



Board of Commissioners
Regular Business Meeting
910 N Gary Ave
Carol Stream, Illinois
Room 120

December 10, 2018

7:00pm

NOTICE OF PUBLIC HEARING REGARDING TAX LEVY ORDINANCE

1. **Call To Order**
2. **Roll Call – Pledge of Allegiance**
3. **Public Hearing - Tax Levy**
 - A. Call to Order the Public Hearing (Roll Call Vote)
 - B. Ordinance No. 527, Tax Levy
 - C. Adjournment of Public Hearing (Roll Call Vote)
4. **Listening Post**
 - A. WDSRA Presentation, Sandy Gbur
5. **Changes or Additions to the Agenda**
6. **Consent Agenda**

All items listed are included in the Consent agenda. There will be no separate discussion of these items. Members of the public may petition in writing that an item be removed from the Consent Agenda.

 - A. Approval of Regular Minutes: November 13, 2018
 - B. Approval of Finance Committee Meeting Minutes: November 13, 2018
 - C. Approval of Third Quarter Treasurers Report
 - D. Ratify November 2018 Bills
 - E. Approval: Ordinance No. 529 Park District Surplus Property
7. **Discussion Items**
 - A. Wage & Salary Administration Policy
 - B. Strategic Plan & Master Plan Updates
 - C. Weekly Happenings (oral)
8. **Action Items**
 - A. Approval: Tax Levy Ordinance No. 527
 - B. Approval: Intergovernmental Agreement between CSPD and Wayne Township
9. **Closed Session**
 - A. Biannual review of closed session minutes Section 2(c)(21)
10. **Action pertaining to closed session**
11. **Adjournment**



**Board of Commissioners
Regular Meeting
November 13, 2018
7:00pm**

1. Call to Order	Commissioner Sokolowski called the meeting to order at 7:01pm.												
2. Roll Call and Pledge of Allegiance	Present: Commissioners Powers, Gramann, Bird, Sokolowski, Del Preto and Jeffery. Commissioner Jaszka arrived at 7:37. Staff: Executive Director Reuter, Directors Hamilton and Rini, Division Manager Waghorne and Concessions Coordinator Adams.												
3. Listening Post	None												
4. Changes to the Agenda	None												
5. Consent Agenda	<p>Commissioner Powers made a motion to accept the consent agenda. Seconded by Commissioner Bird.</p> <ul style="list-style-type: none"> A. Approval of Finance Committee Meeting Minutes: October 22, 2018 B. Approval of Regular Minutes: October 22, 2018 C. Ratify October 2017 Bills D. Approval: Ordinance No. 526 Park District Surplus Property <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Powers: Aye</td> <td style="width: 50%;">Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Jeffery: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td>Commissioner Del Preto: Aye</td> </tr> </table> <p>Motion Passes 6 - 0 - 0</p> <p>Commissioner Gramann made a motion to approve the consent agenda. Seconded by Commissioner Jeffery.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Powers: Aye</td> <td style="width: 50%;">Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Jeffery: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td>Commissioner Del Preto: Aye</td> </tr> </table> <p>Motion Passes 6 - 0 - 0</p>	Commissioner Powers: Aye	Commissioner Sokolowski: Aye	Commissioner Gramann: Aye	Commissioner Jeffery: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye	Commissioner Powers: Aye	Commissioner Sokolowski: Aye	Commissioner Gramann: Aye	Commissioner Jeffery: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye
Commissioner Powers: Aye	Commissioner Sokolowski: Aye												
Commissioner Gramann: Aye	Commissioner Jeffery: Aye												
Commissioner Bird: Aye	Commissioner Del Preto: Aye												
Commissioner Powers: Aye	Commissioner Sokolowski: Aye												
Commissioner Gramann: Aye	Commissioner Jeffery: Aye												
Commissioner Bird: Aye	Commissioner Del Preto: Aye												
6. Discussion Items	<ul style="list-style-type: none"> A. 2018 Concessions Seasonal Report Executive Director Reuter introduced Division Manager Waghorne and Coordinator Adams to present the 2018 Concessions Seasonal Report. There are a 												

still a few more events before the end of the year but staff wanted share the year-to-date information with the board.

Financial performance as of November shows year to date net revenue at \$49,409. Last year, we were in the red. Alcohol sales went very well. We successfully restructured the staffing model and improved operations. Our biggest challenges were storage and network speed due to delayed delivery of fiber. Looking forward to 2019, staff invited 15-20 other park districts to join in a Round Table meeting to brainstorm. We also plan to improve training procedures and make more adjustments to the staffing structure. We are considering starting contractual equipment cleaning for better maintenance and improved efficiency. Commissioner Del Preto asked if cutting staff resulted in long lines at Home Plate. Executive Director Reuter said long lines are more a result of slow internet which will be resolved with the installation of fiber. Commissioner Sokolowski asked about grilling. Division Manager Waghorne said it was a hit at McCaslin but not at Coral Cove. The County Health Department inspector mentioned they may do away with the grilling permit which will enable us to grill more frequently. Commissioner Del Preto asked if we offer any vegetarian items. The only options are cheese pizza, mozzarella sticks, pretzels and fries.

B. Wayne Township Intergovernmental Agreement

Executive Director Reuter reported that Wayne Township Supervisor Ramey approached the District last October to discuss a review of the current IGA based on the Districts increased usage. The Township is suggested an increase in the shared cost to increase from the current 30/70 split (CSPD/Township) to 40/60. The Township parking lot is critical to CSPD patrons' use at Red Hawk park for soccer and football. The Township is planning on repaving the lot in 2019. The District and Township had several meetings, consulted with legal counsel a number of times and even held a "summit" meeting with Township staff and counsel, and Park District staff and counsel. Staff feels the proposed amendment is fair and equitable, and that a continued relationship with the Township is important. Another important change to the agreement is the provision of mutual indemnification. The expiration date for the agreement will remain as 2024. Commissioner Del Preto asked if there is a cap to the amount we will pay for repaving. Executive Director Reuter said no, but we have the option to review the plans and bids; the District will budget for the project using the paving and lighting levy. Commissioner Sokolowski asked what other costs we incur by parking there. Director Hamilton noted that the Township contracted to have brush cleared between the parking lot and the football field. It looks very nice, and now the District will maintain that area. Most costs to the District are in man-hours, and some lawn products. Director Rini noted there is clause to opt out if we find the Township is not meeting the IGA conditions; we must give them 180 days' notice. If there is no cause for termination, we must give a 12 month notice. Commissioner Jeffery asked what happens if we do not sign the new agreement. Director Rini explained that the current agreement would remain in effect – which

	<p>has no mutual indemnification. Executive Director Reuter asked the board to consider the agreement and we will put it on the agenda again on December 10, 2018.</p> <p>C. Weekly Happenings</p> <ul style="list-style-type: none"> • Commissioner Jeffery spoke of a Facebook conversation she saw in the Carol Stream Mom’s group. Someone asked about joining Fountain View Fitness. There were 20-25 nice compliments about the fitness center and how nice Kids Zone is. • Commissioner Sokolowski asked about cleaning Fountain View men’s locker rooms. Director Hamilton said it is getting better. We are adjusting the cleaning schedule to make sure the locker room stays clean.
<p>7. Action Items</p>	<p>A. Approval: Abatement Ordinance No. 525: Build America Bonds This is an annual housekeeping action to abate a portion of the tax levied for the year 2018 to pay debt service on \$14,200,000 Taxable Park Bonds (Build America Bonds) issued in 2010 to build and equip Fountain View Recreation Center, improve and protect parks, sports fields and pathways. Although taxable, the net effect of the federal rebate produces a lower cost than tax-exempt bonds. This Ordinance No. 525 will reduce the debt service tax levy by an amount estimated to be equal to the rebate of the Build America Bonds. The net amount to be abated after the IRS sequestration of 6.32% is \$268,977. Commissioner Powers made a motion to adopt Ordinance No. 525, an ordinance abating a portion of the tax heretofore levied for the year 2018 to pay a portion of debt service on \$14,200,000 Taxable Park Bonds, Series 2010E (Build America Bonds), of the Carol Stream Park District, DuPage County, Illinois. Seconded by Commissioner Gramann.</p> <p>Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Commissioner Jaszka: Aye</p> <p>Commissioner Sokolowski: Aye Commissioner Jeffery: Aye Commissioner Del Preto: Aye</p> <p>Motion Passes 7 - 0 - 0</p> <p>B. Approval Resolution 18-04 Estimation of Funds Estimated to be raised by Taxation for the Year 2018 This Resolution is a required housekeeping item to request tax dollars. In order to capture new growth (final numbers are not available until next March), staff is recommending ballooning the levy by more than 105%. Overall Township estimated new growth of \$3,502,010 is less than the previous year of \$8,835,840 due to a significant change in Bloomingdale Township growth in the current year. We have received estimates of the average reassessment percentage for Bloomingdale, Milton and Wayne Townships, for a combined EAV increase of 5.29%. In reviewing the public notice the numbers can be very deceiving. We are</p>

	<p>not asking to increase taxes by 5%, but the required statutory language requires the information to be posted this way. If we don't balloon the levy we estimate losing \$40,000 in actual dollars for the year 2018 tax levy. It has a compounding effect because increases are based off the previous year. All the commissioners agreed we don't like it, but we can't afford to lose potentially half a million dollars over the next ten years if we don't approve the 105%.</p> <p>Commissioner Jeffery made a motion to approve Resolution 18-04 determining funds estimated to be raised by taxation for the year 2018, in order to comply with the truth in taxation requirements and to publish the attached public notice of the upcoming public hearing on the levy ordinance. Seconded by Commissioner Gramann.</p>
	<p>Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Commissioner Jaszka: Aye Motion Passes 7 - 0 - 0</p> <p>Commissioner Sokolowski: Aye Commissioner Jeffery: Aye Commissioner Del Preto: Aye</p>
8. Closed Session	<p>Performance of Employee, Section 2(c)(1) Commissioner Powers made a motion to move into closed session at 8:09. Seconded by Commissioner Del Preto. Voice vote taken. Motion passed 7-0-0. Arose from closed session at 8:21.</p>
9. Action Pertaining to Closed Session	<p>No action was taken after closed session.</p>
10. Adjournment	<p>Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Del Preto. Voice Vote taken. Motion passed 7-0-0. Meeting adjourned at 8:23 pm.</p>

President
Brian Sokolowski

Secretary
Jim Reuter

December 10, 2018
Date



Finance Committee Meeting Minutes
Fountain View Recreation Center, Room 120
November 13, 2018
6:00pm – 6:40 pm

Meeting was called to order at 6:01 pm

Present: Commissioner Powers, Bird, Jaszka, Sokolowski, Jeffery and Del Preto
Staff: Directors Rini and Hamilton, Superintendent of Finance & Accounting Scumaci. Executive Director Reuter arrived at 6:14

Director Rini explained that Executive Director Reuter is in route to the meeting at this moment; he was speaking at a Professional Development Symposium on November 12 and 13.

This meeting we will focus on the third quarter Treasurers Report. Director Rini highlighted results and referenced accompanying charts and graphs. Commissioners were encouraged to ask questions.

Commissioner Powers noted the Special Recreation Fund is budgeted to have an ending balance of \$335,564. He asked why it is so high. Director Rini explained we just completed the ADA Transition Plan and only a few items on the plan have been completed to date. The District full ADA Transition will cost over \$4 million. We have built up the Special Recreation Fund knowing we would spend it down when the Transition plan was completed this year. Director Hamilton added that any necessary repairs are completed right away but all ADA expenditures must be justified.

Commissioner Sokolowski noted a drop in revenue in September this year compared to last year. Director Rini explained it as a timing matter; she noted a corresponding spike in August. Commissioner Sokolowski also noted expenses have been dropping for a number of years. Executive Director Reuter noted we will have additional expenses in 2019 due to the community event Christmas in July. We also finished the compensation study which will result in salary adjustments over the next several years. Director Rini added that staff has been working on creating a more financially sustainable business plan over the last several years. Commissioner Sokolowski complimented staff.

Having no further questions on the Treasurers Report, Executive Director Reuter and Director Rini brought the upcoming Tax Levy which would be discussed in full during the Regular Board Meeting. It is a Board decision whether or not to balloon the levy over 105% of last year's aggregate. Commissioner Bird commented that even though the Park District portion of the tax bill is very small, ballooning the levy is perceived by the residents as an increase. Superintendent Scumaci explained if we do not balloon the levy, we are leaving approximately \$40,000 uncollected. That amount is compounded as future levies are based off the preceding year. The District would not have an opportunity to reclaim it at a future date. It could result in a loss of tax revenue close to \$500,000 over ten years. Commissioner Sokolowski remarked that amount of money could potentially pay for a large repair, such as a new roof. Executive Director Reuter added that we are working on improving our fund balances and repairs.

Respectfully submitted by:
Sue Rini, Director of Finance & Administration



Quarterly Treasurers Report
Fiscal Year Ending December 31, 2018
Third Quarter

Presented To: Finance Committee and Park Board of Commissioners

From: Sue Rini, Director of Finance & Administration
Lisa Scumaci, Controller



The following is the Quarterly Treasurers Report for the Carol Stream Park District for the **third quarter** of fiscal year ending December 31, 2018.

Commonly Asked Questions

The following questions have been compiled from questions or comments to previous Quarterly Treasurer's Reports.

- **Operational Repair & Replacement Funds** – Fund 11 and Fund 12 are funded by earned revenue from the General Fund and Recreation Funds respectively. The funds are categorized as operational (versus capital). Money comes out of the General and Recreation Fund earnings, and is held in the General Fund (11) and Recreation Fund (12) Repair & Replacement Funds. The dollars are still considered part of the General and Recreation Fund Balance.
- **Where does the Capital Repair & Replacement funding come from; what is it used for.** The Capital Repair & Replacement Fund was originally started with \$1,000,000 from the PARC Grant, and \$388,000 from the OSLAD Grant for McCaslin Phase II. It is currently replenished by interest earned through investments of the grant dollars.
- **Why was the Recreation Operational Repair & Replacement fund created?** It was created so that program related repairs/purchases like new pitching mounds, or new fitness equipment could be purchased without having to rely on money issued from bonds.
- **Cost Center Budget/Cost Recovery Model** – The District has integrated the Cost Recovery Model through the use of Cost Center Budgets.



Current Fund Balance

Refer to Chart A

- All funds have positive balances.
- The ancillary funds (Paving, FICA, Audit, Liability, and IMRF) are consolidated in Corporate Fund 10. The shaded values for the January 1 opening balances represent the portion of the Fund that is reserved for the ancillary expenses. The District is still required to 'levy' by fund, and targeted balances still exist by ancillary category.
- The Third Quarter YTD Combined Fund Balance is \$9,749,285. This includes all operating, restricted use funds, capital, bond and repair & replacement dollars.
 - The third quarter ending fund balance for all Operating Funds is \$2,523,655. This compares favorably to the third quarter of 2017 which was \$2,035,472. Operating funds include:

<i>Corporate/Corporate R&R</i>	<i>FICA</i>
<i>Recreation/Recreation R&R</i>	<i>Audit</i>
<i>Paving & Lighting</i>	<i>IMRF</i>
<i>Liability</i>	
- The Year-to-Date (YTD) change in the Operating Fund Balance reflects an increase of \$1,511,379; this compares favorably to a third quarter of 2017 which reflected a \$1,266,184 increase.
 - This is typical performance for second quarter.
- Total Capital Dollars available are \$1,701,826.
 - \$1,309,168 of those funds have been earmarked for Capital Repair & Replacement projects (this is an internal designation).



Year-to-Date (YTD) Revenues and Expenses – Monthly Comparison – ALL FUNDS

Refer to Chart B

- This report includes revenue, expense and net performance totals for ALL FUNDS – therefore, operating dollars, capital dollars, cap-exempt (bond & interest dollars), and special recreation dollars are included in the totals.
- Not all funds have the same goals or 'targets'. While capital funds are intentionally spent down and will result in a negative net, some operating funds (like Audit, IMRF, FICA) are targeted to break even or maintain a small balance, and other operating funds (Corporate or Recreation) target a more significant positive net performance.
- **Third Quarter net performance including all funds is \$2,789,666**
 - Since the implementation of deferred revenue tracking, this is expected third quarter performance,
 - The two major installment of tax receipts were received in June and September.
 - Expenses are down compared to 2017 due to:
 - ✓ Direct expenses related to programming/memberships.
 - ✓ Timing of Bond payments.

(Chart B)

Carol Stream Park District

YTD Revenue & Expense - Monthly Comparison

3rd Quarter - Fiscal Year Ending 12/31/18

ALL FUNDS - Corresponds to Graph B-1

Calendar Year	1st Quarter			2nd Quarter			JULY			AUGUST			SEPTEMBER			3rd Quarter Totals			4th Quarter Totals			YTD TOTAL		
	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net	Revenue	Expense	Net
2009	\$ 1,110,484	\$ 1,863,038	\$ (752,554)	\$ 3,647,163	\$ 2,398,887	\$ 1,248,276	\$ 375,383	\$ 1,417,035	\$ (1,041,652)	\$ 326,930	\$ 846,261	\$ (519,331)	\$ 2,765,862	\$ 2,230,143	\$ 535,719	\$ 3,468,175	\$ 4,493,439	\$ (1,025,264)	\$ 961,244	\$ 3,102,617	\$ (2,141,373)	\$ 9,187,067	\$ 11,857,980	\$ (2,670,914)
2010	\$ 1,293,729	\$ 1,903,478	\$ (609,749)	\$ 3,476,265	\$ 1,723,929	\$ 1,752,336	\$ 315,889.19	\$ 874,075.07	\$ (558,185.88)	\$ 399,100.51	\$ 1,186,006.57	\$ (786,906.06)	\$ 2,880,493.36	\$ 2,029,023.69	\$ 851,469.67	\$ 3,595,483	\$ 4,089,105	\$ (493,622)	\$ 15,666,702	\$ 2,459,867	\$ 13,206,834	\$ 24,032,178	\$ 10,176,379	\$ 13,855,799
2011	\$ 861,953	\$ 1,723,449	\$ (861,496)	\$ 4,036,683	\$ 4,734,039	\$ (697,356)	\$ 355,948	\$ 1,117,569	\$ (761,621)	\$ 399,782	\$ 771,517	\$ (371,735)	\$ 3,056,218	\$ 1,383,098	\$ 1,673,120	\$ 3,811,948	\$ 3,272,184	\$ 539,764	\$ 8,832,191	\$ 4,387,528	\$ 4,444,663	\$ 17,542,776	\$ 14,117,201	\$ 3,425,575
2012	\$ 1,013,987	\$ 2,518,513	\$ (1,504,526)	\$ 4,361,544	\$ 4,575,083	\$ (213,539)	\$ 398,905	\$ 841,861	\$ (442,956)	\$ 324,266	\$ 2,182,548	\$ (1,858,282)	\$ 3,128,304	\$ 1,208,512	\$ 1,919,792	\$ 3,851,476	\$ 4,232,921	\$ (381,445)	\$ 1,137,820	\$ 8,161,334	\$ (7,023,515)	\$ 10,364,826	\$ 19,487,851	\$ (9,123,025)
2013	\$ 16,281,004	\$ 6,589,480	\$ 9,691,524	\$ 4,181,652	\$ 2,958,952	\$ 1,222,700	\$ 427,794	\$ 892,079	\$ (464,286)	\$ 443,396	\$ 4,455,114	\$ (4,011,718)	\$ 3,196,646	\$ 1,432,721	\$ 1,763,926	\$ 4,067,836	\$ 6,779,914	\$ (2,712,078)	\$ 1,695,284	\$ 6,055,079	\$ (4,359,796)	\$ 26,225,776	\$ 22,383,425	\$ 3,842,351
2014	\$ 2,520,518	\$ 2,705,877	\$ (185,359)	\$ 5,061,623	\$ 3,211,570	\$ 1,850,053	\$ 497,673	\$ 1,608,787	\$ (1,111,114)	\$ 558,334	\$ 1,452,579	\$ (894,245)	\$ 3,532,054	\$ 1,342,900	\$ 2,189,154	\$ 4,588,061	\$ 4,404,267	\$ 183,794	\$ 2,334,484	\$ 5,676,505	\$ (3,342,021)	\$ 14,504,685	\$ 15,998,218	\$ (1,493,533)
2015	\$ 1,581,176	\$ 2,116,310	\$ (535,134)	\$ 5,604,998	\$ 3,213,738	\$ 2,391,260	\$ 581,773	\$ 1,268,839	\$ (687,066)	\$ 556,147	\$ 777,858	\$ (221,711)	\$ 3,668,572	\$ 1,235,220	\$ 2,433,352	\$ 4,806,492	\$ 3,281,917	\$ 1,524,575	\$ 1,279,291	\$ 5,198,304	\$ (3,919,013)	\$ 13,271,957	\$ 13,810,269	\$ (538,312)
2016	\$ 1,460,617	\$ 1,979,005	\$ (518,388)	\$ 5,532,006	\$ 3,297,933	\$ 2,234,073	\$ 434,489	\$ 1,351,007	\$ (916,518)	\$ 448,188	\$ 874,312	\$ (426,124)	\$ 3,842,146	\$ 1,352,110	\$ 2,490,036	\$ 4,724,822	\$ 3,577,429	\$ 1,147,393	\$ 1,309,084	\$ 5,569,431	\$ (4,260,347)	\$ 13,026,529	\$ 14,423,798	\$ (1,397,269)
2017	\$ 982,937	\$ 1,949,971	\$ (967,034)	\$ 5,948,022	\$ 3,673,264	\$ 2,274,759	\$ 641,483	\$ 1,029,477	\$ (387,994)	\$ 498,672	\$ 782,467	\$ (283,795)	\$ 4,256,192	\$ 1,125,570	\$ 3,130,622	\$ 5,396,347	\$ 2,937,513	\$ 2,458,834	\$ 1,243,254	\$ 5,602,312	\$ (4,359,058)	\$ 13,580,560	\$ 14,163,060	\$ (582,500)
2018	\$ 1,031,725	\$ 1,797,510	\$ (765,785)	\$ 6,207,035	\$ 3,347,702	\$ 2,859,333	\$ 625,915	\$ 923,341	\$ (297,426)	\$ 2,177,367	\$ 915,602	\$ 1,261,766	\$ 2,584,774	\$ 759,449	\$ 1,825,325	\$ 5,388,057	\$ 2,598,391	\$ 2,789,666	\$ -	\$ -	\$ -	\$ 12,626,817	\$ 7,743,603	\$ 4,883,214



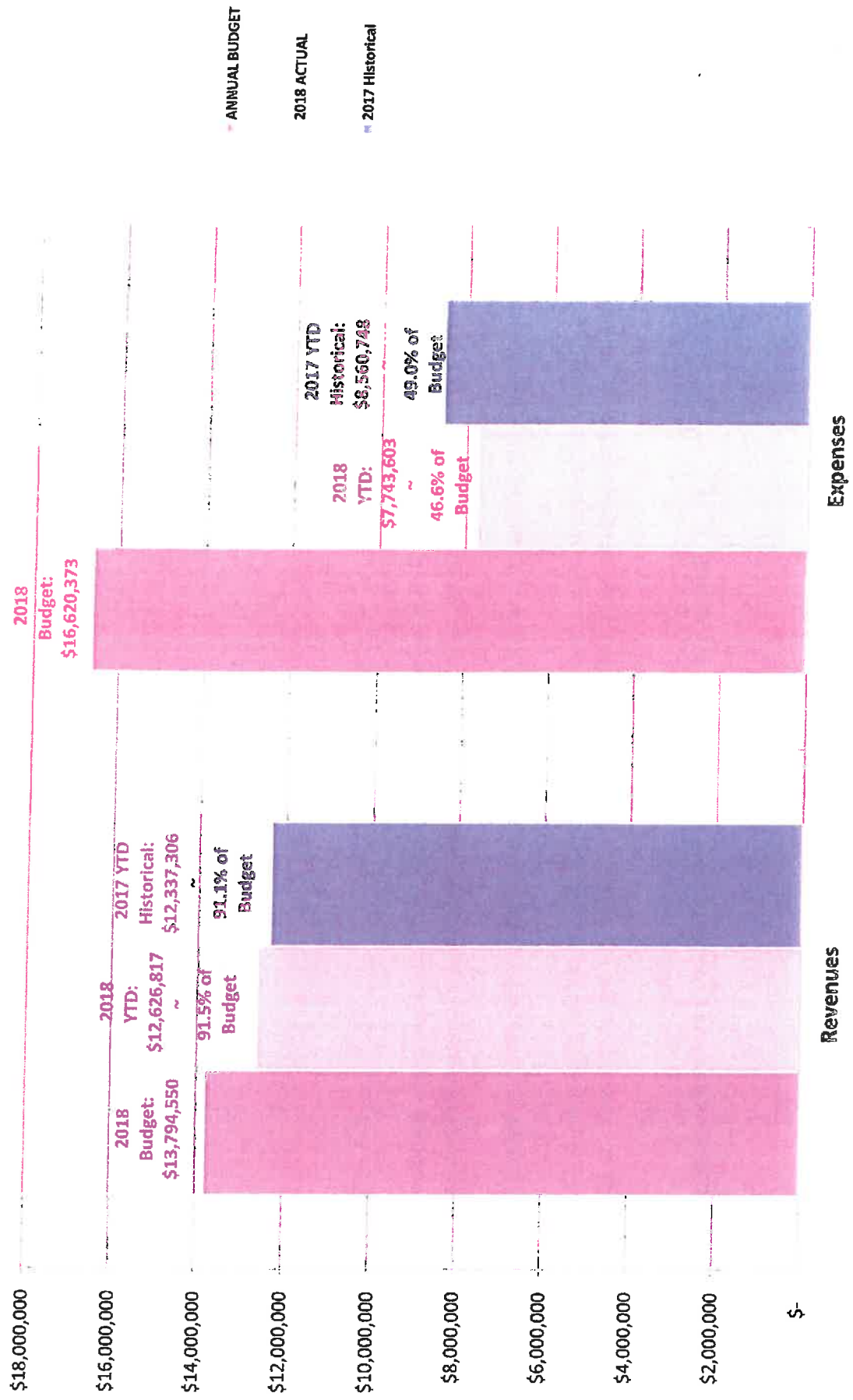
Year-to-Date (YTD) Revenue and Expenses Compared to Budget -- ALL FUNDS

Refer to Chart B-1

- This graph corresponds to the Attachment B spreadsheet; it includes Year-to-Date performance compared to budget for ALL FUNDS. It also provides the percentage (%) of the budget. Comparative information for 2017 is included for reference.
- This graph reflects Operating, Capital, Cap-Exempt, and Special Recreation revenues and expenses.
- 2018 Year-to-Date revenue is 91.5% of the annual budget, with expenses at 46.6% of the annual budget.
 - Expenses will move closer to budget as the scheduled bond payments are made in November and December.

Carol Stream Park District
YTD Revenue & Expense as % of Budget
3rd Quarter - Fiscal Year Ending 12/31/18
ALL FUNDS

(Chart B-1)



ANNUAL BUDGET
 2018 ACTUAL
 2017 Historical



Year-to-Date (YTD) Revenue and Expenses -- Monthly Comparison -- OPERATING FUNDS

Refer to Chart C

- This report includes current and historical revenue, expense, and net performance for Operating funds:
 - Corporate
 - Corporate Repair & Replacement
 - Recreation Repair & Replacement
 - Recreation
 - Paving & Lighting
 - FICA
 - Audit
 - Liability
 - IMRF

- **Third Quarter net performance for Operating Funds is \$910,657.**
 - Third Quarter performance is typically positive.
 - Quarterly performance shows a strong improvement over the same period last year.
 - ✓ Staffing changes resulted in cost savings.
 - ✓ Slightly higher than budgeted tax receipts.
 - ✓ Improved interest earnings.



Year-to-Date (YTD) Revenue and Expenses Compared to Budget – OPERATING FUNDS

[Refer to Chart C-1](#)

- This graph compliments the preceding spreadsheet, and reflects revenue and expenses for Operating Funds.
 - YTD revenues are \$7,547,533 and represent 88.5% of the annual budget.
 - YTD expenses are \$6,036,154 and represent 69.0% of the annual budget.

Year-to-Date (YTD) Revenue and Expenses as a % of Budget – OPERATING FUNDS - 5 Year History

[Refer to Chart C-2](#)

This graph reflects revenue and expenses for Operating Funds through the third quarter.

- The graph is strictly % based. As the annual budget targets vary from year to year, it should not be considered the only tool for measuring performance.

Net Performance – OPERATING FUNDS - 5 Year History (3rd Quarter vs. 1st-3rd Quarters)

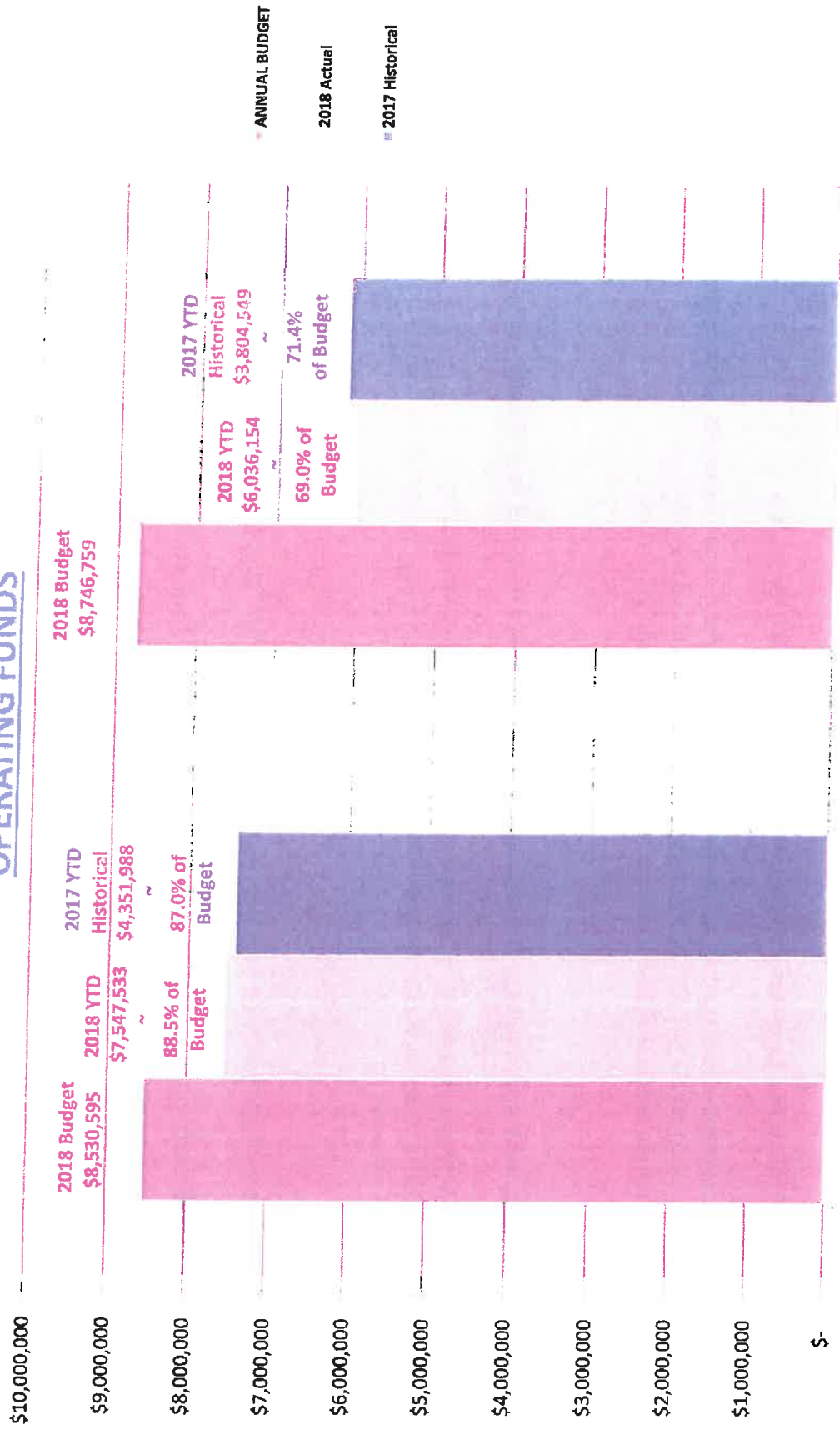
[Refer to Chart C-3](#)

This graph reflects NET performance for Operating Funds for the 3rd quarter, as compared to the 1st through 3rd quarters of the fiscal year.

- The graph on the left includes a 5 year history of net performance for the Third Quarter only (July-Aug-Sept).
- The graph on the right includes a 5 year history of net performance through the Third Quarter (Jan-Sept).
* Refer to 2017 for best comparison; that year operated under the same Deferred Revenue system.

Carol Stream Park District
YTD Revenue & Expense as a % Budget
3rd Quarter - Fiscal Year Ending 12/31/18
(Chart C-1)

OPERATING FUNDS

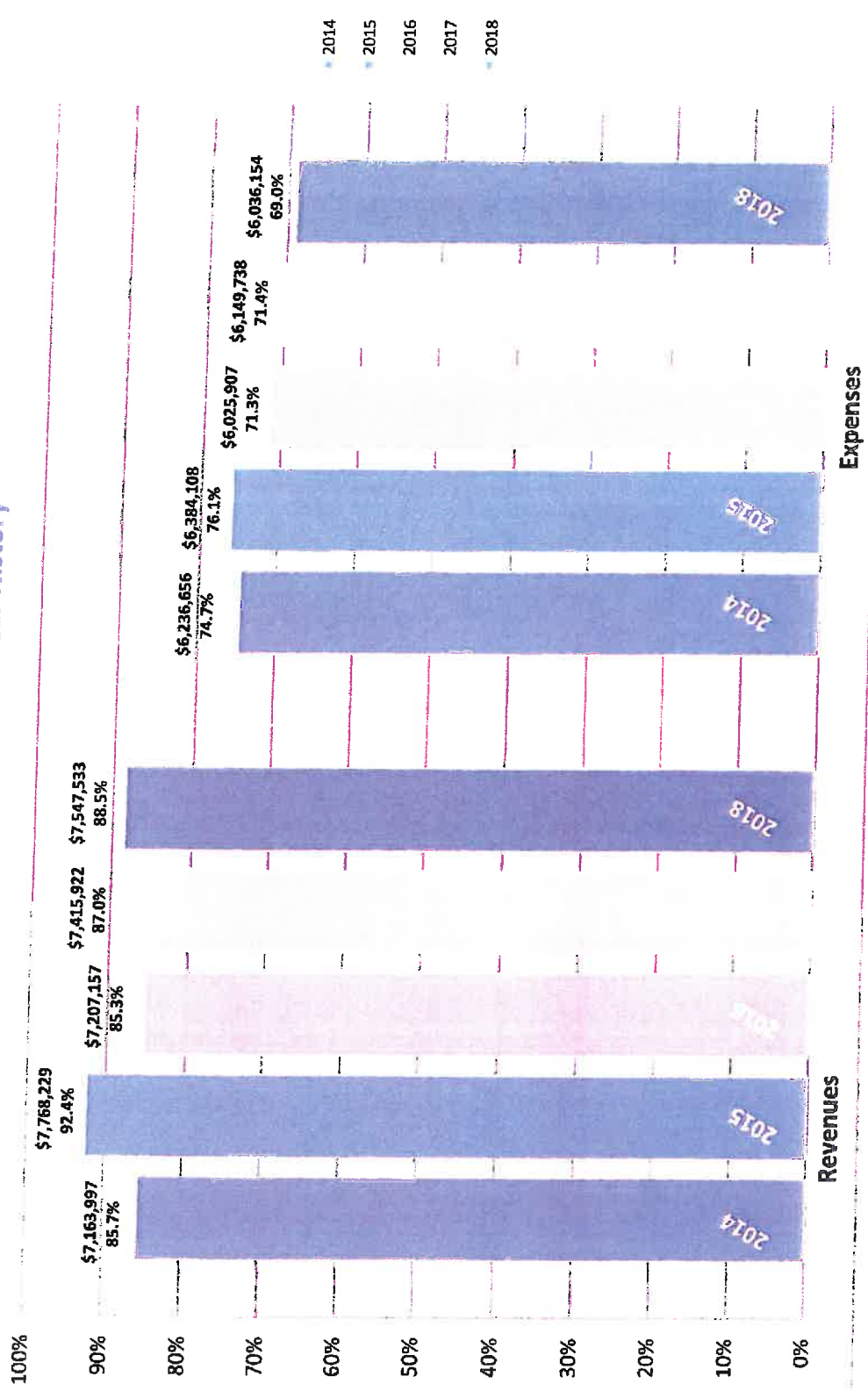


Revenues

Expenses

Carol Stream Park District
YTD Revenue & Expense as a % of Budget
3rd Quarter - Fiscal Year Ending 12/31/18
OPERATING FUNDS - 5-Year History

(Chart C-2)



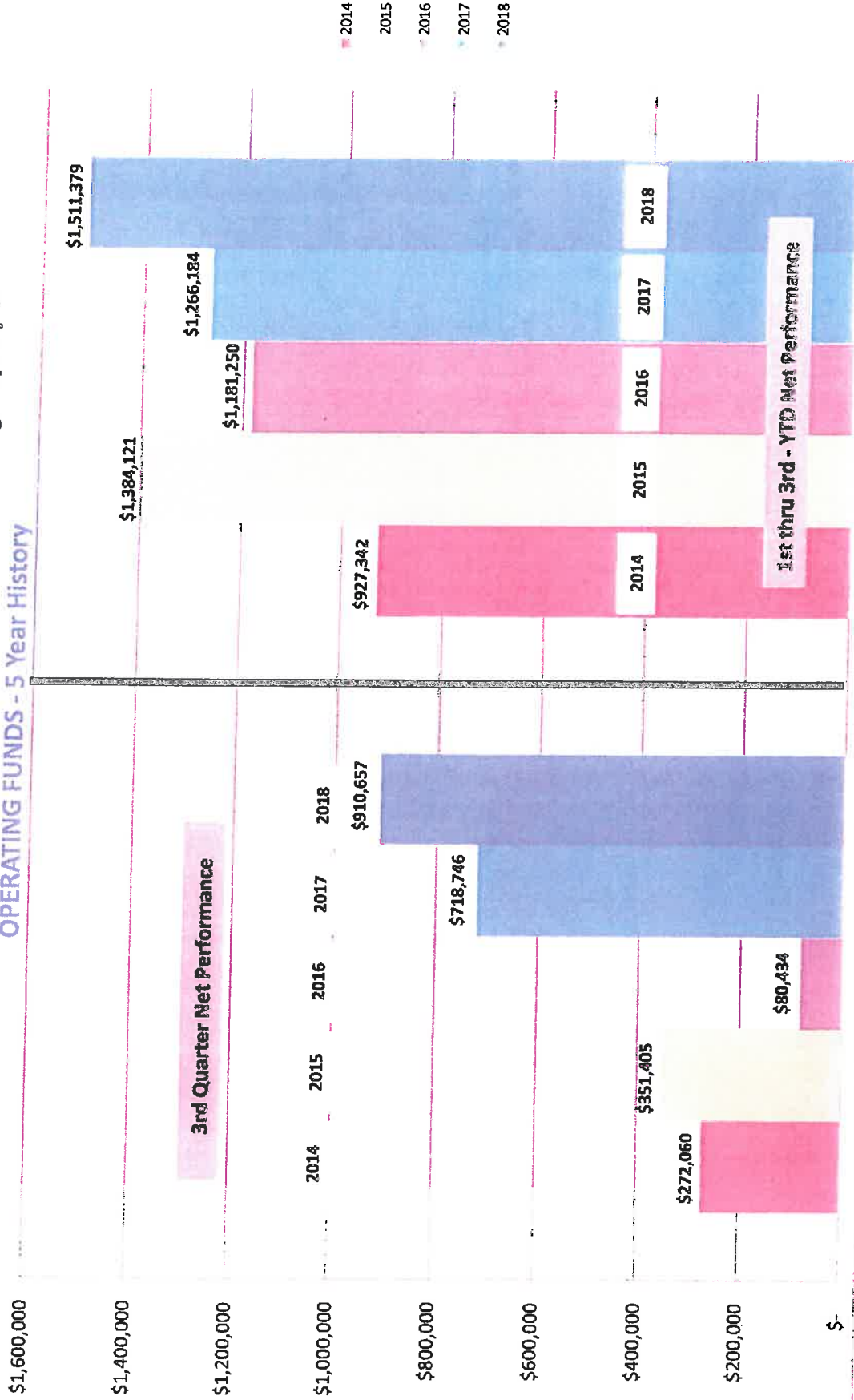
Carol Stream Park District

Net Performance

(Chart C-3)

3rd Quarter vs. 1st thru 3rd Quarters - Fiscal Year Ending 12/31/18

OPERATING FUNDS - 5 Year History





Year-to-Date (YTD) Revenue and Expenses – Monthly Comparison -- RECREATION FUND

Refer to Chart D

This report includes revenue, expense, and net performance of only the Recreation Fund. Eight years of data is included.

- o **Third Quarter** net performance of the **Recreation Fund** (July-Aug-Sept) is \$331,060.
 - o Third quarter performance is ahead of last year's performance.
 - o Staffing changes contributed to the improved performance.
 - o Strong performance of Programs also contributed.

Carol Stream Park District

YTD Revenues & Expenses - Monthly Comparisons

3rd Quarter - Fiscal Year Ending 12/31/18

RECREATION FUND - Corresponds to Attachments D-1, D-2, and D-3

(Chart D)

Calendar Year	1st Quarter		2nd Qtr		3rd Quarter			4th Quarter		1st-3rd Quarter		4th Qtr		1st-4th Quarter		YTD % of Annual Budget	
	Revenue	Expense	Revenue	Expense	July	August	September	Totals	% of Annl Budget	Totals	% of Annl Budget	Totals	% of Annl Budget	Totals	% of Annl Budget	Totals	% of Annl Budget
2011	\$ 798,064	\$ 598,254	\$ 842,860	\$ 597,487	\$ 282,203	\$ 307,811	\$ 655,806	\$ 1,285,820	32.9%	\$ 3,364,879	86.1%	\$ 541,946	14.2%	\$ 3,906,825	102.3%	\$ 3,819,832	102.3%
2012	\$ 744,693	\$ 207,890	\$ 865,358	\$ 545,473	\$ 415,578	\$ 481,805	\$ 346,754	\$ 1,226,176	34.7%	\$ 2,680,732	75.8%	\$ 917,972	25.9%	\$ 3,598,704	101.7%	\$ 3,537,926	101.7%
2013	\$ 849,275	\$ 104,582	\$ 882,241	\$ 533,435	\$ 285,464	\$ 272,441	\$ 649,487	\$ 1,207,392	31.6%	\$ 3,409,848	89.1%	\$ 422,783	11.1%	\$ 3,832,632	100.2%	\$ 3,825,794	100.2%
2014	\$ 665,392	\$ 755,404	\$ 888,241	\$ 533,435	\$ 407,157	\$ 508,630	\$ 348,637	\$ 1,264,424	34.1%	\$ 2,881,098	77.7%	\$ 655,632	23.1%	\$ 3,736,730	100.6%	\$ 3,706,940	100.6%
2015	\$ 1,059,988	\$ 1,059,988	\$ 998,822	\$ 533,557	\$ 121,702	\$ 238,189	\$ 300,860	\$ 557,052	34.3%	\$ 3,762,271	87.1%	\$ 912,037	21.1%	\$ 4,674,308	106.3%	\$ 4,317,643	106.3%
2016	\$ 1,311,311	\$ 1,298,079	\$ 1,022,393	\$ 579,835	\$ 379,813	\$ 611,868	\$ 399,172	\$ 1,390,653	31.6%	\$ 3,029,195	68.9%	\$ 1,729,325	39.5%	\$ 4,757,520	108.2%	\$ 4,395,662	108.2%
2017	\$ 1,300,736	\$ 1,210,282	\$ 1,159,537	\$ 579,835	\$ 84,031	\$ 230,010	\$ 423,581	\$ 89,531	28.1%	\$ 4,623,365	82.2%	\$ 885,323	16.7%	\$ 5,508,689	97.9%	\$ 5,622,602	97.9%
2018	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 168,286	\$ 305,540	\$ 354,870	\$ 1,30,056	30.9%	\$ 4,212,101	76.2%	\$ 1,274,089	23.0%	\$ 5,486,190	99.2%	\$ 5,529,655	99.2%
2019	\$ 1,391,430	\$ 1,185,618	\$ 1,593,497	\$ 667,050	\$ 431,070	\$ 441,229	\$ 808,810	\$ 1,681,110	29.1%	\$ 4,853,094	83.9%	\$ 593,415	10.3%	\$ 5,446,509	94.2%	\$ 5,783,771	94.2%
2020	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 735,728	\$ 529,366	\$ 488,738	\$ 1,751,828	30.3%	\$ 4,285,513	74.3%	\$ 1,286,459	22.2%	\$ 5,572,039	96.8%	\$ 5,778,387	96.8%
2021	\$ 1,391,430	\$ 1,185,618	\$ 1,593,497	\$ 667,050	\$ 339,404	\$ 319,236	\$ 835,364	\$ 1,494,005	25.7%	\$ 4,715,031	81.1%	\$ 829,269	14.3%	\$ 5,544,301	95.4%	\$ 5,813,394	95.4%
2022	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 421,538	\$ 275,204	\$ 394,004	\$ 303,037	31.3%	\$ 4,197,635	73.1%	\$ 1,224,763	22.2%	\$ 5,422,399	95.4%	\$ 5,738,668	95.4%
2023	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 579,490	\$ 397,471	\$ 923,633	\$ 1,899,594	32.3%	\$ 4,801,814	81.6%	\$ 944,567	15.0%	\$ 5,746,381	97.6%	\$ 5,887,257	97.6%
2024	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 633,875	\$ 497,241	\$ 517,163	\$ 1,649,279	28.6%	\$ 4,281,304	74.1%	\$ 1,366,874	23.7%	\$ 5,648,265	97.8%	\$ 5,774,175	97.8%
2025	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 55,385	\$ 99,770	\$ 406,470	\$ 251,315	28.3%	\$ 4,887,985	83.6%	\$ -	0.0%	\$ 4,887,985	83.6%	\$ 5,896,681	83.6%
2026	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 574,343	\$ 704,222	\$ 680,959	\$ 1,959,625	28.3%	\$ 4,210,237	73.2%	\$ -	0.0%	\$ 4,210,237	73.2%	\$ 5,761,202	73.2%
2027	\$ 1,185,618	\$ 1,110,454	\$ 442,558	\$ 442,558	\$ 9,547	\$ 32,880	\$ 307,777	\$ 331,060		\$ 687,748		\$ -		\$ 687,748		\$ 105,479	



Year-to-Date Revenue and Expenses as a % of Budget – RECREATION FUND

Refer to Chart D-1

This graph compliments the preceding spreadsheet, and reflects the year-to-date revenue and expenses for the Recreation Fund.

- YTD revenues is \$4,897,985 and represents 83.6% of the annual budget.
- YTD expenses are \$4,210,237 and represents 73.2% of the annual budget.

Year-to-Date Revenue and Expenses as a % of Budget – 5 Year History

Refer to Chart D-2

This graph reflects revenue and expenses for the Recreation Fund as a percentage of the budget.

- As the annual budget targets vary from year to year, so does percentage of performance.

Net Performance – 5 Year History (3rd Quarter vs. 1st through 3rd Quarters)

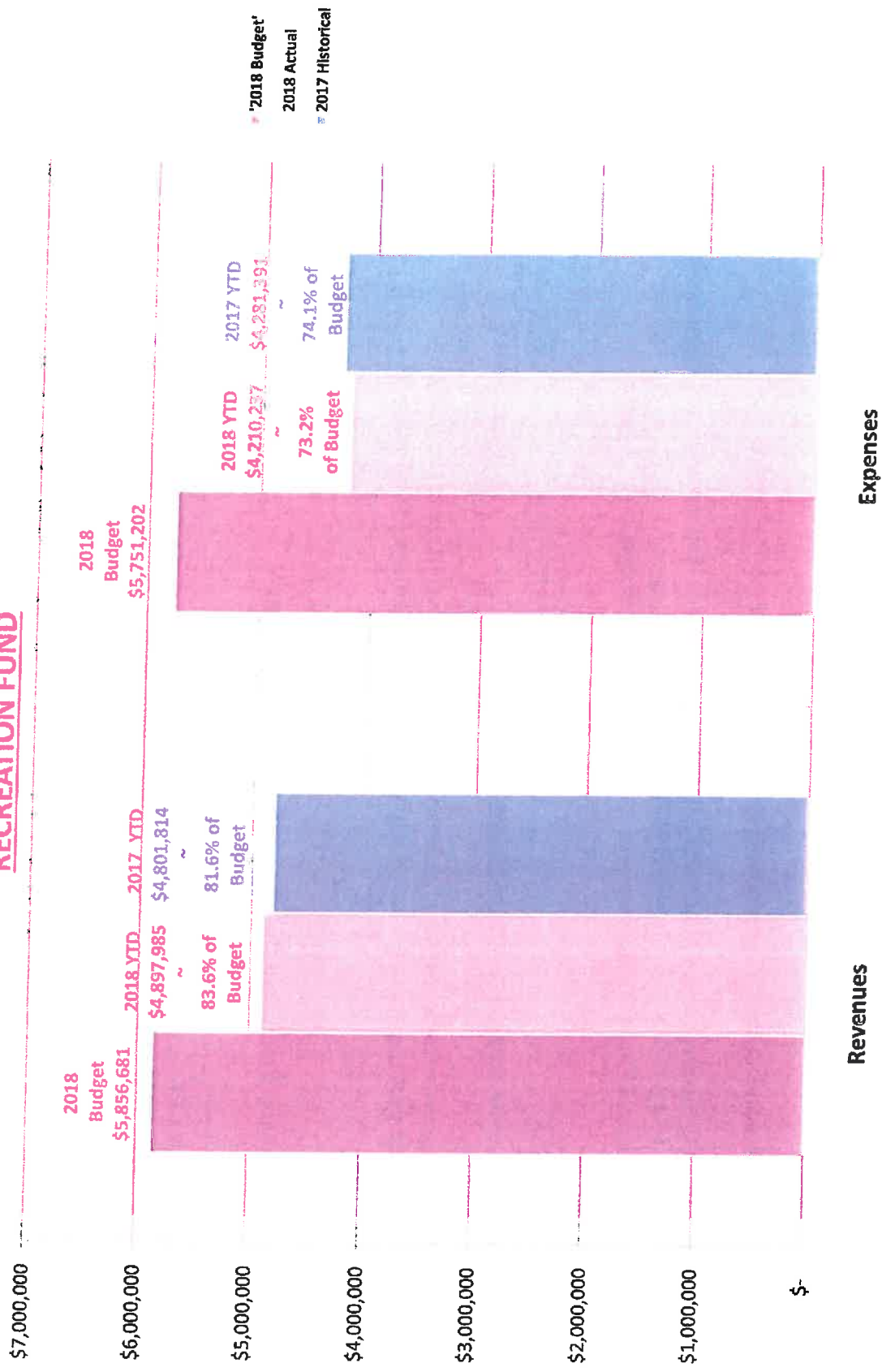
Refer to Chart D-3

This graph reflects NET performance for the Recreation Fund.

- The graph on the left includes net performance for the **Third Quarter** only (July-Aug-Sept).
- The graph on the right includes NET performance through the Third Quarter (January-September).

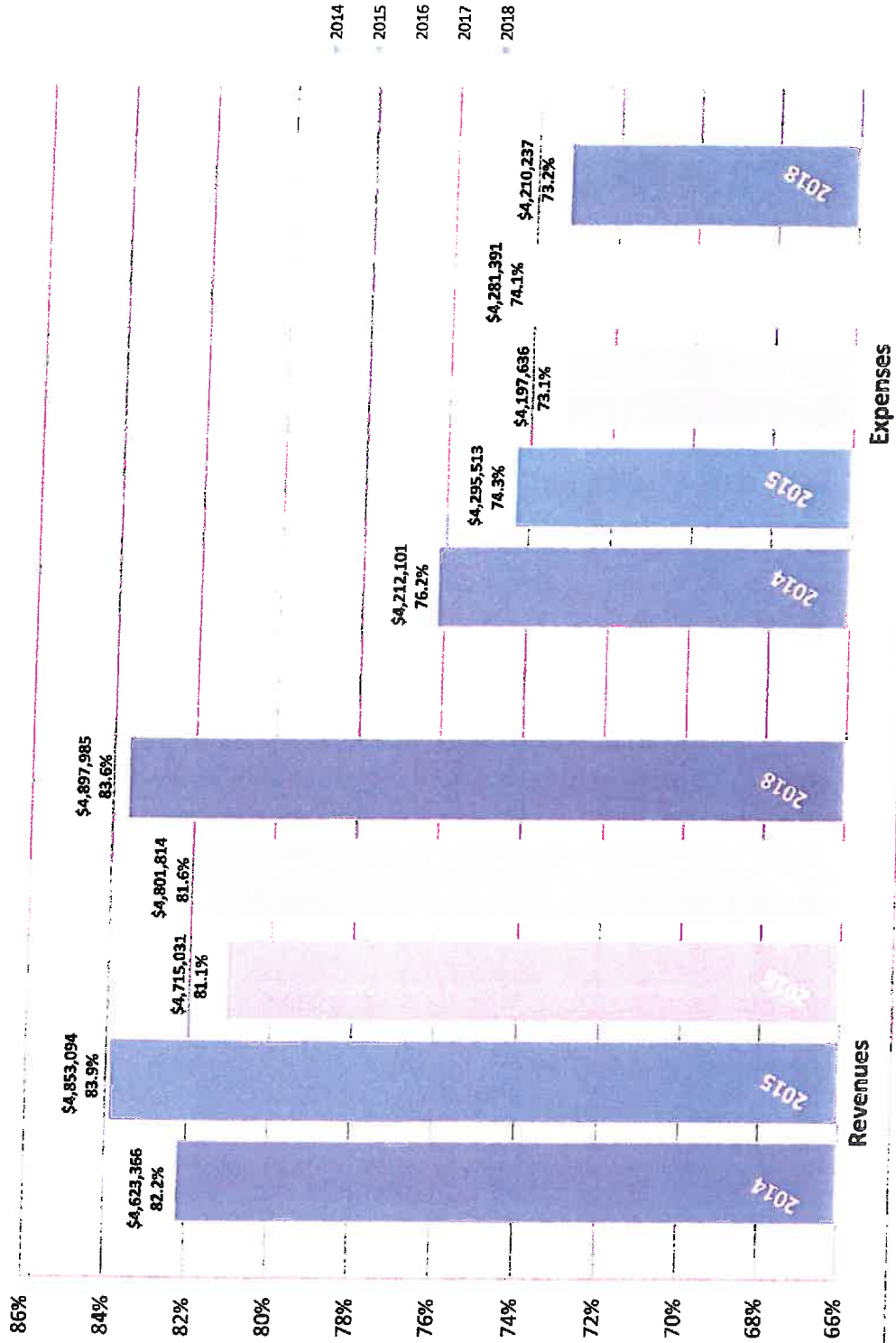
Carol Stream Park District
YTD Revenue & Expenses as a % of Budget
3rd Quarter - Fiscal Year Ending 12/31/18
(Chart D-1)

RECREATION FUND



■ '2018 Budget'
■ 2018 Actual
■ 2017 Historical

Carol Stream Park District
(Chart D-2)
YTD Revenue & Expense as a % of Budget
3rd Quarter - Fiscal Year Ending 12/31/18
RECREATION FUNDS - 5-Year History



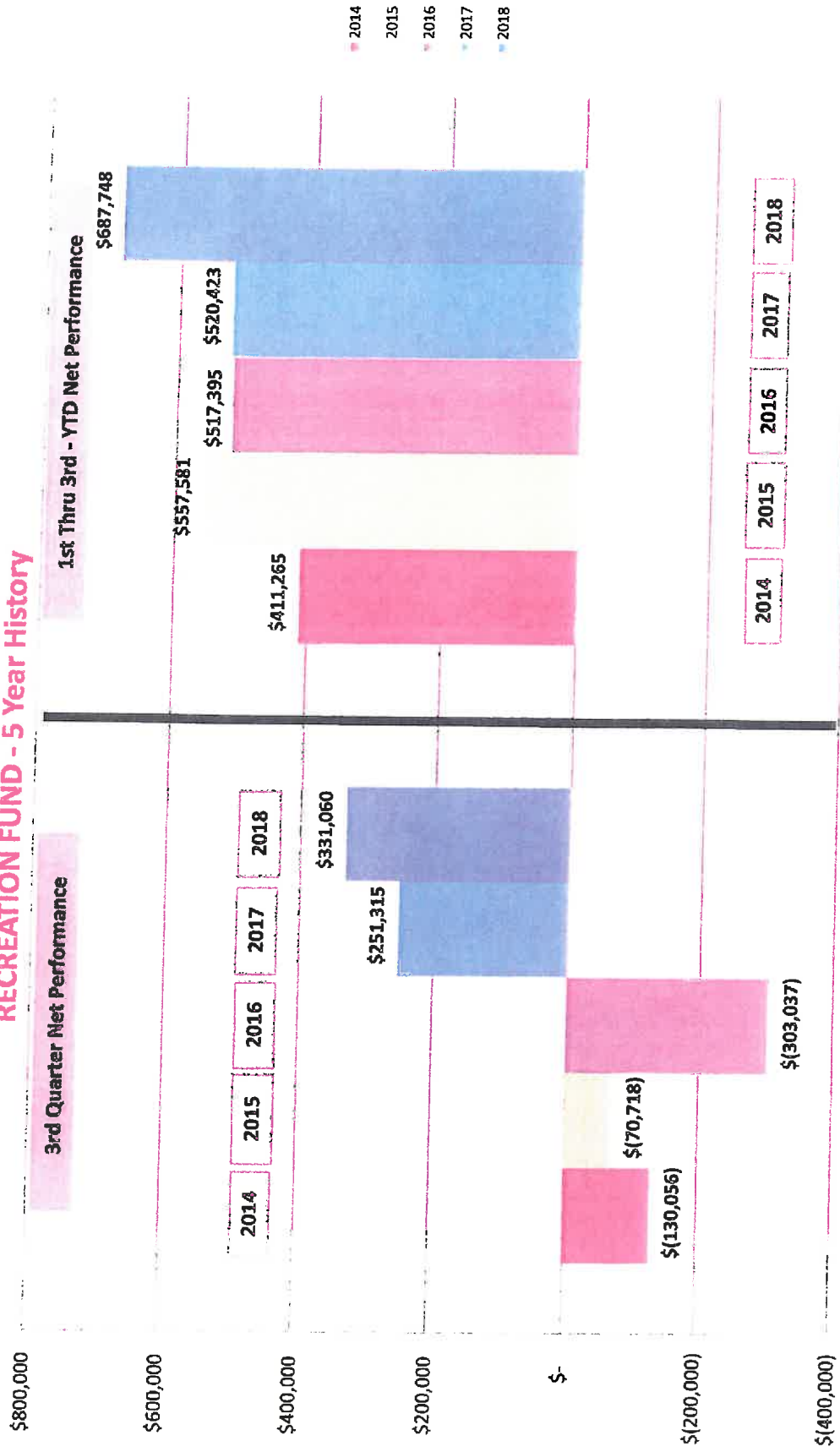
**Carol Stream Park District
Net Performance
3rd Quarter - Fiscal Year Ending 12/31/18
RECREATION FUND - 5 Year History**

(Chart D-3)

3rd Quarter Net Performance

1st Thru 3rd - YTD Net Performance

2014 2015 2016 2017 2018





Cost Recovery Model – Elk Trail Recreation Center

Refer to Chart D-4

- o This report reflects the Cost Recovery Modeling information for Elk Trail Recreation Center.
- o The Preschool Program mimics a typical school year, and therefore runs across two fiscal years.
- o Slightly lower enrollment for the 2018-2019 school year impacted first half performance.
- o The 2019-2020 school year enrollment is up slightly from the last school year.



Carol Stream Park District

(Chart D-4)

YTD Revenues & Expenses - Monthly Comparisons

3rd Quarter - Fiscal Year Ending 12/31/18

Eik Trail Recreation Center - Cost Center/Cost Recovery Model

Calendar Year	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st-4th Quarter			YTD % of Annual Budget			
	Totals	% of Annl Budget	YTD % of Annual Budget	Totals	% of Annl Budget	YTD % of Annual Budget	Totals	% of Annl Budget	YTD % of Annual Budget	Totals	% of Annl Budget	YTD % of Annual Budget	Totals	% of Annl Budget	YTD % of Annual Budget	Totals	% of Annl Budget	YTD % of Annual Budget	
2014	Revenue	\$ 85,835	43.8%	\$ 107,621	54.9%	\$ 3,473	3.7%	\$ 15,270	11.5%	\$ 130,096	66.4%	\$ 24,064	12.3%	\$ 154,160	78.7%	\$ 195,856	78.7%	\$ 154,160	78.7%
	Expense	\$ 43,467	26.4%	\$ 77,354	46.9%	\$ 3,082	4.2%	\$ 11,414	11.4%	\$ 96,135	58.3%	\$ 60,432	30.6%	\$ 146,567	88.9%	\$ 164,881	88.9%	\$ 146,567	88.9%
	Net	\$ 42,367		\$ 30,268		\$ 392		\$ (554)		\$ 33,961		\$ (26,368)		\$ 7,594		\$ 30,975		\$ 7,594	
2015	Revenue	\$ 78,981	35.2%	\$ 105,425	48.9%	\$ 5,129	3.1%	\$ 14,346	10.1%	\$ 128,032	57.0%	\$ 25,928	11.5%	\$ 153,957	68.5%	\$ 224,689	68.5%	\$ 153,957	68.5%
	Expense	\$ 43,344	25.0%	\$ 78,990	45.5%	\$ 3,806	5.4%	\$ 12,286	12.4%	\$ 100,533	58.0%	\$ 52,210	30.1%	\$ 152,742	88.1%	\$ 173,438	88.1%	\$ 152,742	88.1%
	Net	\$ 35,647		\$ 26,435		\$ 1,324		\$ (2,319)		\$ 27,499		\$ (26,204)		\$ 1,215		\$ 51,251		\$ 1,215	
2016	Revenue	\$ 81,521	42.6%	\$ 105,885	55.3%	\$ (1,884)	(9.2%)	\$ 12,662	0.9%	\$ 107,543	56.2%	\$ 44,272	23.1%	\$ 151,816	79.4%	\$ 191,248	79.4%	\$ 151,816	79.4%
	Expense	\$ 46,431	23.3%	\$ 97,302	48.8%	\$ 14,729	11.3%	\$ 11,970	19.0%	\$ 135,134	67.7%	\$ 50,365	25.2%	\$ 185,499	93.0%	\$ 199,581	93.0%	\$ 185,499	93.0%
	Net	\$ 35,090		\$ 8,582		\$ (16,413)		\$ (20,401)		\$ (27,591)		\$ (6,092)		\$ (33,683)		\$ 19,667		\$ (33,683)	
2017	Revenue	\$ 48,560	28.7%	\$ 36,724	21.7%	\$ 4,758	1.9%	\$ 15,047	12.9%	\$ 107,081	63.4%	\$ 49,667	29.4%	\$ 156,748	92.7%	\$ 169,020	92.7%	\$ 156,748	92.7%
	Expense	\$ 37,541	21.3%	\$ 36,418	20.7%	\$ 6,214	5.6%	\$ 10,621	12.7%	\$ 96,423	54.7%	\$ 52,305	29.7%	\$ 148,727	84.4%	\$ 176,246	84.4%	\$ 148,727	84.4%
	Net	\$ 11,019		\$ 307		\$ (1,456)		\$ (3,637)		\$ 10,659		\$ (2,638)		\$ 8,021		\$ (7,226)		\$ 8,021	
2018	Revenue	\$ 50,688	31.7%	\$ 33,556	21.0%	\$ 4,339	1.5%	\$ 15,183	13.2%	\$ 105,287	65.8%	\$ 105,287	65.8%	\$ 105,287	65.8%	\$ 159,998	65.8%	\$ 105,287	65.8%
	Expense	\$ 38,194	23.5%	\$ 76,951	47.4%	\$ 5,408	5.1%	\$ 10,450	12.9%	\$ 97,938	60.3%	\$ 97,938	60.3%	\$ 97,938	60.3%	\$ 162,511	60.3%	\$ 97,938	60.3%
	Net	\$ 12,495		\$ (43,395)		\$ (1,069)		\$ (3,610)		\$ 7,348		\$ 54		\$ 7,348		\$ (62,513)		\$ 7,348	

Notes:

- ★ 2014 & 2015 - Eik Trail was not yet recognized as a full-cost center; expenses did not include all costs
- ★ 2017 & 2018 - Active Net Deferred Revenue accounting implemented.



Capital / Cap-Exempt / Special Recreation Revenues and Expenses -- Monthly Comparison

Refer to Chart E

This report includes performance for the following funds:

- Special Recreation
 - Working Cash
 - Bond & Interest
 - Capital (and Capital Repair & Replacement)
 - Cash-in-Lieu
-
- Special Recreation is a special use (restricted) fund.
 - Capital dollars are intentionally spent down.
 - Performance is also a result of timing (when taxes are received for bond payments).

Bonds:

- Two bond and interest payments were made in the third quarter totaling \$76,456.25:
 - 2008D \$675.00
 - 2008F \$75,781.25

- These payments are in line with our debt schedule; tax receipts are levied to make these payments.

(Chart E)

Carol Stream Park District
Comparison of Monthly Capital, Cap-Exempt, & Special Recreation Funds
2nd Quarter - Fiscal Year Ending 12/31/2018

Table with columns: Calendar Year, 1st Quarter Totals, 2nd Quarter Totals, First Half YTD, JULY, AUGUST, SEPTEMBER, 3rd Quarter Totals, 4th Quarter Totals, YTD TOTAL. Rows include Revenue and Expense for Net from 2009 to 2018.

Capital & Cap-Exempt Funds Include:
25 - Special Recreation 34 & 42 - Capital
29 - Working Cash 35 - Cash in Lieu
30 - Bond & Interest



Investments for Fiscal 2018

Refer to Chart F

The chart is a summary of the District's investments for the current fiscal year.

- Average interest earned during the Third Quarter is 1.758%; last quarter it was 1.711%. A conservative increase in interest earnings continues:
 - The cumulative average for interest earned in 2017 was 1.083%
 - The cumulative average for interest earned in 2016 was 0.504%
 - The cumulative average for interest earned in 2015 was 0.403%
 - The cumulative average for interest earned in 2014 was 0.320%
 - The cumulative average for interest earned in 2013 was 0.211%
 - The cumulative average for interest earned in 2012 was 0.299%

- Investments are scheduled in line with statutory limitations, the District's investment policy, spending needs and project schedules.

**Carol Stream Park District
Investments
3rd Quarter - Fiscal Year Ending 12/31/18**

Illinois Trust	Fund Balance Investments	TERM	RATE	2018 YTD BALANCE INVESTED	2018 Actual Interest RECEIVED
Illinois Trust \$	Total Illinois Trust (Fund Balance (Savings))	Q3/18	1.734%	\$ 976,000.00	\$ 12,727.79
BMO Harris	Fund Balance Investments				
BMO Harris	Total BMO Harris (Fund Balance (Savings))	Q3/18	0.000%	\$ -	\$ 6,056.56
PMA	Capital Repair/Replacement Investments				
R/R \$	Total Repair/Replacement	Q3/18	1.650%	\$ 733,897.44	\$ 10,462.39
	TOTAL INVESTMENTS			\$ 1,709,897.44	\$ 29,256.74
Balance as of:					
9/30/2018	Federated Treasury Funds (Liquid \$-2013)		1.610%	\$ 32,830.56	\$ 321.18
9/30/2018	Citibank Funds (Liquid \$-R/R)		1.970%	\$ 444,267.45	\$ 5,485.97
	Contains 2018, 2013 \$ grant \$	Q3/18	1.850%		
	TOTAL CAPITAL + FUND BALANCE \$			\$ 2,186,995.45	\$ 35,063.29
	includes liquid capital \$	Q3	1.758%		
	2018 YTD BALANCE INVESTED/LIQUID				2018 Actual Interest RECEIVED

* NOTE: No capital investment earnings for Q2-Q4; all funds have been transferred to Federated Treasury Funds, which are considered Liquid Funds as required by spend-down regulations.



Operational Repair & Repair – Recreation

Refer to Chart G

- Reflects a running total of the earned revenue dollars being shifted from the Recreation Fund to a designated repair & replacement fund.
- There is a current balance of \$328,995 in the Recreation Repair & Replacement Fund. Although earmarked for recreation programming related repairs or replacements, this balance is considered part of the Recreation Fund Balance.

Operational Repair & Repair – Corporate

Refer to Chart H

- Reflects a running total of the earned revenue dollars being shifted from the Corporate Fund to a designated repair & replacement fund.
- There is a current balance of \$81,971 in the Corporate Repair & Replacement Fund. Although earmarked for corporate related repairs or replacements, this balance is considered part of the Corporate (General) Fund Balance.

The combined balance of both operational repair & replacement funds is \$410,966.39.

Carol Stream Park District

(Chart G)

Recreation Operational Repair/Replacement

3rd Quarter - Fiscal Year Ending 12/31/18

Program Surcharge	CSYFA / 8BN Turf	Fitness	D87 IGA / FVRC Pool	Capital - Gym Rentals	Capital - CCIMG	Capital - CCWP	Capital - McCaslin	Capital - ETRC	Capital - Concessions-CCWP	Capital - Concessions-McCaslin	Capital - Concessions-FVRC	Totals
12-418	12-702	12-749	12-748	12-745	12-761	12-753	12-760	12-754	12-790	12-791	12-792	
Revenues	5,000.00	-	-	-	-	-	-	-	-	-	-	5,000.00
Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Year End 12/31/2012	8,000.00											8,000.00
Revenues	4,000.00	16,753.33	-	-	-	-	-	-	-	-	-	20,753.33
Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Year End 12/31/2013	12,000.00	16,753.33										28,753.33
Revenues	-	11,555.29	35,000.00	-	-	-	-	-	-	-	-	46,555.29
Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Year End 12/31/2014	12,000.00	28,358.62	35,000.00									75,358.62
Revenues	5,000.00	10,672.03	35,000.00	-	-	-	-	-	-	-	-	50,672.03
Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Year End 12/31/2015	20,000.00	39,210.65	70,000.00									129,210.65
Revenues	4,000.00	13,215.55	35,000.00	-	3,207.75	1,247.34	6,076.00	-	-	-	-	57,546.64
Expenditures	-	(7,023.92)	-	-	-	-	-	-	-	-	-	(7,023.92)
Year End 12/31/2016	24,000.00	50,403.68	105,000.00		3,207.75	1,247.34	6,076.00					189,904.67
Revenues	15,842.00	47,459.55	35,000.00	-	3,184.25	3,453.25	7,395.73	390.00	-	-	-	110,524.53
Expenditures	(5,587.50)	(12,547.54)	-	-	-	-	(4,370.00)	-	-	-	-	(22,505.04)
Year End 12/31/2017	8,375.00	85,225.70	130,000.00		6,392.00	4,662.49	9,099.75	390.00				282,144.94
Revenues	5,218.50	53,359.50	35,000.00	-	2,454.30	-	5,559.75	745.00	1,031.83	1,520.09	-	95,939.17
Expenditures	(4,393.00)	(52,852.83)	-	-	(1,545.93)	(340.13)	(4,370.00)	-	-	-	-	(48,558.86)
Year End 12/31/2018	12,203.50	85,882.37	175,000.00		7,310.58	4,322.38	11,389.50	4,195.00	1,031.83	2,520.09		328,995.25

Carol Stream Park District
General Operational Repair/Replacement
3rd Quarter - Fiscal Year Ending 12/31/18

(Chart H)

	General	Bark Park	IT Replace / Summary	Totals
	11-7XX	11-724	11-719	
Revenues	91,808.88	-	-	91,808.88
Expenditures	(57,107.74)	-	-	(57,107.74)
Year End 12/31/2012	24,196.14	-	-	24,196.14
Revenues	16,414.88	-	-	16,414.88
Expenditures	(1,450.88)	-	-	(1,450.88)
Year End 12/31/2013	39,159.87	-	-	39,159.87
Revenues	4,322.88	-	-	4,322.88
Expenditures	(459.99)	-	-	(459.99)
Year End 12/31/2014	43,022.74	-	-	43,022.74
Revenues	6,884.97	-	-	6,884.97
Expenditures	(30,916.54)	-	-	(30,916.54)
Year End 12/31/2015	18,941.17	-	-	18,941.17
Revenues	10,659.11	3,000.00	16,750.00	30,409.11
Expenditures	-	-	-	-
Year End 12/31/2016	29,610.28	3,000.00	16,750.00	49,360.28
Revenues	5,515.69	-	12,800.00	17,815.69
Expenditures	(9,348.00)	-	-	(9,348.00)
Year End 12/31/2017	25,780.91	3,000.00	29,050.00	57,830.91
Revenues	13,027.73	1,400.00	9,712.50	24,140.23
Expenditures	-	-	-	-
Year End 12/31/2018	38,808.64	4,400.00	38,762.50	81,971.14

Motion:

Make a motion to ratify bills as presented in the Accounts Payable Voucher List for November 2018.

Luc Perini
(Treasurer)

December 5, 2018
(Date)

Carol Stream Park District
Accounts Payable Voucher List
November 2018

Presented to the
Board of Commissioners
December 10, 2018

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000006	JOHNSON CONTROLS										
	18-33769	INV	31468235	11/10/18	11/16/18	N	252.00	252.00-	096895	11/16/18	0.00
	18-33772	INV	31468236	11/10/18	11/16/18	N	252.00	252.00-	096896	11/16/18	0.00
						** TOTALS **	504.00	504.00-			0.00
01-000020	ALL STAR SPORTS										
	18-35883	INV	186173	11/19/18	11/30/18	N	2,968.00	2,968.00-	097016	11/30/18	0.00
						** TOTALS **	2,968.00	2,968.00-			0.00
01-000032	AQUA PURE ENTERPRISES										
	18-35760	INV	116910	11/05/18	11/16/18	N	122.85	122.85-	096883	11/16/18	0.00
						** TOTALS **	122.85	122.85-			0.00
01-000036	ASHLEY ELECTRIC, INC.										
	18-35732	INV	38-18	11/01/18	11/09/18	N	965.00	965.00-	096724	11/09/18	0.00
						** TOTALS **	965.00	965.00-			0.00
01-000044	PDRMA										
	18-33594	INV	1018070	10/31/18	11/16/18	N	13,339.58	13,339.58-	096911	11/16/18	0.00
						** TOTALS **	13,339.58	13,339.58-			0.00
01-000049	FLEXIBLE BENEFIT SRV CRP										
	18-35803	INV	914167	11/09/18	11/16/18	N	50.00	50.00-	096889	11/16/18	0.00
	18-35720	INV	Flex Cla	11/01/18	11/02/18	N	950.00	950.00-	000000	11/02/18	0.00
						** TOTALS **	1,000.00	1,000.00-			0.00
01-000078	BENJAMIN SCHOOL DIST. 25										
	18-33782	INV	IGA 11/1	11/01/18	11/09/18	N	795.00	795.00-	096725	11/09/18	0.00
						** TOTALS **	795.00	795.00-			0.00
01-000154	ACTIVE NETWORK, LLC										
	18-35679	INV	11103691	10/31/18	11/16/18	N	88.00	88.00-	096882	11/16/18	0.00
	18-35712	INV	CB2018Q2	10/19/18	11/02/18	N	141.00	141.00-	096624	11/02/18	0.00
						** TOTALS **	229.00	229.00-			0.00
01-000160	ComEd										
		INV	ELEC HP1	11/14/18	11/21/18	N	167.56	167.56-	096950	11/21/18	0.00
		INV	ELEC MP1	11/14/18	11/21/18	N	24.85	24.85-	096950	11/21/18	0.00
		INV	ELEC PA1	11/15/18	11/21/18	N	33.35	33.35-	096950	11/21/18	0.00
		INV	ELEC RH1	11/14/18	11/21/18	N	591.63	591.63-	096950	11/21/18	0.00
		INV	ELEC SP1	11/15/18	11/21/18	N	41.62	41.62-	096950	11/21/18	0.00
		INV	ELEC*BP1	11/13/18	11/16/18	N	34.81	34.81-	096886	11/16/18	0.00
		INV	ELEC*NB1	11/13/18	11/16/18	N	132.71	132.71-	096886	11/16/18	0.00
		INV	ELEC*UL1	11/13/18	11/16/18	N	56.16	56.16-	096886	11/16/18	0.00
						** TOTALS **	1,082.69	1,082.69-			0.00
01-000243	JEFF ELLIS MANAGEMENT, LLC										
	18-34384	INV	2009229	12/01/18	12/01/18	Y	20,298.00	20,298.00-	096894	11/16/18	0.00
						** TOTALS **	20,298.00	20,298.00-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000819	WHEATON PARK DISTRICT	** CONTINUED **									
	18-35794	INV 0001-11/	11/14/18	11/16/18	N		296.80	296.80-	096926	11/16/18	0.00
		** TOTALS **					296.80	296.80-			0.00
01-000831	WINFIELD PARK DISTRICT										
	18-35608	INV HALLO18	10/23/18	11/09/18	N		105.60	105.60-	096775	11/09/18	0.00
	18-35791	INV THANKS18	11/13/18	11/16/18	N		140.80	140.80-	096927	11/16/18	0.00
		** TOTALS **					246.40	246.40-			0.00
01-000840	YOUNG REMBRANDT'S										
	18-35813	INV 1634	11/16/18	11/30/18	N		320.00	320.00-	097068	11/30/18	0.00
		** TOTALS **					320.00	320.00-			0.00
01-000874	LANDSCAPE MATERIAL										
	18-35700	INV 31355	10/26/18	11/09/18	N		90.00	90.00-	096746	11/09/18	0.00
	18-35857	INV 31476	11/12/18	11/30/18	N		76.00	76.00-	097046	11/30/18	0.00
		** TOTALS **					166.00	166.00-			0.00
01-000920	LOGSDON OFFICE SUPPLY										
	18-35785	INV 1040968-	10/31/18	11/16/18	N		51.50	51.50-	096904	11/16/18	0.00
		** TOTALS **					51.50	51.50-			0.00
01-000949	CHICAGO BACKFLOW, INC.										
	18-35724	INV 330700	10/11/18	11/09/18	N		176.00	176.00-	096726	11/09/18	0.00
	18-35724	INV 330701	10/11/18	11/09/18	N		688.00	688.00-	096726	11/09/18	0.00
	18-35724	INV 330702	10/11/18	11/09/18	N		648.00	648.00-	096726	11/09/18	0.00
	18-35724	INV 330703	10/11/18	11/09/18	N		352.00	352.00-	096726	11/09/18	0.00
	18-35724	INV 330704	10/11/18	11/09/18	N		352.00	352.00-	096726	11/09/18	0.00
	18-35724	INV 330705	10/11/18	11/09/18	N		352.00	352.00-	096726	11/09/18	0.00
	18-35724	INV 330706	10/11/18	11/09/18	N		176.00	176.00-	096726	11/09/18	0.00
		** TOTALS **					2,744.00	2,744.00-			0.00
01-000986	JOE COTTON FORD INC.										
	18-35726	INV 335337	10/31/18	11/09/18	N		75.82	75.82-	096735	11/09/18	0.00
		** TOTALS **					75.82	75.82-			0.00
01-001021	METRA										
	18-35763	INV 12/2/18	11/16/18	11/16/18	N		1,201.90	1,201.90-	096906	11/16/18	0.00
		** TOTALS **					1,201.90	1,201.90-			0.00
01-001054	ELK GROVE PARK DISTRICT										
	18-35810	INV SHIRTS 1	11/15/18	11/16/18	N		90.00	90.00-	096888	11/16/18	0.00
		** TOTALS **					90.00	90.00-			0.00
01-001177	TEN RING ARCHERY LLC										
	18-35663	INV 1876	10/25/18	11/02/18	Y		352.80	352.80-	096691	11/02/18	0.00
		** TOTALS **					352.80	352.80-			0.00
01-001220	BOLINGBROOK ILLUSIONS										
	18-35891	INV 12/2 STA	11/28/18	11/30/18	N		195.00	195.00-	097022	11/30/18	0.00
		** TOTALS **					195.00	195.00-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001252	LOWE'S										
	18-35576	CM	915238	10/12/18	11/09/18	N	28.49-	28.49	096749	11/09/18	0.00
	18-35528	INV	901350	10/04/18	11/09/18	N	8.17	8.17-	096749	11/09/18	0.00
	18-35576	INV	901493	10/12/18	11/09/18	N	75.05	75.05-	096749	11/09/18	0.00
	18-35692	INV	901732	10/30/18	11/09/18	N	44.26	44.26-	096749	11/09/18	0.00
	18-35512	INV	902079	10/02/18	11/09/18	N	13.26	13.26-	096749	11/09/18	0.00
	18-35652	INV	902288	10/25/18	11/09/18	N	161.55	161.55-	096749	11/09/18	0.00
	18-35528	INV	902294	10/04/18	11/09/18	N	11.28	11.28-	096749	11/09/18	0.00
	18-35528	INV	902728	10/08/18	11/09/18	N	35.14	35.14-	096749	11/09/18	0.00
	18-35528	INV	902851	10/09/18	11/09/18	N	13.60	13.60-	096749	11/09/18	0.00
	18-35727	INV	902994	11/01/18	11/09/18	N	33.03	33.03-	096749	11/09/18	0.00
	18-35576	INV	908334	10/10/18	11/09/18	N	5.64	5.64-	096749	11/09/18	0.00
	18-35576	INV	908526	10/11/18	11/09/18	N	75.56	75.56-	096749	11/09/18	0.00
	18-35576	INV	920152	10/03/18	11/09/18	N	28.49	28.49-	096749	11/09/18	0.00
	18-35528	INV	920194	10/04/18	11/09/18	N	41.54	41.54-	096749	11/09/18	0.00
	18-35528	INV	920253	10/04/18	11/09/18	N	7.80	7.80-	096749	11/09/18	0.00
	18-35692	INV	920324	10/29/18	11/09/18	N	17.32	17.32-	096749	11/09/18	0.00
	18-35528	INV	976288	9/25/18	11/09/18	N	174.69	174.69-	096749	11/09/18	0.00
						** TOTALS **	717.89	717.89-			0.00
01-001366	NORTHERN IL IRRIGATION										
	18-35650	INV	25181	10/29/18	11/16/18	N	150.00	150.00-	096910	11/16/18	0.00
	18-35650	INV	25182	10/29/18	11/16/18	N	150.00	150.00-	096910	11/16/18	0.00
	18-35650	INV	25183	10/29/18	11/16/18	N	150.00	150.00-	096910	11/16/18	0.00
	18-35801	INV	25294	11/12/18	11/30/18	N	150.00	150.00-	097052	11/30/18	0.00
	18-35801	INV	25295	11/12/18	11/30/18	N	150.00	150.00-	097052	11/30/18	0.00
	18-35801	INV	25296	11/12/18	11/30/18	N	150.00	150.00-	097052	11/30/18	0.00
						** TOTALS **	900.00	900.00-			0.00
01-001493	C.W.T. CULLIGAN OF WHEATON										
	18-33469	INV	CCMG SER	10/31/18	11/09/18	N	53.00	53.00-	096728	11/09/18	0.00
						** TOTALS **	53.00	53.00-			0.00
01-001603	GARY KANTOR										
	18-35759	INV	11/1/18M	11/07/18	11/16/18	Y	28.00	28.00-	096905	11/16/18	0.00
	18-35751	INV	DEMOS 9/	11/04/18	11/30/18	Y	420.00	420.00-	097047	11/30/18	0.00
						** TOTALS **	448.00	448.00-			0.00
01-001647	CINTAS CORPORATION #344										
	18-35377	INV	34482068	10/11/18	11/09/18	N	472.95	472.95-	096727	11/09/18	0.00
	18-35377	INV	34482068	10/11/18	11/09/18	N	1,571.65	1,571.65-	096727	11/09/18	0.00
	18-35377	INV	34482926	10/29/18	11/09/18	N	144.00	144.00-	096727	11/09/18	0.00
						** TOTALS **	2,188.60	2,188.60-			0.00
01-001678	CAROL STREAM LAWN & POWER										
	18-35462	INV	421992	9/26/18	11/02/18	N	33.26	33.26-	096634	11/02/18	0.00
	18-35462	INV	422085	9/27/18	11/02/18	N	48.81	48.81-	096634	11/02/18	0.00
	18-35530	INV	422395	10/05/18	11/02/18	N	25.16	25.16-	096634	11/02/18	0.00
	18-35624	INV	423277	10/23/18	11/02/18	N	21.99	21.99-	096634	11/02/18	0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001678	CAROL STREAM LAWN & POWER	** CONTINUED **									
	18-35707	INV	423652	10/30/18	11/30/18	N	9.17	9.17-	097025	11/30/18	0.00
	18-35729	INV	423768	11/01/18	11/30/18	N	9.90	9.90-	097025	11/30/18	0.00
	18-35741	INV	423831	11/02/18	11/30/18	N	254.43	254.43-	097025	11/30/18	0.00
	18-35741	INV	423832	11/02/18	11/30/18	N	219.95	219.95-	097025	11/30/18	0.00
	18-35799	INV	424115	11/08/18	11/30/18	N	23.96	23.96-	097025	11/30/18	0.00
	18-35856	INV	424452	11/15/18	11/30/18	N	43.18	43.18-	097025	11/30/18	0.00
	18-35856	INV	424455	11/15/18	11/30/18	N	218.42	218.42-	097025	11/30/18	0.00
	18-35856	INV	424602	11/19/18	11/30/18	N	1.95	1.95-	097025	11/30/18	0.00
	18-35898	INV	424644	11/20/18	11/30/18	N	45.84	45.84-	097025	11/30/18	0.00
	18-35898	INV	424666	11/20/18	11/30/18	N	6.48	6.48-	097025	11/30/18	0.00
						** TOTALS **	962.50	962.50-			0.00
01-001918	LAKESHORE RECYCLING SYSTEM										
	18-34215	INV	PS232297	10/25/18	11/09/18	Y	157.00	157.00-	096745	11/09/18	0.00
	18-34215	INV	PS232298	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
	18-34215	INV	PS232299	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
	18-34215	INV	PS232300	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
	18-34215	INV	PS232301	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
	18-34215	INV	PS232302	10/25/18	11/09/18	Y	247.00	247.00-	096745	11/09/18	0.00
	18-34215	INV	PS232303	10/25/18	11/09/18	Y	157.00	157.00-	096745	11/09/18	0.00
	18-34215	INV	PS232304	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
	18-34215	INV	PS232305	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
	18-34215	INV	PS232306	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
	18-34215	INV	PS232307	10/25/18	11/09/18	Y	107.00	107.00-	096745	11/09/18	0.00
						** TOTALS **	1,417.00	1,417.00-			0.00
01-002000	KIDS FIRST SPORTS SAFETY,										
	18-35827	INV	BSKTBLL1	11/06/18	11/30/18	N	338.66	338.66-	097045	11/30/18	0.00
	18-35827	INV	TRACK 10	11/06/18	11/30/18	N	227.50	227.50-	097045	11/30/18	0.00
						** TOTALS **	566.16	566.16-			0.00
01-002024	GLOBAL EQUIPMENT CO. INC.										
	18-35711	INV	11291606	7/14/18	11/02/18	N	1,593.34	1,593.34-	096645	11/02/18	0.00
						** TOTALS **	1,593.34	1,593.34-			0.00
01-002162	JOHN JUSTIN WYETH										
	18-35735	INV	1066	11/02/18	11/16/18	Y	1,987.50	1,987.50-	096928	11/16/18	0.00
						** TOTALS **	1,987.50	1,987.50-			0.00
01-002173	RELIABLE FIRE & SECURITY										
	18-35861	INV	721431	11/13/18	11/30/18	N	350.00	350.00-	097058	11/30/18	0.00
						** TOTALS **	350.00	350.00-			0.00
01-002193	MICHAEL KASPRZAK										
	18-35784	INV	214	11/09/18	11/16/18	Y	509.76	509.76-	096898	11/16/18	0.00
						** TOTALS **	509.76	509.76-			0.00
01-002273	ROCCO VINO'S RISTORANTE										
	18-35718	INV	2826	9/18/18	11/09/18	N	41.00	41.00-	096762	11/09/18	0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-002273	ROCCO VINO'S RISTORANTE	** CONTINUED **								
	18-35718	INV	2827	9/18/18	11/09/18 N	117.00	117.00-	096762	11/09/18	0.00
	18-35718	INV	2846	10/03/18	11/09/18 N	60.00	60.00-	096762	11/09/18	0.00
	18-35718	INV	2855	10/10/18	11/09/18 N	35.00	35.00-	096762	11/09/18	0.00
	18-35718	INV	2870	10/27/18	11/09/18 N	41.00	41.00-	096762	11/09/18	0.00
	18-35843	INV	2890	11/11/18	11/30/18 N	435.00	435.00-	097061	11/30/18	0.00
				** TOTALS **		729.00	729.00-			0.00
01-002323	LINO'S AUTO BODY REPAIR, I									
	18-35592	INV REPAIR O		10/29/18	11/09/18 N	760.15	760.15-	096747	11/09/18	0.00
	18-35655	INV REPAIR O		11/12/18	11/16/18 N	1,726.30	1,726.30-	096903	11/16/18	0.00
				** TOTALS **		2,486.45	2,486.45-			0.00
01-002374	RACK 'M UP EQUIPMENT									
	18-35629	INV	50008	10/15/18	11/02/18 N	601.79	601.79-	096676	11/02/18	0.00
				** TOTALS **		601.79	601.79-			0.00
01-002391	VORIS MECHANICAL, INC.									
	18-35690	INV	983864	10/30/18	11/09/18 N	1,198.74	1,198.74-	096771	11/09/18	0.00
	18-35730	INV	983882	11/13/18	11/16/18 N	592.83	592.83-	096924	11/16/18	0.00
				** TOTALS **		1,791.57	1,791.57-			0.00
01-002468	PITNEY BOWES RESERVE ACCOU									
	18-35766	INV PBP#1129		11/16/18	11/16/18 N	100.00	100.00-	096912	11/16/18	0.00
	18-35764	INV PBP#1452		11/08/18	11/16/18 N	620.00	620.00-	096912	11/16/18	0.00
				** TOTALS **		720.00	720.00-			0.00
01-002509	THE FITNESS CONNECTION									
	18-35804	INV	31833	11/01/18	11/16/18 N	674.90	674.90-	096922	11/16/18	0.00
	18-35804	INV	31869	11/07/18	11/16/18 N	79.95	79.95-	096922	11/16/18	0.00
				** TOTALS **		754.85	754.85-			0.00
01-002606	VANGUARD ENERGY SERVICES,									
		INV	G4020491	11/07/18	11/09/18 N	724.61	724.61-	096777	11/09/18	0.00
		INV	G4020501	11/02/18	11/09/18 N	3.79	3.79-	096770	11/09/18	0.00
		INV	G4020501	11/02/18	11/09/18 N	0.03	0.03-	096770	11/09/18	0.00
		INV	G4020501	11/02/18	11/09/18 N	1,095.85	1,095.85-	096770	11/09/18	0.00
		INV	G4020501	11/02/18	11/09/18 N	28.48	28.48-	096770	11/09/18	0.00
		INV	G4020501	11/02/18	11/09/18 N	9.49	9.49-	096770	11/09/18	0.00
				** TOTALS **		1,862.25	1,862.25-			0.00
01-002647	OZARK PIZZA COMPANY									
	18-35867	INV	S3192186	10/14/18	11/30/18 N	43.00	43.00-	097055	11/30/18	0.00
	18-35867	INV	S3192186	11/17/18	11/30/18 N	111.00	111.00-	097055	11/30/18	0.00
	18-35867	INV	S3192186	11/25/18	11/30/18 N	195.00	195.00-	097055	11/30/18	0.00
				** TOTALS **		349.00	349.00-			0.00
01-002785	NAPA AUTO PARTS									
	18-35642	CM	10/31/18	10/31/18	11/09/18 N	6.81-	6.81	096753	11/09/18	0.00
	18-35642	INV	466755	10/24/18	11/09/18 N	59.13	59.13-	096753	11/09/18	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-002785	NAPA AUTO PARTS	** CONTINUED **									
	18-35653	INV	466842	10/25/18	11/09/18	N	142.99	142.99-	096753	11/09/18	0.00
	18-35695	INV	466992	10/26/18	11/09/18	N	6.56	6.56-	096753	11/09/18	0.00
	18-35694	INV	467540	10/30/18	11/09/18	N	131.99	131.99-	096753	11/09/18	0.00
				** TOTALS **			333.86	333.86-			0.00
01-002876	PLAQUES PLUS										
	18-35614	INV	D1012-12	10/16/18	11/02/18	N	807.39	807.39-	096675	11/02/18	0.00
	18-35613	INV	D1015-7	10/17/18	11/02/18	N	164.97	164.97-	096675	11/02/18	0.00
	18-35683	INV	D1023-23	10/27/18	11/09/18	N	38.50	38.50-	096758	11/09/18	0.00
	18-35783	INV	D1102-9	11/07/18	11/16/18	N	321.84	321.84-	096913	11/16/18	0.00
				** TOTALS **			1,332.70	1,332.70-			0.00
01-002878	ELMHURST PARK DISTRICT										
	18-35672	INV	02241	10/23/18	11/09/18	N	512.00	512.00-	096730	11/09/18	0.00
				** TOTALS **			512.00	512.00-			0.00
01-002916	NATIONAL SEED										
	18-35688	INV	582594SI	10/30/18	11/16/18	N	918.00	918.00-	096909	11/16/18	0.00
				** TOTALS **			918.00	918.00-			0.00
01-002973	DIVINE SIGNS, INC.										
	18-35580	INV	29089	10/22/18	11/09/18	N	216.00	216.00-	096729	11/09/18	0.00
				** TOTALS **			216.00	216.00-			0.00
01-002977	OVERDOORS OF ILLINOIS, INC										
	18-35627	INV	156551	10/18/18	11/09/18	N	254.00	254.00-	096756	11/09/18	0.00
	18-35627	INV	156552	10/18/18	11/09/18	N	164.00	164.00-	096756	11/09/18	0.00
				** TOTALS **			418.00	418.00-			0.00
01-002986	DOCU-SHRED, INC										
	18-35808	INV	43338	11/07/18	11/30/18	N	292.50	292.50-	097030	11/30/18	0.00
				** TOTALS **			292.50	292.50-			0.00
01-003049	NOVATOO, INC.										
	18-35838	INV	1342	11/19/18	11/30/18	N	680.00	680.00-	097053	11/30/18	0.00
				** TOTALS **			680.00	680.00-			0.00
01-003095	EILEEN HERNANDEZ										
	18-35809	INV	ADOR HOL	11/10/18	11/30/18	Y	104.00	104.00-	097065	11/30/18	0.00
				** TOTALS **			104.00	104.00-			0.00
01-003151	POWER-CELL BATTERY PRODUCT										
	18-35633	INV	00238419	10/22/18	11/09/18	N	32.40	32.40-	096776	11/09/18	0.00
	18-35749	INV	00238597	10/31/18	11/16/18	N	95.70	95.70-	096929	11/16/18	0.00
				** TOTALS **			128.10	128.10-			0.00
01-003163	WHEATON PARK DISTRICT										
	18-35734	INV	2018-076	10/31/18	11/09/18	N	112.00	112.00-	096774	11/09/18	0.00
				** TOTALS **			112.00	112.00-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003211	UNIVAR USA INC.										
	18-35703	INV	CH043177	10/19/18	11/09/18	N	499.67	499.67-	096769	11/09/18	0.00
	18-35862	INV	CH045957	11/08/18	11/30/18	N	555.25	555.25-	097066	11/30/18	0.00
						** TOTALS **	1,054.92	1,054.92-			0.00
01-003410	PUBLIC STORAGE ##28162										
	18-35789	INV	SPACE 73	11/12/18	11/16/18	N	237.00	237.00-	096914	11/16/18	0.00
						** TOTALS **	237.00	237.00-			0.00
01-003447	JOHN S. SWIFT CO., INC.										
	18-35863	INV	18-0418	11/07/18	1/01/19	N	7,983.21	7,983.21-	097042	11/30/18	0.00
						** TOTALS **	7,983.21	7,983.21-			0.00
01-003453	EVANS & SON BLACKTOP, INC.										
	18-35551	INV	g65245	10/25/18	11/09/18	N	57,995.44	57,995.44-	096731	11/09/18	0.00
	18-35551	INV	g65500	11/15/18	11/30/18	N	6,443.94	6,443.94-	097078	11/30/18	0.00
						** TOTALS **	64,439.38	64,439.38-			0.00
01-003465	CHRIS HARRIS										
	18-35847	INV	2018 TS	11/21/18	11/30/18	N	225.00	225.00-	097035	11/30/18	0.00
						** TOTALS **	225.00	225.00-			0.00
01-003513	BOBBY HIRST										
	18-35844	INV	2018 TS	11/21/18	11/30/18	N	300.00	300.00-	097036	11/30/18	0.00
						** TOTALS **	300.00	300.00-			0.00
01-003601	PCARD-BANK OF MONTREAL - B										
	18-35681	INV	AACAMP 1	10/27/18	11/03/18	N	19.00	19.00-	000000	11/03/18	0.00
	18-35673	INV	ACTIVKID	10/27/18	11/03/18	N	2,086.34	2,086.34-	000000	11/03/18	0.00
	18-35675	INV	AG 10/27	10/27/18	11/03/18	N	51.26	51.26-	000000	11/03/18	0.00
	18-35569	INV	AK 10/27	10/27/18	11/03/18	N	77.00	77.00-	000000	11/03/18	0.00
	18-35595	INV	AK 10/27	10/27/18	11/03/18	N	123.01	123.01-	000000	11/03/18	0.00
	18-35615	INV	AK 10/27	10/27/18	11/03/18	N	56.00	56.00-	000000	11/03/18	0.00
	18-35684	INV	CONCESSI	10/27/18	11/03/18	N	1,016.00	1,016.00-	000000	11/03/18	0.00
	18-35717	INV	CQ 10/27	10/27/18	11/03/18	N	225.37	225.37-	000000	11/03/18	0.00
	18-35667	INV	FH 10/27	10/27/18	11/03/18	N	13,519.28	13,519.28-	000000	11/03/18	0.00
	18-35670	INV	FINANCE	10/27/18	11/03/18	N	3,957.19	3,957.19-	000000	11/03/18	0.00
	18-35671	INV	FINANCE	10/27/18	1/01/19	N	840.00	840.00-	000000	11/03/18	0.00
	18-35574	INV	FINANCE	10/27/18	11/03/18	N	1,217.33	1,217.33-	000000	11/03/18	0.00
	18-35668	INV	FY PROG.	10/27/18	11/03/18	N	4,921.29	4,921.29-	000000	11/03/18	0.00
	18-35491	INV	GF 10/27	10/27/18	11/03/18	N	15.60	15.60-	000000	11/03/18	0.00
	18-35500	INV	JB 10/27	10/27/18	11/03/18	N	25.00	25.00-	000000	11/03/18	0.00
	18-35433	INV	JM 10/27	10/27/18	11/03/18	N	11.12	11.12-	000000	11/03/18	0.00
	18-35601	INV	JM 10/27	10/27/18	11/03/18	N	569.00	569.00-	000000	11/03/18	0.00
	18-35664	INV	JM 10/27	10/27/18	11/03/18	N	10.16	10.16-	000000	11/03/18	0.00
	18-35665	INV	JM 10/27	10/27/18	11/03/18	N	28.75	28.75-	000000	11/03/18	0.00
	18-35598	INV	JM 10/27	10/27/18	11/03/18	N	324.46	324.46-	000000	11/03/18	0.00
	18-35599	INV	JM 10/27	10/27/18	11/03/18	N	844.00	844.00-	000000	11/03/18	0.00
	18-35474	INV	JM 10/27	10/27/18	11/03/18	N	43.16	43.16-	000000	11/03/18	0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003601	PCARD-BANK OF MONTREAL - B** CONTINUED **										
	18-35523	INV JM	10/27	10/27/18	11/03/18	N	20.00	20.00-	000000	11/03/18	0.00
	18-35524	INV JM	10/27	10/27/18	11/03/18	N	63.00	63.00-	000000	11/03/18	0.00
	18-35605	INV JM	10/27	10/27/18	11/03/18	N	255.55	255.55-	000000	11/03/18	0.00
	18-35604	INV JM	10/27	10/27/18	11/03/18	N	1,700.00	1,700.00-	000000	11/03/18	0.00
	18-35603	INV JM	10/27	10/27/18	11/03/18	N	115.00	115.00-	000000	11/03/18	0.00
	18-35669	INV JR	10/27	10/27/18	11/03/18	N	58.95	58.95-	000000	11/03/18	0.00
	18-35666	INV JR	10/27	10/27/18	11/03/18	N	13,045.00	13,045.00-	000000	11/03/18	0.00
	18-35708	INV LB	10/27	10/27/18	11/03/18	N	287.78	287.78-	000000	11/03/18	0.00
	18-35555	INV LB	10/27	10/27/18	11/03/18	N	407.60	407.60-	000000	11/03/18	0.00
	18-33471	INV LS	10/27	10/27/18	11/03/18	N	80.00	80.00-	000000	11/03/18	0.00
	18-35538	INV LS	10/27	10/27/18	11/03/18	N	491.05	491.05-	000000	11/03/18	0.00
	18-35543	INV LS	10/27	10/27/18	11/03/18	N	1,064.33	1,064.33-	000000	11/03/18	0.00
	18-35542	INV LS	10/27	10/27/18	11/03/18	N	310.50	310.50-	000000	11/03/18	0.00
	18-35540	INV LS	10/27	10/27/18	11/03/18	N	507.15	507.15-	000000	11/03/18	0.00
	18-35509	INV LS	10/27	10/27/18	11/03/18	N	1,645.00	1,645.00-	000000	11/03/18	0.00
	18-35674	INV MA	10/27	10/27/18	11/03/18	N	434.37	434.37-	000000	11/03/18	0.00
	18-35709	INV MF	10/27	10/27/18	11/03/18	N	358.01	358.01-	000000	11/03/18	0.00
	18-35686	INV MRKTG	10	10/27/18	11/03/18	N	2,818.14	2,818.14-	000000	11/03/18	0.00
	18-35485	INV MRKTG	10	10/27/18	11/03/18	N	903.50	903.50-	000000	11/03/18	0.00
	18-35588	INV PARKS	10	10/27/18	11/03/18	N	389.19	389.19-	000000	11/03/18	0.00
	18-35635	INV PARKS	10	10/27/18	11/03/18	N	410.13	410.13-	000000	11/03/18	0.00
	18-35677	INV PRESCHOO	10/27/18	11/03/18	N	352.20	352.20-	000000	11/03/18	0.00	
	18-35648	INV RB	10/27	10/27/18	11/03/18	N	31.00	31.00-	000000	11/03/18	0.00
	18-35645	INV REC DEPT	10/27/18	11/03/18	N	31.01	31.01-	000000	11/03/18	0.00	
	18-35646	INV REC DEPT	10/27/18	11/03/18	N	87.22	87.22-	000000	11/03/18	0.00	
	18-35647	INV REC DEPT	10/27/18	11/03/18	N	10.38	10.38-	000000	11/03/18	0.00	
	18-35719	INV RM	10/27	10/27/18	11/03/18	N	1,833.03	1,833.03-	000000	11/03/18	0.00
	18-35680	INV SC	10/27	10/27/18	11/03/18	N	1,953.94	1,953.94-	000000	11/03/18	0.00
	18-35451	INV SC	10/27	10/27/18	11/03/18	N	338.51	338.51-	000000	11/03/18	0.00
	18-35659	INV SH	10/27	10/27/18	11/03/18	N	325.00	325.00-	000000	11/03/18	0.00
	18-35710	INV SW	10/27	10/27/18	11/03/18	N	678.23	678.23-	000000	11/03/18	0.00
				** TOTALS **			60,985.09	60,985.09-			0.00
01-003700	METROPOLITAN INDUSTRIES, I										
	18-33805	INV	339888	10/22/18	11/02/18	N	10.00	10.00-	096670	11/02/18	0.00
				** TOTALS **			10.00	10.00-			0.00
01-003751	T-REXPLORERS, LLC.										
	18-35882	INV	20183301	9/23/18	11/30/18	N	1,350.00	1,350.00-	097064	11/30/18	0.00
				** TOTALS **			1,350.00	1,350.00-			0.00
01-003767	EVP ACADEMIES, LLC										
	18-35640	INV	1499	7/17/18	11/02/18	N	623.70	623.70-	096643	11/02/18	0.00
	18-35638	INV	1518	9/21/18	11/02/18	N	693.00	693.00-	096643	11/02/18	0.00
				** TOTALS **			1,316.70	1,316.70-			0.00
01-003776	SCHINDLER ELEVATOR CORP.										
	18-35746	INV	71528162	10/30/18	11/16/18	N	410.00	410.00-	096917	11/16/18	0.00
				** TOTALS **			410.00	410.00-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003811	BASELINE YOUTH SPORTS, INC										
	18-35782	INV ASSIGNOR	10/31/18	11/16/18	N		7,735.00	7,735.00-	096884	11/16/18	0.00
	18-35865	INV ASSIGNOR	11/27/18	11/30/18	N		945.00	945.00-	097018	11/30/18	0.00
		** TOTALS **					8,680.00	8,680.00-			0.00
01-003841	ELEVATOR INSPECTION SERVIC										
	18-35583	INV	79956	10/17/18	11/02/18	N	150.00	150.00-	096642	11/02/18	0.00
		** TOTALS **					150.00	150.00-			0.00
01-003902	PLATT HILL NURSERY, INC.										
	18-35651	INV TICKET#T	10/25/18	11/09/18	N		199.95	199.95-	096759	11/09/18	0.00
		** TOTALS **					199.95	199.95-			0.00
01-003924	AWARDS NETWORK										
	18-35571	INV	576362	10/16/18	11/02/18	N	35.00	35.00-	096629	11/02/18	0.00
		** TOTALS **					35.00	35.00-			0.00
01-003928	LEN'S ACE HARDWARE, INC.										
	18-35757	INV	462230/4	11/07/18	11/16/18	N	56.93	56.93-	096902	11/16/18	0.00
		** TOTALS **					56.93	56.93-			0.00
01-003931	HEATHER HOLTZ										
	18-35806	INV	10/26/18	10/26/18	11/16/18	N	39.00	39.00-	096893	11/16/18	0.00
		** TOTALS **					39.00	39.00-			0.00
01-003932	STERLING NETWORK INTEGRATI										
	18-35276	INV	071101	11/07/18	11/16/18	N	527.45	527.45-	096920	11/16/18	0.00
	18-35575	INV	161002	10/16/18	11/02/18	N	1,087.50	1,087.50-	096688	11/02/18	0.00
		** TOTALS **					1,614.95	1,614.95-			0.00
01-003955	CAROL STREAM PARKS FOUNDAT										
	18-35721	INV Donation	11/01/18	11/02/18	N		216.60	216.60-	096635	11/02/18	0.00
		** TOTALS **					216.60	216.60-			0.00
01-004013	PUBLIC STORAGE ###28162										
	18-35790	INV SPACE	54	11/12/18	11/16/18	N	297.00	297.00-	096915	11/16/18	0.00
		** TOTALS **					297.00	297.00-			0.00
01-004031	OFFICIAL FINDERS, LLC										
	18-35716	INV	6004	11/01/18	11/09/18	N	868.00	868.00-	096755	11/09/18	0.00
	18-35825	INV	6059	11/19/18	11/30/18	N	763.00	763.00-	097054	11/30/18	0.00
		** TOTALS **					1,631.00	1,631.00-			0.00
01-004091	BURBANK PARK DISTRICT										
	18-35676	INV MEET FEE	10/30/18	11/02/18	N		247.00	247.00-	096633	11/02/18	0.00
		** TOTALS **					247.00	247.00-			0.00
01-004101	BEVERLY R. BUCHINGER										
	18-35826	INV	030	11/18/18	11/30/18	Y	45.00	45.00-	097023	11/30/18	0.00
		** TOTALS **					45.00	45.00-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004475	MICHAEL POWERS	** CONTINUED **								
	18-35846	INV	2018 TS	11/21/18	11/30/18 N	275.00	275.00-	097056	11/30/18	0.00
					** TOTALS **	275.00	275.00-			0.00
01-004477	SWEET HOME LANDSCAPING INC									
	18-35499	INV	102918TR	10/29/18	11/09/18 N	3,360.00	3,360.00-	096768	11/09/18	0.00
					** TOTALS **	3,360.00	3,360.00-			0.00
01-004490	ACCULIGHTUSA SOLUTIONS LLC									
	18-35778	INV	1080	10/03/18	11/09/18 N	2,960.82	2,960.82-	096721	11/09/18	0.00
	18-35777	INV	1082	10/03/18	11/09/18 N	780.52	780.52-	096721	11/09/18	0.00
					** TOTALS **	3,741.34	3,741.34-			0.00
01-004492	AMIE L. BURGESS									
	18-35908	INV	DEMOS 9/	10/25/18	11/30/18 Y	480.00	480.00-	097024	11/30/18	0.00
					** TOTALS **	480.00	480.00-			0.00
01-004493	DISCOVERY LANGUAGE PROGRAM									
	18-35792	INV	16987	9/18/18	11/16/18 N	340.00	340.00-	096887	11/16/18	0.00
					** TOTALS **	340.00	340.00-			0.00
01-1	MISC VENDOR (REFUNDS ONLY)									
		INV	REC# 200	9/30/18	10/05/18 N	87.00	87.00-	096955	11/21/18	0.00
		INV	REC# 200	10/25/18	11/02/18 N	24.87	24.87-	096683	11/02/18	0.00
		INV	REC# 200	10/25/18	11/02/18 N	20.00	20.00-	096637	11/02/18	0.00
		INV	REC# 200	10/25/18	11/02/18 N	41.60	41.60-	096639	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	10.75	10.75-	096638	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	10.00	10.00-	096640	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	118.00	118.00-	096668	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	20.00	20.00-	096666	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	50.00	50.00-	096665	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	15.00	15.00-	096664	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	143.00	143.00-	096662	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	74.62	74.62-	096692	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	110.00	110.00-	096636	11/02/18	0.00
		INV	REC# 200	10/27/18	11/02/18 N	10.00	10.00-	096671	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	21.60	21.60-	096625	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	18.48	18.48-	096626	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	50.00	50.00-	096627	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	46.90	46.90-	096677	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	2.62	2.62-	096678	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	12.00	12.00-	096680	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	138.00	138.00-	096684	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	134.00	134.00-	096681	11/02/18	0.00
		INV	REC# 200	10/28/18	11/02/18 N	100.00	100.00-	096696	11/02/18	0.00
		INV	REC# 200	10/29/18	11/02/18 N	166.71	166.71-	096647	11/02/18	0.00
		INV	REC# 200	10/29/18	11/02/18 N	64.00	64.00-	096651	11/02/18	0.00
		INV	REC# 200	10/29/18	11/02/18 N	28.80	28.80-	096652	11/02/18	0.00
		INV	REC# 200	9/29/18	11/02/18 N	81.00	81.00-	096653	11/02/18	0.00
		INV	REC# 200	9/29/18	11/02/18 N	41.00	41.00-	096654	11/02/18	0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-1	MISC VENDOR (REFUNDS ONLY)**	CONTINUED	**							
		INV REC#	200	10/29/18	11/02/18 N	68.48	68.48-	096656	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18 N	54.00	54.00-	096672	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18 N	18.00	18.00-	096628	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18 N	72.00	72.00-	096630	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18 N	50.00	50.00-	096686	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18 N	50.00	50.00-	096685	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18 N	132.00	132.00-	096674	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	40.00	40.00-	096655	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	20.00	20.00-	096657	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	50.00	50.00-	096658	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	36.00	36.00-	096659	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	14.00	14.00-	096632	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	19.52	19.52-	096697	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	50.00	50.00-	096693	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	44.00	44.00-	096689	11/02/18	0.00
		INV REC#	200	10/31/18	11/02/18 N	36.00	36.00-	096690	11/02/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	194.03	194.03-	096734	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	25.00	25.00-	096736	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	20.00	20.00-	096737	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	100.00	100.00-	096738	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	156.52	156.52-	096739	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	14.74	14.74-	096740	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	39.04	39.04-	096741	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	59.00	59.00-	096742	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	14.64	14.64-	096743	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	55.00	55.00-	096744	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	139.00	139.00-	096748	11/09/18	0.00
		INV REC#	200	11/01/18	11/09/18 N	95.00	95.00-	096765	11/09/18	0.00
		INV REC#	200	11/09/18	11/16/18 N	18.00	18.00-	096879	11/16/18	0.00
		INV REC#	200	11/09/18	11/16/18 N	24.50	24.50-	096880	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	7.31	7.31-	096878	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	13.00	13.00-	096877	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	13.51	13.51-	096876	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	18.80	18.80-	096875	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	18.48	18.48-	096821	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	85.00	85.00-	096822	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	19.88	19.88-	096820	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	122.00	122.00-	096823	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	46.00	46.00-	096824	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	65.14	65.14-	096825	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	49.00	49.00-	096828	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	74.00	74.00-	096831	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	69.00	69.00-	096833	11/16/18	0.00
		INV REC#	200	11/10/18	11/16/18 N	49.00	49.00-	096832	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18 N	7.20	7.20-	096834	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18 N	36.00	36.00-	096835	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18 N	66.00	66.00-	096849	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18 N	55.00	55.00-	096850	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18 N	12.02	12.02-	096851	11/16/18	0.00

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-1	MISC VENDOR (REFUNDS ONLY)**	CONTINUED									
		INV REC#	200	11/11/18	11/16/18	N	75.00	75.00-	096856	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	50.00	50.00-	096857	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	45.00	45.00-	096859	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	57.00	57.00-	096860	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	195.00	195.00-	096861	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	39.29	39.29-	096862	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	100.00	100.00-	096864	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	50.00	50.00-	096847	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	34.00	34.00-	096863	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	78.00	78.00-	096865	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	32.00	32.00-	096871	11/16/18	0.00
		INV REC#	200	11/11/18	11/16/18	N	16.00	16.00-	096866	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	14.17	14.17-	096870	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	16.00	16.00-	096872	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	14.00	14.00-	096874	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	75.74	75.74-	096868	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	18.48	18.48-	096867	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	54.00	54.00-	096852	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	50.00	50.00-	096853	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	308.00	308.00-	096854	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	10.62	10.62-	096855	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	11.50	11.50-	096841	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	50.00	50.00-	096843	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	65.46	65.46-	096844	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	49.60	49.60-	096845	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	162.00	162.00-	096842	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	50.00	50.00-	096839	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	14.74	14.74-	096840	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	66.00	66.00-	096837	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	15.86	15.86-	096836	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	46.00	46.00-	096838	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	25.00	25.00-	096826	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	19.52	19.52-	096829	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	23.00	23.00-	096827	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	20.00	20.00-	096846	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	18.48	18.48-	096848	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	50.00	50.00-	096830	11/16/18	0.00
		INV REC#	200	11/14/18	11/16/18	N	15.00	15.00-	096858	11/16/18	0.00
		INV REC#	200	11/17/18	11/21/18	N	111.00	111.00-	096962	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	69.52	69.52-	096949	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	61.00	61.00-	096956	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	55.00	55.00-	096947	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	49.00	49.00-	096964	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	35.93	35.93-	096958	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	25.00	25.00-	096953	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	25.00	25.00-	096952	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	18.48	18.48-	096965	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	18.48	18.48-	096960	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	13.00	13.00-	096961	11/21/18	0.00

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-1	MISC VENDOR (REFUNDS ONLY)** CONTINUED **										
		INV REC#	200	11/21/18	11/21/18	N	10.62	10.62-	096951	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	25.00	25.00-	096948	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	38.00	38.00-	096959	11/21/18	0.00
		INV REC#	200	11/21/18	11/30/18	N	150.00	150.00-	097026	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	21.42	21.42-	097062	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	66.00	66.00-	097031	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	178.00	178.00-	097048	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	133.98	133.98-	097044	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	66.00	66.00-	097034	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	56.25	56.25-	097015	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	93.00	93.00-	097050	11/30/18	0.00
		INV REC#	200	11/24/18	11/30/18	N	50.00	50.00-	097057	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	20.00	20.00-	097040	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	6.00	6.00-	097063	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	247.00	247.00-	097049	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	45.00	45.00-	097060	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	6.11	6.11-	097033	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	88.00	88.00-	097032	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	33.00	33.00-	097067	11/30/18	0.00
		INV REC#	200	11/25/18	11/30/18	N	75.00	75.00-	097041	11/30/18	0.00
		INV REC#	200	9/10/18	9/14/18	N	100.00	100.00-	096682	11/02/18	0.00
		INV REC#	200	10/25/18	11/02/18	N	100.00	100.00-	096660	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18	N	100.00	100.00-	096673	11/02/18	0.00
		INV REC#	200	10/30/18	11/02/18	N	250.00	250.00-	096631	11/02/18	0.00
		INV REC#	200	11/01/18	11/09/18	N	99.00	99.00-	096722	11/09/18	0.00
		INV REC#	200	11/09/18	11/16/18	N	27.00	27.00-	096873	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	100.00	100.00-	096819	11/16/18	0.00
		INV REC#	200	11/12/18	11/16/18	N	100.00	100.00-	096869	11/16/18	0.00
		INV REC#	200	11/13/18	11/16/18	N	550.00	550.00-	096881	11/16/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	130.00	130.00-	096963	11/21/18	0.00
		INV REC#	200	11/21/18	11/21/18	N	190.00	190.00-	096957	11/21/18	0.00
		INV REC#	200	11/20/18	11/21/18	N	100.00	100.00-	096954	11/21/18	0.00
		INV REC#	200	11/20/18	11/21/18	N	100.00	100.00-	096967	11/21/18	0.00
		INV REC#	200	11/21/18	11/30/18	N	35.00	35.00-	097059	11/30/18	0.00
		INV REC#	200	11/28/18	11/30/18	N	440.00	440.00-	097028	11/30/18	0.00
		INV REC#2003	10/27/18	11/02/18	11/02/18	N	89.04	89.04-	096679	11/02/18	0.00
		INV REC#2003	11/21/18	11/21/18	11/21/18	N	19.52	19.52-	096966	11/21/18	0.00
		INV REC#2003	11/21/18	11/21/18	11/21/18	N	9.00	9.00-	096968	11/21/18	0.00
		** TOTALS **					10,637.57	10,637.57-			0.00
02-000210	JOHN A. DOMBECK										
		INV OFFICIAL	10/13/18	11/16/18	11/16/18	Y	515.00	515.00-	096934	11/16/18	0.00
		** TOTALS **					515.00	515.00-			0.00
02-000630	CRAIG A. REGES										
	18-35736	INV 6-ASSIGN	11/05/18	11/16/18	11/16/18	Y	240.50	240.50-	096941	11/16/18	0.00
	18-35736	INV 7-ASSIGN	11/06/18	11/16/18	11/16/18	Y	191.75	191.75-	096941	11/16/18	0.00
		INV OFFCL	10/11/18	11/16/18	11/16/18	Y	210.00	210.00-	096941	11/16/18	0.00
		INV OFFICIAL	10/23/18	11/02/18	11/02/18	Y	430.00	430.00-	096711	11/02/18	0.00
		** TOTALS **					1,072.25	1,072.25-			0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE---
02-001268	JAMES JAY BITTER									
		INV OFFCL	10	11/04/18	11/16/18 Y	330.00	330.00-	096931	11/16/18	0.00
		INV OFFICIAL		10/28/18	11/02/18 Y	810.00	810.00-	096701	11/02/18	0.00
		INV OFFICIAL		11/26/18	11/30/18 Y	540.00	540.00-	097070	11/30/18	0.00
				** TOTALS **		1,680.00	1,680.00-			0.00
02-001270	PAUL M. O'CONNELL									
		INV OFFCL	10	11/02/18	11/16/18 Y	210.00	210.00-	096940	11/16/18	0.00
		INV OFFICIAL		11/26/18	11/30/18 Y	210.00	210.00-	097074	11/30/18	0.00
		INV OFFICIAL		10/26/18	11/02/18 Y	300.00	300.00-	096709	11/02/18	0.00
				** TOTALS **		720.00	720.00-			0.00
02-001434	JEFFREY M. ROJEK									
		INV OFFCL	10	11/04/18	11/16/18 Y	148.00	148.00-	096942	11/16/18	0.00
		INV OFFICIAL		10/28/18	11/02/18 Y	415.00	415.00-	096712	11/02/18	0.00
				** TOTALS **		563.00	563.00-			0.00
02-001510	JAMES DELMASTRO									
		INV OFFICIAL		11/06/18	11/16/18 Y	150.00	150.00-	096933	11/16/18	0.00
		INV OFFICIAL		10/21/18	11/02/18 Y	150.00	150.00-	096703	11/02/18	0.00
				** TOTALS **		300.00	300.00-			0.00
02-001513	STEVEN M. HALBERG 18-35715									
		INV 1810 ASS		11/01/18	11/16/18 Y	108.00	108.00-	096936	11/16/18	0.00
		INV OFFICIAL		11/11/18	11/16/18 Y	60.00	60.00-	096936	11/16/18	0.00
				** TOTALS **		168.00	168.00-			0.00
02-001703	EDDIE A. HOLMAN									
		INV OFFICIAL		10/24/18	11/02/18 Y	265.00	265.00-	096705	11/02/18	0.00
				** TOTALS **		265.00	265.00-			0.00
02-001924	STEVEN J. O'BOYLE									
		INV OFFICIAL		10/16/18	11/02/18 Y	55.00	55.00-	096708	11/02/18	0.00
				** TOTALS **		55.00	55.00-			0.00
02-002555	ROBERT D. JULIANO									
		INV OFFICIAL		10/27/18	11/02/18 Y	110.00	110.00-	096706	11/02/18	0.00
				** TOTALS **		110.00	110.00-			0.00
02-002832	MICHAEL D. WENC									
		INV OFFCL	10	11/13/18	11/16/18 Y	180.00	180.00-	096944	11/16/18	0.00
		INV OFFICIAL		10/23/18	11/02/18 Y	60.00	60.00-	096714	11/02/18	0.00
		INV OFFICIAL		11/27/18	11/30/18 Y	150.00	150.00-	097076	11/30/18	0.00
				** TOTALS **		390.00	390.00-			0.00
02-003070	CHRIS BAILLIE									
		INV OFFCL	10	11/13/18	11/16/18 Y	120.00	120.00-	096930	11/16/18	0.00
		INV OFFICIAL		10/23/18	11/02/18 Y	60.00	60.00-	096700	11/02/18	0.00
		INV OFFICIAL		11/27/18	11/30/18 Y	60.00	60.00-	097069	11/30/18	0.00
				** TOTALS **		240.00	240.00-			0.00

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VENDOR	----- VENDOR NAME -----	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
02-003279	ROBERT K. FRITZ	INV OFFICIAL		11/09/18	11/30/18 Y	90.00	90.00-	097072	11/30/18	0.00
					** TOTALS **	90.00	90.00-			0.00
02-003292	PAUL DE VOLPI	INV OFFICIAL		10/26/18	11/02/18 Y	120.00	120.00-	096702	11/02/18	0.00
		INV OFFICIAL		11/11/18	11/16/18 Y	180.00	180.00-	096932	11/16/18	0.00
		INV OFFICIAL		11/18/18	11/30/18 Y	210.00	210.00-	097071	11/30/18	0.00
					** TOTALS **	510.00	510.00-			0.00
02-003331	WESLEY JAKACKI	INV OFFICIAL		11/06/18	11/16/18 Y	60.00	60.00-	096938	11/16/18	0.00
					** TOTALS **	60.00	60.00-			0.00
02-003351	MARK ANDERSON	INV OFFICIAL		10/22/18	11/02/18 Y	120.00	120.00-	096698	11/02/18	0.00
					** TOTALS **	120.00	120.00-			0.00
02-003359	MICHAEL RADUN	INV OFFICIAL		10/19/18	11/02/18 Y	1,115.00	1,115.00-	096710	11/02/18	0.00
					** TOTALS **	1,115.00	1,115.00-			0.00
02-003360	DANIEL J. HOCK	INV OFFICIAL		11/27/18	11/30/18 Y	60.00	60.00-	097073	11/30/18	0.00
		INV OFFICIAL		10/19/18	11/02/18 Y	360.00	360.00-	096704	11/02/18	0.00
		INV OFFICIAL		11/13/18	11/16/18 Y	120.00	120.00-	096937	11/16/18	0.00
					** TOTALS **	540.00	540.00-			0.00
02-003365	STEPHEN ANDERSON	INV OFFICIAL		10/27/18	11/02/18 Y	405.00	405.00-	096699	11/02/18	0.00
					** TOTALS **	405.00	405.00-			0.00
02-003368	HERBERT A. WIEGEL									
	18-35714	INV 40		10/31/18	11/16/18 Y	1,248.00	1,248.00-	096945	11/16/18	0.00
	18-35704	INV 41		10/31/18	11/16/18 Y	1,312.00	1,312.00-	096945	11/16/18	0.00
					** TOTALS **	2,560.00	2,560.00-			0.00
02-003385	JOHN STRUPECK	INV OFFICIAL		11/20/18	11/30/18 Y	150.00	150.00-	097075	11/30/18	0.00
					** TOTALS **	150.00	150.00-			0.00
02-003499	DARRELL DOWNS	INV OFFICIAL		11/13/18	11/16/18 Y	60.00	60.00-	096935	11/16/18	0.00
					** TOTALS **	60.00	60.00-			0.00
02-003538	JAMES STEWART JR.	INV OFFCL	10	11/04/18	11/16/18 Y	150.00	150.00-	096943	11/16/18	0.00
		INV OFFICIAL		10/23/18	11/02/18 Y	60.00	60.00-	096713	11/02/18	0.00
					** TOTALS **	210.00	210.00-			0.00

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

VENDOR	---- VENDOR NAME ----	TYPE INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
02-003555	CARRIE MC CANN	INV COACH 7/	7/20/18	8/31/18 Y	120.00	120.00-	096939	11/16/18	0.00
				** TOTALS **	120.00	120.00-			0.00
02-003557	JONATHON S. LILL	INV OFFICIAL	10/27/18	11/02/18 Y	37.00	37.00-	096707	11/02/18	0.00
				** TOTALS **	37.00	37.00-			0.00

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T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	369,207.31	369,207.31CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	369,207.31	369,207.31CR	0.00

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY
** PRE-PAID INVOICES **

PREPAID TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

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R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	369,207.31	369,207.31CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	369,207.31	369,207.31CR	0.00

U N P A I D R E C A P

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	0.00
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	0.00

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 204000	DUE TO VILLAGE OF CAROL STREAM	27.00
10 209400	D/T CSP FOUNDATION-MEMORIAL PK	16.60
10 209500	D/T CSP FOUNDATION-BRICK PRGM	200.00
10 217000	SECTION 125	950.00
10 5-00-00-558	SECURITY SERVICES	504.00
10 5-00-00-565	BACKGROUND CHECKS-EMPLOYEES	378.00
10 5-00-00-566	BACKGROUND CHECKS-NON-EMPLOYEE	824.00
10 5-00-00-610	PDRMA PROPERTY	5,137.68
10 5-00-00-611	PDRMA LIABILITY	2,530.66
10 5-00-00-612	PDRMA EMPLOYMENT	986.71
10 5-00-00-613	PDRMA POLLUTION	152.84
10 5-00-00-614	PDRMA WORKMENS COMP	4,531.69
10 5-10-00-540	SECTION 125 PLAN	8.50
10 5-10-00-546	TELEPHONE	147.57
10 5-10-00-551	ATTORNEY	1,987.50
10 5-10-00-553	PRINTING	14.13
10 5-10-00-556	MAINTENANCE CONTRACTS	807.47
10 5-10-00-559	TRAINING/SEMINARS	1,350.82

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-10-00-560	MEETINGS	58.95
10 5-10-00-561	MEMBERSHIP DUES	25.00
10 5-10-00-620	STAFF INCENTIVE	255.88
10 5-10-00-651	MINOR EQUIPMENT	99.99
10 5-10-00-668	COMMISSIONER EXPENSE	15.00
10 5-10-00-669	POSTAGE	494.79
10 5-10-00-670	PUBLICATIONS/BOOKS	22.50
10 5-10-00-690	DEPARTMENT SUPPLIES	16.99
10 5-12-00-546	TELEPHONE	37.52
10 5-12-00-590	OTHER SERVICES	148.73
10 5-12-00-690	DEPARTMENT SUPPLIES	141.26
10 5-15-00-546	TELEPHONE	225.76
10 5-15-00-547-079	ELECTRIC-ARMSTRONG RESTROOM	202.25
10 5-15-00-547-081	ELECTRIC-ARMSTRONG GARAGE/LOT	73.55
10 5-15-00-547-082	ELECTRIC-ARMSTRONG MUSEUM	73.54
10 5-15-00-547-085	ELECTRIC-ARMSTRONG SKATE RINK	128.71
10 5-15-00-547-086	ELECTRIC-BIERMAN	34.81
10 5-15-00-547-089	ELECTRIC-HAMPE	167.56
10 5-15-00-547-093	ELECTRIC-MEMORIAL PARK	24.85
10 5-15-00-547-094	ELECTRIC-POND AERATORS	33.35
10 5-15-00-547-095	ELECTRIC-RED HAWK	591.63
10 5-15-00-547-096	ELECTRIC-SLEPICKA	41.62
10 5-15-00-547-097	ELECTRIC-UNDERPASS IL64	56.16
10 5-15-00-548	REFUSE	819.53
10 5-15-00-549	PORT-O-LETS- FOR RENTALS	90.00
10 5-15-00-553	PRINTING	56.16
10 5-15-00-556	MAINTENANCE CONTRACTS	3,861.87
10 5-15-00-556-045	MAINT CONTRACTS-BASEBALL FIELD	747.00
10 5-15-00-556-048	MAINT CONTRACTS-LANDSCAPE	12,174.71
10 5-15-00-559	TRAINING/SEMINARS	1,842.00
10 5-15-00-562-049	REPAIR SERVICES-PARKS	480.00
10 5-15-00-651	MINOR EQUIPMENT	642.41
10 5-15-00-651-054	MINOR EQMT FACILITY-SIGNS	216.00
10 5-15-00-653	HORTICULTURAL SUPPLIES	323.44
10 5-15-00-653-060	HORTICULTURE SUPPLIES-MEM TREE	459.95
10 5-15-00-657	CLOTHING SUPPLIES	1,972.56
10 5-15-00-659	VEHICLE FUELS	1,599.49
10 5-15-00-659-040	VEHICLE FUELS-MOWERS	1,348.40
10 5-15-00-660	PLAYGROUND MATERIAL/MAINT	1,310.33
10 5-15-00-662-045	ATHLETIC FIELD MAINT-BASEBALL	788.00
10 5-15-00-663	VEHICLE REPAIRS	57.96
10 5-15-00-663-007	VEHICLE REPAIRS-#107 ESCAPE	1,726.30
10 5-15-00-663-008	VEHICLE REPAIRS-#108 PICKUP	3,220.60
10 5-15-00-663-009	VEHICLE REPAIRS-#109 PICKUP	315.27
10 5-15-00-663-011	VEHICLE REPAIRS-#111 EXPLORER	131.99
10 5-15-00-663-015	VEHICLE REPAIRS-#115 F450	120.00
10 5-15-00-663-017	VEHICLE REPAIRS-#117 E350 VAN	769.64

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-15-00-663-021	VEHICLE REPAIRS-#121 4-WD DUMP	82.38
10 5-15-00-663-023	VEHICLE REPAIRS-#123 F250	488.59
10 5-15-00-663-024	VEHICLE REPAIRS-#124 F250	3,344.12
10 5-15-00-663-025	VEHICLE REPAIRS-#125 F650 BUS	1,138.05
10 5-15-00-663-026	VEHICLE REPAIRS-#126 FOCUS	889.00
10 5-15-00-663-028	VEHICLE REPAIRS-#128 ECONOLINE	715.90
10 5-15-00-663-030	VEHICLE REPAIRS-#130 RANGER	760.15
10 5-15-00-664	REPAIR/MAINT MATERIALS	2,086.52
10 5-15-00-664-058	REPAIR/MAINT MAT-VANDALISM	57.56
10 5-15-00-665	SAFETY SUPPLIES	410.13
10 5-15-00-673	TOOL REPAIR & PARTS	857.47
10 5-28-00-544	GAS	28.48
10 5-28-00-546	TELEPHONE	1,111.01
10 5-28-00-547	ELECTRIC	408.01
10 5-28-00-548	REFUSE	53.22
10 5-28-00-556	MAINTENANCE CONTRACTS	433.71
10 5-28-00-562	REPAIR SERVICES	601.79
10 5-28-00-562-064	REPAIR SRVS-HVAC	592.83
10 5-28-00-664-062	REPAIR MATERIALS-CARPENTRY	84.91
10 5-28-00-664-063	REPAIR MATERIALS-ELECTRICAL	35.14
	** FUND TOTAL **	72,778.15
20 205000	REGISTRATION CLIENT PAYABLE	10,637.57
20 206222	D/T DANCE FUNDRAISER	1,627.11
20 206735	D/T SWIM TEAM VAC FUNDRAISER	1,506.70
20 206902	D/T GYMNAST SPRINGER FUNDRAISE	2,334.95
20 4-13-80-441-800	MEMBERSHIP - FITNESS CTR	141.00
20 5-10-00-540	SECTION 125 PLAN	41.50
20 5-10-00-556	MAINTENANCE CONTRACTS	807.48
20 5-12-00-553	PRINTING	8,221.75
20 5-12-00-554	ADVERTISING	650.52
20 5-12-00-570	CONTRACTUAL SERVICES	95.00
20 5-12-00-590	OTHER SERVICES	1,656.00
20 5-12-00-651	MINOR EQUIPMENT	3,213.33
20 5-12-00-690	DEPARTMENT SUPPLIES	578.09
20 5-13-00-544	GAS	1,095.85
20 5-13-00-546	TELEPHONE	1,265.44
20 5-13-00-547	ELECTRIC	14,412.20
20 5-13-00-548	REFUSE	507.15
20 5-13-00-556	MAINTENANCE CONTRACTS	1,316.62
20 5-13-00-556-048	MAINT CONTRACTS-LANDSCAPE	672.95
20 5-13-00-562-063	REPAIR SRVS-ELECTRICAL	350.00
20 5-13-00-562-065	REPAIR SRVS-PLUMBING	970.00
20 5-13-00-568	PERMITS/LICENSES	127.81
20 5-13-00-592	PGM SUP - FVRC RENTAL	18.96
20 5-13-00-651	MINOR EQUIPMENT FACILITY	290.52
20 5-13-00-653	HORTICULTURAL SUPPLIES	95.26

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-13-00-654-070	POOL CHEMICALS-ACID	1,054.92
20 5-13-00-656-067	JANITORIAL SUP-PAPER GOODS	577.80
20 5-13-00-656-068	JANITORIAL SUP-SOAPS	953.61
20 5-13-00-656-069	JANITORIAL SUP-CLEANING	801.31
20 5-13-00-657	CLOTHING SUPPLIES	180.50
20 5-13-00-664-063	REPAIR MAT-ELECTRICAL	178.81
20 5-13-00-664-064	REPAIR MATERIALS-HVAC	1,021.46
20 5-13-70-570-700	CONTRACTUAL SRVS-FVRC POOL	20,298.00
20 5-13-78-592-710	PGM SUP - SWIM TEAM	695.38
20 5-13-80-546-800	TELEPHONE	37.52
20 5-13-80-559-800	TRAINING/SEMINARS FITNESS CTR	392.21
20 5-13-80-562-800	REPAIR SERVICES-FITNESS	2,569.85
20 5-13-80-592-800	PGM SUP-FITNESS CENTR-MEM/PASS	1,046.92
20 5-13-80-649-800	MINOR EQUIPMENT-FITNESS	2,158.46
20 5-13-80-664-800	REPAIR/MAINT SUP-FITNESS CENTR	1,533.22
20 5-14-00-543-991	CABLE - MCCASLIN	123.01
20 5-14-00-546	TELEPHONE	644.07
20 5-14-00-548-991	REFUSE-MCCASLIN CONCESSIONS	186.30
20 5-14-00-556	MAINTENANCE CONTRACTS	405.99
20 5-14-00-640-991	DRY GOODS SUPPLIES-MCCASLIN	364.70
20 5-14-00-642-991	MCCAS-PERISHABLE FOOD SUPPLIES	692.12
20 5-14-00-643-991	MCCAS-NON-ALCOH BEV SUPPLIES	123.45
20 5-14-00-645-991	MCCAS-CONTRACT PERISHABLE FOOD	815.88
20 5-14-00-645-992	FVRC-CONTRACT PERISHABLE FOOD	25.00
20 5-14-00-656-991	JANITORIAL SUPP-MCCASLIN CONC	12.41
20 5-23-00-544	GAS	724.61
20 5-23-00-546	TELEPHONE	1,343.99
20 5-23-00-547	ELECTRIC	2,144.10
20 5-23-00-548	REFUSE	491.05
20 5-23-00-556	MAINTENANCE CONTRACTS	566.94
20 5-23-00-556-048	MAINT CONTRACTS-LANDSCAPE	151.34
20 5-23-00-562	REPAIR SERVICES	960.00
20 5-23-00-651	MINOR EQUIPMENT FACILITY	174.69
20 5-23-00-653	HORTICULTURAL SUPPLIES	36.04
20 5-23-00-656-067	JANITORIAL SUP-PAPER GOODS	140.28
20 5-23-00-656-068	JANITORIAL SUP-SOAPS	74.63
20 5-23-00-656-069	JANITORIAL SUP-CLEANING	94.84
20 5-23-00-657	CLOTHING SUPPLIES	155.50
20 5-23-00-664-062	REPAIR MATERIALS-CARPENTRY	59.60
20 5-23-00-664-063	REPAIR MATERIALS-ELECTRICAL	122.32
20 5-23-00-664-064	REPAIR MATERIALS-HVAC	177.28
20 5-24-00-544	GAS	9.49
20 5-24-00-547	ELECTRIC	265.00
20 5-24-00-556	MAINTENANCE CONTRACTS	2,410.00
20 5-24-00-556-048	MAINT CONTRACTS-LANDSCAPE	200.00
20 5-24-00-651	MINOR EQUIPMENT FACILITY	380.97
20 5-26-00-544	GAS	135.15

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-26-00-547	ELECTRIC	135.15
20 5-26-00-556	MAINTENANCE CONTRACTS	524.70
20 5-27-00-544	GAS	0.03
20 5-27-00-547	ELECTRIC	281.97
20 5-27-00-548	REFUSE	53.22
20 5-27-00-556	MAINTENANCE CONTRACTS	208.64
20 5-27-00-556-048	MAINT CONTRACTS-LANDSCAPE	200.00
20 5-27-00-562-065	REPAIR SRVS-PLUMBING	425.00
20 5-27-00-656-067	JANITORIAL SUP-PAPER GOODS	19.62
20 5-27-00-656-069	JANITORIAL SUP-CLEANING	41.52
20 5-27-00-664-063	REPAIR MATERIALS-ELECTRICAL	128.10
20 5-27-16-559-135	TRAINING/SEMINAR-PRESCHOOL	34.50
20 5-27-16-592-135	PGM SUP - PRESCHOOL	317.70
20 5-60-00-546	TELEPHONE	75.04
20 5-60-00-547-083	ELECTRIC-ARM NORTH FIELD/PATHS	132.71
20 5-60-00-547-084	ELECTRIC-ARM SOUTH FIELD/PATHS	441.28
20 5-60-00-553	PRINTING	74.58
20 5-60-00-561	MEMBERSHIP DUES	31.00
20 5-60-00-590	OTHER SERVICES	292.50
20 5-60-00-650	EQUIPMENT RENTAL	534.00
20 5-60-00-652	OFFICE SUPPLIES	87.22
20 5-60-00-657	CLOTHING SUPPLIES	100.00
20 5-60-00-667	AUTO REIMBURSEMENT	80.00
20 5-60-00-690	DEPARTMENT SUPPLIES	31.01
20 5-60-20-592-203	PGM SUP - YOUTH B-DAY PARTIES	25.98
20 5-60-20-595-203	PGM SRV - YOUTH B-DAY PARTIES	294.00
20 5-60-21-595-205	PGM SRV - YOUTH INSTRUCTIONAL	1,335.20
20 5-60-21-595-206	PGM SRV - OUTDOOR EDUCATION	112.00
20 5-60-23-592-224	PGM SUP - DANCE RECITAL	256.88
20 5-60-23-595-217	PGM SRV-YTH PERFORMING ARTS	629.76
20 5-60-28-592-270	PGM SUP - YTH FALL SOCCER	807.39
20 5-60-28-592-860	PGM SUP YTH BB/SB LEAGUES	54.10
20 5-60-28-595-237	PGM SRV - YOUTH VOLLEYBALL	283.00
20 5-60-28-595-255	PGM SRV - YOUTH SPORTS CAMP	506.00
20 5-60-28-595-258	PGM SRV - YTH DODGEBALL LEAGUE	592.00
20 5-60-28-595-270	PGM SRV - YTH FALL SOCCER	565.00
20 5-60-28-595-281	PGM SRV-YTH SPORTS INSTRUCTION	3,534.16
20 5-60-28-595-891	PGM SRV HS BASEBALL	169.50
20 5-60-28-595-892	PGM SRV HS SOFTBALL	265.25
20 5-60-29-546-290	TELEPHONE-YTH B/A SCHOOL	453.04
20 5-60-29-592-290	PGM SUP - YOUTH B/A SCHOOL	1,066.34
20 5-60-29-595-290	PGM SRV - YOUTH B/A SCHOOL	2,980.00
20 5-60-29-595-298	PGM SRV - YTH KDS CARE DAY OFF	273.00
20 5-60-40-592-480	PGM SUP-PARENTS NIGHT OUT	17.00
20 5-60-47-595-460	PGM SRV - HIGH SCHOOL CAMPS	5,962.73
20 5-60-48-592-436	PGM SUP - ADULT FLAG FOOTBALL	70.00
20 5-60-48-592-440	PGM SUP - ADULT BASKETBALL	58.97

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20	5-60-48-592-445 PGM SUP - ADULT VOLLEYBALL	222.89
20	5-60-48-592-458 PGM SUP-ADULT DODGEBALL LEAGUE	39.98
20	5-60-48-595-436 PGM SRV - ADULT FLAG FOOTBALL	1,050.00
20	5-60-48-595-438 PGM SRV - ADULT FLOOR HOCKEY	348.00
20	5-60-48-595-440 PGM SRV - ADULT BASKETBALL	1,565.00
20	5-60-48-595-445 PGM SRV - ADULT VOLLEYBALL	2,970.00
20	5-60-48-595-458 PGM SRV-ADULT DODGEBALL LEAGUE	252.00
20	5-60-50-592-500 PGM SUP-ACTIVE AGING GENERAL	16.89
20	5-60-54-592-515 PGM SUP-ACT AGE SPECIAL EVENT	272.59
20	5-60-54-595-515 PGM SRV-ACT AGE SPECIAL EVENT	695.25
20	5-60-55-592-525 PGM SUP-ACT AGE OVERNIGHT TRIP	34.34
20	5-60-55-595-520 PGM SRV-ACTIVE AGING DAY TRIPS	4,433.22
20	5-60-61-595-680 PGM SRV-YTH/ADULT SPORT INSTRC	1,669.50
20	5-60-64-592-610 PGM SUP - FAMILY SPECIAL EVENT	1,039.24
20	5-60-64-592-619 PGM SUP - 5K WALK/RUN	11.12
20	5-60-64-595-610 PGM SRV - FAMILY SPECIAL EVENT	2,345.90
20	5-60-91-592-905 PGM SUP - GYMNAS TIC INSTRUCTNL	338.51
20	5-62-00-546 TELEPHONE	75.04
20	5-62-00-651 MINOR EQUIPMENT	88.00
20	5-62-00-652 OFFICE SUPPLIES	102.76
20	5-62-00-669 POSTAGE	225.21
20	5-64-00-547-090 ELECTRIC-MCCASLIN FIELDS	2,511.42
20	5-64-00-548-090 REFUSE-MCCASLIN FIELDS	138.36
20	5-64-00-556-090 MAINT CONTRACTS-MCCASLIN FIELD	4,654.70
20	5-64-00-556-092 MAINT CONTRACTS-SPLASHPAD	176.00
20	5-64-00-653-090 HORTICULTURE SUPP-MCCAS FIELDS	138.00
20	5-64-00-660-090 PLAYGROUND MAT/MAINT MCCASLIN	442.01
20	5-64-00-664-090 REPAIR/MAINT MAT-MCCAS FIELDS	24.54
20	5-64-28-595-865 PGM SRV YTH BB/SB FALL LEAGUE	3,079.50
20	5-64-48-592-434 PGM SUP - ADULT SB TOURNEY	1,760.33
20	5-64-48-595-434 PGM SRV - ADULT SB TOURNEY	3,710.00
20	5-64-48-595-435 PGM SRV - ADULT SOFTBALL	7,530.00
20	5-65-00-544 GAS	3.79
20	5-65-00-546 TELEPHONE	442.56
20	5-65-00-547 ELECTRIC	285.86
20	5-65-00-548 REFUSE	124.20
20	5-65-00-556 MAINTENANCE CONTRACTS	1,573.00
20	5-65-00-556-048 MAINT CONTRACTS-LANDSCAPE	200.00
	** FUND TOTAL **	169,494.98
25	5-00-00-549 PORT-O-LETS	1,327.00
25	5-00-00-575 INCLUSION COSTS	9,282.17
25	5-00-00-651 MINOR EQUIPMENT	4,141.84
	** FUND TOTAL **	14,751.01
30	5-00-00-900 PAYING AGENT FEES	79.17
	** FUND TOTAL **	79.17

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
34 5-00-00-713	TECHNOLOGY	13,519.28
	** FUND TOTAL **	13,519.28
42 5-00-00-704	PATHWAYS/PARKING LOTS	71,419.38
42 5-00-00-747	GENERAL/BLDG INFRASTRUCTURE	3,741.34
42 5-00-00-752	SIMKUS RECREATION CENTER	10,379.00
42 5-00-00-769	MEMORIAL PARK IMPROVEMENTS	13,045.00
	** FUND TOTAL **	98,584.72

	** TOTAL **	369,207.31

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
10	NON-DEPARTMENTAL	1,193.60
10 00	ANCILLARY FUNDS	15,045.58
10 10	FINANCE/ADMINISTRATION	5,305.09
10 12	MARKETING/COMMUNICATION	327.51
10 15	PARKS	47,557.27
10 28	MAINTENANCE FACILITY	3,349.10
	** FUND TOTAL **	72,778.15
20	NON-DEPARTMENTAL	16,106.33
20 10	ADMINISTRATION	848.98
20 12	MARKETING/COMMUNICATION	14,414.69
20 13	FOUNTAIN VIEW REC CENTER	54,763.73
20 14	CONCESSIONS	3,392.93
20 23	SIMKUS FACILITY	7,417.21
20 24	CORAL COVE WATER PARK	3,265.46
20 26	EVERGREEN GYM FACILITY	795.00
20 27	ELK TRAIL FACILITY	1,710.30
20 60	RECREATION	39,495.07
20 62	REGISTRATION SERVICES	491.01
20 64	MCCASLIN FIELDS	24,164.86
20 65	MINIATURE GOLF	2,629.41
	** FUND TOTAL **	169,494.98
25 00	SPECIAL RECREATION	14,751.01
	** FUND TOTAL **	14,751.01
30 00	BOND AND INTEREST	79.17
	** FUND TOTAL **	79.17
34 00	CAPITAL PROJECTS	13,519.28
	** FUND TOTAL **	13,519.28
42 00	CAPITAL PROJECTS	98,584.72
	** FUND TOTAL **	98,584.72

	** TOTAL **	369,207.31

0 ERRORS
0 WARNINGS

SELECTION CRITERIA

VENDOR SET: ALL
VENDOR: THRU ZZZZZZ
VENDOR CLASS: ALL
BANK CODES: Include: APBNK
1099 BOX: All
COMMENT CODES: All
HOLD STATUS: Both
AP BALANCE AS OF: 0/00/0000
ADVANCED SELECTION: YES

ITEM SELECTION: PAID ITEMS
FUNDS: All
ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00

PRINT OPTIONS:

SEQUENCE: VENDOR NUMBER
REPORT TYPE: SUMMARY
SORT TRANSACTIONS BY DATE: NO
G/L ACCOUNTS/PROJECTS: YES
ONE VENDOR PER PAGE: NO
ONE DEPARTMENT PER PAGE: NO
PRINT STUB COMMENTS: NO
PRINT COMMENT CODES: None
PRINT W/ PO ONLY: NO

DATE SELECTION:

PAYMENT DATE: 11/01/2018 THRU 11/30/2018
ITEM DATE: 0/00/0000 THRU 99/99/9999
POSTING DATE: 0/00/0000 THRU 99/99/9999

To: Board of Commissioners
From: Jim Reuter, Executive Director
Date: December 10, 2018
Subject: Approval: Ordinance No. 529
Park District Surplus Property

Agenda Item # 6E

Issue:

Should the Board approve Ordinance No. 529 declaring certain Park District property as surplus.

Background/Reasoning:

The Park District staff would like to declare the following as surplus:

QUANTITY	EQUIPMENT
1	Crown CTs600 Processor
2	Sherwood Stereo Receivers
1	Singing Machine Karaoke
1	Fleco Karaoke Machine

Supporting Documents:

Ordinance No. 529.

Cost:

There are no costs associated with this item.

Public/Customer Impact:

This equipment is not currently being used. There will be no impact on the public.

Recommendation:

Recommend that the Board make a motion to approve Ordinance No. 529 declaring certain Park District property as surplus.

ORDINANCE NO. 529
ORDINANCE DECLARING CERTAIN PARK
DISTRICT PERSONAL PROPERTY AS SURPLUS
AND AUTHORIZING SALE OR DISPOSAL

WHEREAS, the Carol Stream Park District, DuPage County, Illinois has accumulated certain personal property which has been used for various park purposes, specifically the items described in Exhibit A; and

WHEREAS, staff has determined that the subject items are beyond useful service life; and

WHEREAS, the Illinois Park District Code authorizes the Park District to dispose of items of personal property, when in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office such property is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, Park District staff has made preliminary arrangements for the disposal of the equipment and personal property through trade in, sealed bid auction, competitive bid, or salvage.

NOW, THEREFORE BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, AS FOLLOWS:

Section One:

It is hereby found and determined by the Board of Park Commissioners of the Carol Stream Park District that the following items of personal property is no longer necessary, useful to or for the best interests of this Park District:

- A. The property described in Exhibit A attached hereto and incorporated herein by reference.

Section Two:

That the park district staff is hereby authorized to convey or sell the personal property described in Section One of this Ordinance in any manner that it may designate, with or without advertising the sale, at any time following the adoption of this ordinance.

Section Three:

This ordinance shall be effective immediately upon passage and approval by a three-fifths majority of the members of this Board of Park Commissioners.

Section Four:

All prior ordinances, resolutions, motions, orders or policies in conflict herewith, be and the same hereby are, repealed to the extent of the conflict herewith.

Section Five:

If any clause or provision of this Ordinance shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

Roll Call Vote:

Ayes: _____

Nays: _____

Abstain: _____

Dated: December 10, 2018

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

Exhibit A

QUANTITY	EQUIPMENT	ADDITIONAL INFO
1	Crown CTs600 Processor	
2	Sherwood Stereo Receivers	
1	Singing Machine Karaoke	
1	Fleco Karaoke Machine	

STATE OF ILLINOIS)

) SS

COUNTY OF DUPAGE)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioner (the "Board") of the Carol Stream Park District, DuPage County, Illinois (the "District"), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 10th day of September, insofar as same relates to the adoption of Ordinance No. 529 entitled:

AN ORDINANCE declaring certain park district personal property as surplus and authorizing sale or disposal.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the new media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 13th day of November 2018.

(SEAL)

Secretary, Board of Park Commissioners

To: Board of Commissioners
From: Sue Rini, Director of Finance & Administration
Date: December 10, 2018
Discussion: Wage & Salary Administration Policy

Agenda Item #: 7A

During the 2018 Compensation project, there was a recommendation that the District institute a Salary Administration Policy. The proposed draft was based off a template from the Management Association. It sets standards for implementing and maintaining integrity of the wage scale.



Salary Administration Policy & Procedure

Adopted: _____

TABLE OF CONTENTS

- I. Purpose
- II. Scope
- III. Objectives
- IV. Statements of Policy
- V. Responsibilities
- VI. Appendix

I. PURPOSE

Provide administrative guidance and delineate responsibilities for the maintenance of the salary administration program and the processing of salary recommendations.

II. SCOPE

The guidelines in this policy apply to all employees.

III. OBJECTIVES

- A. Attract and retain competent personnel.
- B. Provide for recognition of and reward for differences in individual ability and performance.
- C. Establish and maintain competitive salary ranges consistent with the economic requirements of the District and commensurate with the recreation industry.
- D. Relate salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities.
- E. Maintain a program of performance appraisal which identifies opportunities for employee development and places compensation rewards on an objective basis.
- F. Provide an effective management control system which will permit delegation of responsibility within a framework of policy and procedures.

IV. STATEMENTS OF POLICY

A. POSITION DESCRIPTION

All positions will be defined in terms of their reflective duties and responsibilities.

B. POSITION EVALUATION

All positions will be evaluated and classified in order of their relative value, utilizing approved evaluation techniques.

C. SALARY STRUCTURE

The District will maintain a competitive salary structure which consists of salary grades and ranges.

1. Salary Grades

All positions will be classified by salary grade, which indicates the range of their minimum and maximum salary value.

2. Salary Ranges

Salary ranges are the means by which the relative value of positions is expressed in dollar terms, and will be sufficiently broad to provide salary growth potential for competent personnel. Salary ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to position market value and other positions in the program.

3. Maintenance

Salary grades and ranges will be reviewed annually by Human Resources and appropriate changes will be recommended to the Executive Director.

D. MERIT BUDGET

Human Resources will annually evaluate the manpower market in terms of competitive factors, changes in cost of living, organization economics and objectives. From this analysis, a salary increase budget expressed as percentages will be developed and justified for approval by the Executive Director and Park Board of Commissioners.

To develop a salary increase budget in dollars, the approved percentages will be applied to the aggregate of salary range control points, weighted by the number of job incumbents in each salary range.

The salary budget will allocate dollars by department/fund to accommodate salaries as well as the merit percentage of planned salary adjustments. This salary budget will be reviewed by Human Resources and the Executive Director, and approved by the Park Board of Commissioners.

E. SALARY PROGRESSION REQUIREMENTS

Before an employee can receive a salary adjustment, the employee's position must have been described, evaluated and assigned a salary grade.

It is the policy of the District to grant salary adjustments on the basis of individual performance. To this end, all employees included in the program should be reviewed at least annually. This does not mean that salary increases are automatic or annual. Performance, salary increase budget and individual position within the salary range are the prime considerations in determining amount and frequency of salary adjustments.

F. MAKING A SALARY CHANGE

1. Salary Recommendations

A recommended salary adjustment, if it is provided for in the salary increase budget, must be approved by the Executive Director. The Human Resources Department will review recommendations for policy and budget compliance prior to payroll submission.

2. Salary Exceptions

A proposed salary increase, if not budgeted, or if it is an exception to salary guidelines, must be approved by the Executive Director.

3. Merit Increases

The amount of merited increases is governed by the Guide to Annual Salary Adjustments (see Appendix). Increases which exceed guidelines or recommendation of no increase will be considered exceptions.

4. Promotional Increases

A promotion is a permanent reassignment from a position evaluated in a lower salary grade to another position evaluated in a higher grade.

When an employee is promoted, the new salary should be set at least at the salary range minimum of the higher salary grade, except:

- a. If the salary range minimum for the higher valued position is not at least 10% higher than the employee's current salary, pay should be increased to an approximate level within the higher salary range by a normal promotional increase of 5% to 10% of current salary.
- b. If the salary range minimum of the new position is more than 10% higher than the employee's current salary, the employee's initial promotional increase should not exceed 10%. Should the individual's new salary remain below minimum, the salary may be increased by 5% to 10% at six month intervals until it reaches the minimum of the higher range.

5. Ability Increases

Where an employee has been hired below salary grade control point and the individual evidences above average or outstanding potential, an ability increase may be recommended within six months (180 days) of the date of employment. This adjustment should be in compliance with the Guide to Annual Salary Adjustments, but treated as an exception for approval purposes.

6. Upgrades

An upgrade is a re-evaluation of a position to a higher salary grade. The salary increase for an incumbent will be administered in the same manner as a promotional or ability increase.

7. Salary Adjustments for Demotions

A demotion is a permanent reassignment from a position evaluated in a higher salary grade to another position evaluated in a lower salary grade.

8. Downgrades

It is not the organization's practice to reduce an employee's salary simply because of position re-evaluation into a lower salary grade. This action is not considered a demotion and the employee's existing salary shall continue, if approved by the Executive Director.

9. Transfers

A transfer is a change from one position to another within the same salary grade, or a change from a position in one organizational unit to a position of equal value in another organizational unit.

Transfers will not normally be rewarded by a salary adjustment. However, the employee's past performance and salary grade level should be considered for purposes of determining desirable merit increases. Thus, merited increases may be coincidental with transfers when justified by such considerations. An employee shall not be transferred to a new or revised position until the position has been described, evaluated and classified.

10. Adjustments Above Salary Range Maximums

The salary range maximum does not in itself limit rewards to an employee whose performance is clearly well above position expectations. Accordingly, consideration may be given to adjusting an individual's salary above the range maximum of the salary grade in which the position is classified, provided that:

- a. No promotional opportunity exists for the incumbent and the individual has demonstrated, beyond doubt, truly outstanding ability in the present position.
- b. The incumbent has not received a salary adjustment in the last 12 months.
- c. All such adjustments are authorized by the Executive Director.
- d. The salary increase will not cause the employee's salary to exceed the range maximum of the next higher salary grade.

11. Temporary Assignments

When employees are temporarily assigned positions classified in higher or lower salary grades (for example, as a result of a temporary increase or decrease in production) or assigned to special tasks that are normally performed by employees in higher or lower salary grades, their salary and title shall remain unchanged. If a temporary assignment becomes permanent, individual salaries will be adjusted in accordance with promotion

and demotion policies.

With the approval of the Executive Director, a bonus/stipend may be awarded to an employee who temporarily assumes additional duties for a higher grade position while continuing their own duties. The stipend should not be considered permanent and it should not create a rate of pay which is above the midpoint of the salary grade for the position they are filling.

12. New Hires

A new employee's salary shall not exceed salary range control point, with certain permissible exceptions. If the employee offers qualifications in excess of those normally required, the individual may be hired at a salary above range control point to a new or revised position, a tentative description and evaluation must have been prepared and the establishment of the position authorized.

13. Red Circle and Green Circle Salaries

A 'red circle salary' is that which exceeds salary range maximum, while a 'green circle salary' is below salary range minimum.

As a result of salary program introduction, some employees' salaries may be red or green circled. These salaries should be administered according to promotion and demotion policies.

G. PERFORMANCE APPRAISAL

1. In keeping with salary progression policy, formal performance appraisals shall be conducted annually to assist in determining salary adjustments.
2. A standard form is to be used when evaluating performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions.
3. Appraisals are to be made by the immediate supervisor having first hand knowledge of the person being appraised, the circumstances under which they work and the nature of the work in order to obtain the most satisfactory results.
4. The performance appraisal process should include completion of

the appraisal form and a performance appraisal interview to review the employee's performance to determine progress, potential and areas requiring improvement.

5. Upon establishment of the overall performance level and in conjunction with the salary increase budget and the employee's position within the salary range, a merit increase can be determined by consulting the Guide to Annual Salary Adjustments, in Section VI.

V. RESPONSIBILITIES

A. BOARD OF DIRECTORS

1. Approve Salary Administration Policy.
2. Approve overall salary structure increase percentages, salary policy ranges and total salary budget.

B. EXECUTIVE DIRECTOR

1. Recommend overall salary structure increase percentages, salary ranges and total salary budget.
2. Recommend revisions in salary budget.
3. Make disposition of salary policy exceptions.

C. HUMAN RESOURCES DIRECTOR

1. Develop data to support recommended overall salary structure increase percentages, total salary budget and revisions in salary policy or ranges.
2. Advise the Executive Director and Senior Leadership regarding salary policy and the disposition of proposed exceptions.
3. Maintain equitable relationships among all salary positions.
 - a. Provide guidance to management in the development, analysis and evaluation of positions.
 - b. Audit position relationships and organization salary

structure annually.

- c. Complete relevant salary surveys periodically.
4. Annually submit recommendations supported by cost information for revision of salary structure.
5. Review all salary actions for consistency with organization policies and forward exceptions according to policy.
6. Study the economics of the organization's business community and recommend changes to the percentages shown in the Guide to Annual Salary Adjustments.
7. Recommend revisions in salary policy or procedures to maintain the program on a current basis.
8. Communicate salary policy and range changes to appropriate management throughout the District.

VI. APPENDIX

GUIDE TO ANNUAL SALARY ADJUSTMENTS

Current Position in Salary Range

Note: The structure shown has not been filled in with actual survey data. This chart is meant as an example only.

Performance Level	Below Minimum	Lower Third	Middle Third	Upper Third
Outstanding	5.0%	4.5%	4.0%	3.5%
Above Average	4.5%	4.0%	3.5%	3%*
Average	4.0%	3.5%	3.0%*	No adjustment
Below Average **	3.5%	3.0%*	No adjustment	No adjustment
Marginal	No adjustment	No adjustment	No adjustment	No adjustment

* Average percent increase in salary levels determined from survey data. This base figure and the other related percentages are reviewed annually.

** Increases to below average employees should only be given in cases where the incumbent is in training and does show promise of meeting job performance standards.

To: Board of Commissioners
From: Jim Reuter, Executive Director
Date: December 10, 2018
Discussion: Update on Strategic Plan and Master Plan

Agenda Item #: 7B

The Master Plan was approved by the Board on January 8, 2018 and the Strategic Plan was approved by the Board on February 22, 2018. These are working documents with attainable goals that staff has been working on this year and will continue to strive to achieve.

We are presenting an update on the progress we have made on both plans.

- Initiative 1: Highest Quality of Financial Stewardship
- Initiative 2: Highest Quality Parks & Amenities
- Initiative 3: Highest Quality Facilities
- Initiative 4: Highest Quality Recreation Programs and Services
- Initiative 5: Highest Quality Staff & Team

Strategic Initiative	Goal	“SHORT Term Goals” completion by December 2020 Objectives	Lead/Department
4	Review District’s Fees, Services & Charges	<ul style="list-style-type: none"> • Conduct a review of all of the fees and charges to align with the competing markets. <ul style="list-style-type: none"> ✓ Project has been assigned to Superintendent of Recreation. ✓ All fees and charges for programs are being analyzed. • Not sufficient difference in costs fro residents vs non-residents. • Analyze and ensure good value for the money • Review Fountain View Fitness costs and pricing model <ul style="list-style-type: none"> ✓ Task Force is reviewing and analyzing Fitness pricing policy. • Compare costs to competitors • Explore sponsors to support/reduce costs to customers. <ul style="list-style-type: none"> ✓ Ongoing with every program. ✓ Community Relations Coordinator has developed sponsor budget. 	Recreation
1	Improve communication and education of financial performance among staff for better accountability and budget management.	<ul style="list-style-type: none"> • Develop staff education series and make available on employee portal. • Hold regular meetings to educate/inform staff of financial performance. <ul style="list-style-type: none"> ✓ Financial overview given by Director of Finance at All Staff meeting October 4. Will be conducted annually • Provide budget management trainings. <ul style="list-style-type: none"> ✓ Superintendent of Finance conducted budget training September 12. 	Administration
4	Capture a larger market; non-resident targeting	<ul style="list-style-type: none"> • Make non-resident pricing more affordable <ul style="list-style-type: none"> ✓ Project has been assigned to Superintendent of Recreation. ✓ All fees and charges for programs are being analyzed. • Cross market to non-resident participants 	Recreation

- Initiative 1: Highest Quality of Financial Stewardship
- Initiative 2: Highest Quality Parks & Amenities
- Initiative 3: Highest Quality Facilities
- Initiative 4: Highest Quality Recreation Programs and Services
- Initiative 5: Highest Quality Staff & Team

2, 3, 4	Provide recreational opportunities and services to enhance the District's reputation, and meet resident's needs.	<ul style="list-style-type: none"> ✓ Staff will carefully balance the draw of non-residents while maintaining sufficient pricing differences. • Create measurements to assess how well we meet resident's needs. <ul style="list-style-type: none"> ✓ Community Needs Assessment completed in 2017. ✓ Class evaluations being analyzed. ✓ Online feedback form in production for 2019 release. • Actively seek resident's feedback. <ul style="list-style-type: none"> ✓ Seeking feedback via email evaluations to coaches and participants. ✓ Comment Cards available at all facilities. ✓ Bark Park evaluation conducted in August. 	Parks & Facilities Recreation
1, 2, 3, 4, 5	Improve Engagement between Community and Park Board	<ul style="list-style-type: none"> • Assess communication vehicles/methods • Increase board exposure to community. <ul style="list-style-type: none"> ✓ Commissioner Sokolowski produced a video that was posted on the website. ✓ Three "Meet Us At The Park" events were held over the Summer 2018 ✓ Commissioners Sokolowski, Del Preto and Jeffery attended the Volunteer Appreciation event in August 2018. ✓ All the Commissioners took turns attending Carol Stream Parks Foundation meetings throughout 2018. 	Administration Board
1,2	Develop a plan/program to address vandalism and engage community support.	<ul style="list-style-type: none"> • Engage community & bring public awareness. <ul style="list-style-type: none"> ✓ Flyers distributed at National Night Out and three Meet Us At The Park events. ✓ Marketing collateral with slogan posted on website, social media, FVRC marquee and televisions. • Educate the children. <ul style="list-style-type: none"> ✓ School presentation at Evergreen School in March 2018 and 	Board Administration Marketing Parks

- Initiative 1: Highest Quality of Financial Stewardship
- Initiative 2: Highest Quality Parks & Amenities
- Initiative 3: Highest Quality Facilities
- Initiative 4: Highest Quality Recreation Programs and Services
- Initiative 5: Highest Quality Staff & Team

		<ul style="list-style-type: none"> to Benjamin School in May 2018. ✓ Developed curriculum for CCSD93. ✓ Seeking assistance from D87 Student Council and Environmental Club. • Develop public campaign. <ul style="list-style-type: none"> ✓ Slogan and message developed. Marketing collateral printed on flyers, posted on website, social media, FVRC marquee and televisions. • Educate community of financial impact. <ul style="list-style-type: none"> ✓ Cost of vandalism in Year in Review. ✓ Flyers distributed at National Night Out and three Meet Us At The Park event. • Train/Educate staff on their role. <ul style="list-style-type: none"> ✓ Presented at All Staff Meeting 10/4/18 	
2	<p>“Take Care of What we Have” - Maintain High Quality Parks</p>	<ul style="list-style-type: none"> • Develop and maintain comprehensive maintenance plan. <ul style="list-style-type: none"> ✓ Repair and Replacement plan for ETRC created 2017 ✓ Playgrounds, Equipment and Vehicle Replacement Plan created in 2017, updated annually. • Evaluate benefits and feasibility of innovative solutions for parks maintenance. 	Parks
3	<p>Analyze the LEED functionality of Fountain View Recreation Center to ensure optimization of technology.</p>	<ul style="list-style-type: none"> • Evaluate the existing Geo-Thermal System. • Investigate LED lighting options within the pool. <ul style="list-style-type: none"> ✓ New LED lighting installed at Parks Garage, Redhawk Park Concessions, Simkus Gymnasium, Coral Cove Exterior Lights • Evaluate the efficiency of the pool filtration room. <ul style="list-style-type: none"> ✓ The pool filtration system is checked twice daily to ensure efficient operations. • Recommission the Fountain View Recreation 	Parks & Facilities

- Initiative 1: Highest Quality of Financial Stewardship
- Initiative 2: Highest Quality Parks & Amenities
- Initiative 3: Highest Quality Facilities
- Initiative 4: Highest Quality Recreation Programs and Services
- Initiative 5: Highest Quality Staff & Team

3	Create strategy to address and resolve nagging issues at the Fountain View Recreation Center.	<ul style="list-style-type: none"> • ✓ Geothermal system recommissioned in 2018 and track results annually for the highest efficiency possible. • Identify outstanding issues. <ul style="list-style-type: none"> ✓ Roof and Pool lights identified in 2018 • Continue to monitor roof leaks to ensure resolution is sustainable. <ul style="list-style-type: none"> ✓ Phase 1 of roof repair completed October 2018 • Pursue viable solution to address power surge issues for indoor pool. <ul style="list-style-type: none"> ✓ Power surge unit installed in 2017. 	Parks and Facilities
3	Improve cleanliness of Fountain View and Simkus Recreation Centers.	<ul style="list-style-type: none"> • Analyze benefits/feasibility of in-house vs. contracted services. <ul style="list-style-type: none"> ✓ In house cleaning implemented July 2018. • Investigate methods at other successful facilities. • Improve internal training and processes for facility, and fitness staff. <ul style="list-style-type: none"> ✓ Parks and Facilities staff attended Aquatics Facility Operator training and carpet cleaning clinic in 2018. • Set and maintain standards. <ul style="list-style-type: none"> ✓ Cleaning schedule is being revised monthly to utilize staff strengths. 	Facilities & Recreation
3	Create a system to maximize use of parks and facilities during non-peak hours.	<ul style="list-style-type: none"> • Pursue corporate and private rentals. <ul style="list-style-type: none"> ✓ Another church rental was booked in 2018 • Increase marketing penetration to target markets. <ul style="list-style-type: none"> ✓ After hours rentals extended. ✓ Several cultural events booked in 2018. ✓ Five new Forever Young fee-based group fitness classes were offered at SRC during non-peak hours. ✓ Awesome Adventure Camp expanded the age range to include kindergarteners this summer, increasing participation at SRC between 7:00am-6:30pm. ✓ A new Cheer & Poms Camp was offered during the daytime 	Recreation Facilities

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		<p>hours in the summer.</p> <ul style="list-style-type: none"> ✓ The new Movie in the Park event was offered at McCaslin Park on a Friday evening. • Consider pricing incentives. ✓ July – December 2018 saw a 40% increase. • Continue to give priority to in-house programming. • Work with partners to promote use of facilities. ✓ Intergovernmental Meeting quarterly in 2018. ✓ IPRA meetings booked in 2018. ✓ School in-service training booked in 2018. ✓ Amita Heath Care meetings booked in 2018 ✓ Frito-Lay meeting booked in 2018 • Expand internal programming. ✓ New programs offered to expand the variety of our programs offered at SRC: one special interest class, two dance classes, six tumbling clinics, and a new dance/gymnastics combo class. ✓ A new session for our volleyball league (FVRC) and an additional date/time of the Dragonfly and Cricket gymnastics classes (SRC) were offered based on high demand in the existing programs 	
4	Identify public needs and interests and create innovative programming that addresses those needs.	<ul style="list-style-type: none"> • Implement results of Community Needs Assessment. ✓ Carolshire Park in underserved area ✓ Community Park in underserved area ✓ Culturally diverse rentals ✓ Christmas in July 2019 • Utilize focus groups consistent with demographic population. • Assess resident's interest in outdoor programming and mid-level sport 	Recreation

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		<p>activities.</p> <ul style="list-style-type: none"> ✓ 2017 Community Needs Assessment identified need for more semi-competitive programming • Explore programs held at alternate locations such as outdoor shelters/parks. ✓ Action Hours program at Wellington Place Apartments 	
4	<p>Reduce cancellation rates.</p>	<ul style="list-style-type: none"> • Identify and avoid internal competition ✓ Activenet reports were reviewed to identify programs with multiple day/time options which were not consistently running in order to reduce the number of classes offered in the future. ✓ Classes with more than one age level were combined in order to avoid canceling the program options for an age group not meeting minimum enrollment. • Use program evaluations as tools to refresh, improve, or change programs <ul style="list-style-type: none"> ✓ InfoGraphics used to evaluate programs. ✓ Forever Young program evaluations are collecting feedback and trip location suggestions to determine the demand for future successful trip destinations. • Identify trends by utilizing Active Net customer data <ul style="list-style-type: none"> ✓ Activenet and Class reports are reviewed seasonally to determine if a trip is worth repeating. If enrollment was not high, the program is not offered, to reduce potential cancellations. 	<p>Recreation Registration Services</p>
4	<p>Increase training on recreational trends.</p>	<ul style="list-style-type: none"> • Increase staff participation in industry groups and committees that offer sharing of information on trends. 	<p>Recreation</p>

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		<ul style="list-style-type: none"> ✓ IPRA Marketing Roundtable • Identify key research sources of recreational trends on the local and national level. ✓ IPRA and NRPA • Establish quarterly trend discussions. ✓ Tracking at quarterly recreation meeting 	
4	Improve Customer Satisfaction	<ul style="list-style-type: none"> • Create temporary task forces to address areas identified in Needs Assessment. • Evaluate life-cycle of programs and events. <ul style="list-style-type: none"> ✓ We do this annually • Create effective and improved method to evaluate programs. <ul style="list-style-type: none"> ✓ Marketing developed new on-line customer satisfaction survey to be completed by December 2018. • Secret shopper. <ul style="list-style-type: none"> ✓ In progress • Reduce cancellations. <ul style="list-style-type: none"> ✓ New programs developed to replace those past their life-cycle. • Increase customer ratings. <ul style="list-style-type: none"> ✓ Comment cards reflect improved customer satisfaction. 	Recreation
4	Connect with neighboring park districts, forest preserve and library on programming opportunities.	<ul style="list-style-type: none"> • Reduce competition. <ul style="list-style-type: none"> ✓ Improved coordination with Library • Identify cooperative opportunities. <ul style="list-style-type: none"> ✓ Library • Share resources to reduce cost of high quality recreation/services to residents. 	Recreation

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4	Attract Motivated Volunteers	<ul style="list-style-type: none"> • Develop Volunteer Program; consider appreciation benefits. <ul style="list-style-type: none"> ✓ Volunteer Appreciation banquet ✓ Carol Stream Citizen of the Year • Engage community to increase awareness of volunteer opportunities. <ul style="list-style-type: none"> ✓ Volunteer segment added to Year In Review • Develop a campaign to highlight importance and rewards of volunteering. 	Recreation Marketing
5	Hire and retain best staff	<ul style="list-style-type: none"> • Improve staff training and development. <ul style="list-style-type: none"> ✓ Incode User Training ✓ Increased Financial and IT Trainings ✓ Invested in Professional Development ✓ Training Consultant, Ethan Martin • Optimize Cross Training. • Analyze staff turnover as tool to improve staff retention. <ul style="list-style-type: none"> ✓ Exit surveys improved • Fund recruiting options to improve hiring timeframes, and improve candidate pool. <ul style="list-style-type: none"> ✓ Dedicated staff time to hiring campaign • Review Compensation, Benefits, and Wage Scales. <ul style="list-style-type: none"> ✓ Compensation study completed ✓ Implementation continues 	Human Resources Administration
5	Increase morale	<ul style="list-style-type: none"> • Conduct Employee opinion survey to assess morale, incentives and recognition within District. • Continue to promote staff events for all staff. <ul style="list-style-type: none"> ✓ Shoot the puck ✓ Basketball shoot ✓ Green River Floats 	Human Resources

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Strategic Initiative	Goal	<ul style="list-style-type: none"> ✓ Summer Family picnic and Concert ✓ Mini Golf staff outing ✓ BBQ at Parks Garage ✓ Hawthorne's staff outing ✓ BBQ at FVRC after brick removal <ul style="list-style-type: none"> • Improve staff involvement and communication. <ul style="list-style-type: none"> ✓ Weekly email to staff ✓ Distinguished Agency Award ✓ Carolshire Task Force ✓ Elk Trail Task Force ✓ Vandalism Task Force • Evaluate recognition and award programs. <ul style="list-style-type: none"> ✓ Anniversary Awards ✓ JIM Awards is very popular with staff 	Lead/Department
1	Retain excellent community/governmental partnerships and seek additional opportunities.	<p>“LONG Term Goals” completion by December 2022</p> <p>Objectives</p> <ul style="list-style-type: none"> • Review and assess existing public partnerships to ensure optimal and mutually beneficial status. <ul style="list-style-type: none"> ✓ Gary Avenue Bike Path IGA February 2018 ✓ Wayne Township IGA revised December 2018 • Explore 2-3 additional public partnerships. • Explore private partnership opportunities. 	District Wide Community Relations
1	Improve net position and fund balances.	<ul style="list-style-type: none"> • Implement marketing plans to focus on high return programming, memberships, and facilities. <ul style="list-style-type: none"> ✓ Shifted marketing budget dollars to focus more on bigger revenue producing programs. 	Administration Recreation

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	<ul style="list-style-type: none"> • Develop strategy to deal with legislative and economic changes. • Pursue State/Federal/County/IDNR Grant Opportunities, as well as sponsorships, donations and naming rights. <ul style="list-style-type: none"> ✓ Community Development Block Grant awarded in 2018 to help fund Carolshire Park development. ✓ Community Development Block Grant awarded in 2018 to help fund the ADA entrance at Simkus and Coral Cove Water Park. ✓ Power Play Grant awarded (date) ✓ Safety Grant awarded (date) ✓ ComEd LED Light Rebates • Utilize innovative expense control measures including co-op purchasing/sharing with partners. <ul style="list-style-type: none"> ✓ US Communities for Roof Repair ✓ Cost control for cleaning consumables ✓ RFP to obtain best pricing on concessions food and supplies. ✓ Sharing equipment with Village of Carol Stream 	Parks & Facilities
1	<p>Maintain high level of financial accountability.</p> <ul style="list-style-type: none"> • Look for opportunities to increase financial transparency with staff and residents. <ul style="list-style-type: none"> ✓ Year in Review includes Financial Recap. • Hold periodic meetings with staff to review and analyze financial results. <ul style="list-style-type: none"> ✓ Financial position discussed at October 2018 All Staff Meeting. • Maintain GFOA standards and achieve Certificate of Excellence in Financial Reporting. <ul style="list-style-type: none"> ✓ CFOA Certificate earned every year. • Evaluate benefits of cost centers as a method for measuring 	Administration

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		<p>performance.</p> <ul style="list-style-type: none"> ✓ Elk Trail Recreation Center ✓ Coyote Crossing Mini Golf ✓ McCaslin Park ✓ Coral Cove Water Park ✓ Concessions Operations <ul style="list-style-type: none"> • Utilize Cost Recovery Model to set profit margins for programs and facilities. 	
1	Align Brand to improve Park District recognition by residents.	<ul style="list-style-type: none"> • Realign branding for all teams, programs, and activities. <ul style="list-style-type: none"> ✓ Branding completed in 2018 for Agency, Simkus, Forever Young, Gymnastics, Performing Arts, Awesome Adventure Camp, Bucket List Trips, Bus Trips, Forte Dance Company, Springers Gymnastics and Foundation. • Include logo/brand in all external communication, signage, and marketing. <ul style="list-style-type: none"> ✓ Staff educated on the tiered branding guide and how to access updated logos in 2018. • Increase customer recognition of Park District Brand and presence. 	Marketing
2	Upgrade parks and amenities in underserved, and low to moderate income areas of the community.	<ul style="list-style-type: none"> • Update Master Plan to include goals for parks in underserved areas. <ul style="list-style-type: none"> ✓ Master Plan completed January 2018 • Pursue acquisition of park parcel in underserved areas. <ul style="list-style-type: none"> ✓ Carolshire Park ✓ Community Park • Pursue Funding of Community Development Block Grants to assist with projects. <ul style="list-style-type: none"> ✓ \$200,000 CDBG awarded 2018 for Carolshire Park ✓ \$28,500 CDBG awarded 2018 for ADA accessibility at Simkus and Coral Cove Water Park. 	Parks & Facilities

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2	Create and fund a comprehensive repair and replacement plan	<ul style="list-style-type: none"> • Develop a detailed replacement inventory and plan. • Dedicate budgets to take care of we have; repair, replacements, upkeep. • Leave the District better than we found it. • Maintain reserves for emergency allocations and repairs. <ul style="list-style-type: none"> ○ Capital Repair & Replacement Budget Funds 11 and 12 	Parks & Facilities
2	Explore options for creating a trail/pathway to McCaslin Park.	<ul style="list-style-type: none"> • Create a proposed budget and plan to determine features and costs. • Seek partnerships with other governmental units. • Explore funding options and grants. 	Parks
2, 3, 4	Upgrade parks to accommodate ADA requirements and remove physical barriers	<ul style="list-style-type: none"> • Update ADA Plan. <ul style="list-style-type: none"> ✓ ADA Transition Plan Adopted August 2018 • Establish Plan for implementation. <ul style="list-style-type: none"> ✓ 2019 Budget includes items on new ADA Transition Plan. • Incorporate ADA equipment in parks, playgrounds, and shelters. <ul style="list-style-type: none"> ✓ Wheelchair accessible play surface installed at Cambridge Park August 2018. 	Long Term
2	Reduce Park Maintenance Costs	<ul style="list-style-type: none"> • Develop volunteer program to engage community's assistance in maintaining parks. <ul style="list-style-type: none"> ✓ Jan Smith continues work at her namesake park on a volunteer basis. ✓ Steve Ravanesi continues to volunteer along his namesake trail. ✓ Jeff Bates volunteers to clear invasive brush by Volunteer and Red Hawk Park and the Bark Park. • Proactive maintenance of equipment to reduce repair costs, and extend life. <ul style="list-style-type: none"> ✓ Stagger staff schedules to reduce overtime ✓ Staff scheduled staggered during summer to cover extended 	Parks & Facilities

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3	Explore other revenue generating uses/options for Coyote Crossing Facility.	<ul style="list-style-type: none"> • Develop additional natural/no mow areas. ✓ Tedhran Park 2018 	
3	Analyze work/office space for most efficient and effective use.	<ul style="list-style-type: none"> • Conduct analysis to determine future options. • Assess potential success and ROI of upgrading course and facility. 	Recreation
3	Upgrade facilities to accommodate ADA requirements and remove physical barriers.	<ul style="list-style-type: none"> • Conduct a cost/needs analysis of staff workspace. ✓ Added workstations at Simkus and Fountain View • Investigate future facilities that could accommodate staff offices. ✓ Visited Piggly Wiggly space Spring 2018 • Identify benefits of relocating staff offices. • Update ADA Plan. ✓ Completed August 2018 • Establish Plan for implementation. ✓ Improvements budgeted for 2019 • Incorporate ADA equipment in Fitness and Aquatics. ✓ New ADA chair purchased for FVRC pool 2019 	Administration
4	Pursue options for unique/alternative revenue sources, and new market opportunities other than those related to customer fees.	<ul style="list-style-type: none"> • Explore options for an indoor facility dedicated to rentals for a variety of sports and activities. ✓ Visited Piggly Wiggly space Spring 2018 • Capitalize on new concession business. ✓ 2018 Home Plate and The Cove concessions outpaced 2017 revenue. • Expand rental business/operations. ✓ Special summer pricing and hours offered 2018 ✓ Marketing promotions in place 2018. 	Facilities Recreation Marketing

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4	<p>Improve communication methods and customer service from start to finish.</p>	<ul style="list-style-type: none"> • Improve communication to staff so they can communicate better to customers. <ul style="list-style-type: none"> ✓ Letterhead and Memo template added to Employee Portal 2018 • Increase email as a communication tool for programs, services and events. • Expand online marketing; measure results. • Improve online registration so that memberships can be completed online instead of in person. <ul style="list-style-type: none"> ✓ Added Lap Swim membership to online registration 2018 ✓ Walking Track and 2019 CCWP Passes to be added soon • Create standard communications that incorporate print, electronic, and social media outlets. <ul style="list-style-type: none"> ✓ Writing style guide added to Employee Portal 2018 • Utilize Focus Groups to capture preferred communication methods/frequency/etc. 	<p>Marketing Registration Services</p>
5	<p>Align staff on the District's mission, and common goals.</p>	<ul style="list-style-type: none"> • Incorporate as part of new employee, seasonal employee, and annual training. • Incorporate mission and goals into each employee's annual performance goals. 	<p>All</p>
5	<p>Foster a work environment that applies equal standards amongst departments, equalized workloads, fosters teamwork, and</p>	<ul style="list-style-type: none"> • Build inter-departmental relationships. <ul style="list-style-type: none"> ✓ Vandalism Task Force brought all departments together to collaborate on solutions. ✓ Christmas in July Committee includes all departments to brainstorm ideas and plan the new 2019 Community event. • Review organizational structure/staffing needs. • Review and align workloads and job responsibilities. 	<p>Administration Human Resources Recreation Parks & Facilities</p>

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	accountability.	<ul style="list-style-type: none">✓ Job descriptions updated 2018• Pinpoint 'root' of this reoccurring staff discussion.• Develop District-Wide Core Standards for matters that apply to all staff.<ul style="list-style-type: none">✓ Branded name tags distributed to all staff 2018✓ Dress code revised with new shirts to all staff.• Improve Teamwork.	
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CSPD Master Plan Project Summary

Select a period to highlight at right. A legend describing the charting follows.

Plan Duration Actual Start Actual (beyond plan)

Period Highlight: 25

GOALS AND OBJECTIVES	SCHEDULED START	SCHEDULED DURATION	ACTUAL START	PERIODS																							
				2018				2019				2020				2021				2022				2023			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. Take Care of What We Have				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1a. Create, fund, and maintain a Parks and Facilities Repair and Replacement	1	28	1																								
1b. Implement and maintain the Parks and Facilities Standard of Care Plan	1	28	0																								
1c. Continue to expand and improve pathways/trails and parks	1	28	1																								
1d. Simplify property maintenance	5	20	2																								
1e. Proactively address preventative maintenance program	2	27	2																								
2. Improve Financial Position																											
2a. Improve fund balances to reach targeted levels	4	25	2																								
2b. Pursue alternative revenue sources	1	21	1																								
2c. Maximize profit margin through utilization of cost recovery guidelines	1	28	1																								
2d. Partner to reduce costs	1	28	1																								
2e. Continue to pursue new grant opportunities	5	24	1																								
2f. Reduce expenses and apply cost saving measures to parks and facilities op	1	28	1																								
2g. Creatively use park and facility spaces	4	25	0																								
2h. Maximize rental opportunities	1	19	1																								
2i. Expand and enhance sponsorship programs	9	12	0																								
2j. Expand the use of community volunteers in parks and facilities operations	3	16	0																								
3. Operate Parks and Facilities Efficiently																											
3a. Complete a staffing needs and training assessment for parks and facilities	3	6	0																								
3b. Assess space and storage utilization at parks and facilities	10	4	2																								
3c. Develop processes to improve operation efficiency	1	20	1																								
3d. Conduct a facility scheduling analysis to increase percentage of capacity	4	10	0																								
4. Meet Needs of Changing Community Demographics																											
4a. Respond to the anticipated growth in the mature adult age segment	3	14	1																								
4b. Add and enhance parks in underserved areas and expand amenities to better-serve a culturally diverse community	4	14	0																								
5. Develop Parks and Facilities																											
5a. Analyze the need for outdoor winter facilities	4	10	1																								
5b. Evaluate outdoor aquatic facility and consider future options and/or need	2	8	0																								
5c. Explore alternative indoor space possibilities within the community	5	13	0																								
5d. Continuously monitor acquisition and repositioning opportunities with the consideration of additional operating costs	1	28	0																								
6. Foster a safe and welcoming environment																											
6a. Encourage safety awareness	3	6	1																								
6b. Engage and educate the community to reduce vandalism of parks and fac	1	4	2																								
6c. Maintain brand identity through all parks and facilities in an effort to create a welcoming environment	5	8	1																								

To: Board of Commissioners
From: Sue Rini, Director of Finance & Administration
Date: December 10, 2018
Subject: Approval: Ordinance No. 527 Levying and
Assessing Taxes for the Year 2018 **Agenda Item # 8A**

Issue: Should the Board adopt the ordinance to levy taxes in the year 2018 for collection in 2019.

Background/Reasoning

- “By State Statute, the Board of Commissioners needs to file an annual ordinance with the County in order to levy taxes for the following year.
- Since the levy is more than 105% of the prior year’s aggregate levy, the Board published a notice of a public hearing on such levy and is holding that public hearing today, prior to approving the levy ordinance.
- Staff asks that the Board approve the attached Levy Ordinance.
- The Ordinance does not include the levy for Bond and Interest Fund, as the County will automatically levy, per the schedules on file.
- The Ordinance represents an 8.21% increase to the base aggregate of the 2017 final levy. The base aggregate does not include the Bond and Interest Fund.
- As is the case every year, this is higher than the expected final increase. The District must overestimate in order to capture all the “new growth” EAV.
- The actual expected aggregate increase is only 3.71% higher than last year. This is due to the new growth being added to the District, reassessment of current homes at an estimated average of 5.29%, as well as the CPI of 2.1%.
- In April the final extension numbers will arrive and the District has five working days to make any adjustments to the equally allocated levy reduction, if one occurs.
- We have requested that part of the motion to the approval of this ordinance be that the staff be allowed to make the adjustments to that potential reduction in the same vein as the ordinance being presented tonight. This action will eliminate a special emergency meeting of the board at that time. The Board took this action for the last sixteen years, with satisfactory results in April.

Supporting Documents:

- Ordinance No. 527
- Truth in Taxation certificate of compliance.

Cost:

N/A

Public/Customer Impact:

N/A

Recommendation

That the Board makes a motion to approve Ordinance No. 527 levying and assessing taxes for the year 2018, to be collected in the year 2019, and to certify that the District levied an amount of ad valorem tax that is greater than 105% of the final aggregate levy extension of the preceding year and complied with the publication and hearing provisions of section 6 or 7 of the Act.

ORDINANCE No. 527

An ORDINANCE Levying and Assessing Taxes for the Year 2018 of the
Carol Stream Park District of DuPage County, Illinois

WHEREAS, the Carol Stream Park District, of DuPage County, Illinois, has the right, exercised by duly passed Ordinance of its Board of Park Commissioners, to annually levy taxes on all of the taxable property in the District for the various corporate purposes of this Park District.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Carol Stream Park District, of DuPage County, Illinois, as follows:

Section One: For General Corporate Purposes, there is hereby levied against all taxable property in said park district, in accordance with the provisions of "The Park District Code," for the year 2018, the following sum of 1,633,398 dollars. (See Exhibit A attached)

Section Two: For the purpose of Planning, Establishing and Maintaining Recreational Programs, in accordance with the provisions of "The Park District Code," there is hereby levied against all the taxable property in said park district, for the year 2018, the following sum of 1,449,860 dollars. (See Exhibit B attached)

Section Three: For the purpose of maintaining and lighting the streets and roadways within the parks and playgrounds maintained by the district, in accordance with section 5-6 of "The Park District Code," there is hereby levied against all taxable property in said park district for the year 2018, the sum of 73,000 dollars. (See Exhibit C attached)

Section Four: For the purposes of paying remittances by said park district for Social Security, in accordance with the Illinois Pension Code, there is hereby levied against all the taxable property in said park district for the year 2018, the sum of 305,000 dollars. (See Exhibit C attached)

Section Five: For the purposes of paying charges incident to the audit of the records of said park district, in accordance with the provisions of an Act in relation to audits of amounts of certain governmental units, there is hereby levied against all the taxable property in said park district for the year 2018, the sum of 28,000 dollars. (See Exhibit C attached)

Section Six: For the purposes of paying the costs of protecting against any loss or liability which may be incurred by said park district, all as provided by the "Local Governmental Employees Tort Immunity Act," as amended, there is hereby levied against all the taxable property in said park district for the year 2018 the sum of 245,538 dollars. (See Exhibit C attached)

Section Seven: For the purposes of providing recreational programs for the handicapped, in accordance with Section 5-8 of "The Park District Code," there is hereby levied against all the taxable property in said park district for the year 2018, the sum of 587,911 dollars. (See Exhibit C attached)

Section Eight: For the purposes of paying remittances by said park district to the Illinois Municipal Retirement Fund, in accordance with the Illinois Pension Code, there is hereby levied against all the taxable property in said park district for the year 2018, the sum of 287,246 dollars. (See Exhibit C attached)

Section Nine: That a summary of the aforesaid levies, hereby made in this ordinance are as follows
(See Exhibit D attached):

<u>Total Tax Levy</u>	
1. General Fund	\$ 1,633,398
2. Recreation Fund	1,449,860
3. Paving and Lighting Fund	73,000
4. Social Security Fund	305,000
5. Audit Fund	28,000
6. Liability Fund	245,538
7. Special Recreation Fund	587,911
8. IMRF Fund	287,246

Total of Levies Made **\$4,609,953**

Section Ten: That a certified copy of this ordinance be filed with the county clerk of DuPage County, Illinois, not later than the last Tuesday of December, 2018.

Section Eleven: That the amount previously levied by ordinance of the Carol Stream District for payment of principal and interest on bond issuances, not being levied for in this levy ordinance, being an estimated amount of \$4,704,659 when added to the total levy now authorized by Ordinance No. 527 will sum to an aggregate amount of \$9,314,612.

Roll Call Vote

Ayes: _____

Nays: _____

Absent: _____

Dated this 10th day of December, 2018

President, Board of Commissioners
Carol Stream Park District
DuPage County, Illinois

Secretary, Board of Commissioners
Carol Stream Park District
DuPage County, Illinois

(SEAL)

STATE OF ILLINOIS)

) SS

COUNTY OF DUPAGE)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioner (the "Board") of the Carol Stream Park District, DuPage County, Illinois (the "District"), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 10th day of December, insofar as same relates to the adoption of Ordinance No. 527 entitled:

AN ORDINANCE Levying and Assessing Taxes for the Year 2018 of the Carol Stream Park District of DuPage County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the new media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 10th day of December 2018.

(SEAL)

Secretary, Board of Park Commissioners

CORPORATE FUND	Estimated Line Expenditures	Exhibit A
General - Administrative/Finance		
Salaries	\$316,138	
Benefits	\$65,904	
Utilities	\$2,372	
Services	\$64,949	
Supplies	\$23,960	
Corporate Fund Transfer	\$4,650	
		\$477,973
General - Marketing/Communication		
Salaries	\$122,580	
Benefits	\$30,081	
Utilities	\$804	
Services	\$13,782	
Supplies	\$2,876	
Corporate Fund Transfer	\$750	
		\$170,873
General-Parks		
Salaries	\$573,879	
Benefits	\$114,464	
Utilities	\$32,605	
Services	\$113,266	
Supplies	\$121,145	
Corporate Fund Transfer	\$1,400	
		\$956,759
General - Maintenance Facility		
Utilities	\$27,133	
Services	\$5,145	
Supplies	\$400	
		\$32,678
Total General Fund		\$1,638,283
Fund Balance Adjustment		(\$4,885)
Total General Fund Levy		\$1,633,398

RECREATION FUNDEstimated
Line Expenditures**Exhibit B**

Recreation - Administration/Finance		
Salaries	\$314,628	
Benefits	\$64,874	
Services	\$169,615	
Recreation Fund Transfer	\$6,750	
		\$555,867
Recreation - Marketing/Communication		
Salaries	\$0	
Benefits	\$0	
Services	\$50,711	
Supplies	\$19,105	
		\$69,816
Recreation - Fountain View Recreation Center		
Salaries	\$845,609	
Benefits	\$73,583	
Utilities	\$237,820	
Services	\$344,898	
Supplies	\$97,374	
Recreation Fund Transfer	\$32,469	
		\$1,631,753
Recreation - Concessions		
Salaries	\$87,510	
Benefits	\$3,688	
Utilities	\$12,013	
Services	\$6,227	
Supplies	\$81,520	
Recreation Fund Transfer	\$3,500	
		\$194,458
Recreation - Simkus Recreation Center		
Salaries	\$149,516	
Benefits	\$19,280	
Utilities	\$84,595	
Services	\$38,469	
Supplies	\$18,052	
Recreation Fund Transfer	\$3,304	
		\$313,216
Recreation - Coral Cove Facility		
Salaries	\$51,292	
Benefits	\$8,788	
Utilities	\$32,680	
Services	\$215,311	
Supplies	\$36,924	
Recreation Fund Transfer	\$3,203	
		\$348,198
Recreation - Evergreen Gym		
Utilities	\$3,250	
Services	\$6,300	
Supplies	\$0	
		\$9,550

RECREATION FUNDEstimated
Line Expenditures**Exhibit B**

Recreation - Elk Trail Facility		
Salaries	\$140,415	
Benefits	\$1,124	
Utilities	\$7,424	
Services	\$7,611	
Supplies	\$6,914	
Recreation Fund Transfer	\$1,200	
		\$164,688
Recreation - Programs Administration		
Salaries	\$1,045,261	
Benefits	\$66,792	
Utilities	\$18,380	
Services	\$482,035	
Supplies	\$153,149	
Recreation Fund Transfer	\$90,933	
		\$1,856,550
Recreation - Registration Services		
Salaries	\$308,696	
Benefits	\$26,190	
Utilities	\$1,368	
Services	\$2,530	
Supplies	\$8,075	
		\$346,859
Recreation - McCaslin Fields		
Salaries	\$55,026	
Benefits	\$3,553	
Utilities	\$33,849	
Services	\$103,624	
Supplies	\$66,696	
Recreation Fund Transfer	\$10,279	
		\$273,027
Recreation - Coyote Crossing Minigolf		
Salaries	\$28,902	
Benefits	\$1,611	
Utilities	\$11,222	
Services	\$7,105	
Supplies	\$9,457	
Recreation Fund Transfer	\$2,914	
		\$61,211
Total Recreation Fund		\$5,825,193
Less Revenue from Other Sources		(\$4,375,333)
Total Recreation Fund Levy		\$1,449,860

PAVING & LIGHTING FUNDEstimated
Line Expenditures**Exhibit C**

Services	\$139,607	
Fund Balance Adjustment	(\$66,607)	
Total Paving & Lighting Fund		\$73,000
Total Paving & Lighting Fund		\$73,000
Total Paving & Lighting Fund Levy		\$73,000

SOCIAL SECURITY FUND

Benefits	\$311,385	
Corporate/Recreation Fund Transfer	\$0	
Special Recreation Fund Transfer	\$0	
Fund Balance Adjustment	(\$6,385)	
Total Social Security Fund		\$305,000
Total Social Security Fund		\$305,000
Total Social Security Fund Levy		\$305,000

AUDIT FUND

Salary/Benefits	\$4,943	
Services	\$26,600	
Fund Balance Adjustment	(\$3,543)	
Total Audit Fund		\$28,000
Total Audit Fund		\$28,000
Total Audit Fund Levy		\$28,000

LIABILITY FUND

Estimated
Line Expenditures

Exhibit C

Salary/Benefits	\$31,884	
Services	\$26,025	
Supplies	\$4,500	
Insurance	\$171,662	
Fund Balance Adjustment	\$11,467	
Total Liability Fund		\$245,538
Total Liability Fund		\$245,538
Total Liability Fund Levy		\$245,538

SPECIAL RECREATION FUND

WDSRA	\$277,271	
Salary/Benefits	\$14,773	
Services	\$58,504	
Supplies	\$16,836	
Special Recreation Fund Transfer	\$16,334	
ADA Improvements	\$638,130	
Fund Balance Adjustment	(\$433,936)	
Total Special Recreation Fund		\$587,911
Total Special Recreation Fund		\$587,911
Total Special Recreation Fund Levy		\$587,911

I.M.R.F. FUND

Benefits	\$287,554	
Recreation Fund Transfer	\$0	
Special Recreation Fund Transfer	\$0	
Fund Balance Adjustment	(\$308)	
Total IMRF Fund		\$287,246
Total IMRF Fund		\$287,246
Total I.M.R.F. Fund Levy		\$287,246

**Carol Stream Park District
Summary of 2018 Taxes Levied**

Exhibit D

FUNDS

CORPORATE	\$	1,633,398
RECREATION	\$	1,449,860
PAVING & LIGHTING	\$	73,000
SOCIAL SECURITY (FICA)	\$	305,000
AUDIT	\$	28,000
LIABILITY	\$	245,538
RECREATION FOR THE HANDICAPPED	\$	587,911
IMRF	\$	287,246
TOTAL AMOUNT LEVIED	\$	4,609,953

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION

I, Brian Sokolowski, hereby certify to the DuPage County Clerk that Carol Stream Park District has complied with all provisions of Public Act 82-102, "Truth in Taxation Act", with respect to the adoption of the 2018 Tax Levy (Check one)

The District levied an amount of ad valorem tax that is less than or equal to 105% or the consumer price index, whichever one is less of the final aggregate levy extension of the preceding year, thereby requiring no truth-in-taxation hearing.

-OR-

The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate levy extension of the preceding year and complied with the publication and hearing provisions of section 6 or 7 of the Act.

Said public hearing was held on

December 10, 2018
Date

Brian Sokolowski, President

SEAL

To: Board of Commissioners
From: Jim Reuter, Executive Director
Date: December 10, 2018
Subject: Approval: Intergovernmental Agreement
between CSPD and Wayne Township **Agenda Item # 8B**

Issue: Should the Board approve the updated Intergovernmental Agreement between Carol Stream Park District and Wayne Township.

Background/Reasoning

This agreement has been reviewed by our corporate counsel as well as PDRMA attorneys. It has been signed by Wayne Township Supervisor Ramey and Township Clerk Ramundo. The following changes were made to the original agreement:

- The addition of mutual indemnification.
- Expanded dates and times for CSPD usage of the Township parking lot.
- CSPD's share for parking lot maintenance costs increased from a 30/70 to 40/60 split; (Park District / Township)
- Specifically excludes snow removal from parking lot maintenance.
- Clearly defines CSPD and Township responsibilities for grounds maintenance.
- There is no extension to the original expiration date of the agreement; it remains March 4, 2024

Cost

The Intergovernmental Agreement includes maintenance and a share in parking lot replacement, budgeted for 2019.

Public/Customer Impact

Maintaining a good relationship with Wayne Township is important to our patrons.

Recommendation

Recommend that the Board make a motion to approve the updated Intergovernmental Agreement between Carol Stream Park District and Township.

**AMENDED INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CAROL STREAM PARK DISTRICT AND WAYNE TOWNSHIP FOR
PARKING LOT USE AND OTHER PURPOSES**

THIS AGREEMENT was first made effective March 4, 2004, between the Carol Stream Park District, hereinafter referred to as the "Park District" and Wayne Township, hereinafter referred to as the "Township", both Illinois units of local government. It is now being amended as written herein with effective date of _____, 2018 and ending March 4, 2024.

WHEREAS, the Township is the owner of a parking lot, as described in *Exhibit A* attached hereto; and

WHEREAS, the Park District has developed public recreational facilities adjacent and around such property and the Park District's use of the parking lot will directly enhance the use of those recreational facilities; and

WHEREAS, it is the desire of the Township and the Park District to encourage, promote and expand public recreational opportunities by providing parking to the public for access to and from public recreational facilities, and as further provided herewith, for the parking lot to be itself used for recreational purposes other than parking; and

WHEREAS, this Intergovernmental Cooperation Agreement is authorized by the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois, providing for the execution of agreements and implementation of cooperative ventures between public agencies of the State of Illinois (5 ILCS 220/1 et seq.); and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, it is agreed by and between the parties as follows:

I. **No Third Party Beneficiary.**

This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity, who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party. Nothing in this

Agreement shall allow patrons of Red Hawk Park to use the Township's building, restrooms, or other facilities other than the parking lot as set forth in this Agreement.

II. Use of Parking Lot.

- A. The Park District's patrons, staff and maintenance personnel using Red Hawk Park shall be provided access to and use of a portion of the Township parking lot, as depicted in the attached *Exhibit A* provided, however, that Park District staff and maintenance personnel may use the parking lot only while performing work at Red Hawk Park or at the Township grounds. The Township shall also set aside certain parking spaces at the parking lot for Park District use. Park District patrons shall not park in any areas other than those designated in Exhibit A, shall not park in any areas marked or signed as 'no parking' areas, and shall not obstruct entrances/exits to the Township building or garage doors.
- B. The Park District's primary use of the parking lot shall be for parking for youth and adult sports practices and games, including but not limited to soccer, football, lacrosse, and cross country from March through November weekdays after 5:00 PM and weekends starting at 8:00 AM.
- C. The secondary use of the parking lot shall be on Saturdays and Sundays, during the months of March through November. Secondary use shall be defined but limited to parking for football practices/games, youth tournaments and the District's annual Teen Bonfire.
- D. Any other use of the parking lot by the Park District is prohibited unless arranged via special, written request from Park District to the Township Board and agreed by the Township.
- E. The Parties will coordinate, as much as possible, to avoid parking capacity problems between Park District use and Township use. The Park District's Director of Recreation or designee will serve as the contact person for the Township. The Township will share the schedule of senior overnight trips that could conflict with the Park District's March through November use. Schedules will be used to minimize any potential conflict with planned Park District use. Where necessary, scheduled Park District use of the parking lot may be altered to prevent capacity parking problems. The parties agree, however, that the Township's parking needs shall take precedence over those of the Park District and in the event capacity does not meet requirements, the parking requirements of the Township shall be given first priority.
- F. When pre-approved by the Township, the Park District may also use the parking lot for non-parking recreational purposes such as bicycle clinics, walking/running/ biking events, or other such recreational activities that will not conflict with Township use. The Park District will coordinate with the Township to arrange for

the temporary 'closing' or securing of the parking lot for such special recreation use.

III. Parking Lot Maintenance.

- A. The Park District shall reimburse the Township for any maintenance beyond ordinary wear and tear, or damage caused by Park District personnel or agents, and shall use reasonable judgment and discretion to keep the parking lot reasonably clear of debris during Park District use. The Township reserves the right to require that the Park District share on a pro rata basis, (defined as 40 % Park District share; 60% Township share), the cost of regular maintenance. The Township shall provide the Park District with specifications and/or requests for bids for review and comment by the Park District before the Township issues request for bids. However, the Township exclusively shall have final decision making authority regarding the specifications, requests for bids, scope of work, award of contract, etc.
- B. For the balance of the term of this Agreement, the Park District shall share, pro rata, (defined as 40% Park District share; 60% Township) in the cost of repaving, sealcoating and/or re-striping the parking lot. The Township shall provide the Park District a minimum of one year advance notice for plans to repave, sealcoat or restripe to allow for budgeting of funds provided, however, that this notice is a courtesy notice only and shall not constitute a condition precedent to the Park District's obligation to pay its share of such costs, said obligation to pay remaining even in the absence of notice from the Township. The Township will determine if, the repaving/sealcoating and re-striping is necessary, based on standard engineering practices for determining the need to repave/sealcoat and restripe; with Township making final decision and using Township engineering consultant. The Township shall provide the Park District with specifications and/or requests for bids for review and comment before issuing a request for bids. However, the Township exclusively shall have final decision-making authority regarding the specifications, requests for bids, scope of work and award of contract.
- C. The Park District shall use reasonable efforts to clean up all litter after each use of the parking lot. Park staff will inspect the parking lot on weekends and Monday morning and perform additional clean up as required.
- D. Parking lot maintenance does not include any snow or ice removal or salting of the parking lot or the grounds surrounding the Township. The Park District may, at its sole expense, engage snow removal services using its staff or contractors in the event that snow falls at the time of a Park District scheduled event.

IV. Grounds Maintenance.

The Park District will provide, or provide contracted services, with all costs of such services being borne by the Park District, grounds and landscaping maintenance for the Township's office grounds. This will include mowing, line trimming, shrub trimming and landscape bed maintenance. Excluded are tree maintenance, tree removal or planting, septic system maintenance, and planning of annuals. The Park District will maintain grounds and landscaping beds to the same reasonable standard used at Park District facilities.

- A. The Park District shall provide labor and equipment for grounds and landscape maintenance. The Park District may provide additional services other than those listed in Section IV, above to the Township upon written request of the Township. If the Park District agrees to provide such additional services, the compensation for such additional services shall be determined by agreement between the Park District and the Township and shall be subject to the terms and conditions of this Agreement.
- B. It is mutually understood that the Park District does not by virtue of services rendered to the Township expressly or impliedly undertake to perform or assume any duty owed by the Township to any of the Township's employees, patrons, visitors or other third persons with respect to the safe/healthful maintenance and/or operation of the facilities/properties where Park District's services are performed. The Park District will provide the services in the same manner as it provides generally for its own park properties. If during the course of performing the services, the Park District observes any item needing repair, it will timely advise the Township. The Township shall make or cause to be made all necessary repairs and re-construction at its sole cost and expense, and in a timely manner to protect the safety and well-being of Township property users and Park District employees providing the services and any additional services hereunder. The Park District shall be notified prior to any repairs being made.
- C. The Township shall be responsible, at its sole cost and expense, for maintaining in good repair and condition all improvements, including without limitation buildings, equipment, fences, benches, water and storm water management apparatuses on Township property. The Park District shall be responsible for any damages to Township property, buildings and vehicles made by Park District employees during the execution of their work. The Park District shall pay for or make necessary repairs. The Park District shall be notified prior to any repairs being made.

V. Indemnification.

To the fullest extent permitted by law, each Party agrees to indemnify, defend and hold the other Party and its respective officers, officials, agents, and employees harmless from and against all claims, damages, liability, loss and expenses (including reasonable attorney fees), by reason of the acts or omissions of the Indemnifying Party or its officers, officials, agents,

employees, invitees or contractors. The requirement of this section shall survive the termination or expiration of this Agreement.

VI. Insurance.

Both Parties are required to maintain commercial general liability coverage or insurance for the duration of this agreement. In the event that either party purchases insurance from an insurance company, it shall keep in force at all times during the term of this Agreement Commercial General Liability Insurance specifically including bodily injury, personal injury and property damage limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and at all times naming each party to this agreement, its public officials, employees, and agents as additional insured. In the event that either party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, it shall keep in force at all times during the term of the Agreement, General Liability coverage specifically including Police Professional Liability, bodily injury, personal injury and property damage limits of not less than \$1,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to each party to the Agreement, its public officials, employees, and agents as additional insured. Each party shall annually provide the other with proof of such insurance, including naming the other as additional insureds as required by this Section.

VII. Miscellaneous.

- A. The term of the Agreement shall remain 20 years from March 4, 2004 and may be renewed for an additional 20 years if approved by both parties.
- B. In the event the Township seeks to convey any portion of the property, the Township shall notify the Park District of any hearing or scheduled vote to consider whether conveyance should occur. The Parties agree that a copy of this IGA or a memorandum of its existence may be recorded with the DuPage County Recorder of Deeds.
- C. The parties shall meet periodically, but not less than yearly, for the purpose of discussing this Agreement, any issues regarding this Agreement, and to make practical adjustments to the interactions between the parties regarding this Agreement. It is agreed that the parties will target the month of March for an annual meeting.
- D. In the event the Township believes the Park District to be in default under this Agreement, the Board of trustees shall notify the Park District in writing and allow the Park District sixty (60) days from the date of receipt of the notice, to cure the default. If the default is then not cured, the Township may terminate the Agreement by serving written notice to the Park District effect one-half year (180 days) after receipt of the notice by the Park District. The Park District shall have the same default and termination rights and obligation as the Township. Either party may terminate this Agreement without cause, provided at least one year's (365 days) written notice is given to the other party. Notices shall be addressed to:

Executive Director
Carol Stream Park District
849 W. Lies Road
Carol Stream, IL 60188

Township Supervisor
Wayne Township
21W031 North Avenue
West Chicago, IL 60185

- E. This Agreement shall be signed in counterparts, one provided to each of the parties hereto.
- F. This Agreement may be amended only in writing upon the signatures of all parties.
- G. If any one provision of this Agreement shall be held invalid for any reason, such invalidity shall not render any of the other provisions of this Agreement invalid or of no effect.
- H. The Recitals of this Agreement are incorporated into the agreement of the parties by this reference and are expressly made a part of this Intergovernmental Agreement.
- I. This Intergovernmental Agreement contains the entire agreement between the parties regarding the Park District's use of the Township parking lot, and there are no other agreements, oral or otherwise, between the parties regarding the Park District's use of the Township property.

Dated: _____


CAROL STREAM PARK DISTRICT, an Illinois
Unit of Local Government,

By: _____
President, Board of Commissioners

ATTEST:

Secretary, Board of Commissioners

WAYNE TOWNSHIP, an Illinois Township,

By: 
Harry B. Ramey, Supervisor

ATTEST:


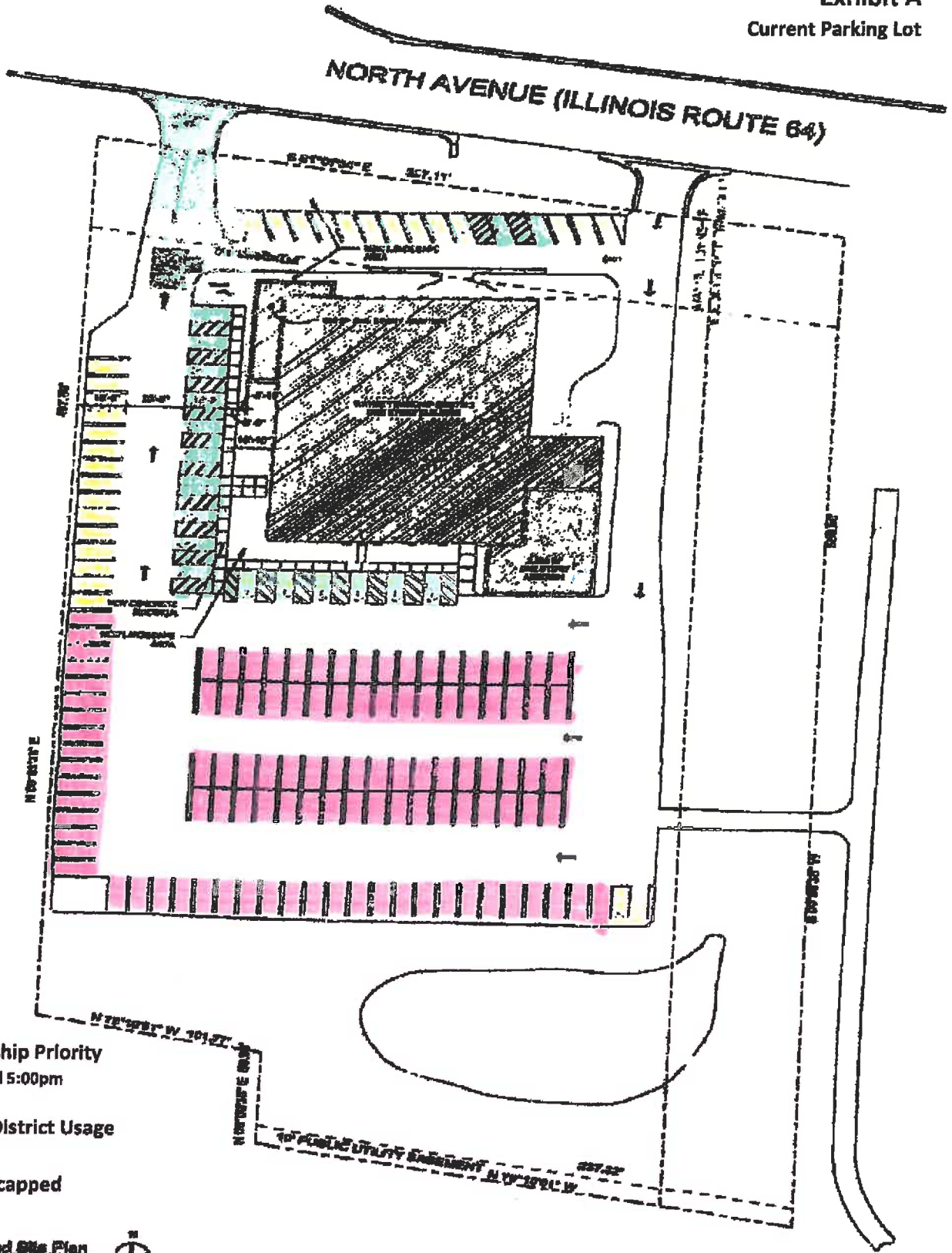
By: 
Brandi Ramundo, Township Clerk

Exhibit A
Current Parking Lot



- Township Priority
M-F, till 5:00pm
- Park District Usage
- Handicapped

① Proposed Site Plan
1" = 50'-0"



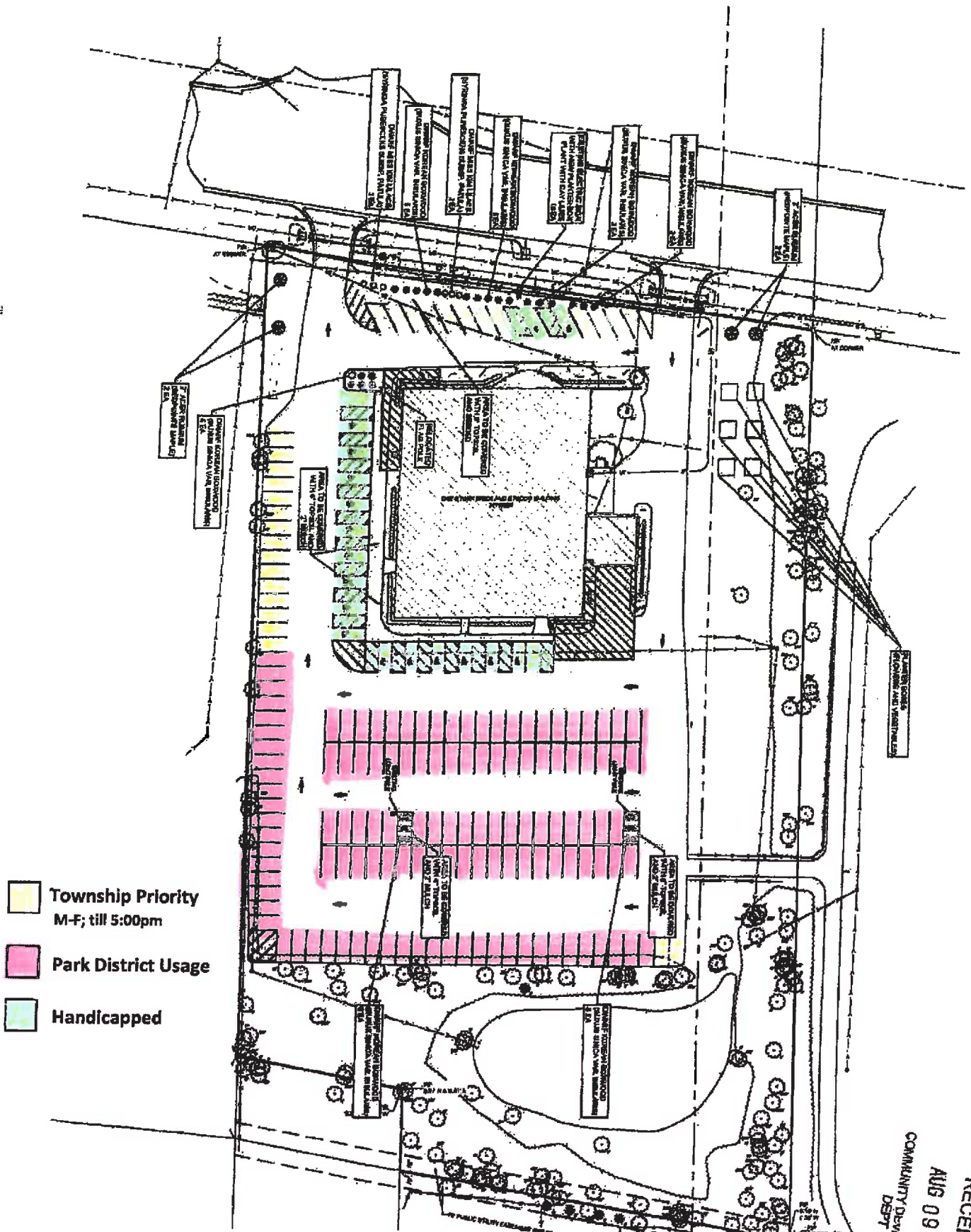
AS1.1
Site Plan



WAYNE TOWNSHIP HALL ADDITION + IMPROVEMENTS
27 W001 North Ave
West Chicago, IL 60185



Exhibit A-1
Renovated Parking Lot



- Township Priority
M-F; till 5:00pm
- Park District Usage
- Handicapped

RECEIVED
AUG 09
COMMUNITY DEPT.
DSPT