



Wheaton Park District

PUBLIC NOTICE

**Wheaton Park District Board of Commissioners
SUBCOMMITTEE MEETING
Wednesday June 5, 2024, 5:00 p.m.
DuPage County Historical Museum
102 E. Wesley Street, Wheaton, IL 60187**

Public Notice Date June 3, 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 Subcommittee Meeting at 5:00 pm on Wednesday June 5, 2024, at the DuPage County Historical Museum 102 E. Wesley Street, Wheaton, IL 60187

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

Michael J. Benard
Secretary

The Agenda for the June 5, 2024, Subcommittee 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 630.945-7726; fax number 630.665.5880; email dsiciliano@wheatonparks.org



Wheaton Park District

Subcommittee Meeting of the Wheaton Park District Board of Commissioners

June 5, 2024, 5:00 pm

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

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.

DISCUSSION ITEMS

Finance and Administration

1. **2023 Annual Comprehensive Financial Report for the Wheaton Park District –**
Presentation by Seldon Fox Ltd
2. **Investment of Wheaton Park District Funds –** Presentations by Wheaton Bank & Trust
and PMA
3. **National Recreation and Parks Association Educational Conference and Exposition**
Review of Possible Commissioner Attendance: October 8-10, 2024, in Atlanta, GA

Buildings and Grounds

1. **Northside Park –** Review of Bid Results for Pickleball Courts
2. **Northside Park –** Review of Architect's Proposal for Concepts and Cost Estimates for
Girl Scout Cabin Renovation

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Wheaton Park District

3. **Briar Patch Park** – Review of Quotes for Fitness Equipment Surfacing
4. **Sensory Garden Playground** – Review of Bid Results for Playground Surfacing
5. **Arrowhead Golf Club** – Review of Bid Results for Linen Supply

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)

ADJOURNMENT

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

Annual Financial Report Comparison, Internal

General Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues	\$2,561,994	\$3,494,916	\$3,818,894	\$3,741,313	\$4,031,549	\$4,236,123	\$4,355,574	\$4,521,247	\$4,506,269	\$4,727,298	\$5,000,667	\$4,648,964	\$5,334,869	\$5,722,946	\$6,315,718
Operating Expenditures	(\$2,846,902)	(\$2,900,133)	(\$3,093,129)	(\$3,241,662)	(\$3,264,868)	(\$3,294,345)	(\$3,359,670)	(\$3,555,480)	(\$3,706,562)	(\$3,720,606)	(\$3,851,743)	(\$3,181,692)	(\$3,572,437)	(\$4,036,779)	(\$4,374,248)
Capital Expenditures	(\$4,298)	(\$143,685)	(\$143,139)	(\$248,572)	(\$138,588)	(\$109,855)	(\$156,341)	(\$189,252)	(\$224,004)	(\$431,842)	(\$314,484)	(\$95,993)	(\$83,879)	(\$49,232)	(\$188,469)
Revenues Over (Under)															
Expenditures	(\$289,206)	\$451,098	\$582,626	\$251,079	\$628,093	\$831,922	\$839,563	\$776,515	\$575,703	\$574,850	\$834,439	\$1,371,279	\$1,678,554	\$1,636,935	\$1,753,001
Gain (Loss) on Disposal of capital assets	\$0	\$22,500	\$8,500	\$43,575	\$9,000	\$16,297	\$38,144	\$90,003	\$54,011	\$37,128	\$82,301	\$80,846	\$0	\$14,841	\$13,580
Transfers In	\$731,000	\$10,000	\$10,000	\$17,226	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$0	(\$899,420)	(\$200,796)	(\$500,000)	(\$500,000)	(\$500,000)	(\$601,391)	(\$1,376,843)	(\$1,112,666)	\$0	\$0	(\$2,012,500)	(\$2,840,000)
General Fund	\$441,794	\$483,598	\$601,126	(\$587,540)	\$446,297	\$358,219	\$387,707	\$366,518	\$28,323	(\$764,865)	(\$195,925)	\$1,452,125	\$1,678,554	(\$360,724)	(\$1,073,419)

Recreation Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues	\$8,006,977	\$8,423,390	\$8,612,022	\$8,528,600	\$8,761,084	\$8,752,674	\$9,124,420	\$9,392,432	\$9,484,041	\$9,561,703	\$9,804,648	\$6,001,026	\$8,810,724	\$10,602,499	\$12,059,455
Operating Expenditures	(\$7,317,209)	(\$6,861,534)	(\$7,028,164)	(\$7,247,647)	(\$7,248,679)	(\$7,225,123)	(\$7,554,006)	(\$8,159,705)	(\$8,407,494)	(\$8,508,223)	(\$5,135,229)	(\$6,754,764)	(\$8,034,666)	(\$9,601,139)	(\$11,229,861)
Capital Expenditures	(\$26,023)	(\$37,449)	(\$48,524)	(\$83,244)	(\$207,551)	(\$16,454)	\$0	\$0	(\$3,612)	(\$2,983)	(\$47,492)	(\$27,177)	(\$13,825)	(\$21,728)	(\$4,604)
Revenues Over (Under)															
Expenditures	\$663,746	\$1,524,406	\$1,535,334	\$1,197,710	\$1,304,854	\$1,511,097	\$1,570,414	\$1,232,727	\$1,072,935	\$1,050,878	\$1,248,933	\$838,620	\$2,042,136	\$2,546,105	\$2,453,712
Gain (Loss) on Disposal of capital assets	\$0	\$0	\$0	\$7,050	\$2,000	\$1,989	\$4,701	\$0	\$122	\$637	\$0	\$13,395	\$0	\$146	\$0
Transfers Out	(\$731,000)	(\$10,000)	(\$10,000)	(\$2,007,113)	(\$510,000)	(\$2,010,000)	(\$2,010,000)	(\$2,000,000)	(\$1,782,883)	(\$73,157)	(\$281,648)	\$0	\$0	(\$2,275,000)	(\$4,125,191)
Recreation Fund	(\$67,254)	\$1,514,406	\$1,525,334	(\$802,353)	\$796,854	(\$496,915)	(\$434,885)	(\$767,273)	(\$709,826)	\$978,358	\$967,285	\$852,015	\$2,042,136	\$271,251	(\$1,671,479)

Cosley Zoo Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues	\$1,041,167	\$1,080,977	\$1,113,067	\$1,129,438	\$1,188,834	\$1,254,715	\$1,314,517	\$1,350,828	\$1,582,291	\$1,504,613	\$1,651,477	\$1,456,972	\$1,848,798	\$1,689,127	\$1,898,353
Operating Expenditures	(\$1,152,173)	(\$1,156,498)	(\$1,163,285)	(\$1,106,603)	(\$1,140,698)	(\$1,137,317)	(\$1,204,402)	(\$1,211,849)	(\$1,313,265)	(\$1,347,845)	(\$1,417,471)	(\$1,279,900)	(\$1,432,712)	(\$1,518,278)	(\$1,729,944)
Capital Expenditures	(\$3,354)	(\$13,033)	(\$6,788)	(\$1,562)	(\$477)	(\$1,092)	\$0	\$0	(\$1,032)	(\$868)	(\$1,190)	(\$6,708)	(\$3,428)	(\$1,780)	(\$1,210)
Revenues Over (Under)															
Expenditures	(\$114,360)	(\$88,555)	(\$57,006)	\$21,273	\$47,659	\$116,306	\$110,115	\$138,979	\$267,994	\$155,899	\$232,816	\$170,364	\$412,658	\$169,069	\$167,200
Gain (Loss) on Disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$12,523	\$0	\$0	\$0	\$0	\$0	\$13,066	\$509	\$0	\$0
Transfers In	\$0	\$0	\$0	\$0	\$200,796	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$131,160)	\$0	\$0	(\$200,000)	(\$200,000)
Cosley Zoo Fund	(\$114,360)	(\$88,555)	(\$57,006)	\$21,273	\$248,455	\$128,829	\$110,115	\$138,979	\$267,994	\$155,899	\$101,656	\$183,430	\$413,167	(\$30,931)	(\$32,800)

Debt Service Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues	\$3,166,292	\$3,394,504	\$3,519,111	\$3,692,176	\$4,324,757	\$4,364,334	\$5,117,728	\$4,441,696	\$4,496,640	\$4,547,001	\$5,232,655	\$4,266,175	\$4,321,149	\$4,172,391	\$2,687,473
Operating Expenditures	(\$3,193,830)	(\$3,937,753)	(\$4,101,473)	(\$4,217,816)	(\$4,859,689)	(\$4,942,590)	(\$5,115,313)	(\$5,029,256)	(\$3,382,050)	(\$3,432,858)	(\$3,250,926)	(\$3,099,007)	(\$3,087,225)	(\$2,875,532)	(\$1,280,472)
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	(\$15,101,872)	\$0	\$0	\$0	(\$6,166,810)	\$0	\$0	\$0	\$0
Revenues Over (Under)															
Expenditures	(\$27,537)	(\$543,249)	(\$582,362)	(\$525,640)	(\$534,933)	(\$578,256)	(\$15,099,457)	(\$587,560)	\$1,114,590	\$1,114,143	(\$4,185,082)	\$1,167,167	\$1,233,924	\$1,296,859	\$1,407,001
Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122,304	\$117,325	\$108,950	\$100,200	\$90,950
Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,070,038)	(\$1,225,311)	(\$1,401,081)	(\$1,347,757)	(\$1,376,938)	(\$1,439,759)	(\$1,547,028)
Bond Proceeds	\$511,685	\$568,821	\$580,867	\$573,583	\$586,087	\$585,818	\$15,148,445	\$587,401	\$0	\$0	\$5,335,000	\$0	\$0	\$0	\$0
Debt Service Fund	\$484,148	\$25,572	(\$1,495)	\$47,943	\$51,154	\$7,562	\$48,988	(\$159)	\$44,552	(\$111,168)	(\$128,859)	(\$63,265)	(\$34,064)	(\$42,700)	(\$49,077)

Capital Projects Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues	\$377,589	\$1,646,616	\$314,929	\$4,614,429	\$661,535	\$674,747	\$439,366	\$529,800	\$843,056	\$675,750	\$2,321,349	\$753,363	\$358,377	\$600,244	\$1,239,807
Operating Expenditures	(\$534,239)	(\$550,631)	(\$603,271)	(\$546,208)	(\$355,365)	(\$449,317)	(\$442,671)	(\$633,250)	(\$984,247)	(\$721,325)	(\$657,831)	(\$612,177)	(\$462,928)	(\$605,366)	(\$1,029,825)
Capital Expenditures	(\$854,427)	(\$3,182,151)	(\$2,247,241)	(\$10,567,374)	(\$3,907,582)	(\$2,403,822)	(\$1,385,747)	(\$2,401,898)	(\$3,967,039)	(\$2,242,288)	(\$4,935,288)	(\$3,281,371)	(\$1,008,489)	(\$2,185,236)	(\$6,797,400)
Revenues Over (Under)															
Expenditures	(\$1,011,077)	(\$2,086,167)	(\$2,535,583)	(\$6,499,154)	(\$3,601,412)	(\$2,178,392)	(\$1,389,053)	(\$2,505,349)	(\$4,108,231)	(\$2,287,862)	(\$3,271,769)	(\$3,140,185)	(\$1,113,039)	(\$2,190,358)	(\$6,587,417)
Gain (Loss) on Disposal of capital assets	\$6,800	\$6,580	\$0	\$0	\$2,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers In	\$0	\$0	\$0	\$2,892,920	\$500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$3,454,312	\$2,675,311	\$2,926,555	\$1,347,757	\$1,376,938	\$5,977,259	\$8,762,219
Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$122,304)	(\$117,325)	(\$108,950)	(\$100,200)	(\$90,950)
Bond Proceeds	\$711,505	\$9,612,568	\$737,038	\$807,112	\$829,913	\$861,327	\$1,017,285	\$1,028,414	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects Fund	(\$292,772)	\$7,532,982	(\$1,798,545)	(\$2,799,122)	(\$2,269,249)	\$1,182,935	\$2,128,232	\$1,023,065	(\$653,919)	\$387,448	(\$467,518)	(\$1,909,753)	\$154,949	\$3,686,701	\$2,083,851

Annual Financial Report Comparison, Internal

Non-Major Governmental Funds	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Revenues	\$3,287,589	\$2,365,499	\$2,468,878	\$2,893,688	\$2,858,251	\$2,763,079	\$2,699,193	\$2,677,250	\$2,763,957	\$2,854,326	\$2,626,814	\$3,065,437	\$2,425,381	\$2,598,747	\$1,943,891
Operating Expenditures	(\$1,768,509)	(\$1,862,169)	(\$1,899,437)	(\$1,878,376)	(\$1,891,919)	(\$1,883,199)	(\$1,830,332)	(\$1,870,893)	(\$1,928,513)	(\$1,961,810)	(\$1,858,532)	(\$1,793,353)	(\$1,723,712)	(\$1,652,303)	(\$1,652,513)
Capital Expenditures	(\$1,685,635)	(\$868,063)	(\$863,723)	(\$873,628)	(\$873,628)	(\$805,138)	(\$807,495)	(\$807,416)	(\$811,495)	(\$811,145)	(\$825,831)	(\$825,831)	(\$825,831)	(\$818,663)	(\$248,750)
Non-Major Governmental Funds	(\$166,554)	(\$364,733)	(\$294,282)	\$141,684	\$92,704	\$74,742	\$61,366	(\$1,059)	\$23,949	\$81,371	(\$57,549)	\$446,252	(\$124,162)	\$127,781	\$42,628

Arrowhead Golf Club Fund ⁽¹⁾	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Operating Revenues	\$6,444,616	\$6,712,053	\$6,927,471	\$7,193,722	\$7,365,721	\$7,809,372	\$7,633,329	\$7,681,257	\$7,629,037	\$7,268,464	\$6,983,458	\$4,710,056	\$7,618,938	\$8,549,850	\$9,321,130
Operating Expenses	(\$5,755,364)	(\$5,758,502)	(\$6,049,780)	(\$6,188,866)	(\$6,367,193)	(\$6,623,940)	(\$6,940,421)	(\$7,010,632)	(\$7,141,745)	(\$7,024,684)	(\$6,834,446)	(\$4,870,270)	(\$5,882,720)	(\$7,276,632)	(\$8,205,599)
Operating Income (Loss)	\$689,252	\$953,551	\$877,691	\$1,004,856	\$998,528	\$1,185,432	\$692,907	\$670,624	\$487,292	\$243,780	\$149,012	(\$160,215)	\$1,736,218	\$1,273,217	\$1,115,531
Capital and Other Equipment															
Purchases ⁽²⁾	(\$7,626)	(\$731,388)	(\$438,700)	(\$438,097)	(\$61,533)	(\$615,316)	(\$273,880)	(\$535,032)	(\$735,305)	(\$582,934)	(\$433,315)	(\$372,759)	(\$108,278)	(\$514,873)	(\$354,476)
Property Taxes	\$909,920	\$1,225,020	\$1,380,924	\$1,065,574	\$1,294,664	\$1,480,469	\$1,524,467	\$1,571,923	\$1,529,931	\$1,744,172	\$1,774,137	\$1,715,740	\$1,325,929	\$0	\$0
Interest Expense	(\$748,823)	(\$743,283)	(\$724,756)	(\$697,731)	(\$660,675)	(\$637,890)	(\$671,107)	(\$298,649)	(\$261,731)	(\$222,611)	(\$183,392)	(\$136,568)	(\$88,344)	(\$38,619)	\$0
Amortization of Debt Items	(\$279,376)	(\$279,376)	(\$279,376)	(\$397,842)	(\$266,213)	(\$266,213)	(\$376,474)	(\$165,416)	(\$165,416)	(\$165,416)	(\$165,416)	(\$165,416)	(\$165,416)	(\$165,416)	\$0
Investment Income (Loss)	\$447	\$2,140	\$2,182	\$5,465	\$8,647	(\$28,775)	\$4,273	\$23,522	\$37,749	\$63,088	\$92,932	\$27,538	\$4,528	\$54,904	\$170,722
Gain (Loss) on Disposal of capital assets	\$0	(\$27,146)	\$0	\$0	\$0	(\$35,323)	(\$15,761)	\$4,089	(\$649)	(\$24,043)	\$10,149	\$6,792	(\$8,218)	(\$1,433)	\$12,883
Transfers Out	\$0	\$0	\$0	(\$3,613)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$50,000)	(\$50,000)
Arrowhead Golf Club Fund ⁽¹⁾	\$563,794	\$399,519	\$817,966	\$538,612	\$1,313,417	\$1,082,383	\$884,425	\$1,271,061	\$891,871	\$1,056,036	\$1,244,108	\$915,113	\$2,696,419	\$557,780	\$894,660

(1) Depreciation expenses have been excluded as Capital Expenses have been included instead.

	(\$537,825)	(\$556,695)	(\$565,348)	(\$578,358)	(\$590,305)	(\$599,880)	(\$584,027)	(\$575,551)	(\$601,516)	(\$601,801)	(\$601,801)	(\$609,436)	(\$567,390)	(\$575,787)	(\$581,561)
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(2) This line represents Capital Expenses for every year except 2017. In 2017 there are also \$387,170 of other equipment purchases. That \$387,170 consists of 100 Golf Cars \$343,090; \$20,780 for golf skate caddy units; and Banquet chairs \$23,300.

TO: Board of Commissioners
FROM: Sandra Simpson, Director of Finance
THROUGH: Michael Benard, Executive Director
RE: Investment Review and Investment Advisor Presentations
DATE: June 5, 2024



SUMMARY:

Per the Board's direction, we have asked Wintrust and PMA to present an update of investment strategy recommendations that comply with the established investment policy of the District and to also provide recommendations for any needed strategy changes based on the current economic environment and the outlook for interest rates.

PREVIOUS COMMITTEE/BOARD ACTION:

Following the June 2023 Investment Advisor presentations, staff engaged in discussions with Finance Chair Vires. Commissioner Vires agreed with our proposed strategy of aligning our cash flow requirements with the maturity dates of investments. At the July 2023 meeting, staff provided an update to the board outlining the allocation of unearmarked funds.

REVENUE OR FUNDING IMPLICATIONS:

We currently utilize a CD and Treasury ladder investment approach while keeping liquid assets in collateralized money market funds at Wheaton Bank and Trust. This strategy allows us to achieve a balance between generating income, preserving capital, and ensuring flexibility to meet future operational and capital needs. The District's investments mature in 6-month intervals out to 3 years based on cash flow needs.

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

N/A

ATTACHMENTS:

The current version of the District's investment policy, most current PMA investment statement and cash flow analysis.

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff has arranged for representatives from Wintrust and PMA to come to the June 5th meeting. Wintrust will present at 5:15 PM and PMA at 5:30 PM.

Liquid Resources Available 5/28/2024

WB&T/Wintrust	Rate	Holding Amount
WB&T-Concentration Acct		\$862,308.82
WB&T-MaxSafe MMF	5.479%	\$8,803,058.60
12 month CD due 6.29.24	5.350%	\$653,509.74
18 month CD due 12.29.24	5.350%	\$653,509.74
24 month CD due 6.28.24	2.950%	\$1,500,000.00
30 month CD due 12.28.24	2.950%	\$1,500,000.00
36 month CD due 6.28.25	3.000%	\$1,500,000.00
		<u>\$15,472,386.90</u>

PMA	Rate	Holding Amount
PMA SDA - Santander Bank, NA	4.650%	\$719,770.02
US Treasury N/B due 8.15.24 #91282CCT6	3.120%	\$4,191,296.84
US Treasury N/B due 8.15.25 #912828K74	4.770%	\$1,582,744.14
US Treasury N/B due 8.15.25 #912828K74	4.680%	\$1,423,710.94
US Treasury N/B due 2.15.26 #912828P46	4.470%	\$2,332,812.50
BMO Harris Bank, NA, IL CD dtd 2.18.25 #295479-1	4.667%	\$4,044,563.14
Cornerstone Bank - York Nebraska due 8.15.25	5.060%	\$224,850.00
Truxton Trust Company due 8.15.25	4.875%	\$225,700.00
First Bank of Ohio due 8.15.25	4.842%	\$226,600.00
Bank of Hapoalim due 8.15.25	4.803%	\$226,750.00
		<u>\$15,198,797.58</u>

AP & PR needs (estimated based on historical average)	
June	\$2,940,000.00
July	\$3,780,000.00
August	\$2,940,000.00
September	\$2,520,000.00
October	\$2,625,000.00
November	\$2,677,500.00
December	\$3,675,000.00

Debt Needs	
June	\$107,900.00
October	\$2,120,060.37
December	\$1,092,900.00

SRA payment	<u>352,000.00</u>
	<u>\$24,830,360.37</u>

Capital Needs (per budget 2024 and out years)	
FY 2024	\$16,656,853.00
FY 2025	\$6,164,899.00
FY 2026	\$6,831,187.00

**Money market and CD investments over the \$250,000 FDIC insured amounts are fully collateralized*

***MaxSafe Public Funds Money Market account is tied to the IL Funds plus 5bps.*

https://illinoistreasurer.gov/Local_Governments/The_Illinois_Funds/Illinois_Funds_Daily_Rates

2023 Tax Levy (rec'd in 2024)		\$16,136,168.00
Deposits to be received 5/24, 6/7, 6/28, 7/12, 8/9, 9/6, 9/27, 10/11, 11/1 and 12/6.	5/24	(1,515,257.90)

Remaining tax dollars to be received (per final levy) **\$14,620,910.10**

Estimated Annual Tax Levy for 2024 (rec'd 2025) from budget	\$16,644,526
Estimated Annual Tax Levy for 2025 (rec'd 2026) from budget	\$17,111,797

Estimated Annual Rollover Amounts (per preliminary planning packet from Speer)	
2024	\$2,210,759
2025	\$2,256,237
2026	\$2,927,805
2028	\$2,971,722
2029	\$3,016,298

	2024	2025	2026
Beginning Cash including all investments	\$28,838,387	\$17,047,989	\$16,314,835
Budgeted Program & other revenue	\$21,511,229	\$21,965,792	\$22,523,653
Budgeted Taxes	\$16,284,229	\$16,644,526	\$17,111,797
Bond Proceeds	\$2,210,759	\$2,256,237	\$2,927,805
Net of Investments Maturing in future years	(\$11,787,731)	(\$2,332,813)	
Cash and Inflows	\$57,056,873	\$55,581,732	\$58,878,090
Budgeted Operating expenditures during the year	(\$31,466,902)	(\$31,628,523)	(\$31,710,155)
Budgeted Debt expenditures during the year	(\$3,320,860)	(\$3,454,287)	(\$4,391,755)
Budgeted Capital expenditures during the year	(\$16,656,853)	(\$6,164,899)	(\$6,831,187)
SRA payment	(352,000)	(352,000)	(352,000)
Potential Property Purchase			
Outflows	(\$51,796,615)	(\$41,599,709)	(\$43,285,097)
Estimated Ending Liquid Cash	\$5,260,258	\$13,982,023	\$15,592,993

Maturing Investments by year	
2024	\$8,498,316.32
2025	\$9,454,918.22
2026	\$2,332,812.50

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.



(10731-101) General Account

Statement Period

April 1st, 2024 to April 30th, 2024

Wheaton Park District
Sandra Simpson
855 W. Prairie
Wheaton, IL 60187

Your PMA Representative
Benjamin Carney
(630) 657-6528
bcarney@pmanetwork.com



PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563



SDA Transaction Activity (10731-101) General Account

SANTANDER BANK, NA 4/1/2024 - 4/30/2024

Code	Transaction	Holding Id	Settle Date	Description	Deposit	Withdrawals	Interest/Adjustment	Balance
P	293232	SDA-1284879-1	04/30/2024	Interest	\$0.00	\$0.00	\$1,652.70	\$719,770.02
					\$0.00	\$0.00	\$1,652.70	

Beginning Balance: \$718,117.32 | Ending Balance: \$719,770.02



Fixed Income Investments

Interest 4/1/2024 - 4/30/2024

Type	Holding Id	Trade Date	Description	Interest
SDA	1284879-1	04/30/2024	SANTANDER BANK, NA, MA, Interest	\$1,652.70
				\$1,652.70



Current Portfolio

4/30/2024

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
SDA	P	1284879-1	04/30/2024	04/30/2024		SANTANDER BANK, NA, MA	\$719,770.02	4.650%		\$719,770.02	\$719,770.02
SEC	6	55220-1	08/08/2022	08/09/2022	08/15/2024	US TREASURY N/B, 91282CCT6	\$4,191,296.84	3.120%		\$4,427,000.00	\$4,363,477.15
CD	4	295479-1	11/30/2022	11/30/2022	02/18/2025	BMO HARRIS BANK, NA, IL	\$4,044,563.14	4.667%		\$4,463,971.82	\$4,044,563.14
CD	N	296128-1	07/03/2023	07/03/2023	08/15/2025	TRUXTON TRUST COMPANY, TN	\$225,700.00	4.875%		\$249,526.56	\$225,700.00
CD	N	296129-1	07/03/2023	07/03/2023	08/15/2025	FIRST BANK OF OHIO, OH	\$226,600.00	4.843%		\$249,869.00	\$226,600.00
CD	N	296130-1	07/03/2023	07/03/2023	08/15/2025	BANK HAPOALIM, NY	\$226,750.00	4.803%		\$249,846.46	\$226,750.00
CD	N	296127-1	07/03/2023	07/03/2023	08/15/2025	CORNERSTONE BANK - YORK NEBRASKA, NE	\$224,850.00	5.060%		\$249,519.82	\$224,850.00
SEC	6	60739-1	07/03/2023	07/05/2023	08/15/2025	US TREASURY N/B, 912828K74	\$1,582,744.14	4.770%		\$1,675,000.00	\$1,608,981.45
SEC	6	61204-1	08/10/2023	08/11/2023	08/15/2025	US TREASURY N/B, 912828K74	\$1,423,710.94	4.680%		\$1,500,000.00	\$1,440,878.91
SEC	6	61205-1	08/10/2023	08/11/2023	02/15/2026	US TREASURY N/B, 912828P46	\$2,332,812.50	4.470%		\$2,500,000.00	\$2,352,246.10
							\$15,198,797.58			\$16,284,503.68	\$15,433,816.77

Time and Dollar Weighted Average Portfolio Yield: 4.501%

Weighted Average Portfolio Maturity: 329.59 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
SDA	4.736%	\$719,770.02	SDA Account
SEC	62.706%	\$9,530,564.42	Securities
CD	32.558%	\$4,948,463.14	Certificate of Deposit

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Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

4	Philadelphia Insurance Coll
P	Pooled Pledged Security
N	Single FEIN

Security Codes

6	Treasury Note
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MONTHLY STATEMENT DISCLAIMER

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

Fixed Rate Investment Activity

This section shows all the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market funds investment objectives, risks, charges, and expenses can be found in the money market funds prospectus, which can be obtained by calling PMA at the phone numbers listed.

Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office, or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCRPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 City Gate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC

Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

In accordance with FINRA Rule 2267, PMA Securities, LW is providing the following information in the event you wish to contact FINRA. You may call (301) 590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999. FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at www.finra.org.

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TO: Board of Commissioners

FROM: Donna Siciliano

THROUGH: Mike Benard

RE: Possible Commissioner Attendance for the National Recreation and Parks Association Educational Conference and Exposition October 8-10, 2024, in Atlanta, GA

DATE: June 5, 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 2023, one commissioner was approved to attend the NRPA conference.

REVENUE OR FUNDING IMPLICATIONS:

Per Commissioner Expense Estimates

Lodging 4 nights	\$ 1,200.00
<i>In Person Conference</i> Registration before August 23, 2024	\$ 695.00
Airfare	\$ 400.00
Transportation to & from airports	\$ 150.00
Meals and incidental expenses reimbursement maximum 5 days @ \$79	\$ 395.00

ATTACHMENTS:

Travel Policy

ALTERNATIVES:

Virtual Conference \$ 305.00

RECOMMENDATION:

To allow commissioners who are interested to attend the conference at a cost not to exceed \$3,000 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.

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.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: 2024 Northside Park Pickleball and Basketball Court Construction

DATE: June 6, 2024



SUMMARY:

Staff identified Northside Park as an additional site to construct new pickleball courts to meet the increasing demand for the sport. Plans and specifications were developed with Webster, McGrath, & Ahlberg for converting a portion of the existing basketball courts to three (3) pickleball courts/fencing and retaining two (2) half basketball courts, all within the existing paved area at the northeast side of Northside Park. The courts are more than 200 feet from the apartments to the east and over 600 to the single-family homes to the south. Currently the hoops for the half courts have 8-foot-high rims. An alternate was included to remove and replace one or both with a 10-foot-high rim.

Bids were solicited on April 4, 2024, and were opened on April 23, 2024. The results are as follows:

<i>Contractor</i>	<i>BASE BID - Court Construction</i>	<i>ALTERNATE #1 - Remove/Replace (1) Basketball Standard</i>	<i>Unit Cost Item #1 Add.Full Depth HMA Pavement Cost / SY</i>	<i>Unit Cost Item #2 Pavement Remove/Repl. Cost / SY</i>	<i>Unit Cost Item #3 Add'l Spoils Removal Cost / CY</i>
Schroeder Asphalt Services	\$171,314.00	\$9,500.00	\$60.00	\$20.00	\$60.00
Chicagoland Paving	\$115,000.00	\$8,800.00	\$75.00	\$75.00	\$55.00
Obsidian Asphalt Paving	\$145,200.00	\$10,000.00	\$27.43	\$103.50	\$145.00
A. Jules Construction LLC	\$159,662.00	\$6,100.00	\$45.00	\$85.00	\$95.00
Evans and Son Blacktop	\$140,192.66	\$7,800.00	\$20.45	\$17.52	\$115.00

Chicagoland Paving has successfully completed many paving projects for the park district in the past.

Unit costs were requested as part of the bid. Items 1 and 3 would be required for areas with poor soil. Considering the soil conditions we encountered on other similar projects; soil borings were performed after the bids were received and the soil has been found to be poor. Our testing

company anticipates that the entire area could need to be undercut. With the bid unit cost from the lowest bid, this would equal \$79,015 as a worst-case scenario. However, the unit cost may be negotiated since it is a significant portion of the work area. We are also working with the engineer to identify alternative means of stabilization that may be less costly.

PREVIOUS COMMITTEE/BOARD ACTION:

The Board reviewed various concepts for additional pickleball throughout the community and identified Northside Park as a preferred location at the March 1, 2023 board subcommittee meeting.

REVENUE OR FUNDING IMPLICATIONS:

Budget Item	Account #
\$250,000	40-000-000-57-5701-0000 – District Wide Add'l. Pickleball Courts

STAKEHOLDER PROCESS:

District staff was asked to provide input on the plans in relation to existing programming at the park.

LEGAL REVIEW:

Bidding and contract documents were provided by our legal counsel.

ATTACHMENTS:

Layout Plan

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners accept the base bid and alternate 1 from Chicagoland Paving for \$123,800.00 plus a not to exceed contingency for potential remediation due to poor soil conditions in the amount of \$79,015.00.

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hincee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Northside Park Girl Scout Cabin- AltusWorks Proposal

DATE: June 6, 2024



SUMMARY:

AltusWorks was contracted to assess the condition of the log cabin structures at Northside Park that were built in the 1930's. A report was previously provided to the Board in September of 2022.

The Girl Scout Cabin is a vital part of the programs we run at Northside Park throughout the year. Staff requested a proposal from AltusWorks for architectural services related to stabilization of the structure so we can continue using the structure. Staff also asked for a high-level analysis of how further repair costs would compare to the cost of a replacement structure. A proposal in the amount of \$28,250 was provided in response to this request.

PREVIOUS COMMITTEE/BOARD ACTION:

A contract with AltusWorks in the amount of \$20,934 was approved at the April 2022 Board meeting.

REVENUE OR FUNDING IMPLICATIONS:

The FY 2024 budget includes \$1.2 million for Cabin Restoration (40-800-826-57-5701-0000). These funds were budgeted with the expectation of receiving grant funding from IDNR. The grant was unsuccessful, but staff would like to reapply.

STAKEHOLDER PROCESS:

Planning staff will continue working with staff at affected facilities as needed.

LEGAL REVIEW:

N/A.

ATTACHMENTS:

AltusWorks Inc. Proposal

ALTERNATES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners accept the proposal from AltusWorks for \$28,250



May 30, 2024

Mr. Steve Hinchee
Superintendent of Planning
Wheaton Park District
102 E. Wesley St
Wheaton, IL 60187

Via email: shinchee@wheatonparks.org

Re: Stabilization and Utilization Improvements
Northside Park Girl Scout Cabin, 1300 N. West St, Wheaton IL

Dear Mr. Hinchee,

We are pleased to submit our proposal for professional services related to stabilization, utilization improvements and cost life cycle analysis for Wheaton Park District's Northside Park, Girl Scout Cabin.

At the Girl Scout Cabin, we understand that you wish to explore:

1. Stabilization options to prolong usability.
2. Roof replacement.
3. Replacement cost compared to restoration.

Scope of Services

Assessment/Concept Documents

1. Visit the site to confirm conditions of the cabin, record advanced deterioration and/or new conditions.
2. Develop reroofing options by way of a written scope matrix.
3. Develop stabilization options by way of a written scope matrix.
4. Develop concept design documents for full replacement of the log cabin with a new log cabin structure of similar size and programs in compliance with 2022 ICC 400 Standard on the Design of Log Structures. Documents will include:
 - a. Site plan
 - b. Annotated concept plan
 - c. Narrative outlining mechanical, electrical, plumbing, and life safety building systems.
5. Prepare an order of magnitude cost estimate for:
 - a. Stabilization.
 - b. Reroofing.
 - c. Replacement with similar structure compared to restoration estimate prepared under earlier contract.
6. Present findings of our site condition confirmation and recommendations through a virtual meeting.



- 7. Update and finalize documents based meeting discussion.

Design Documents

Not included

Construction Documents

Not included

Bidding and Permit

Not included

Construction Phase Services

Not included

Once a direction is selected, we can prepare a modification to our contract to complete the design services to implement the selected scope of work.

Schedule

We anticipate the project duration to be 6-8 weeks. We will commence services within 2 weeks from receipt of an executed contract.

Exclusions

- Any design services related to scope items not specifically identified above.
- Federal Historic Tax Credit or National Register Nomination consulting services.
- Environmental testing, design, or remediation.
- Material or water testing or inspection openings.
- Development of scope for interior programming.
- Public or coordination meetings apart from the planned site assessments and meeting to review recommendations and options with Wheaton Park District staff.
- Attendance by project consultants besides AltusWorks at any coordination meetings or public hearings.
- Plat of survey, geotechnical reports, civil engineering, or landscape architecture.
- No hard copies of reports will be submitted.

Fee Summary

Fees are based on full scope of services, if services are reduced, we reserve the right to renegotiate our fees for the remaining services.

Service	Fee
Assessment/Stabilization	\$10,750
Concept Design	\$14,000
SUBTOTAL	\$24,750

Expenses and Consultants	
Cost estimator	\$3,500
E&C SUBTOTAL	\$3,500
TOTAL	\$28,250

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks & Planning
Steve Hincee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Briar Patch Park Adult Fitness Area Safety Surface

DATE: June 6, 2024



SUMMARY:

Outdoor adult fitness equipment is a part of the Briar Patch Park Improvements OSLAD grant. As a part of the new adult fitness area, unitary safety surfacing must be installed under the equipment. Staff is continuing to recommend unitary surfacing for consistency of safety and accessibility. Our bid specifications are written to allow for a variety of surfacing types that will meet the current standards for fall protection and accessibility.

Bid specifications were prepared by staff and sent to 20 contractors on May 9, 2024 and they were opened on May 23, 2024. No bids were submitted. A further Request for Proposal (RFP) for the same project was solicited. The results are as follows:

Contractor	Surface Type	Proposal - Adult Fitness Area Surface
Perfect Turf	Artificial Turf	\$24,650.00
Perfect Turf	Poured-in-Place 50% black	\$29,480.00
Perfect Turf	Poured-in-Place 100% color	\$31,935.00
Forever Lawn	Artificial Turf	\$25,950.72
Cunningham Recreation		\$
Kidstuff Playsystems		\$26,601.00

10 Year warranty included in pricing.

Staff continues to seek additional proposals at this time.

PREVIOUS COMMITTEE/BOARD ACTION:

The purchase of adult fitness equipment from NuToys / Sourcewell Cooperative, and Kompan / OMNIA Cooperative was approved at the February 21, 2024 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

\$150,000 is budgeted for outdoor fitness within the current fiscal year (40-800-806-57-5701-0000). Another \$27,000 is budgeted in accessibility funding (40-000-000-12-1224-0000) and is partly to allow for unitary safety surfacing which is bid separately. 50% of the costs for the Briar

Patch project are being paid for through an OSLAD Grant from the Illinois Department of Natural Resources.

The projects crew will perform all site work and installation of the new adult fitness equipment.

The anticipated costs are as follows:

Item	Cost	Status
Equipment - NuToys	\$22,045.00	Purchased
Equipment - Kompan	\$43,757.00	Purchased
TOTAL	\$65,802.00	
Safety Surfacing	\$	<i>Proposed</i>
Misc. Site Work	\$20,000.00	<i>Estimated In-House</i>
Total	\$	

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected contractor.

ATTACHMENTS:

Proposals

ALTERNATIVES:

N/A

RECOMMENDATION:

A final recommendation will be forthcoming for the June 19th Board meeting.



TO: Board of Commissioners
 FROM: Rob Sperl, Director of Parks and Planning
 Steve Hinchee, Superintendent of Planning
 THROUGH: Michael Benard, Executive Director
 RE: Play for All 5-12 Playground Safety Surfacing
 DATE: June 5, 2024

SUMMARY:

As a part of the planned Play For All 5-12 year old playground construction, playground safety surfacing must be installed. Additionally, staff requested pricing to convert the swing area that is currently engineered wood fiber to a unitary surface. Staff continue to recommend unitary surfacing for consistency of safety and accessibility. Our bid specifications are written to allow for a variety of surfacing types that will meet the current standards for fall protection and accessibility.

Plans and specifications were prepared by staff and sent to 20 contractors. Bids were solicited on May 9, 2024 and they were opened on May 23, 2024. The results were as follows with recommended action highlighted:

Contractor	Surface Type	5-12 Play Area	Swing Area	Alternate 1- Ten Year Warranty**
Perfect Turf LLC	Art. Turf	\$141,900	\$54,200	included
Perfect Turf LLC	Poured-in-place	\$112,228	\$44,612	\$17,695*

**Extended warranty was priced for both areas. \$12,661.79 is the portion for the 5-12 play area based on area compared to swings per contractor.*

While we are disappointed at receiving pricing from only one contractor, based on a review of recent prior playground surfacing bid results, we are confident that this is a reasonable price. One of the potential bidders communicated to us that they have not been able to compete with the pricing from this company as a reason for not bidding.

Perfect Turf is the lowest responsive bid for materials and installation. Lab tests were provided to demonstrate the surface meets specifications. Perfect Turf has successfully completed a number of projects for the district in the past.

Alternate #1 requested an additional cost for a ten-year extended warranty. This is recommended to ensure the surface lasts at least half the expected life cycle of the playground equipment. (**This is done to create a level basis of bid as terms of company warranties can vary).

PREVIOUS COMMITTEE/BOARD ACTION:

A Funding and Reimbursement Agreement for Equipment Purchase for the Sensory Playground Between the Wheaton Park District and the Play for All Playground and Garden Foundation in the amount of \$600,000 was approved at the November 27, 2023 board meeting.

REVENUE OR FUNDING IMPLICATIONS:

\$500,000 is budgeted in the FY 2024 budget for this project and the balance will be budgeted in FY 2025 as this project will begin in Fall of 2024 and be completed in Spring of 2025. Regardless, the Play For All Foundation will be reimbursing the park district for related project costs up to \$600,000.

The anticipated total project costs are as follows:

Item	Cost- 5-12 Year Play Area without Swing Area	Cost- 5-12 Year Play If Swing Area alternate is approved	
Equipment - NuToys	\$382,776.00	\$382,776.00	Purchased
Shelter	\$29,715.00	\$29,715.00	Purchased
Playground Surfacing	\$124,889.79	\$174,535.00	Proposed
Playground Site Work	\$20,760.00	\$20,760.00	Estimated
Shelter Site Work	\$6,000.00	\$6,000.00	Estimated
Permitting	\$5,000.00	\$5,000.00	Estimated
Contingency	\$30,540.00	\$0.00	Unknown at this time
Total	\$600,000.00	\$618,786.00	

STAKEHOLDER PROCESS:

N/A

LEGAL REVIEW:

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

ATTACHMENTS:

LSI rendering

ALTERNATIVES:

The swing area may be added if additional funding is secured.

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioners approve a contract for the provision and installation of the Play For All Park Playground poured in place surfacing for the 5-12 play area at a cost of \$112,228, and a ten year warranty at a cost of \$12,661.79 from Perfect Turf LLC for a total amount of \$124,889.79.



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TO: Board of Commissioners
FROM: Dan Novak, Director of Arrowhead Operations
THROUGH: Michael Benard, Executive Director
RE: Arrowhead Linen Supply Bid 2024
DATE: June 5, 2024



SUMMARY:

Arrowhead sought bids for 2024 restaurant and banquet linen supplies. Specifications were available to vendors May 6, 2024, with bids officially opened on May 16, 2024.

Vestis Uniform and Workplace Supplies, formally Aramark Uniform Services and ALSCO Linen & Uniform Services submitted bids. Deltek, Inc. requested a packet but did not submit a formal bid.

Vestis agreed to all terms on the contract and submitted the lowest pricing for three years.

IMPLEMENTATION:

This contract will begin August 24, 2024.

PREVIOUS COMMITTEE/BOARD ACTION:

Board of Commissioners approved a three-year agreement with Aramark Uniform Services (now Vestis Uniform and Workplace Supplies) for linen services from 2018-2021 and 2021-2024.

REVENUE OR FUNDING IMPLICATIONS:

During our current three-year contract with Aramark on average \$27,000 was spent annually.

Restaurant and Banquet Linens are budgeted in the 60-612-901-52-5222-0000 and 60-612-902-52-5222-0000 operating budget accounts.

ATTACHMENTS

Spread sheet detailing bid results.

RECOMMENDATION:

Staff requests that the Board of Commissioners approve the bid from Vestis Uniform and Workplace Supplies on a three-year agreement starting on August 24, 2024, and ending August 23, 2027

Vestis Uniform and Uniform Supplies	Peak Season Expected Total Inventory	Price per item based on ONE (1) YEAR CONTRACT	Price per item based on TWO (2) YEAR CONTRACT	Price per item based on THREE (3) YEAR CONTRACT
		Price per piece	Price per piece	Price per piece
Bar towels, standard, white	3,000 pcs.	\$ 0.06	\$ 0.05	\$ 0.04
Aprons, white, kitchen, bib, no pocket	500 pcs.	\$ 0.12	\$ 0.11	\$ 0.10
Napkins, Black	3,500 pcs.	\$ 0.06	\$ 0.05	\$ 0.04
Napkins, Ivory	6,500 pcs.	\$ 0.06	\$ 0.05	\$ 0.04
Tablecloth, 85" x 85", color black, folded	120 pcs.	\$ 0.06	\$ 0.55	\$ 0.50
Tablecloth, 85" x 85", color ivory, folded	450 pcs.	\$ 0.60	\$ 0.55	\$ 0.50
Tablecloth, 52" x 114", color ivory, folded	250 pcs	\$ 0.60	\$ 0.70	\$ 0.65
Tablecloth, 52 x 114", color black, folded	200 pcs.	\$ 0.75	\$ 0.70	\$ 0.65
Tablecloth, 120" rounds", color ivory, folded *	44 pcs.	\$ 0.75	\$ 1.75	\$ 1.50
Tablecloth, 120" rounds", color black, folded *	10 pcs	\$ 2.00	\$ 1.75	\$ 1.50
Tablecloth, 132" rounds", color ivory, folded *	10 pcs	\$ 2.00	\$ 1.75	\$ 1.50
Tablecloth, 132" rounds", color black, folded *	19 pcs	\$ 2.00	\$ 1.75	\$ 1.50
Tablecloth, 156" x 90", color black, folded *	15 pcs.	\$ 2.00	\$ 1.75	\$ 1.50
Tablecloth, 156" x 90", color ivory, folded *	15 pcs.	\$ 2.00	\$ 1.75	\$ 1.50

*Arrowhead/Wheaton Park District own these linens; they are listed for the purpose of dry-cleaning service only

ALSCO Linen Services, Inc.	Peak Season Expected Total Inventory	Price per item based on ONE (1) YEAR CONTRACT	Price per item based on TWO (2) YEAR CONTRACT	Price per item based on THREE (3) YEAR CONTRACT
		Price per piece	Price per piece	Price per piece
Bar towels, standard, white	3,000 pcs.	\$ 0.187	\$ 0.187	\$ 0.187
Aprons, white, kitchen, bib, no pocket	500 pcs.	\$ 0.377	\$ 0.377	\$ 0.377
Napkins, Black	3,500 pcs.	\$ 0.082	\$ 0.082	\$ 0.082
Napkins, Ivory	6,500 pcs.	\$ 0.082	\$ 0.082	\$ 0.082
Tablecloth, 85" x 85", color black, folded	120 pcs.	\$ 1.017	\$ 1.017	\$ 1.017
Tablecloth, 85" x 85", color ivory, folded	450 pcs.	\$ 1.017	\$ 1.017	\$ 1.017
Tablecloth, 52" x 114", color ivory, folded	250 pcs	\$ 1.186	\$ 1.186	\$ 1.186
Tablecloth, 52 x 114", color black, folded	200 pcs.	\$ 1.186	\$ 1.186	\$ 1.186
Tablecloth, 120" rounds", color ivory, folded *	44 pcs.	\$ 13.117	\$ 13.117	\$ 13.117
Tablecloth, 120" rounds", color black, folded *	10 pcs	\$ 13.117	\$ 13.117	\$ 13.117
Tablecloth, 132" rounds", color ivory, folded *	10 pcs	\$ 13.117	\$ 13.117	\$ 13.117
Tablecloth, 132" rounds", color black, folded *	19 pcs	\$ 13.117	\$ 13.117	\$ 13.117
Tablecloth, 156" x 90", color black, folded *	15 pcs.	\$ 5.15	\$ 5.15	\$ 5.15
Tablecloth, 156" x 90", color ivory, folded *	15 pcs.	\$ 5.15	\$ 5.15	\$ 5.15

*Arrowhead/Wheaton Park District own these linens; they are listed for the purpose of dry-cleaning service only