	Lines Total	Total Shipped	152	Subtotal	582.75
				Taxes	0.00
				Total	582.75
				Total Weight	197

***** All non-stock material is non-cancellable, non-returnable, and freight will apply.**
 ALL RETURNED MATERIAL MUST BE ACCOMPANIED WITH A PORTER PIPE RETURN AUTHORIZATION NUMBER FOR CREDIT TO BE ISSUED.
 FINANCE CHARGES WILL BE APPLIED TO ALL LATE PAYMENTS.

From all of us at Porter Pipe, we thank you for this order and the opportunity to be your supplier partner!



2020 N. Lewis Ave.
 Waukegan, IL 60087
 Ph : (847)336-8575

Change Request

To: Scott Morlock
 Williams Architects
 500 Park Boulevard
 Suite 800
 Itasca, IL 60143
 Ph: 630-221-1212 Fax: 630-221-1220

Number: 28
Date: 4/9/24
Job: 23-067 Wheaton PD Comm Ph 2 Remodel
Phone:

Description: Repair Plumbing Drain

We are pleased to offer the following specifications and pricing to make the following changes:

Description	Labor	Material	Equipment	Subcontract	Other	Price
Plumbing				\$995.00		\$995.00
					Subtotal:	\$995.00
			scc	\$995.00	5.00%	\$49.75
					Total:	\$1,044.75

If you have any questions, please contact me at .

Submitted by: Brian Andrews

Approved by: _____
 Date: _____

Provancal Bros. Inc. ~ Plumbing Contractors

Thomas A Provancal, President, Secretary
Andrew P Thiese, Owner

14404 S. Western Avenue Posen, IL 60469

708.389.3710 Office ~ 708.389.3783 Fax ~ 708.417.2454 Tom ~ 708-257-9294 Andy

Email: office@provancalbros.com or andy@provancalbros.com

"Over 55 Years"

Change Order

April 8, 2024

Stuckey Construction
2020 N Lewis Avenue
Waukegan, IL 60087
Brian Andrews - 847.336.8575
brian@stuckeyconstruction.com

23067-010 Wheaton Community Center]
1777 S Blanchard Street
Wheaton, IL 60187

Change Order #4:

- Removal of 4" cast iron sanitary floor drain
- Install new 4" cast iron sanitary floor drain and revise piping as needed.

This work can be completed for the sum of \$995.00.

Break down:

- > Labor \$540.00
- > Material \$455.00

Change order does not include tax, permits, inspections, overtime and/or premium time, any additional plumbing work, repairs and/or fixtures, any unforeseen circumstances and/or obstructions that may result in additional charges for labor and/or material.

Please initial here: _____

Please return signed change order for our records

Any questions please call Andy Thiese 708.257.9294

Sincerely,

Sent via email 03/08/2024 (DP)

Provancal Bros Inc - IL 023-001430

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work required in the above change order request, for which the undersigned agrees to pay the amount mentioned in said change order request, and according to the terms thereof. The complainant must formally register any complaints with Provancal Bros Inc. in writing (e.g., letter, fax or email) within 30 days of invoice. The notification must clearly detail elements of the work in question. We have a right to correct any errors on above change order within 10 days of submission. Change Order valid 10 days from submission date as stated above. This change order if accepted will need to be added to the contract documents as is with no strikeouts and/or changes. **We do not accept credit cards.** Returned check fee \$100.00. Labor rates include travel time, truck usage and a fuel surcharge. No warranty on rodding and/or clogs.

Notes:

- > Permits and permit fees are the responsibility of the general contractor and/or owner.
- > Due to rising costs of material and fuel our price is subject to change after 10 days.

By signing this proposal and/or change order you, the customer, and on behalf of members of my household and/or workforce, including any guests visiting my household and/or workplace, waive and release any claims against the Contractor, its employees, subcontractors, agents and assigns and hold harmless the Contractor as to any claims, costs, charges, or costs relating to any diagnosis or treatment of COVID-19, that I or a member of my household and/or workforce (and any guests visiting my household and/or workplace) receive following the date the Services are performed by the Contractor. We refuse any masking, vaccine requirements and/or medical testing of any kind.

Authorized Signature & Date: _____

Print Name: _____



2020 N. Lewis Ave.
 Waukegan, IL 60087
 Ph : (847)338-8575

Change Request

To: Scott Morlock
 Williams Architects
 500 Park Boulevard
 Suite 800
 Itasca, IL 60143
 Ph: 630-221-1212 Fax: 630-221-1220

Number: 29
Date: 4/16/24
Job: 23-067 Wheaton PD Comm Ph 2 Remodel
Phone:

Description: Wood floor drain cleaout covers

We are pleased to offer the following specifications and pricing to make the following changes:

Description	Labor	Material	Equipment	Subcontract	Other	Price
Carpet				\$1,235.00		\$1,235.00
					Subtotal:	\$1,235.00
			scc	\$1,235.00	5.00%	\$61.75
					Total:	\$1,296.75

If you have any questions, please contact me at .

Submitted by: Brian Andrews

Approved by: _____
 Date: _____

FLOORS, INCORPORATED

1341 COBBLESTONE WAY
P.O. BOX 700
WOODSTOCK, IL 60098-0700
(815) 338-6566
Fax (815) 338-6679

Date: April 16, 2024

To: Stuckey Construction

Re: Wheaton Park District

PROPOSAL

We propose to furnish and install:

Zone 205:

Four (4) Porter 8" brass volleyball cover plates routed flush into the wood flooring.

FOR THE SUM OF - - - \$1,235.00
(One thousand two hundred thirty-five and 00/100 Dollars)

All above prices are subject to change after thirty days

Respectfully submitted by: _____ Steve Fantuzzi

TO: Board of Commissioners
FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning
THROUGH: Michael Benard, Executive Director
RE: Change Order #1 – NS Pool Locker Room
DATE: May 15, 2024



SUMMARY:

In the original Northside Pool Locker Rooms bid plans there were two new sinks to be installed. In the subsequent rebid plans, the sinks were inadvertently not included. The cost to add these new sinks is \$5,980.

In addition, staff asked the contractor for pricing to furnish higher bathroom stall partitions than what was originally specified in the bid. The higher partitions are to increase privacy. The cost for the higher partitions is \$1,674

Total change: \$7,654

PREVIOUS COMMITTEE/BOARD ACTION:

The board approved the bid from the Red Feather Group at the March 6 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

The original contract	\$166,025	Approved March 7, 2024
Change Order #1	\$7,654	Pending approval
Total	\$173,679	\$8,948.50 contingency remaining

STAKEHOLDER PROCESS:

This project has been discussed with the athletics and pool staff.

LEGAL REVIEW:

Our legal counsel provided the front-end bid documents.

ATTACHMENTS:

C.O. #1 from the Red Feather Group and C.O. approval email from Nevin Hedlund Architects.

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners approve Change Order #1 from the Red Feather Group for the Northside Pool Locker Room Access project in the amount of \$7,654.

WHEATON PARK DISTRICT CHANGE ORDER

Project: Northside Pool Locker Room Access Project

Change Order No.: 1

To: Red Feather Group
Attn: John Sochacki
711 Becker Rd.
Glenview, IL 60025

Change Order Date: 4/26/24

Contract Date: 3/7/24

Contract For: Northside Pool Locker Room Access Project

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

1. Furnish and install two new (2) sinks in the Northside Pool locker room.

Cost: \$5,980

2. Provide 6 ft high toilet stall partitions instead of the specified 5 ft high partitions.

Cost: \$1,674

Add to the Contract:

\$7,654

The original Contract Sum was	\$166,025.00
Net Change by previous Change Orders	\$[0.00]
The Contract Sum prior to this Change Order \$	\$166,025.00
The Contract Sum will be increased by this Change Order	\$7,654.00
The new Contract Sum including this Change Order will be	\$173,679.00
The Contract Time will not be changed	0
The Date of Completion as of the date of this Change Order therefore is	No change

Wheaton Park District

Owner

102 East Wesley Street
Wheaton, IL 60187

Address

Red Feather Group

Contractor

711 Becker Rd.
Glenview, IL 60025

Address

Michael J. Benard, Executive Director

John Sochacki



Red Feather Group

711 Becker Road
Glenview, IL 60025

Change Order

Date	Estimate No.
4/23/2024	22186

Name/Address

Project

Description	Qty	Rate	Total
Brian Morrow Wheaton Park District Project: NORTHSIDE POOL LOCKER ROOMS Location: 1509 N WEST ST, WHEATON, IL 60187 CHANGE ORDER #1 - ADD TWO SINKS SCOPE OF WORK: per Brian Morrow email, dated 4/4/2024 -Furnish and install two sinks (model K2032N) in women locker room -Patch masonry wall to existing finishes TOTAL COST FOR LABOR AND MATERIALS		5,980.00	5,980.00
Total			\$5,980.00

Contact: John Sochacki
 Cell phone: 847 710 3930
 Office: 847 724 4936
 Payment to be made as follows:

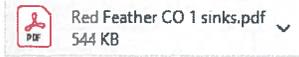
FW: Northside Locker Room Possible Change Order for Furnishing & Installing 2 Sinks



John Kelly <jkelly@bstromberg.com>

To: Brian Morrow

Cc: Mike Benard



Start your reply all with: [Yes, please proceed.](#) [Yes, I agree.](#) [Thank you!](#) [Feedback](#)

Based on the Architects response below, I am fine proceeding with this Change

John F. Kelly P.E.

President

b. stromberg construction co., inc.

5831 dempster street, morton grove, illinois 60053

office: 847-965-3786

fax: 847-965-4346

mobile: 708-494-4275

From: Nevin Hedlund <nhedlund@hedlundarchitects.com>

Sent: Friday, April 26, 2024 10:42 AM

To: John Kelly <jkelly@bstromberg.com>

Cc: Will Gamble <>wgamble@hedlundarchitects.com>

Subject: FW: Northside Locker Room Possible Change Order for Furnishing & Installing 2 Sinks

John: I confirmed with Will that the rebid drawings did not have the added Addendum sinks. The attached change order is appropriate for the addition of the sinks to the project.

Please reply with any questions. Thanks.

NEVIN HEDLUND, AIA

NEVIN HEDLUND ARCHITECTS, INC.

30 North Wolf Road Second Floor

Hillside, Illinois 60182

V 708 771.7117

hedlundarchitects.com

WHEATON PARK DISTRICT



Financial Overview

April, 2024

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WPD Summary

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues	\$47,231,295	\$1,405,242	\$1,455,354	(\$50,111)	-3.44%	\$5,938,605	\$6,565,246	(\$626,640)	-9.54%
5-Expenses	(\$54,218,119)	(\$1,965,556)	(\$1,710,899)	(\$254,657)	-14.88%	(\$9,099,667)	(\$8,858,258)	(\$241,409)	-2.73%
Grand Total	(\$6,986,824)	(\$560,314)	(\$255,546)	(\$304,768)	-119.26%	(\$3,161,062)	(\$2,293,012)	(\$868,049)	-37.86%

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
10-General									
4-Revenues	\$5,940,543	\$49,224	\$86,420	(\$37,195)	-43.04%	\$250,461	\$298,465	(\$48,004)	-16.08%
5-Expenses	(\$6,426,211)	(\$369,262)	(\$252,956)	(\$116,306)	-45.98%	(\$1,621,145)	(\$1,804,226)	\$183,081	10.15%
10-General Total	(\$485,668)	(\$320,038)	(\$166,537)	(\$153,501)	-92.17%	(\$1,370,684)	(\$1,505,761)	\$135,077	8.97%
20-Recreation									
4-Revenues	\$12,460,352	\$507,295	\$492,185	\$15,110	3.07%	\$1,850,150	\$1,674,311	\$175,839	10.50%
5-Expenses	(\$13,501,071)	(\$491,512)	(\$508,160)	\$16,648	3.28%	(\$2,979,726)	(\$3,338,698)	\$358,972	10.75%
20-Recreation Total	(\$1,040,719)	\$15,783	(\$15,975)	\$31,758	198.80%	(\$1,129,576)	(\$1,664,386)	\$534,811	32.13%
22-Cosley Zoo									
4-Revenues	\$2,091,469	\$78,215	\$66,516	\$11,699	17.59%	\$199,334	\$168,648	\$30,686	18.20%
5-Expenses	(\$2,187,227)	(\$121,759)	(\$106,014)	(\$15,745)	-14.85%	(\$540,101)	(\$547,611)	\$7,510	1.37%
22-Cosley Zoo Total	(\$95,758)	(\$43,544)	(\$39,498)	(\$4,046)	-10.24%	(\$340,767)	(\$378,963)	\$38,196	10.08%
30-Debt Service									
4-Revenues	\$2,839,660	\$3,014	\$2,176	\$838	38.52%	\$10,816	\$8,701	\$2,115	24.31%
5-Expenses	(\$2,892,490)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
30-Debt Service Total	(\$52,830)	\$3,014	\$2,176	\$838	38.52%	\$10,816	\$8,701	\$2,115	24.31%
40-Capital Projects									
4-Revenues	\$10,999,116	\$46,155	\$9,170	\$36,985	403.33%	\$914,563	\$1,883,629	(\$969,065)	-51.45%
5-Expenses	(\$15,900,728)	(\$194,978)	(\$63,659)	(\$131,318)	-206.28%	(\$984,761)	(\$400,503)	(\$584,258)	-145.88%
40-Capital Projects Total	(\$4,901,612)	(\$148,823)	(\$54,490)	(\$94,333)	-173.12%	(\$70,197)	\$1,483,126	(\$1,553,323)	-104.73%
60-Golf Fund									
4-Revenues	\$10,205,750	\$706,685	\$787,103	(\$80,419)	-10.22%	\$2,028,371	\$1,937,527	\$90,844	4.69%
5-Expenses	(\$10,615,738)	(\$572,877)	(\$574,368)	\$1,491	0.26%	(\$2,129,351)	(\$2,002,644)	(\$126,708)	-6.33%
60-Golf Fund Total	(\$409,988)	\$133,807	\$212,735	(\$78,928)	-37.10%	(\$100,980)	(\$65,117)	(\$35,863)	-55.08%
70-Information Technology									
4-Revenues	\$586,031	\$0	\$0	\$0	0.00%	\$146,494	\$129,988	\$16,506	12.70%
5-Expenses	(\$585,781)	(\$34,912)	(\$60,490)	\$25,577	42.28%	(\$185,591)	(\$163,830)	(\$21,761)	-13.28%
70-Information Technology Total	\$250	(\$34,912)	(\$60,490)	\$25,577	42.28%	(\$39,097)	(\$33,842)	(\$5,255)	-15.53%
75-Health Insurance									
4-Revenues	\$2,108,374	\$14,654	\$11,784	\$2,871	24.36%	\$538,416	\$463,977	\$74,439	16.04%
5-Expenses	(\$2,108,874)	(\$180,255)	(\$145,252)	(\$35,004)	-24.10%	(\$658,992)	(\$600,747)	(\$58,245)	-9.70%
75-Health Insurance Total	(\$500)	(\$165,601)	(\$133,468)	(\$32,133)	-24.08%	(\$120,576)	(\$136,770)	\$16,194	11.84%
Grand Total	(\$6,986,824)	(\$560,314)	(\$255,546)	(\$304,768)	-119.26%	(\$3,161,062)	(\$2,293,012)	(\$868,049)	-37.86%

AGC Month & YTD Summary

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
60-Golf Fund									
000-Administration									
4-Revenues	\$33,500	\$8,718	\$11,255	(\$2,537)	-22.54%	\$52,178	\$4,826	\$47,353	981.20%
5-Expenses	(\$2,125,493)	(\$97,369)	(\$82,785)	(\$14,585)	-17.62%	(\$384,873)	(\$331,542)	(\$53,332)	-16.09%
000-Administration Total	(\$2,091,993)	(\$88,652)	(\$71,530)	(\$17,122)	-23.94%	(\$332,695)	(\$326,716)	(\$5,979)	-1.83%
101-Parks Maintenance									
5-Expenses	(\$42,674)	(\$2,109)	(\$2,001)	(\$108)	-5.41%	(\$9,916)	(\$9,636)	(\$280)	-2.91%
101-Parks Maintenance Total	(\$42,674)	(\$2,109)	(\$2,001)	(\$108)	-5.41%	(\$9,916)	(\$9,636)	(\$280)	-2.91%
601-Golf Maintenance									
4-Revenues	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$1,530,359)	(\$99,476)	(\$90,813)	(\$8,663)	-9.54%	(\$299,868)	(\$269,402)	(\$30,466)	-11.31%
601-Golf Maintenance Total	(\$1,530,359)	(\$99,476)	(\$90,813)	(\$8,663)	-9.54%	(\$299,868)	(\$269,402)	(\$30,466)	-11.31%
611-Pro Shop/Golf Fees									
4-Revenues	\$3,408,250	\$341,520	\$335,585	\$5,935	1.77%	\$717,286	\$616,574	\$100,713	16.33%
5-Expenses	(\$1,095,083)	(\$76,823)	(\$57,474)	(\$19,349)	-33.67%	(\$197,534)	(\$170,495)	(\$27,038)	-15.86%
611-Pro Shop/Golf Fees Total	\$2,313,167	\$264,698	\$278,111	(\$13,414)	-4.82%	\$519,753	\$446,079	\$73,674	16.52%
612-Food and Beverage									
4-Revenues	\$6,744,000	\$356,447	\$440,263	(\$83,817)	-19.04%	\$1,251,348	\$1,311,956	(\$60,608)	-4.62%
5-Expenses	(\$5,811,446)	(\$297,082)	(\$341,277)	\$44,195	12.95%	(\$1,236,124)	(\$1,220,917)	(\$15,207)	-1.25%
612-Food and Beverage Total	\$932,554	\$59,364	\$98,986	(\$39,622)	-40.03%	\$15,223	\$91,038	(\$75,815)	-83.28%
613-Cross Country Skiing									
4-Revenues	\$20,000	\$0	\$0	\$0	0.00%	\$7,559	\$4,172	\$3,387	81.18%
5-Expenses	(\$10,683)	(\$18)	(\$19)	\$1	6.21%	(\$1,036)	(\$652)	(\$384)	-58.92%
613-Cross Country Skiing Total	\$9,318	(\$18)	(\$19)	\$1	6.21%	\$6,523	\$3,520	\$3,003	85.31%
60-Golf Fund Total	(\$409,988)	\$133,807	\$212,735	(\$78,928)	-37.10%	(\$100,980)	(\$65,117)	(\$35,863)	-55.08%
Grand Total	(\$409,988)	\$133,807	\$212,735	(\$78,928)	-37.10%	(\$100,980)	(\$65,117)	(\$35,863)	-55.08%

Zoo Analysis

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
Cosley Zoo									
4-Revenues									
41-Taxes	\$1,267,884	\$41	\$0	\$41	0.00%	\$41	\$60	(\$19)	-31.33%
42-Charges for Services	\$654,248	\$56,148	\$49,534	\$6,614	13.35%	\$124,620	\$92,173	\$32,447	35.20%
44-Rentals	\$63,000	\$9,335	\$6,623	\$2,712	40.95%	\$21,603	\$17,371	\$4,232	24.36%
45-Product Sales	\$1,000	\$0	\$245	(\$245)	-100.00%	\$150	\$495	(\$345)	-69.70%
46-Grants & Donations	\$95,338	\$7,977	\$7,193	\$784	10.91%	\$31,628	\$28,031	\$3,597	12.83%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$599	\$9,453	(\$8,854)	-93.67%
48-Interest Income	\$10,000	\$4,715	\$2,922	\$1,793	61.36%	\$20,694	\$21,066	(\$372)	-1.77%
49-Transfers In	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$2,091,469	\$78,215	\$66,516	\$11,699	17.59%	\$199,334	\$168,648	\$30,686	18.20%
5-Expenses									
51-Salaries & Wages	(\$1,335,560)	(\$93,109)	(\$84,305)	(\$8,804)	-10.44%	(\$361,462)	(\$342,134)	(\$19,329)	-5.65%
52-Contractual Services	(\$468,422)	(\$9,111)	(\$8,751)	(\$360)	-4.12%	(\$96,320)	(\$83,132)	(\$13,189)	-15.86%
53-Supplies	(\$206,020)	(\$13,189)	(\$10,773)	(\$2,416)	-22.42%	(\$35,793)	(\$54,116)	\$18,323	33.86%
54-Other Charges	(\$77,225)	(\$6,350)	(\$2,186)	(\$4,165)	-190.51%	(\$21,525)	(\$17,922)	(\$3,603)	-20.10%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$308)	\$308	99.85%
59-Transfers Out	(\$100,000)	\$0	\$0	\$0	0.00%	(\$25,000)	(\$50,000)	\$25,000	50.00%
5-Expenses Total	(\$2,187,227)	(\$121,759)	(\$106,014)	(\$15,745)	-14.85%	(\$540,101)	(\$547,611)	\$7,510	1.37%
Cosley Zoo Total	(\$95,758)	(\$43,544)	(\$39,498)	(\$4,046)	-10.24%	(\$340,767)	(\$378,963)	\$38,196	10.08%
Foundation									
Concessions									
1-Concession Sales	\$55,000	\$5,489	\$1,311	\$4,179	318.73%	\$7,720	\$1,884	\$5,837	309.79%
2-Concession COGS	(\$20,000)	(\$3,622)	(\$904)	(\$2,717)	-300.60%	(\$2,983)	(\$1,117)	(\$1,866)	-167.05%
3-Concession Supplies	(\$2,000)	(\$27)	(\$15)	(\$12)	-79.53%	(\$27)	(\$15)	(\$12)	-79.53%
Concessions Total	\$33,000	\$1,841	\$392	\$1,449	369.70%	\$4,710	\$752	\$3,959	526.41%
Gift Shop									
1-Gift Shop Sales	\$180,000	\$12,788	\$14,804	(\$2,016)	-13.62%	\$34,113	\$32,119	\$1,994	6.21%
2-Gift Shop COGS	(\$68,000)	(\$3,779)	(\$3,651)	(\$128)	-3.49%	(\$13,235)	(\$12,938)	(\$297)	-2.29%
Gift Shop Total	\$112,000	\$9,010	\$11,153	(\$2,144)	-19.22%	\$20,878	\$19,181	\$1,697	8.85%
Concession & Gift Shop									
4-Concession & Gift Shop Wages	(\$98,060)	(\$7,660)	(\$5,508)	(\$2,152)	-39.08%	(\$22,825)	(\$19,608)	(\$3,217)	-16.41%
Concession & Gift Shop Total	(\$98,060)	(\$7,660)	(\$5,508)	(\$2,152)	-39.08%	(\$22,825)	(\$19,608)	(\$3,217)	-16.41%
Foundation Total	\$46,940	\$3,190	\$6,037	(\$2,847)	-47.16%	\$2,763	\$325	\$2,439	750.31%
Grand Total	(\$48,818)	(\$40,354)	(\$33,461)	(\$6,893)	-20.60%	(\$338,003)	(\$378,638)	\$40,634	10.73%

Cash & Investments

Description	Current Month	Prior Month	Current Month, Prior Year
<i>Operating Funds</i>			
10-General	2,885,959	3,232,358	3,735,574
20-Recreation	7,066,358	7,170,706	7,907,164
21-Special Recreation	216,640	216,247	203,261
22-Cosley Zoo	1,131,185	1,194,054	1,115,376
23-Liability	183,239	234,914	173,816
24-Audit	41,062	41,029	21,270
25-FICA	419,508	459,831	444,066
26-IMRF	474,106	536,955	553,651
30-Debt Service	890,907	887,893	827,350
60-Golf Fund	5,949,806	5,700,965	5,076,532
70-Information Technology	(19,979)	56,792	(14,724)
75-Health Insurance	156,466	321,056	138,876
Total Operating Funds	19,395,258	20,052,800	20,182,211
<i>Capital Funds</i>			
40-Capital Projects	11,239,500	11,199,821	10,566,806
Total Capital Funds	11,239,500	11,199,821	10,566,806
Total District Funds	30,634,758	31,252,621	30,749,017

Fund Balance Target Analysis
April, 2024

	General 10	Recreation 20	Cosley 22	Insurance Liability 23	Audit 24	FICA 25	IMRF 26	Debt Service 30	Golf 60
Basis of Measurement:									
Budgeted expenditures less budget capital expenditures	3 to 4 months	> 2 months	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	3 to 6 month	Min. target is \$5K; Max. is budgeted expenditures	2 - 4 months
FY 2024 Budget Basis:									
Budgeted expenditures less budgeted capital expenditures	5,144,211	11,448,427	2,087,227	668,723	37,414	745,476	519,536	1,301,942	9,680,738
FY 2024 Targets									
Target Minimum	1,286,050	1,908,070	521,810	167,180	9,350	186,370	129,880	5,000	1,613,460
Target Maximum	2,572,110	3,816,140	1,043,610	334,360	18,710	372,740	259,770	1,301,942	3,226,910
Fund Balance as of April, 2024									
Fund Balance as of 12/31/2023	4,073,507	5,447,982	1,484,000	337,953	41,227	569,756	544,551		
Net Profit (Loss) YTD thru April, 2024	(1,370,684)	(1,129,576)	(340,767)	(154,714)	(165)	(161,685)	(114,115)		
Fund Balance as of April, 2024	2,702,823	4,318,406	1,143,233	183,239	41,062	408,071	430,436		
Cash & Investments 12/31/2023								880,092	5,947,698
Cash & Investments April, 2024								890,907	5,949,806
Analysis Results	Over Maximum Target by	Over Maximum Target by	Over Maximum Target by	Meets Target	Over Maximum Target by	Over Maximum Target by	Over Maximum Target by	Meets Target	Over Maximum Target by
Variances									
Amount over maximum or (under minimum)	130,713	502,266	99,623	-	22,352	35,331	170,666	-	2,722,896

All Funds
Investment Report

Description	Current Balance	Prior Month Balance	Prior Year Balance
1110-Certificates of Deposit			
10-General	78,421	78,066	0
20-Recreation	2,328,421	2,328,066	4,000,000
21-Special Recreation	0	0	0
22-Cosley Zoo	78,421	78,066	750,000
23-Liability	52,281	52,044	0
24-Audit	0	0	0
25-FICA	52,281	52,044	0
26-IMRF	52,281	52,044	0
30-Debt Service	327,867	327,515	250,000
40-Capital Projects	5,113,731	5,112,901	4,526,294
60-Golf Fund	2,671,779	2,668,823	2,018,269
75-Health Insurance	0	0	0
Total Certificates of Deposit	10,755,483	10,749,571	11,544,563
1120-Treasuries			
10-General	2,671,642	2,671,642	3,668,758
20-Recreation	2,590,612	2,590,612	3,589,777
21-Special Recreation	124,733	124,733	121,578
22-Cosley Zoo	194,655	194,655	189,731
23-Liability	0	0	0
24-Audit	10,858	10,858	10,583
25-FICA	277,053	277,053	270,045
26-IMRF	362,837	362,837	353,659
30-Debt Service	0	0	0
40-Capital Projects	2,493,167	2,493,167	2,626,067
60-Golf Fund	1,164,807	1,164,807	1,757,376
75-Health Insurance	16	16	411
Total Treasuries	9,890,380	9,890,380	12,587,985
1122-Agencies			
10-General	0	0	0
20-Recreation	0	0	0
23-Liability	0	0	0
24-Audit	0	0	0
30-Debt Service	0	0	0
40-Capital Projects	0	0	0
60-Golf Fund	0	0	0
Total Agencies	0	0	0
Total Investments	20,645,863	20,639,951	24,132,548

**General Fund
Balance Sheet**

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	135,895	482,649	66,816
11-Investments	2,750,064	2,749,709	3,668,758
12-Receivables	5,282,944	5,291,950	5,130,009
13-Interfund Receivables	0	0	0
14-Inventory	5,216	5,151	5,823
16-Prepaid/Deposits/Escrows	0	0	0
Total Assets	8,174,118	8,529,458	8,871,406
Liabilities			
20-ST Payables	(22,562)	(12,610)	(17,782)
21-Payroll Payables	(63,602)	(110,778)	(58,464)
22-Accruals	(53,804)	(53,804)	(48,545)
23-Interfund Payables	0	0	0
24-Unearned Revenues	(5,287,695)	(5,285,659)	(5,102,660)
25-Deposits/Uncashed/Stale Dated	(3,629)	(3,745)	(2,790)
29-Deferred Inflows	(40,003)	(40,003)	0
Total Liabilities	(5,471,295)	(5,506,597)	(5,230,241)
30-Fund Balance	(2,702,823)	(3,022,861)	(3,641,165)
Liabilities and Fund Balance	(8,174,118)	(8,529,458)	(8,871,406)

**Recreation Fund
Balance Sheet**

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	2,147,325	2,252,028	317,386
11-Investments	4,919,033	4,918,679	7,589,777
12-Receivables	5,577,042	5,629,691	5,377,219
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	0	(127)	400
Total Assets	12,643,400	12,800,270	13,284,783
Liabilities			
20-ST Payables	(447,033)	(447,240)	(423,218)
22-Accruals	(73,563)	(73,563)	(71,576)
24-Unearned Revenues	(7,797,333)	(7,972,693)	(7,317,885)
25-Deposits/Uncashed/Stale Dated	(7,065)	(4,150)	(17,030)
Total Liabilities	(8,324,994)	(8,497,647)	(7,829,709)
30-Fund Balance	(4,318,406)	(4,302,624)	(5,455,074)
Liabilities and Fund Balance	(12,643,400)	(12,800,270)	(13,284,783)

Zoo Fund
Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	858,109	921,333	175,645
11-Investments	273,076	272,721	939,731
12-Receivables	1,339,162	1,320,414	1,142,523
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
Total Assets	2,470,348	2,514,468	2,257,899
Liabilities			
20-ST Payables	0	0	(1,760)
22-Accruals	(20,868)	(20,868)	(20,061)
24-Unearned Revenues	(1,306,247)	(1,306,823)	(1,098,240)
Total Liabilities	(1,327,115)	(1,327,691)	(1,120,062)
30-Fund Balance	(1,143,233)	(1,186,777)	(1,137,838)
Liabilities and Fund Balance	(2,470,348)	(2,514,468)	(2,257,899)

Debt Service Fund
Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	563,041	560,378	577,350
11-Investments	327,867	327,515	250,000
12-Receivables	2,759,711	2,759,711	2,621,331
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
Total Assets	3,650,618	3,647,604	3,448,681
Liabilities			
20-ST Payables	(2,046,178)	(2,046,178)	(1,928,159)
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	(2,748,461)	(2,748,461)	(2,617,581)
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
Total Liabilities	(4,794,639)	(4,794,639)	(4,545,740)
30-Fund Balance	1,144,021	1,147,035	1,097,059
Liabilities and Fund Balance	(3,650,618)	(3,647,604)	(3,448,681)

Capital Projects Fund
Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	3,632,601	3,593,753	3,414,445
11-Investments	7,606,898	7,606,068	7,152,361
12-Receivables	218,736	423,774	65,614
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
Total Assets	11,458,236	11,623,595	10,632,421
Liabilities			
20-ST Payables	(347,177)	(363,713)	(52,102)
21-Payroll Payables	0	0	0
22-Accruals	(3,719)	(3,719)	(3,507)
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
Total Liabilities	(350,896)	(367,432)	(55,609)
30-Fund Balance	(11,107,340)	(11,256,163)	(10,576,812)
Liabilities and Fund Balance	(11,458,236)	(11,623,595)	(10,632,421)

Arrowhead Golf Club Fund
Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	2,113,220	1,867,335	1,300,887
11-Investments	3,836,586	3,833,630	3,775,645
12-Receivables	100,377	132,577	26,172
13-Interfund Receivables	0	0	0
14-Inventory	160,104	160,511	177,732
15-Other Receivables	24,000	24,000	24,000
16-Prepaid/Deposits/Escrows	25,994	18,674	23,328
17-Other Assets	24,180	24,180	23,493
19-Capital Assets	16,724,998	16,724,998	16,969,771
Total Assets	23,009,459	22,785,905	22,321,027
Liabilities			
20-ST Payables	(49,973)	(50,943)	(80,980)
21-Payroll Payables	0	0	0
22-Accruals	(167,971)	(167,971)	(146,838)
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Deposits/Uncashed/Stale Dated	(590,463)	(499,747)	(534,938)
26-Long-Term Debt	0	0	0
27-LT Vacation Accruals	(99,722)	(99,722)	(89,791)
29-Deferred Inflows	(205,258)	(205,258)	(201,071)
Total Liabilities	(1,113,387)	(1,023,640)	(1,053,619)
30-Fund Balance	(21,896,072)	(21,762,265)	(21,267,409)
Liabilities and Fund Balance	(23,009,459)	(22,785,905)	(22,321,027)

**Information Technology
Balance Sheet**

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	(19,979)	56,792	(14,724)
11-Investments	0	0	0
12-Receivables	0	0	0
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	(41,859)	0
17-Other Assets	0	0	0
19-Capital Assets	1,234	1,234	3,702
Total Assets	(18,745)	16,168	(11,022)
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	0	0	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
Total Liabilities	0	0	0
30-Fund Balance	18,745	(16,168)	11,022
Liabilities and Fund Balance	18,745	(16,168)	11,022

Health Insurance Fund
Balance Sheet

Description	Current Balance	Prior Month Balance	Prior Year Balance
Assets			
10-Cash & Cash Equivalents	156,450	321,040	138,465
11-Investments	16	16	411
12-Receivables	435	1,364	1,792
13-Interfund Receivables	0	0	0
14-Inventory	0	0	0
15-Other Receivables	0	0	0
16-Prepaid/Deposits/Escrows	0	0	0
17-Other Assets	0	0	0
19-Capital Assets	0	0	0
Total Assets	156,902	322,420	140,668
Liabilities			
20-ST Payables	0	0	0
21-Payroll Payables	(44)	39	0
22-Accruals	0	0	0
23-Interfund Payables	0	0	0
24-Unearned Revenues	0	0	0
25-Escheats and Facility Deposits	0	0	0
26-Long Term-Debt	0	0	0
27-LT Vacation Accruals	0	0	0
Total Liabilities	(44)	39	0
30-Fund Balance	(156,858)	(322,459)	(140,668)
Liabilities and Fund Balance	(156,902)	(322,420)	(140,668)

Operating Statements for the Major and Internal Service Funds

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
10-General									
4-Revenues									
41-Taxes	\$5,209,320	\$167	\$0	\$167	0.00%	\$167	\$281	(\$113)	-40.28%
42-Charges for Services	\$356,168	\$4,599	\$77,133	(\$72,534)	-94.04%	\$22,706	\$105,971	(\$83,266)	-78.57%
43-Debt Proceeds	\$0								
44-Rentals	\$51,505	\$939	\$1,034	(\$95)	-9.19%	\$47,789	\$43,449	\$4,340	9.99%
45-Product Sales	\$68,300	\$428	\$516	(\$88)	-17.13%	\$1,141	\$1,271	(\$130)	-10.22%
46-Grants & Donations	\$182,750	\$41,525	\$464	\$41,062	8849.51%	\$87,377	\$82,779	\$4,599	5.56%
47-Misc. Income	\$7,500	\$25	\$500	(\$475)	-95.00%	\$2,787	\$24,121	(\$21,335)	-88.45%
48-Interest Income	\$65,000	\$1,540	\$6,773	(\$5,232)	-77.25%	\$88,494	\$40,593	\$47,901	118.00%
49-Transfers In	\$0								
4-Revenues Total	\$5,940,543	\$49,224	\$86,420	(\$37,195)	-43.04%	\$250,461	\$298,465	(\$48,004)	-16.08%
5-Expenses									
51-Salaries & Wages	(\$2,784,744)	(\$199,422)	(\$180,807)	(\$18,615)	-10.30%	(\$772,212)	(\$697,177)	(\$75,035)	-10.76%
52-Contractual Services	(\$1,562,936)	(\$43,736)	(\$29,369)	(\$14,367)	-48.92%	(\$291,613)	(\$254,059)	(\$37,554)	-14.78%
53-Supplies	(\$546,888)	(\$28,037)	(\$29,444)	\$1,407	4.78%	(\$82,222)	(\$89,484)	\$7,262	8.12%
54-Other Charges	(\$249,642)	(\$11,620)	(\$13,336)	\$1,716	12.87%	(\$46,750)	(\$48,098)	\$1,348	2.80%
57-Capital	(\$382,000)	(\$86,448)	\$0	(\$86,448)	0.00%	(\$203,348)	(\$5,408)	(\$197,940)	-3660.13%
59-Transfers Out	(\$900,000)	\$0	\$0	\$0	0.00%	(\$225,000)	(\$710,000)	\$485,000	68.31%
5-Expenses Total	(\$6,426,211)	(\$369,262)	(\$252,956)	(\$116,306)	-45.98%	(\$1,621,145)	(\$1,804,226)	\$183,081	10.15%
10-General Total	(\$485,668)	(\$320,038)	(\$166,537)	(\$153,501)	-92.17%	(\$1,370,684)	(\$1,505,761)	\$135,077	8.97%
20-Recreation									
4-Revenues									
41-Taxes	\$5,155,473	\$166	\$0	\$166	0.00%	\$166	\$278	(\$112)	-40.26%
42-Charges for Services	\$6,753,174	\$475,167	\$465,859	\$9,308	2.00%	\$1,658,463	\$1,599,109	\$59,355	3.71%
44-Rentals	\$155,080	\$12,752	\$15,911	(\$3,160)	-19.86%	\$37,313	\$42,597	(\$5,284)	-12.40%
45-Product Sales	\$195,485	\$4,405	\$5,999	(\$1,594)	-26.58%	\$9,981	\$8,286	\$1,695	20.45%
46-Grants & Donations	\$15,500	\$101	\$0	\$101	0.00%	\$285	\$6	\$279	4652.33%
47-Misc. Income	\$20,641	\$833	\$657	\$175	26.67%	\$3,725	\$18,057	(\$14,332)	-79.37%
48-Interest Income	\$75,000	\$13,872	\$3,758	\$10,114	269.14%	\$140,217	\$5,978	\$134,238	2245.54%
49-Transfers In	\$90,000								
4-Revenues Total	\$12,460,352	\$507,295	\$492,185	\$15,110	3.07%	\$1,850,150	\$1,674,311	\$175,839	10.50%
5-Expenses									
51-Salaries & Wages	(\$5,334,740)	(\$298,705)	(\$283,511)	(\$15,194)	-5.36%	(\$1,256,245)	(\$1,198,086)	(\$58,160)	-4.85%
52-Contractual Services	(\$4,311,947)	(\$132,203)	(\$149,608)	\$17,405	11.63%	(\$917,147)	(\$788,034)	(\$129,113)	-16.38%
53-Supplies	(\$1,549,447)	(\$46,971)	(\$60,729)	\$13,758	22.65%	(\$243,014)	(\$247,257)	\$4,244	1.72%
54-Other Charges	(\$252,293)	(\$13,634)	(\$14,313)	\$679	4.74%	(\$58,034)	(\$49,400)	(\$8,634)	-17.48%
57-Capital	(\$31,500)	\$0	\$0	\$0	0.00%	\$0	(\$1,170)	\$1,170	100.03%
59-Transfers Out	(\$2,021,144)	\$0	\$0	\$0	0.00%	(\$505,286)	(\$1,054,750)	\$549,464	52.09%
5-Expenses Total	(\$13,501,071)	(\$491,512)	(\$508,160)	\$16,648	3.28%	(\$2,979,726)	(\$3,338,698)	\$358,972	10.75%
20-Recreation Total	(\$1,040,719)	\$15,783	(\$15,975)	\$31,758	198.80%	(\$1,129,576)	(\$1,664,386)	\$534,811	32.13%
22-Cosley Zoo									
4-Revenues									
41-Taxes	\$1,267,884	\$41	\$0	\$41	0.00%	\$41	\$60	(\$19)	-31.33%
42-Charges for Services	\$654,248	\$56,148	\$49,534	\$6,614	13.35%	\$124,620	\$92,173	\$32,447	35.20%
44-Rentals	\$63,000	\$9,335	\$6,623	\$2,712	40.95%	\$21,603	\$17,371	\$4,232	24.36%
45-Product Sales	\$1,000	\$0	\$245	(\$245)	-100.00%	\$150	\$495	(\$345)	-69.70%
46-Grants & Donations	\$95,338	\$7,977	\$7,193	\$784	10.91%	\$31,628	\$28,031	\$3,597	12.83%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$599	\$9,453	(\$8,854)	-93.67%
48-Interest Income	\$10,000	\$4,715	\$2,922	\$1,793	61.36%	\$20,694	\$21,066	(\$372)	-1.77%
49-Transfers In	\$0								
4-Revenues Total	\$2,091,469	\$78,215	\$66,516	\$11,699	17.59%	\$199,334	\$168,648	\$30,686	18.20%
5-Expenses									
51-Salaries & Wages	(\$1,335,560)	(\$93,109)	(\$84,305)	(\$8,804)	-10.44%	(\$361,462)	(\$342,134)	(\$19,329)	-5.65%
52-Contractual Services	(\$468,422)	(\$9,111)	(\$8,751)	(\$360)	-4.12%	(\$96,320)	(\$83,132)	(\$13,189)	-15.86%
53-Supplies	(\$206,020)	(\$13,189)	(\$10,773)	(\$2,416)	-22.42%	(\$35,793)	(\$54,116)	\$18,323	33.86%
54-Other Charges	(\$77,225)	(\$6,350)	(\$2,186)	(\$4,165)	-190.51%	(\$21,525)	(\$17,922)	(\$3,603)	-20.10%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$308)	\$308	99.85%
59-Transfers Out	(\$100,000)	\$0	\$0	\$0	0.00%	(\$25,000)	(\$50,000)	\$25,000	50.00%

Operating Statements for the Major and Internal Service Funds

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
5-Expenses Total	(\$2,187,227)	(\$121,759)	(\$106,014)	(\$15,745)	-14.85%	(\$540,101)	(\$547,611)	\$7,510	1.37%
22-Cosley Zoo Total	(\$95,758)	(\$43,544)	(\$39,498)	(\$4,046)	-10.24%	(\$340,767)	(\$378,963)	\$38,196	10.08%
30-Debt Service									
4-Revenues									
41-Taxes	\$2,748,460	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
43-Debt Proceeds	\$0								
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
48-Interest Income	\$10,000	\$3,014	\$2,176	\$838	38.52%	\$10,816	\$8,701	\$2,115	24.31%
49-Transfers In	\$81,200	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$2,839,660	\$3,014	\$2,176	\$838	38.52%	\$10,816	\$8,701	\$2,115	24.31%
5-Expenses									
52-Contractual Services	(\$1,301,942)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
57-Capital	\$0								
59-Transfers Out	(\$1,590,548)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$2,892,490)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
30-Debt Service Total	(\$52,830)	\$3,014	\$2,176	\$838	38.52%	\$10,816	\$8,701	\$2,115	24.31%
40-Capital Projects									
4-Revenues									
41-Taxes	\$0								
42-Charges for Services	\$0								
43-Debt Proceeds	\$0								
44-Rentals	\$32,024	\$32,024	\$0	\$32,024	0.00%	\$32,024	\$32,024	\$0	0.00%
45-Product Sales	\$25,000	\$0	\$8,500	(\$8,500)	-100.00%	\$12,300	\$15,800	(\$3,500)	-22.15%
46-Grants & Donations	\$6,242,900	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
47-Misc. Income	\$2,500	\$0	\$0	\$0	0.00%	\$562	\$5,881	(\$5,319)	-90.45%
48-Interest Income	\$35,000	\$14,130	\$670	\$13,461	2009.06%	\$101,891	\$2,674	\$99,218	3710.47%
49-Transfers In	\$4,661,692	\$0	\$0	\$0	0.00%	\$767,786	\$1,827,250	(\$1,059,464)	-57.98%
4-Revenues Total	\$10,999,116	\$46,155	\$9,170	\$36,985	403.33%	\$914,563	\$1,883,629	(\$969,065)	-51.45%
5-Expenses									
51-Salaries & Wages	(\$205,409)	(\$15,312)	(\$14,495)	(\$817)	-5.63%	(\$63,383)	(\$60,544)	(\$2,839)	-4.69%
52-Contractual Services	(\$301,905)	(\$54)	(\$14,825)	\$14,771	99.64%	(\$17,813)	(\$27,070)	\$9,256	34.19%
53-Supplies	(\$289,550)	(\$8,051)	(\$11,807)	\$3,756	31.81%	(\$40,897)	(\$36,955)	(\$3,942)	-10.67%
54-Other Charges	(\$14,550)	(\$735)	(\$485)	(\$250)	-51.49%	(\$2,729)	(\$1,729)	(\$1,000)	-57.85%
57-Capital	(\$15,008,113)	(\$170,825)	(\$22,047)	(\$148,779)	-674.83%	(\$859,939)	(\$274,206)	(\$585,733)	-213.61%
59-Transfers Out	(\$81,200)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$15,900,728)	(\$194,978)	(\$63,659)	(\$131,318)	-206.28%	(\$984,761)	(\$400,503)	(\$584,258)	-145.88%
40-Capital Projects Total	(\$4,901,612)	(\$148,823)	(\$54,490)	(\$94,333)	-173.12%	(\$70,197)	\$1,483,126	(\$1,553,323)	-104.73%
60-Golf Fund									
4-Revenues									
41-Taxes	\$0								
42-Charges for Services	\$2,945,500	\$309,530	\$300,687	\$8,843	2.94%	\$722,670	\$647,116	\$75,554	11.68%
44-Rentals	\$620,750	\$41,025	\$44,372	(\$3,347)	-7.54%	\$60,050	\$48,495	\$11,555	23.83%
45-Product Sales	\$6,567,000	\$344,660	\$419,563	(\$74,903)	-17.85%	\$1,192,434	\$1,230,921	(\$38,487)	-3.13%
46-Grants & Donations	\$0								
47-Misc. Income	\$42,500	\$2,847	\$19,056	(\$16,209)	-85.06%	\$2,383	\$16,275	(\$13,892)	-85.36%
48-Interest Income	\$30,000	\$8,622	\$3,425	\$5,197	151.73%	\$50,833	(\$5,281)	\$56,114	1062.57%
49-Transfers In	\$0								
4-Revenues Total	\$10,205,750	\$706,685	\$787,103	(\$80,419)	-10.22%	\$2,028,371	\$1,937,527	\$90,844	4.69%
5-Expenses									
51-Salaries & Wages	(\$4,498,425)	(\$295,279)	(\$275,050)	(\$20,229)	-7.35%	(\$1,140,928)	(\$1,028,219)	(\$112,708)	-10.96%
52-Contractual Services	(\$2,138,642)	(\$102,841)	(\$87,002)	(\$15,839)	-18.21%	(\$449,727)	(\$424,002)	(\$25,724)	-6.07%
53-Supplies	(\$2,759,879)	(\$152,370)	(\$155,979)	\$3,609	2.31%	(\$452,489)	(\$427,777)	(\$24,712)	-5.78%
54-Other Charges	(\$283,793)	(\$22,388)	(\$17,159)	(\$5,229)	-30.47%	(\$73,709)	(\$70,191)	(\$3,518)	-5.01%
57-Capital	(\$885,000)	\$0	(\$39,179)	\$39,179	100.00%	\$0	(\$39,954)	\$39,954	100.00%
59-Transfers Out	(\$50,000)	\$0	\$0	\$0	0.00%	(\$12,500)	(\$12,500)	\$0	0.00%
5-Expenses Total	(\$10,615,738)	(\$572,877)	(\$574,368)	\$1,491	0.26%	(\$2,129,351)	(\$2,002,644)	(\$126,708)	-6.33%
60-Golf Fund Total	(\$409,988)	\$133,807	\$212,735	(\$78,928)	-37.10%	(\$100,980)	(\$65,117)	(\$35,863)	-55.08%

Operating Statements for the Major and Internal Service Funds

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
70-Information Technology									
4-Revenues									
42-Charges for Services	\$585,781	\$0	\$0	\$0	0.00%	\$146,445	\$129,910	\$16,535	12.73%
43-Debt Proceeds	\$0								
47-Misc. Income	\$250	\$0	\$0	\$0	0.00%	\$49	\$79	(\$29)	-37.22%
48-Interest Income	\$0								
49-Transfers In	\$0								
4-Revenues Total	\$586,031	\$0	\$0	\$0	0.00%	\$146,494	\$129,988	\$16,506	12.70%
5-Expenses									
52-Contractual Services	(\$475,206)	(\$29,232)	(\$58,953)	\$29,721	50.41%	(\$178,899)	(\$160,999)	(\$17,900)	-11.12%
53-Supplies	(\$110,575)	(\$5,680)	(\$1,537)	(\$4,143)	-269.57%	(\$6,692)	(\$2,831)	(\$3,861)	-136.38%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses Total	(\$585,781)	(\$34,912)	(\$60,490)	\$25,577	42.28%	(\$185,591)	(\$163,830)	(\$21,761)	-13.28%
70-Information Technology Total	\$250	(\$34,912)	(\$60,490)	\$25,577	42.28%	(\$39,097)	(\$33,842)	(\$5,255)	-15.53%
75-Health Insurance									
4-Revenues									
42-Charges for Services	\$1,925,292	\$0	\$0	\$0	0.00%	\$480,835	\$417,282	\$63,553	15.23%
47-Misc. Income	\$182,582	\$14,652	\$11,784	\$2,869	24.34%	\$57,556	\$46,695	\$10,861	23.26%
48-Interest Income	\$500	\$2	\$0	\$2	0.00%	\$24	\$0	\$24	0.00%
49-Transfers In	\$0								
4-Revenues Total	\$2,108,374	\$14,654	\$11,784	\$2,871	24.36%	\$538,416	\$463,977	\$74,439	16.04%
5-Expenses									
52-Contractual Services	(\$2,108,874)	(\$180,255)	(\$145,252)	(\$35,004)	-24.10%	(\$658,992)	(\$600,747)	(\$58,245)	-9.70%
5-Expenses Total	(\$2,108,874)	(\$180,255)	(\$145,252)	(\$35,004)	-24.10%	(\$658,992)	(\$600,747)	(\$58,245)	-9.70%
75-Health Insurance Total	(\$500)	(\$165,601)	(\$133,468)	(\$32,133)	-24.08%	(\$120,576)	(\$136,770)	\$16,194	11.84%
Grand Total	(\$6,986,824)	(\$560,314)	(\$255,546)	(\$304,768)	-119.26%	(\$3,161,062)	(\$2,293,012)	(\$868,049)	-37.86%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
10-General									
000-Administration									
4-Revenues									
41-Taxes	\$2,604,660	\$167	\$0	\$167	0.00%	\$167	\$281	(\$113)	-40.28%
42-Charges for Services	\$284,500	\$4,149	\$71,590	(\$67,441)	-94.20%	\$19,423	\$94,113	(\$74,689)	-79.36%
43-Debt Proceeds	\$0								
44-Rentals	\$41,055	\$0	\$0	\$0	0.00%	\$42,287	\$41,055	\$1,232	3.00%
45-Product Sales	\$66,300	\$284	\$271	\$14	5.06%	\$545	\$517	\$28	5.35%
46-Grants & Donations	\$0								
47-Misc. Income	\$2,500	\$0	\$500	(\$500)	-100.00%	\$1,111	\$23,606	(\$22,495)	-95.29%
48-Interest Income	\$65,000	\$1,540	\$6,773	(\$5,232)	-77.25%	\$88,494	\$40,593	\$47,901	118.00%
49-Transfers In	\$0								
4-Revenues Total	\$3,064,015	\$6,142	\$79,134	(\$72,992)	-92.24%	\$152,028	\$200,164	(\$48,137)	-24.05%
5-Expenses									
51-Salaries & Wages	(\$854,792)	(\$63,532)	(\$58,663)	(\$4,868)	-8.30%	(\$250,030)	(\$231,237)	(\$18,794)	-8.13%
52-Contractual Services	(\$753,902)	(\$29,765)	(\$18,052)	(\$11,713)	-64.89%	(\$117,052)	(\$86,420)	(\$30,632)	-35.44%
53-Supplies	(\$149,446)	(\$7,424)	(\$6,017)	(\$1,406)	-23.37%	(\$15,936)	(\$16,219)	\$282	1.74%
54-Other Charges	(\$224,787)	(\$11,507)	(\$12,744)	\$1,237	9.71%	(\$43,555)	(\$41,366)	(\$2,189)	-5.29%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$582)	\$582	99.94%
59-Transfers Out	(\$900,000)	\$0	\$0	\$0	0.00%	(\$225,000)	(\$710,000)	\$485,000	68.31%
5-Expenses Total	(\$2,882,927)	(\$112,227)	(\$95,476)	(\$16,750)	-17.54%	(\$651,573)	(\$1,085,823)	\$434,250	39.99%
000-Administration Total	\$181,088	(\$106,085)	(\$16,343)	(\$89,742)	-549.12%	(\$499,545)	(\$885,659)	\$386,114	43.60%
101-Parks Maintenance									
4-Revenues									
41-Taxes	\$2,604,660	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
42-Charges for Services	\$5,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$5,000	\$25	\$0	\$25	0.00%	\$1,675	\$515	\$1,160	225.30%
49-Transfers In	\$0								
4-Revenues Total	\$2,614,660	\$25	\$0	\$25	0.00%	\$1,675	\$515	\$1,160	225.30%
5-Expenses									
51-Salaries & Wages	(\$1,794,043)	(\$125,375)	(\$113,103)	(\$12,273)	-10.85%	(\$479,859)	(\$428,565)	(\$51,293)	-11.97%
52-Contractual Services	(\$710,484)	(\$13,114)	(\$10,285)	(\$2,828)	-27.50%	(\$158,513)	(\$153,780)	(\$4,733)	-3.08%
53-Supplies	(\$383,447)	(\$20,231)	(\$22,575)	\$2,344	10.38%	(\$63,652)	(\$71,001)	\$7,349	10.35%
54-Other Charges	(\$15,050)	(\$95)	(\$383)	\$288	75.11%	(\$2,086)	(\$5,872)	\$3,787	64.49%
57-Capital	(\$382,000)	(\$86,448)	\$0	(\$86,448)	0.00%	(\$203,348)	(\$4,699)	(\$198,649)	-4227.47%
59-Transfers Out	\$0								
5-Expenses Total	(\$3,285,025)	(\$245,263)	(\$146,346)	(\$98,917)	-67.59%	(\$907,457)	(\$663,918)	(\$243,539)	-36.68%
101-Parks Maintenance Total	(\$670,365)	(\$245,238)	(\$146,346)	(\$98,892)	-67.57%	(\$905,782)	(\$663,403)	(\$242,379)	-36.54%
430-Historical Museum									
4-Revenues									
42-Charges for Services	\$66,668	\$450	\$5,542	(\$5,093)	-91.89%	\$3,283	\$11,859	(\$8,576)	-72.32%
44-Rentals	\$10,450	\$939	\$1,034	(\$95)	-9.19%	\$5,502	\$2,394	\$3,108	129.82%
45-Product Sales	\$2,000	\$144	\$246	(\$102)	-41.52%	\$596	\$754	(\$158)	-20.90%
46-Grants & Donations	\$182,750	\$41,525	\$464	\$41,062	8849.51%	\$87,377	\$82,779	\$4,599	5.56%
47-Misc. Income	\$0								
4-Revenues Total	\$261,868	\$43,058	\$7,286	\$35,772	490.97%	\$96,758	\$97,785	(\$1,027)	-1.05%
5-Expenses									
51-Salaries & Wages	(\$135,909)	(\$10,515)	(\$9,041)	(\$1,474)	-16.30%	(\$42,323)	(\$37,375)	(\$4,949)	-13.24%
52-Contractual Services	(\$98,550)	(\$857)	(\$1,032)	\$175	16.96%	(\$16,048)	(\$13,859)	(\$2,189)	-15.80%
53-Supplies	(\$13,995)	(\$382)	(\$852)	\$469	55.07%	(\$2,634)	(\$2,264)	(\$369)	-16.32%
54-Other Charges	(\$9,805)	(\$18)	(\$210)	\$191	91.11%	(\$1,110)	(\$860)	(\$250)	-29.11%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$128)	\$128	99.65%
5-Expenses Total	(\$258,259)	(\$11,773)	(\$11,134)	(\$638)	-5.73%	(\$62,115)	(\$54,485)	(\$7,630)	-14.00%
430-Historical Museum Total	\$3,609	\$31,285	(\$3,848)	\$35,134	913.03%	\$34,643	\$43,300	(\$8,658)	-19.99%
10-General Total	(\$485,668)	(\$320,038)	(\$166,537)	(\$153,501)	-92.17%	(\$1,370,684)	(\$1,505,761)	\$135,077	8.97%
20-Recreation									
000-Administration									
4-Revenues									

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
41-Taxes	\$5,155,473	\$166	\$0	\$166	0.00%	\$166	\$278	(\$112)	-40.26%
42-Charges for Services	\$182,900	\$0	\$23,750	(\$23,750)	-100.00%	\$12,400	\$31,000	(\$18,600)	-60.00%
44-Rentals	\$21,680	\$0	\$0	\$0	0.00%	\$1,851	\$3,426	(\$1,575)	-45.97%
45-Product Sales	\$54,585	\$0	\$0	\$0	0.00%	\$250	\$118	\$132	112.24%
46-Grants & Donations	\$15,500	\$101	\$0	\$101	0.00%	\$285	\$6	\$279	4652.33%
47-Misc. Income	\$3,641	\$833	\$657	\$175	26.67%	\$3,725	\$18,057	(\$14,332)	-79.37%
48-Interest Income	\$75,000	\$13,872	\$3,758	\$10,114	269.14%	\$140,217	\$5,978	\$134,238	2245.54%
49-Transfers In	\$0								
4-Revenues Total	\$5,508,778	\$14,971	\$28,166	(\$13,194)	-46.84%	\$158,894	\$58,863	\$100,031	169.94%
5-Expenses									
51-Salaries & Wages	(\$1,507,606)	(\$108,725)	(\$103,106)	(\$5,619)	-5.45%	(\$451,817)	(\$432,559)	(\$19,258)	-4.45%
52-Contractual Services	(\$958,694)	(\$31,238)	(\$30,240)	(\$999)	-3.30%	(\$227,955)	(\$179,142)	(\$48,813)	-27.25%
53-Supplies	(\$181,569)	(\$3,380)	(\$12,046)	\$8,666	71.94%	(\$11,297)	(\$28,943)	\$17,646	60.97%
54-Other Charges	(\$121,304)	(\$9,339)	(\$5,631)	(\$3,708)	-65.85%	(\$41,484)	(\$33,000)	(\$8,484)	-25.71%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$540)	\$540	100.08%
59-Transfers Out	(\$2,021,144)	\$0	\$0	\$0	0.00%	(\$505,286)	(\$1,025,000)	\$519,714	50.70%
5-Expenses Total	(\$4,790,317)	(\$152,683)	(\$151,024)	(\$1,659)	-1.10%	(\$1,237,839)	(\$1,699,184)	\$461,346	27.15%
000-Administration Total	\$718,462	(\$137,711)	(\$122,858)	(\$14,853)	-12.09%	(\$1,078,945)	(\$1,640,321)	\$561,376	34.22%
101-Parks Maintenance									
4-Revenues									
42-Charges for Services	\$0								
44-Rentals	\$10,000	\$820	\$830	(\$10)	-1.20%	\$1,515	\$875	\$640	73.14%
45-Product Sales	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$10,000	\$820	\$830	(\$10)	-1.20%	\$1,515	\$875	\$640	73.14%
5-Expenses									
51-Salaries & Wages	(\$940,946)	(\$57,955)	(\$59,279)	\$1,324	2.23%	(\$272,253)	(\$266,173)	(\$6,081)	-2.28%
52-Contractual Services	(\$347,088)	(\$12,106)	(\$7,291)	(\$4,815)	-66.05%	(\$67,918)	(\$73,517)	\$5,599	7.62%
53-Supplies	(\$600,809)	(\$22,800)	(\$21,973)	(\$827)	-3.77%	(\$52,001)	(\$47,821)	(\$4,180)	-8.74%
57-Capital	(\$31,500)	\$0	\$0	\$0	0.00%	\$0	(\$18)	\$18	100.00%
5-Expenses Total	(\$1,920,343)	(\$92,861)	(\$88,542)	(\$4,319)	-4.88%	(\$392,173)	(\$387,528)	(\$4,644)	-1.20%
101-Parks Maintenance Total	(\$1,910,343)	(\$92,041)	(\$87,712)	(\$4,329)	-4.94%	(\$390,658)	(\$386,653)	(\$4,004)	-1.04%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$4,413,274	\$315,061	\$297,161	\$17,900	6.02%	\$1,204,854	\$1,178,940	\$25,914	2.20%
44-Rentals	\$65,000	\$7,590	\$8,535	(\$944)	-11.06%	\$17,689	\$22,124	(\$4,435)	-20.04%
45-Product Sales	\$9,100	\$4,034	\$5,924	(\$1,890)	-31.91%	\$7,864	\$7,310	\$554	7.58%
46-Grants & Donations	\$0								
47-Misc. Income	\$0								
4-Revenues Total	\$4,487,374	\$326,685	\$311,619	\$15,066	4.83%	\$1,230,407	\$1,208,374	\$22,033	1.82%
5-Expenses									
51-Salaries & Wages	(\$1,397,618)	(\$71,171)	(\$62,530)	(\$8,640)	-13.82%	(\$292,501)	(\$262,708)	(\$29,793)	-11.34%
52-Contractual Services	(\$1,978,784)	(\$70,944)	(\$84,996)	\$14,051	16.53%	(\$492,958)	(\$399,763)	(\$93,195)	-23.31%
53-Supplies	(\$216,801)	(\$2,788)	(\$13,204)	\$10,416	78.89%	(\$36,773)	(\$52,884)	\$16,110	30.46%
54-Other Charges	(\$500)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$144)	\$144	99.98%
5-Expenses Total	(\$3,593,703)	(\$144,903)	(\$160,731)	\$15,827	9.85%	(\$822,233)	(\$715,499)	(\$106,734)	-14.92%
220-Recreation Programs Total	\$893,670	\$181,782	\$150,889	\$30,893	20.47%	\$408,174	\$492,875	(\$84,701)	-17.19%
221-Athletics									
4-Revenues									
42-Charges for Services	\$618,300	\$57,741	\$51,332	\$6,409	12.48%	\$149,036	\$129,444	\$19,593	15.14%
45-Product Sales	\$12,700	(\$90)	(\$104)	\$15	14.14%	\$1,122	\$723	\$399	55.23%
47-Misc. Income	\$0								
49-Transfers In	\$90,000								
4-Revenues Total	\$721,000	\$57,651	\$51,227	\$6,424	12.54%	\$150,159	\$130,166	\$19,992	15.36%
5-Expenses									
51-Salaries & Wages	(\$67,078)	(\$3,827)	(\$3,530)	(\$297)	-8.42%	(\$15,537)	(\$13,973)	(\$1,564)	-11.19%
52-Contractual Services	(\$201,432)	(\$4,705)	(\$6,565)	\$1,860	28.33%	(\$12,519)	(\$16,042)	\$3,523	21.96%
53-Supplies	(\$332,600)	(\$11,220)	(\$4,053)	(\$7,167)	-176.83%	(\$102,365)	(\$87,718)	(\$14,648)	-16.70%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
54-Other Charges	(\$86,000)	(\$2,116)	(\$8,074)	\$5,958	73.79%	(\$7,910)	(\$12,060)	\$4,149	34.41%
57-Capital	\$0								
59-Transfers Out	\$0	\$0	\$0	\$0	0.00%	\$0	(\$29,750)	\$29,750	100.00%
5-Expenses Total	(\$687,110)	(\$21,867)	(\$22,222)	\$354	1.59%	(\$138,331)	(\$159,542)	\$21,211	13.29%
221-Athletics Total	\$33,890	\$35,784	\$29,006	\$6,778	23.37%	\$11,827	(\$29,376)	\$41,203	140.26%
222-Pools									
4-Revenues									
42-Charges for Services	\$953,000	\$60,546	\$53,677	\$6,869	12.80%	\$155,527	\$134,647	\$20,880	15.51%
44-Rentals	\$15,100	\$0	\$1,900	(\$1,900)	-100.00%	\$0	\$1,900	(\$1,900)	-100.00%
45-Product Sales	\$116,000	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$16,500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$1,100,600	\$60,546	\$55,577	\$4,969	8.94%	\$155,527	\$136,547	\$18,980	13.90%
5-Expenses									
51-Salaries & Wages	(\$763,097)	(\$9,562)	(\$8,469)	(\$1,092)	-12.90%	(\$37,032)	(\$34,896)	(\$2,137)	-6.12%
52-Contractual Services	(\$357,793)	(\$2,928)	(\$5,569)	\$2,640	47.41%	(\$31,165)	(\$32,568)	\$1,403	4.31%
53-Supplies	(\$103,548)	(\$3,320)	(\$1,287)	(\$2,033)	-157.98%	(\$11,383)	(\$11,143)	(\$240)	-2.16%
54-Other Charges	(\$22,700)	(\$1,315)	(\$11)	(\$1,304)	-11858.09%	(\$1,941)	(\$1,752)	(\$190)	-10.83%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$162)	\$162	99.99%
59-Transfers Out	\$0								
5-Expenses Total	(\$1,247,138)	(\$17,125)	(\$15,336)	(\$1,789)	-11.67%	(\$81,522)	(\$80,521)	(\$1,002)	-1.24%
222-Pools Total	(\$146,538)	\$43,421	\$40,241	\$3,179	7.90%	\$74,005	\$56,026	\$17,979	32.09%
224-Recreation Facilities									
4-Revenues									
42-Charges for Services	\$1,200	\$34	\$57	(\$23)	-40.47%	\$136	\$89	\$48	53.44%
44-Rentals	\$40,300	\$4,117	\$4,497	(\$380)	-8.45%	\$16,007	\$14,033	\$1,975	14.07%
45-Product Sales	\$600	\$401	\$31	\$370	1193.26%	\$681	(\$19)	\$700	3683.11%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$42,100	\$4,551	\$4,585	(\$33)	-0.72%	\$16,825	\$14,103	\$2,722	19.30%
5-Expenses									
51-Salaries & Wages	(\$199,641)	(\$15,721)	(\$14,282)	(\$1,439)	-10.08%	(\$60,262)	(\$60,706)	\$444	0.73%
52-Contractual Services	(\$393,397)	(\$7,568)	(\$13,595)	\$6,027	44.33%	(\$68,214)	(\$76,732)	\$8,518	11.10%
53-Supplies	(\$50,492)	(\$762)	(\$4,297)	\$3,535	82.27%	(\$6,266)	(\$9,117)	\$2,851	31.27%
54-Other Charges	(\$9,989)	\$25	(\$87)	\$111	128.02%	(\$2,396)	(\$1,392)	(\$1,004)	-72.16%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$198)	\$198	99.98%
59-Transfers Out	\$0								
5-Expenses Total	(\$653,520)	(\$24,026)	(\$32,260)	\$8,234	25.52%	(\$137,138)	(\$148,144)	\$11,006	7.43%
224-Recreation Facilities Total	(\$611,420)	(\$19,475)	(\$27,675)	\$8,201	29.63%	(\$120,313)	(\$134,041)	\$13,728	10.24%
350-Special Facilities									
4-Revenues									
42-Charges for Services	\$584,500	\$41,786	\$39,883	\$1,903	4.77%	\$136,510	\$124,990	\$11,520	9.22%
44-Rentals	\$3,000	\$225	\$150	\$75	49.79%	\$251	\$239	\$11	4.78%
45-Product Sales	\$2,500	\$60	\$149	(\$89)	-59.64%	\$64	\$155	(\$91)	-58.62%
46-Grants & Donations	\$0								
47-Misc. Income	\$500								
4-Revenues Total	\$590,500	\$42,070	\$40,181	\$1,889	4.70%	\$136,824	\$125,383	\$11,441	9.12%
5-Expenses									
51-Salaries & Wages	(\$458,756)	(\$31,743)	(\$32,314)	\$571	1.77%	(\$126,842)	(\$127,071)	\$229	0.18%
52-Contractual Services	(\$74,757)	(\$2,712)	(\$1,353)	(\$1,360)	-100.48%	(\$16,419)	(\$10,271)	(\$6,148)	-59.86%
53-Supplies	(\$63,627)	(\$2,702)	(\$3,869)	\$1,168	30.18%	(\$22,928)	(\$9,632)	(\$13,295)	-138.03%
54-Other Charges	(\$11,800)	(\$889)	(\$511)	(\$378)	-74.05%	(\$4,302)	(\$1,197)	(\$3,105)	-259.41%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$108)	\$108	99.99%
59-Transfers Out	\$0								
5-Expenses Total	(\$608,940)	(\$38,046)	(\$38,047)	\$1	0.00%	(\$170,491)	(\$148,279)	(\$22,212)	-14.98%
350-Special Facilities Total	(\$18,440)	\$4,024	\$2,134	\$1,890	88.55%	(\$33,667)	(\$22,895)	(\$10,771)	-47.05%
20-Recreation Total	(\$1,040,719)	\$15,783	(\$15,975)	\$31,758	198.80%	(\$1,129,576)	(\$1,664,386)	\$534,811	32.13%
22-Cosley Zoo									
000-Administration									
4-Revenues									

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
41-Taxes	\$1,267,884	\$41	\$0	\$41	0.00%	\$41	\$60	(\$19)	-31.33%
42-Charges for Services	\$0								
44-Rentals	\$0								
45-Product Sales	\$0								
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$8,879	(\$8,879)	-100.00%
48-Interest Income	\$10,000	\$4,715	\$2,922	\$1,793	61.36%	\$20,694	\$21,066	(\$372)	-1.77%
49-Transfers In	\$0								
4-Revenues Total	\$1,277,884	\$4,755	\$2,922	\$1,834	62.75%	\$20,735	\$30,005	(\$9,270)	-30.89%
5-Expenses									
51-Salaries & Wages	(\$78,538)	(\$5,799)	(\$5,582)	(\$218)	-3.90%	(\$24,069)	(\$22,729)	(\$1,339)	-5.89%
52-Contractual Services	(\$52,313)	(\$361)	(\$395)	\$35	8.78%	(\$4,440)	(\$4,032)	(\$409)	-10.13%
53-Supplies	\$0								
54-Other Charges	(\$103)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	\$0								
59-Transfers Out	\$0	\$0	\$0	\$0	0.00%	\$0	(\$25,000)	\$25,000	100.00%
5-Expenses Total	(\$130,954)	(\$6,160)	(\$5,977)	(\$183)	-3.06%	(\$28,509)	(\$51,761)	\$23,252	44.92%
000-Administration Total	\$1,146,930	(\$1,405)	(\$3,055)	\$1,651	54.03%	(\$7,774)	(\$21,756)	\$13,982	64.27%
101-Parks Maintenance									
4-Revenues									
47-Misc. Income	\$0								
4-Revenues Total	\$0								
5-Expenses									
51-Salaries & Wages	(\$62,969)	(\$4,858)	(\$4,638)	(\$220)	-4.74%	(\$20,161)	(\$19,574)	(\$587)	-3.00%
52-Contractual Services	(\$8,698)	\$0	\$0	\$0	0.00%	(\$2,174)	(\$1,971)	(\$203)	-10.30%
53-Supplies	\$0								
57-Capital	\$0								
5-Expenses Total	(\$71,667)	(\$4,858)	(\$4,638)	(\$220)	-4.74%	(\$22,336)	(\$21,546)	(\$790)	-3.67%
101-Parks Maintenance Total	(\$71,667)	(\$4,858)	(\$4,638)	(\$220)	-4.74%	(\$22,336)	(\$21,546)	(\$790)	-3.67%
220-Recreation Programs									
4-Revenues									
42-Charges for Services	\$204,248	\$19,562	\$16,537	\$3,026	18.30%	\$46,731	\$33,903	\$12,827	37.84%
45-Product Sales	\$1,000	\$0	\$245	(\$245)	-100.00%	\$150	\$495	(\$345)	-69.70%
46-Grants & Donations	\$738	\$0	\$0	\$0	0.00%	\$15	\$75	(\$60)	-80.00%
4-Revenues Total	\$205,985	\$19,562	\$16,782	\$2,781	16.57%	\$46,896	\$34,473	\$12,422	36.03%
5-Expenses									
51-Salaries & Wages	\$0								
52-Contractual Services	(\$2,550)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
53-Supplies	(\$19,121)	(\$911)	(\$683)	(\$228)	-33.31%	(\$1,005)	(\$2,931)	\$1,926	65.70%
57-Capital	\$0								
5-Expenses Total	(\$21,671)	(\$911)	(\$683)	(\$228)	-33.31%	(\$1,005)	(\$2,931)	\$1,926	65.70%
220-Recreation Programs Total	\$184,314	\$18,651	\$16,098	\$2,553	15.86%	\$45,891	\$31,543	\$14,348	45.49%
350-Special Facilities									
5-Expenses									
51-Salaries & Wages	(\$97,863)	(\$6,568)	(\$6,157)	(\$411)	-6.68%	(\$27,393)	(\$25,505)	(\$1,888)	-7.40%
52-Contractual Services	(\$10,028)	\$0	\$0	\$0	0.00%	(\$2,507)	(\$2,296)	(\$211)	-9.18%
53-Supplies	\$0								
54-Other Charges	(\$16,000)	(\$527)	(\$438)	(\$90)	-20.49%	(\$2,748)	(\$3,629)	\$881	24.28%
57-Capital	\$0								
5-Expenses Total	(\$123,891)	(\$7,095)	(\$6,594)	(\$501)	-7.60%	(\$32,649)	(\$31,431)	(\$1,218)	-3.87%
350-Special Facilities Total	(\$123,891)	(\$7,095)	(\$6,594)	(\$501)	-7.60%	(\$32,649)	(\$31,431)	(\$1,218)	-3.87%
501-Cosley Zoo Operations									
4-Revenues									
42-Charges for Services	\$450,000	\$36,586	\$32,998	\$3,588	10.87%	\$77,889	\$58,269	\$19,620	33.67%
44-Rentals	\$63,000	\$9,335	\$6,623	\$2,712	40.95%	\$21,603	\$17,371	\$4,232	24.36%
45-Product Sales	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
46-Grants & Donations	\$94,600	\$7,977	\$7,193	\$784	10.91%	\$31,613	\$27,956	\$3,657	13.08%
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$599	\$574	\$25	4.30%
4-Revenues Total	\$607,600	\$53,898	\$46,813	\$7,085	15.13%	\$131,704	\$104,170	\$27,533	26.43%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
5-Expenses									
51-Salaries & Wages	(\$1,096,189)	(\$75,884)	(\$67,928)	(\$7,956)	-11.71%	(\$289,839)	(\$274,325)	(\$15,514)	-5.66%
52-Contractual Services	(\$394,834)	(\$8,750)	(\$8,355)	(\$395)	-4.73%	(\$87,199)	(\$74,832)	(\$12,367)	-16.53%
53-Supplies	(\$186,899)	(\$12,278)	(\$10,089)	(\$2,188)	-21.69%	(\$34,788)	(\$51,186)	\$16,397	32.03%
54-Other Charges	(\$61,122)	(\$5,823)	(\$1,748)	(\$4,075)	-233.12%	(\$18,777)	(\$14,293)	(\$4,484)	-31.37%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$308)	\$308	99.85%
59-Transfers Out	(\$100,000)	\$0	\$0	\$0	0.00%	(\$25,000)	(\$25,000)	\$0	0.00%
5-Expenses Total	(\$1,839,043)	(\$102,735)	(\$88,121)	(\$14,614)	-16.58%	(\$455,603)	(\$439,943)	(\$15,660)	-3.56%
501-Cosley Zoo Operations Total	(\$1,231,443)	(\$48,837)	(\$41,308)	(\$7,529)	-18.23%	(\$323,899)	(\$335,773)	\$11,873	3.54%
22-Cosley Zoo Total	(\$95,758)	(\$43,544)	(\$39,498)	(\$4,046)	-10.24%	(\$340,767)	(\$378,963)	\$38,196	10.08%
60-Golf Fund									
000-Administration									
4-Revenues									
41-Taxes	\$0								
42-Charges for Services	\$0	\$0	\$1,500	(\$1,500)	-100.00%	\$0	\$4,500	(\$4,500)	-100.00%
46-Grants & Donations	\$0								
47-Misc. Income	\$3,500	\$96	\$6,330	(\$6,234)	-98.48%	\$1,345	\$5,606	(\$4,261)	-76.01%
48-Interest Income	\$30,000	\$8,622	\$3,425	\$5,197	151.73%	\$50,833	(\$5,281)	\$56,114	1062.57%
49-Transfers In	\$0								
4-Revenues Total	\$33,500	\$8,718	\$11,255	(\$2,537)	-22.54%	\$52,178	\$4,826	\$47,353	981.20%
5-Expenses									
51-Salaries & Wages	(\$578,526)	(\$36,294)	(\$35,189)	(\$1,105)	-3.14%	(\$150,282)	(\$141,506)	(\$8,776)	-6.20%
52-Contractual Services	(\$674,979)	(\$41,519)	(\$25,109)	(\$16,409)	-65.35%	(\$156,233)	(\$115,930)	(\$40,303)	-34.77%
53-Supplies	(\$130,195)	(\$8,996)	(\$4,218)	(\$4,778)	-113.28%	(\$24,279)	(\$18,264)	(\$6,015)	-32.93%
54-Other Charges	(\$146,793)	(\$10,561)	(\$7,080)	(\$3,481)	-49.17%	(\$41,579)	(\$32,010)	(\$9,569)	-29.89%
57-Capital	(\$545,000)	\$0	(\$11,189)	\$11,189	100.00%	\$0	(\$11,332)	\$11,332	100.00%
59-Transfers Out	(\$50,000)	\$0	\$0	\$0	0.00%	(\$12,500)	(\$12,500)	\$0	0.00%
5-Expenses Total	(\$2,125,493)	(\$97,369)	(\$82,785)	(\$14,585)	-17.62%	(\$384,873)	(\$331,542)	(\$53,332)	-16.09%
000-Administration Total	(\$2,091,993)	(\$88,652)	(\$71,530)	(\$17,122)	-23.94%	(\$332,695)	(\$326,716)	(\$5,979)	-1.83%
101-Parks Maintenance									
5-Expenses									
51-Salaries & Wages	(\$24,889)	(\$1,960)	(\$1,859)	(\$101)	-5.44%	(\$7,900)	(\$7,729)	(\$171)	-2.21%
52-Contractual Services	(\$7,785)	(\$149)	(\$142)	(\$7)	-5.00%	(\$2,016)	(\$1,907)	(\$109)	-5.71%
53-Supplies	(\$10,000)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
54-Other Charges	\$0								
57-Capital	\$0								
5-Expenses Total	(\$42,674)	(\$2,109)	(\$2,001)	(\$108)	-5.41%	(\$9,916)	(\$9,636)	(\$280)	-2.91%
350-Special Facilities Total	\$0								
601-Golf Maintenance									
4-Revenues									
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
4-Revenues Total	\$0	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses									
51-Salaries & Wages	(\$715,750)	(\$50,898)	(\$46,594)	(\$4,304)	-9.24%	(\$174,504)	(\$152,559)	(\$21,945)	-14.38%
52-Contractual Services	(\$198,842)	(\$3,890)	(\$6,503)	\$2,612	40.17%	(\$42,886)	(\$45,666)	\$2,780	6.09%
53-Supplies	(\$432,767)	(\$41,088)	(\$36,469)	(\$4,619)	-12.67%	(\$75,678)	(\$66,645)	(\$9,033)	-13.55%
54-Other Charges	(\$18,000)	(\$3,600)	(\$1,248)	(\$2,353)	-188.50%	(\$6,800)	(\$4,478)	(\$2,323)	-51.86%
57-Capital	(\$165,000)	\$0	\$0	\$0	0.00%	\$0	(\$54)	\$54	99.98%
5-Expenses Total	(\$1,530,359)	(\$99,476)	(\$90,813)	(\$8,663)	-9.54%	(\$299,868)	(\$269,402)	(\$30,466)	-11.31%
601-Golf Maintenance Total	(\$1,530,359)	(\$99,476)	(\$90,813)	(\$8,663)	-9.54%	(\$299,868)	(\$269,402)	(\$30,466)	-11.31%
611-Pro Shop/Golf Fees									
4-Revenues									
42-Charges for Services	\$2,610,500	\$287,886	\$273,864	\$14,022	5.12%	\$632,639	\$546,543	\$86,096	15.75%
44-Rentals	\$617,750	\$40,889	\$44,189	(\$3,300)	-7.47%	\$59,578	\$47,256	\$12,322	26.08%
45-Product Sales	\$180,000	\$12,731	\$17,527	(\$4,795)	-27.36%	\$25,054	\$22,768	\$2,286	10.04%
46-Grants & Donations	\$0								
47-Misc. Income	\$0	\$13	\$4	\$9	213.50%	\$15	\$7	\$9	122.43%
4-Revenues Total	\$3,408,250	\$341,520	\$335,585	\$5,935	1.77%	\$717,286	\$616,574	\$100,713	16.33%

Major Operating Funds by Department

Row Labels	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
5-Expenses									
51-Salaries & Wages	(\$529,341)	(\$38,631)	(\$35,390)	(\$3,241)	-9.16%	(\$122,231)	(\$104,641)	(\$17,591)	-16.81%
52-Contractual Services	(\$269,734)	(\$18,434)	(\$11,863)	(\$6,570)	-55.39%	(\$49,921)	(\$51,067)	\$1,146	2.24%
53-Supplies	(\$176,008)	(\$19,758)	(\$10,145)	(\$9,612)	-94.75%	(\$25,142)	(\$14,313)	(\$10,830)	-75.66%
54-Other Charges	(\$30,000)	\$0	(\$75)	\$75	100.00%	(\$239)	(\$350)	\$111	31.74%
57-Capital	(\$90,000)	\$0	\$0	\$0	0.00%	\$0	(\$125)	\$125	99.95%
5-Expenses Total	(\$1,095,083)	(\$76,823)	(\$57,474)	(\$19,349)	-33.67%	(\$197,534)	(\$170,495)	(\$27,038)	-15.86%
611-Pro Shop/Golf Fees Total	\$2,313,167	\$264,698	\$278,111	(\$13,414)	-4.82%	\$519,753	\$446,079	\$73,674	16.52%
612-Food and Beverage									
4-Revenues									
42-Charges for Services	\$315,000	\$21,644	\$25,322	(\$3,679)	-14.53%	\$82,472	\$91,901	(\$9,428)	-10.26%
44-Rentals	\$3,000	\$136	\$183	(\$47)	-25.69%	\$472	\$1,239	(\$767)	-61.93%
45-Product Sales	\$6,387,000	\$331,929	\$402,036	(\$70,107)	-17.44%	\$1,167,380	\$1,208,153	(\$40,774)	-3.37%
46-Grants & Donations	\$0								
47-Misc. Income	\$39,000	\$2,738	\$12,722	(\$9,983)	-78.47%	\$1,023	\$10,662	(\$9,639)	-90.40%
4-Revenues Total	\$6,744,000	\$356,447	\$440,263	(\$83,817)	-19.04%	\$1,251,348	\$1,311,956	(\$60,608)	-4.62%
5-Expenses									
51-Salaries & Wages	(\$2,644,919)	(\$167,495)	(\$156,018)	(\$11,477)	-7.36%	(\$685,114)	(\$621,238)	(\$63,876)	-10.28%
52-Contractual Services	(\$986,619)	(\$38,832)	(\$43,366)	\$4,534	10.45%	(\$198,530)	(\$209,327)	\$10,797	5.16%
53-Supplies	(\$2,005,908)	(\$82,528)	(\$105,147)	\$22,618	21.51%	(\$327,390)	(\$328,555)	\$1,166	0.35%
54-Other Charges	(\$89,000)	(\$8,227)	(\$8,757)	\$530	6.05%	(\$25,091)	(\$33,354)	\$8,263	24.77%
57-Capital	(\$85,000)	\$0	(\$27,990)	\$27,990	100.00%	\$0	(\$28,443)	\$28,443	100.00%
59-Transfers Out	\$0								
5-Expenses Total	(\$5,811,446)	(\$297,082)	(\$341,277)	\$44,195	12.95%	(\$1,236,124)	(\$1,220,917)	(\$15,207)	-1.25%
612-Food and Beverage Total	\$932,554	\$59,364	\$98,986	(\$39,622)	-40.03%	\$15,223	\$91,038	(\$75,815)	-83.28%
613-Cross Country Skiing									
4-Revenues									
42-Charges for Services	\$20,000	\$0	\$0	\$0	0.00%	\$7,559	\$4,172	\$3,387	81.18%
45-Product Sales	\$0								
4-Revenues Total	\$20,000	\$0	\$0	\$0	0.00%	\$7,559	\$4,172	\$3,387	81.18%
5-Expenses									
51-Salaries & Wages	(\$5,000)	\$0	\$0	\$0	0.00%	(\$896)	(\$546)	(\$350)	-64.10%
52-Contractual Services	(\$683)	(\$18)	(\$19)	\$1	6.21%	(\$140)	(\$106)	(\$34)	-32.25%
53-Supplies	(\$5,000)								
57-Capital	\$0								
5-Expenses Total	(\$10,683)	(\$18)	(\$19)	\$1	6.21%	(\$1,036)	(\$652)	(\$384)	-58.92%
613-Cross Country Skiing Total	\$9,318	(\$18)	(\$19)	\$1	6.21%	\$6,523	\$3,520	\$3,003	85.31%
60-Golf Fund Total	(\$409,988)	\$133,807	\$212,735	(\$78,928)	-37.10%	(\$100,980)	(\$65,117)	(\$35,863)	-55.08%
Grand Total	(\$2,032,133)	(\$213,992)	(\$9,274)	(\$204,718)	-2207.44%	(\$2,942,007)	(\$3,614,227)	\$672,220	18.60%

Parks Plus Fitness

PPF	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
4-Revenues									
42-Charges for Services	\$549,500	\$39,285	\$37,586	\$1,698	4.52%	\$133,611	\$122,293	\$11,318	9.25%
44-Rentals	\$2,000	\$9	\$30	(\$21)	-71.07%	\$35	\$119	(\$85)	-71.08%
45-Product Sales	\$500								
47-Misc. Income	\$500								
4-Revenues Total	\$552,500	\$39,293	\$37,616	\$1,677	4.46%	\$133,645	\$122,412	\$11,233	9.18%
5-Expenses									
51-Salaries & Wages	(\$404,003)	(\$29,409)	(\$29,225)	(\$184)	-0.63%	(\$120,029)	(\$120,038)	\$9	0.01%
52-Contractual Services	(\$59,455)	(\$1,721)	(\$761)	(\$961)	-126.24%	(\$12,602)	(\$7,204)	(\$5,398)	-74.92%
53-Supplies	(\$58,644)	(\$1,841)	(\$2,468)	\$627	25.41%	(\$21,884)	(\$8,121)	(\$13,763)	-169.47%
54-Other Charges	(\$5,000)	(\$600)	(\$232)	(\$368)	-158.78%	(\$2,346)	(\$918)	(\$1,428)	-155.55%
57-Capital	\$0	\$0	\$0	\$0	0.00%	\$0	(\$90)	\$90	99.99%
5-Expenses Total	(\$527,101)	(\$33,571)	(\$32,686)	(\$885)	-2.71%	(\$156,860)	(\$136,371)	(\$20,489)	-15.02%
Grand Total	\$25,399	\$5,722	\$4,931	\$792	16.05%	(\$23,215)	(\$13,959)	(\$9,256)	-66.31%

Central Athletic Center

CAC	Full Year Budget	Sum of		Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
		CY Month	Sum of LY Month						
4-Revenues									
42-Charges for Services	\$77,105	\$4,336	\$2,045	\$2,291	112.00%	\$13,923	\$20,742	(\$6,820)	-32.88%
44-Rentals	\$65,000	\$7,590	\$8,535	(\$944)	-11.06%	\$17,689	\$22,124	(\$4,435)	-20.04%
45-Product Sales	\$100	\$126	\$101	\$25	24.84%	\$126	\$101	\$25	24.84%
4-Revenues Total	\$142,205	\$12,052	\$10,681	\$1,371	12.84%	\$31,738	\$42,967	(\$11,229)	-26.13%
5-Expenses									
51-Salaries & Wages	(\$74,956)	(\$4,306)	(\$2,851)	(\$1,455)	-51.04%	(\$21,039)	(\$17,911)	(\$3,127)	-17.46%
52-Contractual Services	(\$147,089)	(\$15,236)	(\$5,506)	(\$9,730)	-176.71%	(\$43,006)	(\$32,346)	(\$10,659)	-32.95%
53-Supplies	(\$38,080)	(\$2,929)	(\$2,604)	(\$324)	-12.45%	(\$6,712)	(\$3,668)	(\$3,044)	-82.98%
54-Other Charges	(\$500)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
57-Capital	\$0								
5-Expenses Total	(\$260,625)	(\$22,471)	(\$10,962)	(\$11,509)	-104.99%	(\$70,756)	(\$53,926)	(\$16,830)	-31.21%
Grand Total	(\$118,420)	(\$10,419)	(\$281)	(\$10,138)	-3607.77%	(\$39,018)	(\$10,959)	(\$28,059)	-256.04%

Special Events

Special Events	Full Year Budget	Sum of CY Month	Sum of LY Month	Month Variance	% Month Variance	Sum of Curr YTD	Sum of LY YTD	YTD Variance	% YTD Variance
1900-Special Events-Miscellaneous									
4-Revenues	\$3,000	\$0	\$3,000	(\$3,000)	-100.00%	\$0	\$3,000	(\$3,000)	-100.00%
5-Expenses	(\$17,500)	(\$526)	(\$244)	(\$282)	-115.69%	(\$1,100)	(\$784)	(\$316)	-40.31%
1900-Special Events-Miscellaneous Total	(\$14,500)	(\$526)	\$2,756	(\$3,282)	-119.10%	(\$1,100)	\$2,216	(\$3,316)	-149.64%
1902-4th of July									
4-Revenues	\$43,500	\$0	\$1,500	(\$1,500)	-100.00%	\$0	\$1,500	(\$1,500)	-100.00%
5-Expenses	(\$56,300)	\$0	\$0	\$0	0.00%	(\$1,000)	\$0	(\$1,000)	0.00%
1902-4th of July Total	(\$12,800)	\$0	\$1,500	(\$1,500)	-100.00%	(\$1,000)	\$1,500	(\$2,500)	-166.67%
1903-Ale Fest									
4-Revenues	\$74,000	\$0	\$1,500	(\$1,500)	-100.00%	\$0	\$2,500	(\$2,500)	-100.00%
5-Expenses	(\$82,300)	\$0	(\$3,278)	\$3,278	99.99%	\$0	(\$3,278)	\$3,278	99.99%
1903-Ale Fest Total	(\$8,300)	\$0	(\$1,778)	\$1,778	99.98%	\$0	(\$778)	\$778	99.95%
1904-Memorial Park Events									
4-Revenues	\$500	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
5-Expenses	(\$5,961)	(\$875)	(\$795)	(\$80)	-10.06%	(\$1,319)	(\$1,725)	\$406	23.54%
1904-Memorial Park Events Total	(\$5,461)	(\$875)	(\$795)	(\$80)	-10.06%	(\$1,319)	(\$1,725)	\$406	23.54%
1905-Taste of Wheaton									
4-Revenues	\$181,500	\$0	\$23,750	(\$23,750)	-100.00%	\$5,000	\$25,250	(\$20,250)	-80.20%
5-Expenses	(\$168,150)	(\$520)	(\$5,172)	\$4,652	89.94%	(\$7,236)	(\$6,824)	(\$412)	-6.03%
1905-Taste of Wheaton Total	\$13,350	(\$520)	\$18,578	(\$19,098)	-102.80%	(\$2,236)	\$18,426	(\$20,662)	-112.13%
1906-Summer Concerts									
4-Revenues	\$149,000	\$0	\$35,000	(\$35,000)	-100.00%	\$2,000	\$35,000	(\$33,000)	-94.29%
5-Expenses	(\$243,700)	(\$879)	(\$94)	(\$785)	-834.69%	(\$5,468)	(\$284)	(\$5,185)	-1825.57%
1906-Summer Concerts Total	(\$94,700)	(\$879)	\$34,906	(\$35,785)	-102.52%	(\$3,468)	\$34,716	(\$38,185)	-109.99%
1907-Shakespeare Event									
4-Revenues	\$10,000	\$0	\$15,000	(\$15,000)	-100.00%	\$0	\$15,000	(\$15,000)	-100.00%
5-Expenses	(\$25,450)	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
1907-Shakespeare Event Total	(\$15,450)	\$0	\$15,000	(\$15,000)	-100.00%	\$0	\$15,000	(\$15,000)	-100.00%
1908-Fun Run Event									
4-Revenues	\$49,000	\$4,149	\$18,246	(\$14,097)	-77.26%	\$17,423	\$34,132	(\$16,709)	-48.95%
5-Expenses	(\$53,950)	(\$10,323)	(\$8,950)	(\$1,373)	-15.34%	(\$12,748)	(\$13,529)	\$781	5.78%
1908-Fun Run Event Total	(\$4,950)	(\$6,173)	\$9,296	(\$15,469)	-166.41%	\$4,675	\$20,603	(\$15,928)	-77.31%
1910-Light the Torch Run									
4-Revenues	\$22,500	\$0	\$844	(\$844)	-100.05%	\$0	\$2,980	(\$2,980)	-100.01%
5-Expenses	(\$47,700)	\$0	\$0	\$0	0.00%	\$0	(\$184)	\$184	100.15%
1910-Light the Torch Run Total	(\$25,200)	\$0	\$844	(\$844)	-100.05%	\$0	\$2,796	(\$2,796)	-100.00%
1925-Reindeer Run									
4-Revenues	\$53,000	\$390	\$7,129	(\$6,739)	-94.53%	\$2,665	\$9,406	(\$6,741)	-71.67%
5-Expenses	(\$27,500)	(\$40)	(\$232)	\$192	82.60%	\$0	(\$416)	\$416	99.98%
1925-Reindeer Run Total	\$25,500	\$350	\$6,898	(\$6,548)	-94.92%	\$2,665	\$8,990	(\$6,325)	-70.36%
Grand Total	(\$142,511)	(\$8,623)	\$87,205	(\$95,829)	-109.89%	(\$1,783)	\$101,745	(\$103,528)	-101.75%

TO: Michael Benard, Executive Director

FROM: Adam Lewandowski, Director of Athletic Programs & Facilities

RE: Athletics & Facilities Board Report

DATE: May 15, 2024



- **Professional Development**

- The Athletic Department represented the Wheaton Park District in the 17th Annual Illinois Park and Recreation Association's Park Pursuit Event. The event provides park district professionals with the opportunity to engage in a day-long race where team building, healthy competition, and recreation take center stage. After traveling through the 6-mile course completing various puzzles and physical activities, the team was able to secure 2nd place out of 55 teams!
- Darrell Houston and Adam Lewandowski served as panelists for the University of Illinois at Urbana-Champaign Sapora Symposium that took place on April 16 at the Wintrust Sports Complex. This symposium was attended by over 70 students where panelists shared their experiences and answered questions about various topics in the recreation, sport and tourism world.
- Max Yoshikawa attended PDRMA's Aquatics Risk Management Day in which multiple park districts come together to discuss current aquatics and safety trends with our Risk Pool Management. Max also attended Ellis & Associates annual review and updates meeting, and IPRA's quarterly Risk Management meeting.



- **Wheaton United Soccer Club**

- Tryouts for the 2024/2025 season are occurring from April 25 through May 9. Total registrations so far for the tryouts are over 700 participants, which is up over 75 participants from last year.
- The Wheaton United Invitational travel soccer tournament takes place from May 10 through 12 with 109 teams registered to compete at 7 Gables Park, Graf Park, and the Central Athletic Complex.

- **Soccer**

- Spring Soccer is in full swing. For the 2023 season there were 1129 participants total, which brought in \$93,015.00 in registration fees. For the 2024 season there are 1181 participants signed up, which is bringing in \$100,180.00 in registration fees.

- **Baseball/Softball**

- Spring Baseball/Softball has 1027 in-house participants signed up. In 2023 there were 963 in-house participants signed up, which is a 7% increase from last year.
- The baseball/softball program was able to secure 17 sponsors for the 2024 season. Sponsors play a

crucial part in supporting updating equipment/fields, purchasing uniforms, and keeping registration costs down.

- **Wheaton Wolverines Lacrosse**

- Spring Lacrosse enrollment has 135 in-house participants signed up. Last spring season there were 126 participants in the spring lacrosse program.

- **Rams Football**

- Rams Tackle Football registration fully opened November 2023 for the Fall 2024 season. Currently there are 325 participants signed up for the Fall 2024 Tackle Football season. At this same time last year we had 294 participants signed up, which means the program has exceeded the previous year’s enrollment by 31 additional registrants with 3 months of registration still to go!
- Registration for Flag has been open since February 2024. To date current registration for the three levels are: 1st / 2nd grade: 69 enrolled, 3rd / 4th grade: 38 enrolled, and 5th / 6th grade: 23 enrolled. Combined total: 130 enrolled

- **Rams Cheerleading**

- Rams Cheerleading registration opened fully on December 14 and has officially closed as of March 1 due to the Illinois Cheer Association (ICA) moving the start of the season up by one month (from July to May). Final registration is 199 participants! Last year when registration closed there were 189 participants registered which brought in a total of \$77,487.00 in registration fees. In 2024 the total registration fee came to \$80,691.00 which is an increase of \$3,204.00!

- **Pickleball**

- Outdoor Coed Pickleball leagues began on April 29 at our Central Park Pickleball Courts which run three nights during the week. Currently, 4 of the 6 leagues are maxed out with 24 participants with a gross revenue of \$5,587.00. At this time last year the gross revenue for 4 of the 6 leagues maxed out came to \$3,877.00, which is an increase of \$1,710.00 for the 2024 spring season.
- New program highlight – Introduction to Pickleball & 2.0 Newbie Pickleball League started on April 2 indoors at the Central Athletic Complex. Currently 23 participants are enrolled for this 8-week hybrid program which has brought in \$2,530.00 in registration fees. The first three weeks go over instructional pickleball (how to play) followed by the fourth week going over league play, and the final four weeks will have participants actively engaged in league play to get them ready to join our outdoor leagues at the Central Park Pickleball Courts which run during the Spring, Summer, and Fall.

- **Camp Sports and Sorts – begins May 28**

	2023	2024	% Change
Full Day	454	509	12.11%
AM Camp	138	120	-13.04%
PM Camp	158	90	-43.04%
Before Care	81	91	12.35%
After Care	84	83	-1.19%
TOTAL	915	893	-2.40%

- **Summer 3 on 3 Basketball – begins June 3**

	2023	2024
Kindergarten	39	21
1st		5
2nd	48	48
3rd		35
4th	38	18
5th		8
6th	24	12
7th		8
8th		7
TOTAL	149	162

- **Central Athletic Complex**

- The indoor soccer league and basketball leagues both successfully completed last month.
- The CAC is currently hosting basketball rentals, jiu-jitsu programming, pickleball classes, open gyms and baseball/softball cage rentals on a nightly basis.

Usage Hours for March			
Categories	2023	2024	Change %
Paying Renters	257.75	160.00	-37.9%
Complimentary	0.00	0.00	0.0%
WPD Programs	737.25	908.51	23.2%
WPD training	0.00	0.00	0.0%
TOTAL	995.00	1,068.51	7.4%
YTD Total Usage Hours			
Categories	2022	2023	Change %
Paying Renters	508.77	358.00	-29.6%
Complimentary	0.00	0.00	0.0%
WPD Programs	2,201.60	2,835.78	28.8%
WPD training	0.00	0.00	0.0%
TOTAL	2,710.37	3,193.78	17.8%
YTD Total Rental Revenue			
Month	2023	2024	Change %
January	\$5,755.00	\$1,782.75	-223%
February	\$3,642.25	\$4,196.19	13%
March	\$8,063.00	\$9,823.89	18%
TOTAL	\$17,460.25	\$15,802.83	-10%

• **Parks Plus Fitness**

PPF Membership Numbers												
Month	May 2023	June 2023	Jul 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024
Monthly EFT	396	378	377	365	352	357	343	357	414	431	458	468
1-Month	20	20	25	12	17	16	19	51	d/c – 5 left	d/c – 1 left	d/c – 0 left	d/c
3-Month	71	82	85	39	23	16	14	13	d/c – 9 left	d/c – 3 left	d/c – 0 left	d/c
Annual (No Flex or M/M)	408	394	392	433	425	425	410	408	447	472	516	506
Medicare/Medicaid	508	523	547	571	589	601	613	625	661	696	742	774
Personal Training w/ Membership	73	71	71	79	76	75	77	91	97	83	87	79
Recovery Room	X	X	X	X	X	X	X	X	24	37	73	67
Group Fitness	79	85	90	85	87	84	79	74	89	98	112	108
Kidz Kingdom	25	26	27	28	28	29	31	32	32	34	26	27
TOTAL	1,707	1,711	1,739	1,751	1,736	1,735	1,719	1,675	1,746	1,855	2,014	2,029

*Numbers ran on 4/23/2024

- The total amount of paying members PPF currently holds at 2,029. 12 members are currently suspended, down 2 from last month.
- The total number of visits currently sits at 5,262.
- Net membership profits from this month totaled \$11,937.00.
- Total net profits from this month are \$18,457.75 (This includes March insurance-based memberships).
 - \$16.00 From ClassPass
 - \$172.25 From ASHF (Active/Silver & Fit)
 - \$1,928.00 from Healthy Contributions (Renew Active)
 - \$4,404.50 from Tivity (Silver Sneakers)
 - \$6,520.75

• **Marketing/Promotion**

- PPF is partnering with CMS to enhance our marketing efforts and gain more members as well as increase net profits. All front desk staff have had one-on-one training with Mark as well as an all-staff training.
- PPF met with the Mary Lubko Center to explore ways on how to cross promote both of the facilities and their programs.

• **Programming/Operations**

- Giant steps came and utilized the fitness center. This program allows those with Autism to get regular exercise with the help of their aids.
- CUSD 200 students started their spring job program – helping with cleaning and organization of PPF.
- Wheaton North & Wheaton Warrenville South High School Special Recreation program has started utilizing the fitness center a couple times a month.
- WITS utilizes the fitness center on Thursdays from 6:30-9pm to educate and train upcoming personal trainers.

- **Staff**
 - Cynthia Rivera has been added to the PPF Personal Training Team! She is currently working with 6 PPF members.
 - Rebecca Narrajos has joined the PPF Front Desk team!

- **Aquatics/Safety**
 - Pool Pass Sales
 - **2024 YTD Total: 5,012 passes / \$310,589**
 - 2023 Year End: 8,252 passes/ \$532,869
 - Holiday Sale: 20% savings 11/24/23 - 12/17/23 totaled 2,742 passes / \$164,415.
 - 2023 = 2,571 passes
 - *Increase of 171 passes*
 - Winter Sale: 15% savings 12/18/23 – 1/15/24 totaled 760 passes / \$41,949
 - 2023 = 295 passes
 - *Increase in total passes of 636.*
 - Preseason: 10% savings 1/16/24 – 5/1/24 totaled 1,444 passes / \$99,314
 - 2023 = 1,992 passes
 - Regular Season: Full Price 5/2/24 – Labor Day YTD 66 passes / \$4,911
 - 2023 = 3,394 passes
 - Over 200 staff members for the summer have been hired and the training process of lifeguards will begin in early May.
 - Over the month of April, interviews were conducted on 7 different nights at the Community Center and three I-9 verification nights were hosted where all new staff came into the Wheaton Park District in person to complete the forms. Over 50 people have attended the I-9 verification process.
 - Northside’s Pepsi fountain products have arrived and the machines have been serviced. Rice’s Pepsi products and set up are scheduled for May following the completion of construction.

TO: Mike Benard, Executive Director
FROM: Dan Novak, Director of Arrowhead Operations
RE: May 15, 2024, Board Report

Arrowhead Food and Beverage
Food and Beverage Director Sean Curry

Banquets

- In April, the banquets team held 53 events.
 - 4 weddings with 3 hosted ceremonies, 2 of them outside
- The Ray Graham Association's Sunflower Happy Hour event brought in 167 guests on April 20 for a charcuterie making fundraiser. This was their second event hosted at Arrowhead and they are already looking at 2025 dates.
- The Youth Symphony of DuPage wrapped up their 2024 season at Arrowhead on April 22 and have already signed on for practices for the 2024-2025 season.
- Here are two notes the banquet team received from recent guests:

"We attended a wedding here on April 27, 2024, and it was lovely from start to finish. The outdoor ceremony venue was just like in the movies. The reception hall had a beautiful panoramic view of the golf course. The ladies' room was spacious, elegant, and kept spotlessly clean for the entire evening.

During the cocktail hour we were treated to wonderful, passed appetizers in great abundance. The bartenders were excellent, always smiling with great attitudes and a good variety of liquors. The entire wait staff was outstanding. They were efficient and pleasant and very accommodating.

All the food was top quality, from the appetizers to the entrées, and the sweets table were all excellent with creative and beautiful presentations. My filet mignon was huge and done just the way, I like it."

&

"I just wanted to thank you and everyone else for making everything so easy in regard to my dad's surprise party. The staff was on top of it all the way, you have some good people there. The evening was a great success, He was quite surprised! "

Restaurant

- In April, Arrowhead Restaurant welcomed 5,297 guests.
- The new Spring/Summer menu started April 3. Featuring some old favourites: the Buffalo Chicken Quesadilla, the Italian Panini, and the Shrimp Scampi. And some new entrees: the Half-Roasted Chicken, Grilled Red Snapper, and a spring update for our newly popular Seared Scallops dish.
- The Arrowhead All American Breakfast and Crème Brulee French Toast has been added to the Weekend Lunch Menu, which is available Saturday and Sunday from 10am- 4pm.

Arrowhead Golf Club
Director of Golf Operations Bruce Stoller

- High temperatures averaged almost three degrees above normal which made it the 15th warmest April on record in our area. Total precipitation for the month was eight percent below normal although there were a couple more rainy days than we would expect.
- The annual Kickoff Classic was held on the 20th with 28 players taking part in the event on a cool but sunny day. The tournament finished with lunch, drinks, and storytelling in the Champions Room after the round.
- Almost 80 couples have registered for the Couples League which will start play in the middle of May.

- The entrance sign was updated to include new specials and upcoming events while taking down winter promotions that ended the first week of April.
- The local Under Armour Junior Tour hosted the first of two spring events on the 14th. 78 children took part in the 9-hole event that takes place at the end of the day.
- The league season started for a handful of groups in April with most scheduled to begin in May and a couple holding off until June. Permanent tee times started on the 27th and 28th and will run through the last full weekend of August.
- Geofencing areas on the GPS system continue to be monitored and updated as we work toward optimizing the features of the new system.
- Two staff members attended all day training to be certified as CPR/AED instructors for Arrowhead and the park district.
- Building maintenance projects included: installing a new automatic water shutoff system for the restroom trailers; hanging club champion plaques in the Champions Room; touching up the portable bars and podiums used in the banquet hall; starting to paint exterior doors; replacing a pump in the ejector pit; repairing and cleaning the main level ice machine; replacing stones that have fallen off on the south side of the patio; reviewing documents from the HVAC contractor; hanging directional signage in the hallway.
- Grounds maintenance projects included: removing woody plants from all pond edges and trimming the areas for the start of the season; edging and weeding all bunkers; filling fairway and tee divots throughout the course; removing selected curb stones from around the course; updating quotes for treatment of oak trees; spraying pre-emergent throughout the course; hand mowing all bunker faces; adding sand to bunkers throughout the course; replacing sod along cart path edges and on select bunker faces; touring the course with management staff to identify areas for long and short term improvement.

	2024	2023	2022	2021	2020	5 Yr. Avg.
April Paid Rounds	7,478	7,565	4,841	8,625	681	5,838
Actual Rounds Played	4,326	4,453	2,547	4,755	681	3,352

**Payment for permanent tee times and leagues come in from March through June. Timing variances account for some differences in paid round totals and will not completely even out until June rounds are reported.

TO: Mike Benard, Executive Director
FROM: Michelle Podkova, Museum Manager
RE: April 2024 Board Report

Historical Museum- Michelle Podkova, Manager & Educator; Emily O'Brien, Curator Collections and Exhibits

- The Illinois Association of Museums presented an award of merit for *The Roarin' Elgin*.
- Curator is resetting collection storage and spring cleaning of storage spaces.
- Work continues *Extracurricular* exhibit, opening June 8.
- Curator continued oral histories with a long time Wheaton resident.
- Museum Assistant Caleigh Mason, Curator Emily O'Brien and local photographer Bill North installed *Built to Last* exhibit up for May's preservation month.
- Curator met with Dr. Williams of Glendale Heights School District regarding a research.
- The Curator attended Naper Settlement's Prairie Band Potawatomi workshop on April 15.
- Curator met with local sports author Chuck Zydek to discuss *Extracurricular* and carrying his book in the Museum shop.
- Staff attended the Gaylord webinar on presenting and exhibiting on difficult topics.
- Cecilia Ringo presented at the Northern Illinois University's second annual Regional History Conference at NIU on April 20.
- The collection committee met to vote on pending donations.

Education, Outreach, and Events

- The Museum received a Road's Scholar award from the Illinois Humanities Council. The Museum will receive a free presentation from a Road's Scholar on September 14.
- The Museum is hosting a girl scout program on April 6 for 12 participants.
- Staff led a guided tour of *Meet Me at the Fair* to 13 from Brookdale Retirement on April 11.
- The Museum facilitated a Girl Scout troop for a program on April 14 for 9 scouts.
- Staff held a Girl Scout program tea party for 18 girls on April 17.
- Curator facilitated an activity and outreach table at the Eisenhower Jr. High STEAM night.
- The Museum led a tour on April 19 to SEASPAR for 7 participants.
- Staff presented a Girl Scout program on Saturday, April 20 for 11 scouts.
- A girl scout program was held on April 24 for five participants.

Marketing

- Manager and marketing met with DCVB to discuss Route 66 100th anniversary in 2026.
- *Extracurricular* poster was created.
- The spring newsletter was finalized.
- The rental rack card was worked on and finalized in April.
- An eblast for May/June events was sent.
- Another *Be Local* article was finished and sent to the magazine.
- Staff worked with marketing to update email signatures.

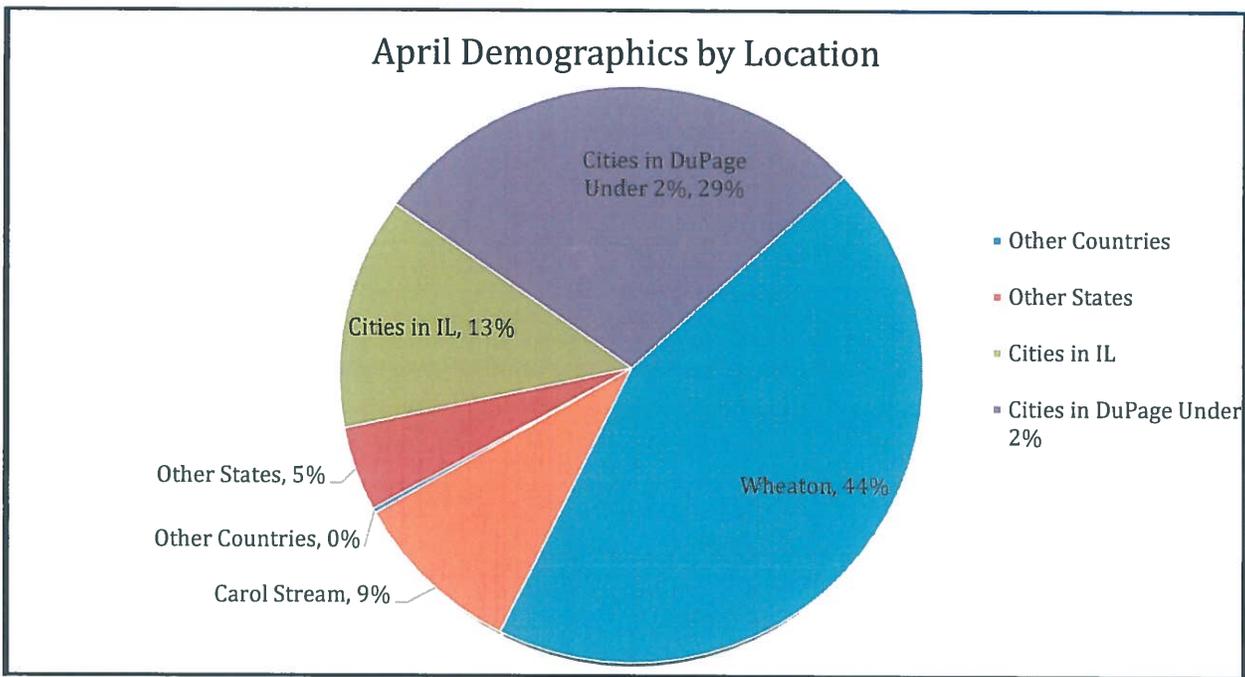
Administration, Rentals, Building, Training and Safety

- Manager attended a meeting for the Advisory Committee for Native American Cultural Environmental Center and History Museum that is starting in Glen Ellyn.
- The Museum hosted a private rental for a memorial on April 14.
- The Museum interviewed a potential volunteer on April 15.
- Curator became a CPR Instructor on April 11.
- The Curator attended two safety subcommittee meetings and a regular safety meeting.
- The Museum hosted the Chamber meeting as a rental on April 18.

- Museum hosted a Wheaton College rental on Monday, April 22.

Foundation

- Staff attended the Chicago Steelers Museum Foundation fundraising event on April 13.



Total Visitors for April 2024: 404 (compared to 403 in April 2023)

Total Visitors for 2024: 1,891 (compared to 1,757 in 2023)

Shop Sales April 2024: \$155.71 (compared to \$248.58 in April 2023)

Annual Shop Sales 2024: \$614.71 (compared to \$793.41 in 2023)

Marketing, Events & Development Board Report

Photo Contest

The photo contest wrapped up on May 1 with 152 entries. The website will reflect the winners, a social media post will be shared, and the winning photos will be featured in the fall guide. Winners also notified of their win with prize packages available for pickup at the Community Center.

Arrowhead Restaurant, Golf Course and Events

Live Music Fridays, weekly specials and Mother's Day Brunch is being promoted at this time. A special offer was submitted to CDGA members for a complimentary bucket of balls with a purchase that will expire on May 23.

Cosley Zoo

Cosley Run for the Animals, Picnic with the Animals, Uncorked Wine Event and the August 17 Anniversary Celebration events are being promoted. A special ice cream flavor will be available at Kilwins in Wheaton to celebrate the zoo's 50th Anniversary.

DuPage County Historical Museum

Content for eblasts that were sent out included May news and the spring/summer newsletter. Social media content included Throwback Thursday, Train Saturday, a thank you to volunteers, programming promotion and more.

Parks Plus Fitness

Marketing included posters for the student summer sale and the new falling prevention class. An email was sent to members with a \$5 off discount for the Cosley Zoo Run for the Animals. As of May 7, two members have registered with the discount code.

Top Social Media Posts for April (Facebook)

- MLC Chocolate tour day trip | April 17 | Reach 2,993 | Impressions 3,069
- Summer Entertainment tickets | April 16 | Reach 2,807 | Impressions 2,956
- Summer program guide- viewing | April 17 | Reach 1,686 | Impressions 1,830

Top Social Media Posts for April (Instagram)

- Volunteer Appreciation | April 21 | Reach 662 | Impressions 808
- National Picnic Day | April 23 | Reach 557 | Impressions 593
- Summer Entertainment Teaser | April 13 | Reach 538 | Impressions 569

Email Marketing

E-Blast/Subject	Date	Click to Open Rate
AGC Spring Menu	April 18	18.9%
SES tickets and lineup	April 16	14.8%
Summer Program Guide	April 18	10.6%

Upcoming Events

Cream of Wheaton | May 30 – June 2

Planning continues for the four-day event. The entertainment features 12+ bands, including Hello Weekend, American English and more. \$32,000 in sponsorship has been secured, 30 Arts and Craft vendor booths have sold out and 13 business expo booths confirmed.

Summer Entertainment Series | June – September

The Summer Entertainment Series lineup will feature 14 concerts. The lineup will include some returning favorites, including The PettyBreakers and the DuPage Symphony Orchestra, as well as some new options, including JUMP: America's Van Halen Experience, Tennessee Whiskey, and The Little Mermen – The Ultimate Disney Tribute Band.

Tickets went on sale on Tuesday, April 17 and over 2300 tickets have been purchased. Burning Red: A Tribute to Taylor Swift on July 19 has sold out.

Independence Day Celebrations

Field of Honor will return to Seven Gables Park June 29 – July 4. The U.S. Band of Mid-America will be performing at Memorial Park on June 30 at 3P. The July 3rd fireworks will return to Graf Park with the theme "Reach for the Stars!" Event activities include a DJ, small carnival rides, food vendors, and games, before the fireworks display at dusk. The Parade will step-off at 10A. Seventeen parade entries are registered.

Development

Cosley Foundation

Cosley Zoo Run for the Animals | June 1

As of May 7, we have 947 registrations for the Cosley Zoo Run for the Animals and have secured \$21,750 in sponsorship.

Mike Williams Cosley Classic Golf Outing | August 5

Registration is available and as of May 7, we have secured \$12,000 in sponsorships and have three foursomes registered.

Cosley Zoo Gala | September 7

As of May 7, we have secured \$44,500 in sponsorships. Save the Date postcards were mailed in April, and the formal invitation will be sent in June.

Membership

During April, we had 60 new memberships and 75 renewals.

DuPage County Historical Museum Foundation

HOPtober Fest | September 28

HOPtober Fest tickets went live May 1. As of May 7, we have sold 27 tickets and have secured \$9,000 in sponsorship.

Board Retreat | June 12, 2024

The DuPage County Historical Museum Foundation board will have a retreat to cover board member roles and current fundraising initiatives. Shefali Trevidi from A Better We will facilitate the retreat.

Other Fundraising Initiatives

The DuPage County Historical Museum sold a total of 61 tickets to the Chicago Steel Charity of the Game on April 13, 2024. We will be receiving \$305 in proceeds from ticket sales.

Play For All Playground & Garden Foundation

Summer Play Days

The first Summer Play Day will take place on Saturday, May 18, with a theme of dance. We have secured \$1,000 in sponsorships, and in-kind sponsorship from Culligan Water.

Other Marketing Initiatives

2024 marks the 10-year anniversary of the Sensory Garden Playground. We will be highlighting this anniversary throughout the year. A banner celebrating 10 years of inclusive play is displayed at the playground.

TO: Mike Benard, Executive Director
FROM: Rob Sperl, Director of Parks & Planning
DATE: May 8, 2024
SUBJECT: Board Report, April

Administration/Overall Department

- Our confined space audit was updated utilizing a consultant through PDRMA.
- Two of our staff members completed CPR instruction to certify them as trainers for our department.
- Proposals were received for completing an audit of Rice Pool conditions.
- The pit toilet was burned to the ground by vandals on April 23. The fire damaged the adjacent kiosk and trees as well.
- The annual native plant sale was held in conjunction with the city's environmental improvement commission.
- Park Permitting – six reservations were held in April and forty-six future rentals were reserved.
- The parks department is gearing up for the return of thirteen seasonal rehires and thirteen new hires. Applicants are still being accepted.
- Full-Time position for Pool Tech continues to be posted.

Planning

- Bids were received for work to convert a portion of the basketball courts at Northside into three pickleball courts.
- Bids were received for waste hauling and recycling.
- Work is nearing completion on the Community Center phase two interiors project. A few changes to the contract with Stuckey are included in change order five.
- In anticipation of replacing the Kale Gym floor at the Central Athletic Complex, staff requested a price from the contractor to screen and coat the Main Gym floor. The price for this work is included in change order one.
- Work on the Northside locker rooms is progressing and is anticipated to be completed in time for the pool season. Some small changes were made to the scope of work and are included in change order one with Red Feather.

Parks & Buildings Operations

Blanchard Building

- Blanchard Building upgrading and repairs required for Summer Camp programs. New emergency lighting, new exterior lighting, installed fire

alarm pull station covers, posted evacuation route signage, installed shelving and clean carpeting.

- Installed underground ridged PVC drain line from the Southwest corner of the building to the retention pond.
- Removed the wooden shed at the rear of the Blanchard building.
- Removed old unused electrical panels and electrical boxes in Blanchard basement and set up new lighting in basement to illuminate the mechanicals for servicing.
- A new fence was installed around the rear A/C and heating unit at the Blanchard building and a safety fence at the exterior stairway to make safe for summer camp use.

HVAC/Electrical

- CC circulation pump replaced for first floor Atrium heating.
- CC chiller was cleaned, serviced, and tower filled.
- The CAC chiller was switched over from ice rink use to A/C mode.
- Bleed all circulation lines for the lower-level air handlers after the renovation contractor rerouted lines for the basement remodel.
- The Seven Gables concession stand was found to have several electrical problems during the last building inspection. All the wire mold and outlets were removed and new conduit, wire, and grounded GFCI outlets were installed. A repurposed fan from the PPF renovation was added to create better air flow in the concession area. The shelter is now compliant with the current electrical code.

Shelter/Pond seasonal opening

- Shelter seasonal opening, clean, hook up water lines and opened drinking fountains, evaluate, and make necessary repairs as needed.
- Service and start up all pond bubblers, Northside, Herrick, Rathje, Seven Gables, Toohey Parks, and PSC.
- Started up the water feature fountains at the Rotary and Hurley Parks.

General Projects

- Fabricate a new monitor case for the welcome kiosk at Cosley Zoo to accommodate the new larger monitor.
- Installed a new ground vault and drainage system for the Hoffman drinking fountain. Once the concrete pad is poured a new drinking fountain will be installed.

Inspections

- Storm sewer inspection and cleaning was performed to ensure everything was operating during the heavy rainfall this month.

Projects and Special Events

- Superhero 5k Run Special Event set up, staffing and take down.
- Completed the embankment slide project at Northside Playground. Added timber steps, regraded, and sodded the hill.
- Completed the Lincoln Marsh Gravel path.
- Northside and Rice Pool preseason clean up and maintenance. Cleaning, paint, tile work, weeding, concrete repairs, and installed new chemical controller at Northside Pool.
- Sign and banner work orders for Athletics, Lincoln Marsh and Cosley Zoo

Horticulture, Turf & Natural Resources

- Hurley Gardens received some new plantings to accentuate the new decorative fountain. The Italian renaissance theme was continued with new boxwoods, but additional plants were incorporated to give it some needed color and texture.
- The Atten Garden Plots are officially open. Staff rototilled the soil, added the marking stakes, and turned the water on for the season.
- The Lincoln Marsh volunteer workdays on April 23rd and 30th were a great success. The Wheaton North Essentials Special Education Class painted the handicap accessible trail ramp, pulled invasive garlic mustard, and spread mulch in the ropes course areas. Their hard work is much appreciated.
- All the flowers, trees, shrubs, etc., have been ordered and are due to arrive the week of May 13th. Traditionally, planting annual flowers should wait until Mother's Day or later to avoid potential frost damage.
- Athletic fields are being groomed daily. In addition to the infield maintenance, staff restock the storage boxes weekly with chalk, infield conditioner, mound clay, drag mats and other tools to keep the ballfields in great shape.
- The wooded area on the south side of Hoffman Park was cleared of invasive buckthorn and honeysuckle this past winter. Staff recently inspected the area and were pleasantly surprised to find desirable native plants, including Solomon Seal, Virginia Bluebells, Wild Geranium and Trout Lily. The area will be overseeded this spring with a woodland seed mix to encourage diversity and to hopefully outcompete any invasive species.
- All windscreens and dugout covers have been reinstalled. The windscreens at Atten pickleball were in rough shape, so new ones were ordered, and they were installed when they arrived.

- Some final touches were made to the grounds at the Blanchard building. An old fire pit, a play area, and a storage shed were dismantled, and these areas were converted back to turfgrass. Additionally, a very large honey locust tree was pruned. The tree had been neglected for many years, but now looks great.
- Some of the field lines on the synthetic turf field at Graf Park had come loose. The warranty on the field has expired, but the Field Turf representative came right out and made the repairs at no cost to the district.
- The first round of weed & feed has been applied to many of the parks in the district. Typically, athletic fields and high-profile areas are contractually treated in the fall and Park District staff treat the other parks on a cyclical or on an as needed basis.
- Staff made the rounds overseeding bare spots and snowplow damaged areas in the parks.

Conservation

- Tree work throughout District including storm damage from several windstorms, work order pruning and citizens' concerns.
- Fixing plow damage to turf and trails and lots.
- Sod/seed repairs to turf at Lincoln Marsh.

Fleet Mechanics

- The three new Ford Maverick trucks for managers have been delivered, prepped and are in service.
- The hoses, breakaways and nozzles on Parks fuel tanks were replaced and a new fuel sensor was installed on tank to assist in delivery of fuel.
- A mini skid steer from Vermeer arrived at Parks for two weeks demo trial, staff had great reviews after using the equipment.
- Spring preps on equipment is still in progress.



TO: Mike Benard, Executive Director
FROM: Vicki Beyer, Director of Recreation
Jamie Martinson, Superintendent of Recreation Programs
RE: Recreation Department Board Report
DATE: May 15, 2024

Recreation Department- General

- The Program & Recreation Services Team is working on quarterly engagement initiatives highlighting recreation trends, both locally and nationwide. The first initiative featured the 2024 summer Olympic games in Paris where organizers are aiming to appeal to younger fans by featuring sports that reward both creativity and athletic performance. The team hopes a few of these new additions will inspire program ideas for late summer or early fall:
 - Breaking (breakdancing)
 - Skateboarding
 - Sport Climbing
 - Surfing
- The Recreation Department hosted the annual GO Fly A Kite event on Saturday May 4 at Graf Park. The event featured kite flying, kite performances, candy cannon, Kids Mad Dash sponsored by Wheaton Eye Clinic, and the Curious Crow food truck. Approximately 400 people were in attendance.
- Megann and Chad both serve on the VALUES Committee and helped plan and facilitate the annual District Derby Event on April 25.



Recreation Department staff constructing their District Derby car

Preschool & Camps- Kelly Nielsen

- Wide Horizons helped to celebrate Cosley Zoo turning 50! Students and families donated loose change in the amount of \$407.62. The money will be used to adopt 6 animals at Cosley! Preschool classes will get a chance to visit their adopted animals when they have their field trip to Cosley Zoo next month.
- Kelly Nielsen completed CPR instructor training on April 11th, 2024.
- All day camps are 100% staffed!

Creative & Performing Arts – Chad Shingler

- Implemented new procedure for lightboard system in Memorial Auditorium to assure staff are trained in procedures and to assure consistent functionality of the new system.
- Attended a meeting with staff at Westbridge Assisted Living in Wheaton to offer future performance opportunities for their residents.

Mary Lubko Center- Megann Panek

- AARP hosted a Defensive Driving Course on April 10 & 11. The class is taught by Officer Jill Uhlir at the Wheaton Police Department. There were 10 students enrolled.
- The Sunshine Luncheon has returned to Brookdale of Glen Ellyn after a 4-year hiatus due to the pandemic. There were 40 patrons in attendance.
- Senior Tech Support sponsored “Using Technology to stay connected to loved ones” on Tuesday, April 9. Attendance for this program continues to stay strong, there were 30 people at the meeting. Wheaton businessperson Tony LaPalio offers this monthly free presentation for seniors.
- Beyond Glee held their spring concert, “Heartland,” at the Community Center Memorial Room on Sunday, April 21. There were over 160 people in attendance.
- The Pedal Pushers cycling club held their annual kick-off meeting on Thursday, April 25. This group currently has over 160 members.
- MLC Manager met with Parks Plus Fitness Manager to discuss how we can cross promote our programs.
- April Day Trips:
 - 4/4- Dolphins, Dogfish and Diners at Shedd Aquarium – 28 patrons
 - 4/10 – Guys and Dolls at Drury Lane Theatre – 11 patrons
 - 4/17 – A Streetcar Named Desire at Paramount Theatre – 13 patrons
 - 4/25 – Brunch & Blooms at Garfield Park Conservatory – 51 patrons



2024 Beyond Glee

Lincoln Marsh/Green Team- Terra Johnson, Deb Ditchman

- Lincoln Marsh staff presented 53 outdoor education programs to 713 participants in April.
 - 25 environmental education programs were presented to 318 participants.
 - 28 challenge course programs were presented to 395 participants.
- Staff hosted a free Earth Day celebration at the Prairie Patch Play Area. Over 70 people were in attendance and had the opportunity to paint rocks, make recycled crafts and interact with various activities set up around the play area.
- Eight Lincoln Marsh staff were certified lead facilitators for the climbing tower by Experiential Systems, Inc.
- The Green Team initiated the “Athletic Equipment Recycling” program based out of the Community Center- accepting a variety of gently used sporting equipment that will then be donated back to various community resource initiatives. The recycling drive will be hosted April-June.

Customer Service & Registration- Gracie Aviles, Lyn Havelka

- Daily Cash Balancing/Bank Deposits for Community Center
- Merged/deleted RecTrac Households as needed and requested by staff.
- Added/removed F.T. & IMRF benefits as requested per H.R.
- Revised & corrected newly created HH accounts to match our Resident & Non-resident status.
- Converted the *Reference Check waiver* form to a fillable form for Kelly Nielsen.
- Revised Recreation Department organizational chart.
- Combined PDF documents in Adobe for Terra Johnson.
- Interviewed candidates for the Community center 5A-9A shift.

Registration & Software- Rick Napier

- Web Settings Change for Summer Programming
 - Uploaded all Summer programming to WebTrac Live
- Fall brochure Program Masters
 - Updated/reactivated fall programming in RecTrac
 - Created new program codes as necessary
- Issued Golf Season Pass ID cards as per Head Golf Professional
- Period End Processing – 2023 winter league sports completed/rosters transferred to history.
- Facilitated New Hire Orientation at Community Center on April 3

April Leisureship Program Update

- 18 families have been assisted in current fiscal year.
- 13 families had been assisted in previous fiscal year.
- 38.46% increase in families requesting assistance from 2024 vs. 2023.

April Refund Summary

- 701 refunds processed.
- 731 refunds were processed in the same month previous fiscal year.
- 4.10% decrease in refunds processed.
 - Total refunds: \$79,527.12 vs. \$68,940.77 in 2023 (15.36% increase)
 - Check refunds: \$1588.66
 - Household credits: \$27,695
 - Credit cards: \$50,243.46
 - Administrative/service fees: \$855

Activity Registration Summary for April

- Total registrations: 3187
- Fees processed: \$300,813.72
- Web registration: 2143
- Web percent: 67.24%
- Walk-in registration: 1044
- Walk-in percent: 32.76%
- Resident registration: 2684
- Non-Resident registration: 503

Cosley Zoo Board Report
April 2024

Fundraising/Revenue Activities

Admissions:

- A total of 10,849 people visited the zoo in April (24,177 year-to-date) compared to 9,887 (19,200 year-to-date) during the same timeframe in 2023. Of the 10,849 visitors, 61.3% attended free of charge due to age, residency, reciprocity, or membership. Financial data is below:

Month	2024 Revenue	2022 Avg./Day	2023 Revenue	2022 Avg./Day
January	\$ 2,184	\$ 72.79	\$ 3,847	\$ 128.23
February	\$ 12,521	\$ 431.76	\$ 8,797	\$ 314.18
March	\$ 26,958	\$ 869.61	\$ 12,938	\$ 417.36
April	\$ 36,100	\$ 1,203.35	\$ 32,238	\$ 1,074.57
Total	\$ 77,763	\$ 642.67	\$ 57,820	\$ 477.85

General Revenue/Fundraising:

- The zoo received April operational donations of \$7,782. This brings 2024 year-to-date operational donations to \$31,342.
- Public duck and chicken feeding opportunities are now offered daily beginning mid-April through mid-October. During the last half of the month, the zoo earned \$2,318 from these activities.
- The Coyote Café had its first full month of operation in April. Total gross revenue was \$5,489, bringing the year total to \$7,720, compared to \$1,884 during the same timeframe in 2023.
- The Wild Side gift shop is doing well having earned year-to-date gross revenue of \$34,113 compared to \$32,119 in 2023.

Significant Activities/Accomplishments

Education Programs and Activities:

- Junior Zookeepers – JZs interested in public engagement completed Critter Cart training during April. Those JZs eligible for animal handling completed their written and demonstration testing during the month as well.
- Summer Teens – Summer Teen Interpreter interviews and orientation were conducted by Education Specialist, Kelly Golbeck. Eleven teens will be joining the zoo this summer to provide educational guest engagement opportunities.
- Program data for April and year-to-date is below:

Total Programs - April

Type of Program	2024 Programs	2024 Participants	2023 Programs	2023 Participants
Outreach	13	428	7	323
Guest Engagement	65	3000	191	3257

Camps	0	0	0	0
Teen Programs	8	55	9	59
School programs	45	1188	26	560
Scout programs	14	188	4	56
Individual/Family programs	3	55	5	101
Special Events	0	0	1	310
Rentals	9	455	11	500
Total	112	5369	254	5166

Virtual VS. On-Site – April

	Number of Programs	Number of Participants
On-site In-person	135	4914
Off-site In-person	13	428
Virtual	0	0
Total	148	5342

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

Total Programs – Year-to-Date

Type of Program	2024 Programs	2024 Participants	2023 Programs	2023 Participants
Outreach	32	1053	17	745
Guest Engagement	112	3812	220	3767
Camps	0	0	0	0
Teen Programs	39	227	48	308
School programs	57	1516	27	572
Scout programs	25	331	8	120
Individual/Family programs	17	276	15	295
Special Events	5	329	5	497
Rentals	15	795	17	830
Total	302	8339	357	7134

General Activities:

- Stakeholder Breakfast – The zoo’s first Breakfast with Cosley Zoo offered more than 35 attendees the opportunity to learn about local conservation. The program, “Exploring Wildlife Conservation”, was presented by Cosley Zoo Education & Guest Experiences Manager, Tami Romejko.
- Volunteers – The zoo celebrated National Volunteer Week during the last week of April. Each volunteer received a special swag bag and were invited to an ice cream social at the zoo.
- Micheal T. Williams Scholarship – The invitation to apply for this \$2,500 academic scholarship was sent to past and present Junior Zookeepers and interns who are pursuing a college degree in a field of study that demonstrates a commitment to conservation and the natural world.

- Duck Pond – The biannual dumping and cleaning of the duck pond took place in April. During this time, all ducks were given complete exams by the zoo’s veterinarian.
- CPR – Lead Zookeeper & Animal Welfare Coordinator, Heather Christophe successfully completed training to become a certified CPR instructor.
- New PT Educator – The zoo welcomes former Junior Zookeeper, former intern, and current on-call educator Ashleigh Estes to a part-time educator position. Ashleigh will begin her new position in mid-May.
- Testimonials – New Education Supervisor, Sarah Tulicki has been receiving great reviews:

✓ *I am writing to express our sincere gratitude for hosting our group of 3rd graders on a field trip to your zoo on the 4th of April. Despite the rain, Ms. Sarah, was absolutely amazing! Her knowledge, enthusiasm, and ability to connect with the children made the experience truly unforgettable. The kids learned so much about the animals and had a fantastic time exploring the exhibits.*

The entire day was a wonderful learning experience for our students, sparking their curiosity and appreciation for the natural world. Thank you for providing such a well-organized and enriching field trip program.

Sincerely,

*Julie LaFrenere
Schaumburg School District 54*

✓ *Sarah was amazing with the kids. What a great program!*

Thank you,

*Tina Scimeca
2nd Grade Teacher
Stone School*

- New Arrivals – During April the zoo welcomed five lambs (born at the zoo) and a lesser Madagascar hedgehog tenrec from Disney’s Animal Kingdom.

