



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

January 14, 2019
7:00 pm

1. **Call To Order**
2. **Roll Call – Pledge of Allegiance**
3. **Public Hearing – Budget and Appropriation Ordinance**
 - A. Call to Order the Public Hearing
 - B. Ordinance No. 528, 2019 Budget and Appropriation
 - C. Adjournment of Public Hearing
4. **Listening Post**
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 Finance Committee Meeting Minutes: December 3, 2018
 - B. Approval of Regular Minutes: December 10, 2018
 - C. Ratify December 2018 Bills
 - D. Approve Organizational Goals, Organizational Chart and Wage Scale
7. **Discussion Items**
 - A. ADA Transition Plan Review
 - B. Weekly Happenings (oral)
8. **Action Items:**
 - A. Ordinance No. 528, 2019 Budget and Appropriation in the amount of \$16,474,803 for the fiscal year January 1, 2019 to December 31, 2019
 - B. Salary Administration Policy & Procedure
 - C. Affiliate Agreement with Carol Stream Youth Soccer Association (CSYSA)
 - D. Affiliate Agreement Carol Stream Youth Softball & Baseball Association (CSYSBA)
 - E. Affiliate Agreement Carol Stream Youth Football Association (CSYFA)
 - F. Fountain View Recreation Center Roof Repair Bid Award – Phase 2
9. **Closed Session**
10. **Action pertaining to closed session**
11. **Adjournment**



Finance Committee Meeting Minutes
Fountain View Recreation Center, Room 120
December 3, 2018
6:00 pm – 7:30 pm

Meeting was called to order at 6:00 pm

Present: Commissioner Powers, Gramann, Bird, Sokolowski, Jeffery and Del Preto. Commissioner Jaszka arrived at 6:11. Staff: Executive Director Reuter, Directors Bachewicz, Hamilton and Rini, Superintendent of Finance & Accounting Scumaci, Superintendent of Recreation Adamson, Facilities Manager Murray, Parks Foreman Anderson and Accounting Specialist Nge.

Executive Director Reuter thanked everyone for coming. Directors and staff share in the responsibility for creating the budget; the Finance team pulls together the formal presentation being reviewed this evening. Commissioner Gramann asked for the date on which the budget will be approved. Director Rini clarified it will be at the January 14, 2019 Regular Board Meeting.

Director Rini explained that the presentation will comprise of an overview of the 2019 proposed budget; key factors will be highlighted. In addition, several procedures for review of the budget that were identified during the District's Distinguished Accredited Agency review will be incorporated into this evening's meeting.

Staff is proud to propose once again a balanced budget for 2019. The budget presentation includes the proposed organizational chart, wage scale and organizational/budget goals for 2019. The Board will be asked to formally approve these items when they approve the 2019 Proposed Budget at the January meeting. The District's two major operating funds are Recreation and Corporate. The proposed budget reflects a net performance in the Recreation Fund of \$121,659, and a net performance in the Corporate Fund of \$35,842. In addition, the Operational Repair and Replacement Funds are budgeted to net \$148,452 next year. This reflects the District's focus to build fund balances, disciplined growth of the repair and replacement funds to take care of future needs, continued alignment of staff salaries with the results of the Compensation Study and to address repairs to recreational facilities to improve service.

We successfully accomplished 2018 goals including three that were added as needs arose. 2019 goals include construction and opening of Carolshire Park, acquisition of Community Park parcel, improvement of Corporate and Recreation fund balances, review of District's fees, services and charges, and pursuing CAPRA Certification – Commission for Accreditation of Park and Recreation Agencies. Departmental Goals are aligned with the Organizational Goals and the District Strategic and Master Plans. Commissioner Sokolowski asked why we are pursuing CAPRA Certification. Executive Director Reuter explained that the Distinguished Accredited Agency Award along with the CAPRA Certification will help the District to obtain the National Gold Medal Award.

Staff is recommending the addition of a second Facility Specialist position to the Parks & Facilities Department to improve our ability to operate two large Recreation Facilities. Overall salary budget remains similar to last year; possible due to staffing changes that occurred in 2018. Commissioner Del Preto asked if we would seek to promote from within the District. Executive Director Reuter said we always offer positions internally first to give staff an opportunity to grow in their careers.

The Board will be asked to approve a 3% merit increase, as well as the 2019 Wage Scale. The District conducted a Market Benchmarking and Compensation Study in 2018. The study included a review of all job descriptions, confirmed FLSA status and assigned a grade level to all full-time, full-time equivalent and regular part-time positions. These positions are considered the core operating team of year-round District staff. The goal of the study was to align District wages within the parks and recreation industry. In order to maintain a current scale, the Management Association suggests an annual adjustment to the scale which is 1% less than the proposed merit pool value. This adjustment will help the District to remain competitive in the industry and allow us to attract and retain a high quality of staff.

Some key Budget points:

- Paving & Lighting Fund levy will be increased to accommodate parking lot maintenance partnerships with Wayne Township, Village of Carol Stream and Benjamin School District at Evergreen Gym.
- Staff proposes a 3% salary merit pool to remain competitive within our market and align wages with the results of the formal Compensation Study. Commissioner Gramann asked how we come to a 3% merit increase pool. Director Rini explained that the recommendation was based on the % being recommended by our partner districts in WDSRA, statistics from the Management Associations Compensation Study for Park District in Illinois, and statistics gathered through the ILPRA Human Resources Roundtable which captured proposed increases for 16 other park districts with similar populations served.
- Recreation programming, rentals and concessions revenue is budgeted to increase. We will offer a new Parent/Tot morning swim at Coral Cove next summer.
- The cleaning contract at FVRC was not renewed; all cleaning is being done in house with increased part-time staff.
- Installation of flow meters at both pools will allow us to measure water flow and improve regulation of chemical usage as well as ensure proper cycling of water through filtration systems.
- Additional mulch will be added to all playgrounds to comply with ADA requirements for accessible surfaces.
- New trees and perennials will be installed to replace diseased trees that had to be removed. Commissioner Jeffery asked if we can get help with trees and landscaping. Director Hamilton explained the Arbor Foundation can give us six inch trees but often they don't make it because they are so small. The Morton Arboretum would probably give us one tree.

EAV continues to make small, steady improvements. The estimate is now similar to that in 2010. As EAV grows the tax rate declines. This year operational taxes will represent 41.34% of overall operating revenue; 58.66% of revenue is earned. Commissioner Jeffery asked what the right balance is. Director Rini explained that most district look for a 50/50 split. Because of the impact of the 2010 referendum bonds, and their issuance in line with the economic downturn, we look for a 45/55 target – which is where we have been holding for the last few years. The District has lowered our reliance on tax revenue over the last several years and is now maintaining a level under 45%. The less we rely on taxes, the less we would be impacted by a tax freeze. Conversely, the more reliant we are on earned revenues, the more we are impacted by economic conditions and competition. It is a sensitive balance.

The fund balance target for 2019 is \$682,618 for the Corporate Fund. Once operational target balance are met, we will be able to make transfers into the capital repair and replacement budget as well as the operational repair and replacement funds. Commissioner Jeffery commented that she is impressed with the progress we have made with these funds since she became a commissioner. This gives us the ability to pay for repairs and budget for replacement of equipment.

Commissioner Gramann commented that she has a lot of confidence in the process and faith in the staff to put together a good budget and follow through with it. Commissioner Sokolowski asked when the Community Development Block Grant will be received. Executive Director Reuter explained we will go out to bid in January; the District pays up front and receives reimbursement from CDBG. We are also working on obtaining a Recreation Trails Grant for the Mitchell Lake trail.

All the Commissioners offered words of thanks for the work that went into preparing the proposed budget. Meeting adjourned at 7:30.

Respectfully submitted by:

Sue Rini, Director of Finance & Administration



**Board of Commissioners
Regular Meeting
December 10, 2018
7:00pm**

1. Call to Order	Commissioner Sokolowski called the meeting to order at 7:00pm.						
2. Roll Call and Pledge of Allegiance	Present: Commissioners Powers, Gramann, Bird, Jaszka, Sokolowski and Del Preto. Commissioner Jeffery was absent. Staff: Executive Director Reuter, Directors Bachewicz, Hamilton and Rini.						
3. Public Hearing	<p>Commissioner Powers made a motion to move to a Public Hearing for the 2018 Tax Levy. Seconded by Commissioner Jaszka.</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 Jaszka: Aye</td></tr> <tr> <td>Commissioner Gramann: Aye</td><td>Commissioner Sokolowski: 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>Director Rini explained that the District must file an annual ordinance with the County in order for the collection of taxes. The Ordinance language requires a comparison of ballooned/estimated taxes for the coming year, to the actual taxes collected this current year. That comparison represents an 8.21% increase to the base aggregate of the 2017 final levy. The actual expected aggregate increase is only 3.71% higher than last year. This is due to the estimated new growth, reassessment of current homes at an estimated average of 5.29%, as well as the CPI of 2.1%. Because of the comparison represents a levy that is more than 105% of the prior year's aggregate levy, and this public hearing is in place.</p> <p>Final tax allocations become available in April; language is included that gives authority to the Executive Director and Director of Finance to reallocate tax levy funds as needed to match District funds. 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.</p> <p>Public Comment: None</p> <p>Commissioner Gramann made a motion to adjourn from Public Hearing at 7:03 pm. Seconded by Commissioner Bird. All in favor: Aye Roll Call Vote:</p>	Commissioner Powers: Aye	Commissioner Jaszka: Aye	Commissioner Gramann: Aye	Commissioner Sokolowski: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye
Commissioner Powers: Aye	Commissioner Jaszka: Aye						
Commissioner Gramann: Aye	Commissioner Sokolowski: Aye						
Commissioner Bird: Aye	Commissioner Del Preto: Aye						



	Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0	Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye
4. Listening Post	WDSRA Executive Director Sandy Gbur presented the year in review. Please see attached annual report presented by Director Gbur. Dave Creighton with the Carol Stream Parks Foundation presented the Board with the National Association of Parks Foundation award for most Creative Event Production for the Duck Race. The race is very successful, increasing every year since its inception in 2016.	
5. Changes to the Agenda	None	
6. Consent Agenda	Commissioner Powers made a motion to accept the consent agenda. Seconded by Commissioner Bird. 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 Roll Call Vote: Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0 Commissioner Jaszka made a motion to approve the consent agenda. Seconded by Commissioner Bird. Roll Call Vote: Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0 Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye	
7. Discussion	A. Wage & Salary Administration Policy	

Items

During the 2018 Compensation project, Management Association recommended that the District institute a Salary Administration Policy. This proposed draft was based off a template provided by Management Association. It sets standards for implementing and maintaining integrity of the wage scale. Commissioner Gramann is concerned about wording that implies that everyone gets a raise every year, and would like to see something more quantifiable. Commissioner Sokolowski said we have offered a merit pool of 1 – 3% in the past. Commissioner Del Preto suggested a cap to control costs. Commissioner Gramann doesn't want to limit our ability to reward staff if the economy is great but also doesn't want to give too much. Commissioner Sokolowski pointed out that the Board must approve the merit percentage each year as part of the budget process. Director Rini explained that merit increases are not guaranteed; they are solely based on performance; not all employees receive the same percentage. The appendix only shows an example of how the performance level can be matched with the employee's salary range to determine the percentage. In the example, if a merit pool is set at 3%, the axis point indicates that successful performance must be met to receive the award. If the merit pool is set at 2%, all the other percentages change as well. Director Rini also explained the process by which staff determines the merit pool recommendation to the Board. She will add language to the policy about merit increases not being guaranteed; language can also be added that the merit pool will be determined based on economics, performance and competitive salary factors. Commissioner Del Preto asked if performance, tenure, or goals are factored in the performance appraisal and salary increase determination. Commissioner Bird does not want to instruct Administration on how manage staff. Commissioner Sokolowski said we need to hire and retain quality staff. Director Rini noted the Board's comments and will incorporate their suggestions into the policy for the Board's approval.

B. Strategic Plan & Master Plan Updates

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. Executive Director Reuter explained how the information from the weekly memos corresponds with the Strategic Plan. Progress on those goals and objectives are tracked in this update to show the progress made against the Strategic Plan. The Master Plan is a similar process which shows the quarter in which each goal or objective was started, and the length of time we anticipate it will take to complete the goal. The Commissioners liked these tools, but asked for better color and larger font on the Master Plan Report. Commissioner Gramann asked why there are conflicting goals regarding resident and non-resident rates. Director Rini

	<p>explained the Board was split on increasing non-resident rates and making it more affordable. Both goals were included in the Strategic Plan. Executive Director Reuter added that it depends on the program. For example, we need to make Senior Trips accessible to all. He added that we are working on evaluating all fees and charges.</p> <p>C. Weekly Happenings</p> <ul style="list-style-type: none"> • Commissioner Gramann asked if Fitness could schedule classes in the 7 am time frame. Director Bachewicz said we have tried that time slot with low turnout but we could try again in the new year. • Commissioner Gramann noticed that the WDSRA fundraising efforts on Charity Tuesday was asking for a large donation in order for it to be matched. In the future, we should combine our donations so they can be matched. • Commissioner Sokolowski commented on the Christmas Tree Lighting event was well attended and enjoyed by all. 						
<p>8. Action Items</p>	<p>A. Approval: Ordinance No. 527 Levying and Assessing Taxes for the Year 2018. No discussion.</p> <p>Commissioner Bird made a motion to approve Ordinance 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. Seconded by Commissioner Del Preto.</p> <p>Roll Call Vote:</p> <table border="0"> <tr> <td>Commissioner Powers: Aye</td><td>Commissioner Jaszka: Aye</td></tr> <tr> <td>Commissioner Gramann: Aye</td><td>Commissioner Sokolowski: 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>B. Approval: Intergovernmental Agreement between CSPD and Wayne Township. The Intergovernmental Agreement between CSPD and Wayne Township has been under review since October 2017. Corporate council and PDRMA attorneys have reviewed and approved these revisions, including adding mutual indemnification. The IGA includes parking lot maintenance with Wayne Township planning on repaving in 2019. Commissioner Powers asked how much this will cost. Executive Director Reuter replied we have not received any bid information yet. Director Hamilton added that man hours were decreased with reductions in maintenance to the Wayne Township complex. Director Rini estimates it is approximately \$5,000 per year in maintenance.</p>	Commissioner Powers: Aye	Commissioner Jaszka: Aye	Commissioner Gramann: Aye	Commissioner Sokolowski: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye
Commissioner Powers: Aye	Commissioner Jaszka: Aye						
Commissioner Gramann: Aye	Commissioner Sokolowski: Aye						
Commissioner Bird: Aye	Commissioner Del Preto: Aye						



	<p>Commissioner Gramann made a motion to approve the updated Intergovernmental Agreement between Carol Stream Park District and Wayne Township. Seconded by Commissioner Powers.</p> <p>Roll Call Vote: Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0</p> <p>Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye</p>
9. Closed Session	<p>Biannual review of closed session minutes Section 2(c)(21) Commissioner Gramann made a motion to move to closed session at 8:00. Seconded by Commissioner Jaszka Voice vote taken. Motion passed 7-0-0. Closed session adjourned at 8:02.</p>
10. Action Pertaining to Closed Session	<p>Commissioner Powers made a motion to release closed session minutes as listed and to destroy verbatim recordings of closed sessions as listed. Seconded by Commissioner Del Preto</p> <p>Roll Call Vote: Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0</p> <p>Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye</p>
11. Adjournment	<p>Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Del Preto. Voice Vote taken. Motion passed 6-0-0. Meeting adjourned at 8:03 pm.</p>

 President
 Brian Sokolowski

 Secretary
 Jim Reuter

January 14, 2019
 Date

WDSRA Carol Stream PD Annual Visit Dec 10, 2018

Good Evening thank you for the opportunity to visit and update you on this past year.

This cold weather certainly reminds me of the wonderful opportunity we provide for 3 -4 nights to visit with Santa. As you can imagine it can be very difficult for children with special needs to stand in line and wait to see Santa. We have the opportunity to let families sign up for an exact time that they will visit with Santa. There is little to no waiting and our Santa makes the visit pure enjoyment. In fact, when one of our kids wouldn't go in the room to sit with Santa, Santa simply came out to visit where the little guy was. So many parents leave with a smile on their face as this is often times the first time they have successfully visited with Santa.

Another amazing inclusive experience is our weight lifting program we offer at the **College of DuPage**. The football coach, Matt Foster, expects his football players to be part of this wonderful program where his football players are paired up with our athletes and teach them how to lift weights on campus. The coach knows each of our players and when he turns the corner from his office and walks into the lobby of the PE center the participants erupt with a huge hello and the coach greets each participant by name. After an hour weightlifting the participants are treated to a meal out of the generosity of one of the faculty members. Coach says he is raising men who need to think beyond "their life" and widen their horizons. This program makes our participants feel so important and part of the community. It is definitely a win-win.

So that was a highlight of two awesome opportunities that your residents have with WDSRA programming.

Our **Strategic Plan** process continued to direct our efforts with progress being made in the areas of Culture, Service Excellence, Talent Management and Sustainability.

Under **Service Excellence** I am proud to announce we have been renewed as an Illinois Distinguished Accredited Agency and once again earned the highest level of safety (also called accreditation with PDRMA.) While all of these processes are time consuming, they are all based on best practices which encourage us to be

transparent, to have thorough processes and to provide the best services we can for our residents.

Speaking of best practices, great services are delivered from engaged staff who have clarity in their jobs, feel appreciated and who enjoy work life balance. We are training staff to embrace a feedback rich **culture**. The outcome of this culture is the development of an environment of continuous performance improvement higher engagement and better overall results.

Talent Management – We revamped and are implementing a new performance evaluation process focused on assessing how are employees live our core values. The evaluation process makes ongoing feedback mandatory and has resulted in staff feeling more appreciated by everyone and not just their direct supervisor.

Because we have many FT employees who are eligible for retirement in the next 5 years we have a Talent Management team working on creating a plan that will allow us to develop the skills for in-house candidates as well as determine what positions may require us to look outside.

We continued our volunteer program and had 508 volunteers donate their time. Of course our biggest challenge that we share with the park districts is recruiting enough seasonal staff for WD programs as well as the 823 individuals who requested inclusion support. Know anyone who has some time on their hands? Please send them our direction.

We continued to offer a wide variety of programs and annually Carol Stream accounts for 9% (was 9%) of our registrations 862 and 8% or (186) of our inclusion registrations.

Our **Rec & Roll** Adult Day program continues to operate at full enrollment at 6 sites serving 60 individuals daily. This community based program for high school graduates ages 22 – 55 emphasizes leisure independence, social interaction, community outings and service projects. This program runs 5 hours per day 5 days per week for 50 weeks of the year! With the growth of this program we created two assistant manager positions which gave staff an opportunity for promotion and also allows us to give our participants and staff the attention they need to be successful.

We appreciate the support we receive from the commissioners and staff at the Carol Stream PD. Fountainview continues to be the jewel of our facilities. Anytime we use Fountain view it receives rave reviews from participants and parents. In fact, we hosted our wheelchair basketball tournament a few weeks ago here. Even with changes in staff here we continue to find your facility staff great to work with. WDSRA residents feel welcomed at your facilities and we find your staff to be open minded when it comes to providing accommodations.

Jim continues to be a contributing member of the B of D. and a great help to me when unique projects arise. We had some recent dialogue with the village about our drainage east of our office on Schmale and Jim has been instrumental in helping us to determine our direction. You know that has been two projects in the past two years let's hope we get a little reprieve next year.

Let's move on to some FINANCIAL & Development

I am happy to report that we earned the GFOA **Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting** for our 12th year.

DEVELOPMENT - We added 2 Trustees to our foundation and lost one due to a move. These trustees bring backgrounds in school administration and human resources. All 9 of our trustees use their networks to connect individuals who have the means to support WDSRA. Their work helps us to bridge the gap between the cost of programming and the support received through taxes. We are beginning a new fundraising process that is geared on securing sustainable donors.

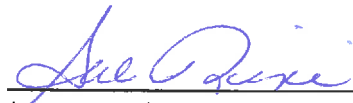
Keeping programs affordable and accessible is our commitment. In fact, thanks to the efforts of our trustees and staff we awarded 700 **SCHOLARSHIPS** to 124 **INDIVIDUALS** totaling \$48,700.

Our **Foundation's cash contribution** to the Association was \$275,000.

Thank you for attending and supporting our efforts. We hope you will mark your calendars for March 2, 2019 at the Abbington and join us at this year's Bash which will feature some fun entertainment – a Cher experience.

Motion:

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



(Treasurer)



(Date)

Carol Stream Park District
Accounts Payable Voucher List
December 2018

Presented to the
Board of Commissioners
January 14, 2019

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----
01-000003	ACTION LOCK & KEY, INC.								
	18-35470	INV 100316	9/25/18	10/19/18 N	190.00	190.00-	097179	12/14/18	0.00
	18-35531	INV 100382	10/03/18	10/19/18 N	127.50	127.50-	097179	12/14/18	0.00
	18-35537	INV 100410	10/02/18	10/19/18 N	772.29	772.29-	097179	12/14/18	0.00
		** TOTALS **			1,089.79	1,089.79-			0.00
01-000006	JOHNSON CONTROLS								
	18-36077	INV 31645386	12/15/18	1/01/19 N	252.00	252.00-	097265	12/21/18	0.00
	18-36076	INV 31645387	12/15/18	1/01/19 N	252.00	252.00-	097266	12/21/18	0.00
		** TOTALS **			504.00	504.00-			0.00
01-000020	ALL STAR SPORTS								
	18-35961	INV 186173SO	11/19/18	12/14/18 N	3,486.00	3,486.00-	097182	12/14/18	0.00
		** TOTALS **			3,486.00	3,486.00-			0.00
01-000032	AQUA PURE ENTERPRISES								
	18-35904	INV 117103	11/21/18	12/14/18 N	1,839.83	1,839.83-	097183	12/14/18	0.00
		** TOTALS **			1,839.83	1,839.83-			0.00
01-000036	ASHLEY ELECTRIC, INC.								
	18-35970	INV 40-18	11/27/18	12/14/18 N	1,060.00	1,060.00-	097184	12/14/18	0.00
		** TOTALS **			1,060.00	1,060.00-			0.00
01-000044	PDRMA								
	18-35975	INV 11/16/18	11/30/18	12/14/18 N	650.00	650.00-	097211	12/14/18	0.00
	18-33595	INV 1118070	11/30/18	12/14/18 N	13,339.58	13,339.58-	097212	12/14/18	0.00
	18-33596	INV 1218070	12/31/18	12/28/18 N	13,339.58	13,339.58-	097367	12/28/18	0.00
		** TOTALS **			27,329.16	27,329.16-			0.00
01-000049	FLEXIBLE BENEFIT SRV CRP								
	18-36092	INV 514471.	12/16/18	12/28/18 N	50.00	50.00-	097357	12/28/18	0.00
	18-35938	INV Flex Cla	12/01/18	12/07/18 N	717.60	717.60-	000000	12/07/18	0.00
		** TOTALS **			767.60	767.60-			0.00
01-000078	BENJAMIN SCHOOL DIST. 25								
	18-33783	INV IGA 12/1	12/01/18	12/14/18 N	795.00	795.00-	097186	12/14/18	0.00
		** TOTALS **			795.00	795.00-			0.00
01-000094	BRACING SYSTEMS, INC.								
	18-35945	INV 337444-1	12/03/18	12/14/18 N	38.40	38.40-	097189	12/14/18	0.00
		** TOTALS **			38.40	38.40-			0.00
01-000154	ACTIVE NETWORK, LLC								
	18-35752	INV 10001305	12/26/18	12/28/18 N	828.00	828.00-	097352	12/28/18	0.00
		** TOTALS **			828.00	828.00-			0.00
01-000243	JEFF ELLIS MANAGEMENT, LLC								
	18-35963	INV 2009151	9/12/18	12/21/18 Y	1,699.88	1,699.88-	097264	12/21/18	0.00
	18-35964	INV 2009152	9/12/18	12/21/18 Y	1,280.06	1,280.06-	097264	12/21/18	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----
01-000243	JEFF ELLIS MANAGEMENT, LLC** CONTINUED **									
	18-36047	INV	2009254	1/01/19	1/01/19 Y	19,913.58	19,913.58-	097264	12/21/18	0.00
				** TOTALS **		22,893.52	22,893.52-			0.00
01-000245	EXAMINER PUBLICATIONS, INC									
	18-35829	INV	53074	11/14/18	12/07/18 N	36.00	36.00-	097096	12/07/18	0.00
				** TOTALS **		36.00	36.00-			0.00
01-000317	BUCK BROS INC.									
	18-36008	INV	201218	12/11/18	12/21/18 N	713.02	713.02-	097251	12/21/18	0.00
	18-36009	INV	201219	12/11/18	12/21/18 N	141.44	141.44-	097251	12/21/18	0.00
				** TOTALS **		854.46	854.46-			0.00
01-000384	IL ASSOC. OF PARK DIST.									
	18-35968	INV	JDPRAC18	12/03/18	12/14/18 N	102.00	102.00-	097197	12/14/18	0.00
				** TOTALS **		102.00	102.00-			0.00
01-000416	KAMMES AUTO									
	18-35948	INV	127045	11/30/18	12/21/18 N	137.62	137.62-	097268	12/21/18	0.00
	18-35949	INV	127052	12/04/18	12/21/18 N	123.98	123.98-	097268	12/21/18	0.00
	18-36010	INV	127055	12/10/18	12/21/18 N	2,075.30	2,075.30-	097268	12/21/18	0.00
				** TOTALS **		2,336.90	2,336.90-			0.00
01-000445	LA FORCE, INC.									
	18-36073	INV	1082603	11/15/18	12/21/18 N	38.83	38.83-	097270	12/21/18	0.00
	18-36073	INV	1084827	12/13/18	12/21/18 N	301.50	301.50-	097270	12/21/18	0.00
				** TOTALS **		340.33	340.33-			0.00
01-000497	MENARDS									
	18-35728	INV	66390	11/01/18	12/07/18 N	28.38	28.38-	097110	12/07/18	0.00
	18-35740	INV	66412	11/02/18	12/07/18 N	9.98	9.98-	097110	12/07/18	0.00
	18-35740	INV	66413	11/02/18	12/07/18 N	9.99	9.99-	097110	12/07/18	0.00
	18-35740	INV	66414	11/02/18	12/07/18 N	9.99	9.99-	097110	12/07/18	0.00
	18-35740	INV	66428	11/02/18	12/07/18 N	33.47	33.47-	097110	12/07/18	0.00
	18-35740	INV	66740	11/07/18	12/07/18 N	9.94	9.94-	097110	12/07/18	0.00
	18-35860	INV	67434	11/16/18	12/07/18 N	21.93	21.93-	097110	12/07/18	0.00
	18-35972	INV	68832	12/06/18	12/21/18 N	26.99	26.99-	097277	12/21/18	0.00
	18-35972	INV	69105	12/10/18	12/21/18 N	33.98	33.98-	097277	12/21/18	0.00
	18-35972	INV	69112	12/10/18	12/21/18 N	7.98	7.98-	097277	12/21/18	0.00
	18-36068	INV	69614	12/17/18	12/21/18 N	6.98	6.98-	097277	12/21/18	0.00
	18-36068	INV	69737	12/19/18	12/21/18 N	23.11	23.11-	097277	12/21/18	0.00
				** TOTALS **		222.72	222.72-			0.00
01-000512	MIDWEST INSTITUTE									
	18-35951	INV	2019 DUE	12/14/18	12/14/18 N	25.00	25.00-	097206	12/14/18	0.00
				** TOTALS **		25.00	25.00-			0.00
01-000522	MITY-LITE, INC.									
	18-35981	INV	SO71798	12/06/18	12/21/18 N	1,050.67	1,050.67-	097279	12/21/18	0.00
				** TOTALS **		1,050.67	1,050.67-			0.00

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VENDOR	----- VENDOR NAME -----	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE---
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01-000555	NuToys Leisure Products, I									
	18-35689	INV	48557	11/21/18	12/14/18 N	174.10	174.10-	097209	12/14/18	0.00
				** TOTALS **		174.10	174.10-			0.00
01-000595	CASH									
	18-36059	INV	FY PETTY	12/20/18	12/21/18 N	100.15	100.15-	097253	12/21/18	0.00
				** TOTALS **		100.15	100.15-			0.00
01-000596	PITNEY BOWES GLOBAL									
	18-33855	INV	31026531	11/30/18	12/14/18 N	315.00	315.00-	097213	12/14/18	0.00
	18-33855	INV	31026542	11/30/18	12/14/18 N	315.00	315.00-	097214	12/14/18	0.00
				** TOTALS **		630.00	630.00-			0.00
01-000645	ROCK 'N' KIDS, INC.									
	18-35831	INV	CSFII18	11/16/18	12/14/18 N	420.00	420.00-	097218	12/14/18	0.00
				** TOTALS **		420.00	420.00-			0.00
01-000654	ROSELYNN FASHIONS LTD									
	18-35877	INV	20180818	11/19/18	1/01/19 N	1,032.90	1,032.90-	097117	12/07/18	0.00
	18-35880	INV	20180826	11/28/18	12/14/18 N	186.78	186.78-	097219	12/14/18	0.00
	18-35879	INV	20180827	11/28/18	12/14/18 N	229.14	229.14-	097219	12/14/18	0.00
	18-35886	INV	20180834	11/28/18	12/14/18 N	236.35	236.35-	097219	12/14/18	0.00
				** TOTALS **		1,685.17	1,685.17-			0.00
01-000666	SANTO SPORT STORE, INC									
	18-35884	INV	700939	(11/19/18	12/14/18 N	896.00	896.00-	097222	12/14/18	0.00
	18-35885	INV	700939	(11/19/18	1/01/19 N	576.00	576.00-	097222	12/14/18	0.00
	18-36028	INV	701013	12/11/18	12/21/18 N	62.00	62.00-	097289	12/21/18	0.00
	18-35991	INV	701060	12/18/18	1/02/19 N	222.00	222.00-	097289	12/21/18	0.00
				** TOTALS **		1,756.00	1,756.00-			0.00
01-000669	AT&T									
		INV	630Z9913	12/16/18	12/28/18 N	35.67	35.67-	097353	12/28/18	0.00
				** TOTALS **		35.67	35.67-			0.00
01-000729	SUBURBAN TIRE									
	18-35954	INV	582756	12/04/18	12/14/18 N	912.36	912.36-	097224	12/14/18	0.00
	18-35976	INV	582862	12/06/18	12/14/18 N	29.95	29.95-	097224	12/14/18	0.00
	18-36074	INV	583164	12/14/18	12/21/18 N	360.68	360.68-	097291	12/21/18	0.00
				** TOTALS **		1,302.99	1,302.99-			0.00
01-000789	VILLAGE OF CAROL STREAM									
	18-35939	INV	11/18 Do	12/01/18	12/07/18 N	9.00	9.00-	097123	12/07/18	0.00
	18-36086	INV	2594	12/13/18	12/28/18 N	1,074.15	1,074.15-	097371	12/28/18	0.00
				** TOTALS **		1,083.15	1,083.15-			0.00
01-000797	WAREHOUSE DIRECT, INC.									
	18-36013	CM	C4056201	12/12/18	12/21/18 N	21.95-	21.95	097297	12/21/18	0.00
	18-36013	INV	4056201-	12/11/18	12/21/18 N	99.40	99.40-	097297	12/21/18	0.00

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VENDOR	----	VENDOR NAME	-----	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----	BALANCE---
01-001204 CENTRE COURT ATHLETIC CLUB** CONTINUED **													
		18-35962		INV	FALL 8/2	12/07/18	12/14/18 N	1,592.00	1,592.00-	097190	12/14/18		0.00
							** TOTALS **	1,592.00	1,592.00-				0.00
01-001252 LOWE'S													
		18-35985		CM	902175	1	12/07/18 12/21/18 N	18.98-	18.98	097275	12/21/18		0.00
		18-35950		INV	901141		11/29/18 12/10/18 N	63.14	63.14-	097130	12/10/18		0.00
		18-36069		INV	902036		12/18/18 12/21/18 N	2.96	2.96-	097275	12/21/18		0.00
		18-35950		INV	902040	1	12/05/18 12/21/18 N	42.44	42.44-	097275	12/21/18		0.00
		18-35859		INV	902086		11/13/18 12/10/18 N	14.78	14.78-	097130	12/10/18		0.00
		18-36069		INV	902172		12/07/18 12/21/18 N	35.23	35.23-	097275	12/21/18		0.00
		18-35985		INV	902175	1	12/07/18 12/21/18 N	29.06	29.06-	097275	12/21/18		0.00
		18-35739		INV	902438	1	11/06/18 12/10/18 N	39.69	39.69-	097130	12/10/18		0.00
		18-35739		INV	902449		11/06/18 12/10/18 N	30.36	30.36-	097130	12/10/18		0.00
		18-36011		INV	902511	1	12/11/18 12/21/18 N	11.92	11.92-	097275	12/21/18		0.00
		18-35950		INV	902614	1	11/30/18 12/10/18 N	9.17	9.17-	097130	12/10/18		0.00
		18-35796		INV	902687	1	11/09/18 12/10/18 N	48.45	48.45-	097130	12/10/18		0.00
		18-35950		INV	902904		12/03/18 12/21/18 N	14.39	14.39-	097275	12/21/18		0.00
		18-35950		INV	902944		12/04/18 12/21/18 N	178.71	178.71-	097275	12/21/18		0.00
		18-35950		INV	902948	1	12/04/18 12/21/18 N	15.20	15.20-	097275	12/21/18		0.00
		18-35900		INV	909190		11/18/18 12/10/18 N	236.55	236.55-	097130	12/10/18		0.00
		18-36069		INV	915585		12/17/18 12/21/18 N	280.84	280.84-	097275	12/21/18		0.00
							** TOTALS **	1,033.91	1,033.91-				0.00
01-001292 TEE JAY SERVICE COMPANY, I													
		18-35984		INV	158167		11/30/18 12/14/18 N	240.00	240.00-	097226	12/14/18		0.00
							** TOTALS **	240.00	240.00-				0.00
01-001319 THE SHERWIN-WILLIAMS CO.													
		18-35955		INV	3361-4		12/04/18 12/14/18 N	53.08	53.08-	097223	12/14/18		0.00
							** TOTALS **	53.08	53.08-				0.00
01-001366 NORTHERN IL IRRIGATION													
		18-35852		INV	25308		11/24/18 12/14/18 N	300.00	300.00-	097208	12/14/18		0.00
							** TOTALS **	300.00	300.00-				0.00
01-001471 ADVANTAGE TRAILER & HITCH													
		18-35944		INV	45657		12/03/18 12/14/18 N	195.90	195.90-	097180	12/14/18		0.00
							** TOTALS **	195.90	195.90-				0.00
01-001493 C.W.T. CULLIGAN OF WHEATON													
		18-33470		INV	CCMG SER		11/30/18 12/14/18 N	53.00	53.00-	097191	12/14/18		0.00
							** TOTALS **	53.00	53.00-				0.00
01-001678 CAROL STREAM LAWN & POWER													
		18-35946		INV	425154		11/29/18 12/21/18 N	15.79	15.79-	097252	12/21/18		0.00
		18-35946		INV	425184		11/29/18 12/21/18 N	79.05	79.05-	097252	12/21/18		0.00
		18-35946		INV	425354		12/03/18 12/21/18 N	7.98	7.98-	097252	12/21/18		0.00
		18-36071		INV	425746		12/13/18 12/21/18 N	31.98	31.98-	097252	12/21/18		0.00
		18-36071		INV	425787		12/14/18 12/21/18 N	3.53	3.53-	097252	12/21/18		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 **											
	18-36071		INV	425854	12/17/18	12/21/18	N		66.52	66.52-	097252	12/21/18		0.00	
	18-36071		INV	425907	12/18/18	12/21/18	N		56.23	56.23-	097252	12/21/18		0.00	
					** TOTALS **				261.08	261.08-				0.00	
01-001918		LAKESHORE RECYCLING SYSTEM													
	18-34215		INV	P236387	11/22/18	12/07/18	Y		126.86	126.86-	097104	12/07/18		0.00	
	18-34215		INV	P236388	11/22/18	12/07/18	Y		22.93	22.93-	097104	12/07/18		0.00	
	18-34215		INV	P236389	11/22/18	12/07/18	Y		22.93	22.93-	097104	12/07/18		0.00	
	18-34215		INV	P236391	11/22/18	12/07/18	Y		22.93	22.93-	097104	12/07/18		0.00	
	18-34215		INV	P236392	11/22/18	12/07/18	Y		33.65	33.65-	097104	12/07/18		0.00	
	18-34215		INV	P236393	11/22/18	12/07/18	Y		33.65	33.65-	097104	12/07/18		0.00	
	18-34215		INV	P236394	11/22/18	12/07/18	Y		22.93	22.93-	097104	12/07/18		0.00	
	18-34215		INV	P236395	11/22/18	12/07/18	Y		22.93	22.93-	097104	12/07/18		0.00	
	18-34215		INV	P236396	11/22/18	12/07/18	Y		22.93	22.93-	097104	12/07/18		0.00	
	18-34215		INV	P236397	11/22/18	12/07/18	Y		22.93	22.93-	097104	12/07/18		0.00	
	18-34215		INV	P239716	11/22/18	12/07/18	Y		89.36	89.36-	097104	12/07/18		0.00	
					** TOTALS **				444.03	444.03-				0.00	
01-001972		RACHEL ARENDT													
	18-36087		INV	12/14 WA	12/14/18	12/21/18	N		0.82	0.82-	097246	12/21/18		0.00	
	18-36087		INV	12/14/18	12/14/18	12/21/18	N		8.82	8.82-	097246	12/21/18		0.00	
	18-36087		INV	12/18 DO	12/18/18	12/21/18	N		8.00	8.00-	097246	12/21/18		0.00	
	18-36087		INV	12/18 DO	12/18/18	12/21/18	N		5.00	5.00-	097246	12/21/18		0.00	
	18-36087		INV	12/18 DO	12/18/18	12/21/18	N		24.00	24.00-	097246	12/21/18		0.00	
	18-36087		INV	12/18 JE	12/18/18	12/21/18	N		8.50	8.50-	097246	12/21/18		0.00	
	18-36087		INV	12/7 WAL	12/07/18	12/21/18	N		37.82	37.82-	097246	12/21/18		0.00	
	18-36087		INV	9/8/18 D	9/08/18	12/21/18	N		26.27	26.27-	097246	12/21/18		0.00	
					** TOTALS **				119.23	119.23-				0.00	
01-002000		KIDS FIRST SPORTS SAFETY,													
	18-36036		INV	BB PROG1	12/11/18	12/28/18	N		404.74	404.74-	097361	12/28/18		0.00	
					** TOTALS **				404.74	404.74-				0.00	
01-002083		IL OFFICE OF THE STATE													
	18-36083		INV	9606345	12/17/18	12/21/18	N		200.00	200.00-	097263	12/21/18		0.00	
					** TOTALS **				200.00	200.00-				0.00	
01-002167		REINDERS, INC.													
	18-36012		INV	1764914-	12/06/18	12/21/18	N		1,060.67	1,060.67-	097287	12/21/18		0.00	
					** TOTALS **				1,060.67	1,060.67-				0.00	
01-002228		VERMONT SYSTEMS INC.													
	18-35960		INV	60811	12/01/18	1/01/19	N		2,316.00	2,316.00-	097230	12/14/18		0.00	
					** TOTALS **				2,316.00	2,316.00-				0.00	
01-002273		ROCCO VINO'S RISTORANTE													
	18-36034		INV	2882	11/06/18	12/21/18	N		41.00	41.00-	097288	12/21/18		0.00	
	18-36034		INV	2883	11/06/18	12/21/18	N		79.00	79.00-	097288	12/21/18		0.00	
	18-36034		INV	2895	11/20/18	12/21/18	N		41.00	41.00-	097288	12/21/18		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 **							
	18-36034	INV 2913	12/04/18	12/21/18 N	41.00	41.00-	097288	12/21/18	0.00
	18-36034	INV 2920	12/12/18	12/21/18 N	79.00	79.00-	097288	12/21/18	0.00
	18-36034	INV 2921	12/12/18	12/21/18 N	60.00	60.00-	097288	12/21/18	0.00
	18-36034	INV 2922	12/12/18	12/21/18 N	79.00	79.00-	097288	12/21/18	0.00
		** TOTALS **			420.00	420.00-			0.00
01-002323	LINO'S AUTO BODY REPAIR, I								
	18-35687	INV REPAIR O	12/05/18	12/07/18 N	1,820.17	1,820.17-	097108	12/07/18	0.00
		** TOTALS **			1,820.17	1,820.17-			0.00
01-002391	VORIS MECHANICAL, INC.								
	18-33672	INV 983891	11/30/18	12/07/18 N	4,826.50	4,826.50-	097124	12/07/18	0.00
	18-35956	INV 983892	11/30/18	12/07/18 N	1,527.94	1,527.94-	097124	12/07/18	0.00
		** TOTALS **			6,354.44	6,354.44-			0.00
01-002509	THE FITNESS CONNECTION								
	18-36085	INV 32103	12/20/18	12/21/18 N	1,700.00	1,700.00-	097293	12/21/18	0.00
		** TOTALS **			1,700.00	1,700.00-			0.00
01-002606	VANGUARD ENERGY SERVICES,								
		INV G4020491	12/10/18	12/14/18 N	1,407.33	1,407.33-	097229	12/14/18	0.00
		INV G4020501	12/04/18	12/10/18 N	27.07	27.07-	097131	12/10/18	0.00
		INV G4020501	12/04/18	12/10/18 N	190.30	190.30-	097131	12/10/18	0.00
		INV G4020501	12/04/18	12/10/18 N	1,510.90	1,510.90-	097131	12/10/18	0.00
		INV G4020501	12/04/18	12/10/18 N	104.14	104.14-	097131	12/10/18	0.00
		INV G4020501	12/04/18	12/10/18 N	161.07	161.07-	097131	12/10/18	0.00
		** TOTALS **			3,400.81	3,400.81-			0.00
01-002647	OZARK PIZZA COMPANY								
	18-36016	INV S3192186	12/01/18	12/21/18 N	78.00	78.00-	097284	12/21/18	0.00
	18-36025	INV S3192186	12/15/18	12/21/18 N	71.00	71.00-	097365	12/28/18	0.00
		** TOTALS **			149.00	149.00-			0.00
01-002689	ACCESS ONE INC.								
		INV 3755880	12/01/18	12/14/18 N	5,575.82	5,575.82-	097177	12/14/18	0.00
		** TOTALS **			5,575.82	5,575.82-			0.00
01-002701	DANIEL FACZEK								
	18-35754	INV 12/29/18	11/07/18	12/21/18 Y	250.00	250.00-	097257	12/21/18	0.00
		** TOTALS **			250.00	250.00-			0.00
01-002785	NAPA AUTO PARTS								
	18-35952	CM DISCOUNT	11/30/18	12/07/18 N	5.48-	5.48	097112	12/07/18	0.00
	18-35742	INV 468305	11/05/18	12/07/18 N	32.97	32.97-	097112	12/07/18	0.00
	18-35742	INV 468306	11/05/18	12/07/18 N	78.93	78.93-	097112	12/07/18	0.00
	18-35742	INV 468544	11/06/18	12/07/18 N	124.92	124.92-	097112	12/07/18	0.00
	18-35802	INV 469589	11/14/18	12/07/18 N	24.32	24.32-	097112	12/07/18	0.00
	18-35897	INV 470487	11/21/18	12/07/18 N	5.99	5.99-	097112	12/07/18	0.00
	18-35952	INV 471563	11/30/18	12/07/18 N	6.49	6.49-	097112	12/07/18	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
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VENDOR	---- VENDOR NAME ----	TYPE INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-002785	NAPA AUTO PARTS	** CONTINUED **							
	18-35973	INV 472259	12/06/18	12/21/18 N	25.98	25.98-	097280	12/21/18	0.00
		** TOTALS **			294.12	294.12-			0.00
01-002916	NATIONAL SEED								
	18-35979	INV 583405SI	12/07/18	12/21/18 N	183.00	183.00-	097281	12/21/18	0.00
		** TOTALS **			183.00	183.00-			0.00
01-003091	OPTIMA PLUMBING SUPPLY LLC								
	18-35974	INV 51488	12/05/18	12/21/18 N	179.64	179.64-	097283	12/21/18	0.00
		** TOTALS **			179.64	179.64-			0.00
01-003095	EILEEN HERNANDEZ								
	18-36000	INV 12/8 HOL	12/08/18	12/21/18 Y	125.00	125.00-	097295	12/21/18	0.00
	18-36000	INV 12/8GING	12/08/18	12/21/18 Y	156.00	156.00-	097296	12/21/18	0.00
		** TOTALS **			281.00	281.00-			0.00
01-003135	THE FUN ONES INC.								
	18-35755	INV ORDER# 6	10/19/18	12/21/18 N	195.00	195.00-	097258	12/21/18	0.00
		** TOTALS **			195.00	195.00-			0.00
01-003163	WHEATON PARK DISTRICT								
	18-35888	INV 2018-082	11/25/18	12/07/18 N	66.25	66.25-	097126	12/07/18	0.00
	18-36021	INV 2018-087	12/13/18	12/21/18 N	127.20	127.20-	097300	12/21/18	0.00
		** TOTALS **			193.45	193.45-			0.00
01-003164	E-CUBE, INC.								
	17-32021	INV 717234	11/30/18	12/21/18 N	1,571.11	1,571.11-	097256	12/21/18	0.00
		** TOTALS **			1,571.11	1,571.11-			0.00
01-003204	MUSIC THEATRE INTERNATIONAL								
	18-35992	INV CONTRACT	12/03/18	1/01/19 N	752.00	752.00-	097207	12/14/18	0.00
		** TOTALS **			752.00	752.00-			0.00
01-003208	SULLIVAN'S KARATE SCHOOL								
	18-36023	INV 132	12/14/18	12/21/18 N	1,750.00	1,750.00-	097292	12/21/18	0.00
		** TOTALS **			1,750.00	1,750.00-			0.00
01-003211	UNIVAR USA INC.								
	18-35957	INV CH048293	11/27/18	12/14/18 N	277.92	277.92-	097228	12/14/18	0.00
		** TOTALS **			277.92	277.92-			0.00
01-003304	MARBERRY CLEANERS								
	18-35935	INV 81602	9/11/18	12/14/18 Y	79.98	79.98-	097205	12/14/18	0.00
	18-35935	INV 83734	9/18/18	12/14/18 Y	49.02	49.02-	097205	12/14/18	0.00
	18-35935	INV 83745	9/25/18	12/14/18 Y	41.28	41.28-	097205	12/14/18	0.00
	18-35935	INV 83754	10/02/18	12/14/18 Y	54.18	54.18-	097205	12/14/18	0.00
	18-35935	INV 83781	10/09/18	12/14/18 Y	52.89	52.89-	097205	12/14/18	0.00
	18-35935	INV 83791	10/16/18	12/14/18 Y	67.08	67.08-	097205	12/14/18	0.00
	18-35935	INV 94001	10/23/18	12/14/18 Y	104.49	104.49-	097205	12/14/18	0.00

A C C O U N T S P A Y A B L E
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VENDOR	---- VENDOR NAME ----	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-003304	MARBERRY CLEANERS	** CONTINUED **								
	18-35935	INV	94025	10/30/18	12/14/18 Y	63.21	63.21-	097205	12/14/18	0.00
	18-36058	INV	94039	11/13/18	12/21/18 Y	16.77	16.77-	097276	12/21/18	0.00
	18-36058	INV	94070	11/20/18	12/21/18 Y	45.15	45.15-	097276	12/21/18	0.00
	18-36058	INV	94083	11/27/18	12/21/18 Y	32.25	32.25-	097276	12/21/18	0.00
				** TOTALS **		606.30	606.30-			0.00
01-003410	PUBLIC STORAGE ##28162									
	18-35999	INV	SPACE 73	12/12/18	12/14/18 N	237.00	237.00-	097215	12/14/18	0.00
				** TOTALS **		237.00	237.00-			0.00
01-003532	MENARDS									
	18-35901	INV	1962	11/19/18	12/07/18 N	34.99	34.99-	097111	12/07/18	0.00
				** TOTALS **		34.99	34.99-			0.00
01-003539	THE BREAST CANCER RESEARCH									
	18-35839	INV	DONATION	11/20/18	12/07/18 N	500.00	500.00-	097087	12/07/18	0.00
				** TOTALS **		500.00	500.00-			0.00
01-003601	PCARD-BANK OF MONTREAL - B									
	18-35909	INV	ACTIVKID	11/27/18	12/04/18 N	1,461.80	1,461.80-	000000	12/04/18	0.00
	18-35678	INV	AG	11/27	11/27/18 1/02/19 N	2,975.00	2,975.00-	000000	12/04/18	0.00
	18-35927	INV	AG	11/27	11/27/18 12/04/18 N	148.75	148.75-	000000	12/04/18	0.00
	18-35916	INV	AG	11/27	11/27/18 12/04/18 N	38.69	38.69-	000000	12/04/18	0.00
	18-35915	INV	AG	11/27	11/27/18 12/04/18 N	5.99	5.99-	000000	12/04/18	0.00
	18-35662	INV	AK	11/27	11/27/18 12/04/18 N	599.40	599.40-	000000	12/04/18	0.00
	18-35830	INV	AK	11/27	11/27/18 12/04/18 N	12.60	12.60-	000000	12/04/18	0.00
	18-35869	INV	CONC. 11	11/27/18	12/04/18 N	796.13	796.13-	000000	12/04/18	0.00
	18-35907	INV	CONC. 11	11/27/18	12/04/18 N	95.76	95.76-	000000	12/04/18	0.00
	18-35873	INV	CQ	11/27	11/27/18 12/04/18 N	48.62	48.62-	000000	12/04/18	0.00
	18-35776	INV	FH	11/27	11/27/18 12/04/18 N	110.36	110.36-	000000	12/04/18	0.00
	18-35887	INV	FH	11/27	11/27/18 12/04/18 N	74.99	74.99-	000000	12/04/18	0.00
	18-35834	INV	FH	11/27	11/27/18 12/04/18 N	30.19	30.19-	000000	12/04/18	0.00
	18-35902	INV	FINANCE	11/27/18	12/04/18 N	83.71	83.71-	000000	12/04/18	0.00
	18-35705	INV	FINANCE	11/27/18	1/01/19 N	528.00	528.00-	000000	12/04/18	0.00
	18-35993	INV	FINANCE	11/27/18	1/01/19 N	1,705.00	1,705.00-	000000	12/04/18	0.00
	18-35812	INV	FINANCE	11/27/18	1/01/19 N	1,800.00	1,800.00-	000000	12/04/18	0.00
	18-35896	INV	FINANCE	11/27/18	12/04/18 N	1,100.99	1,100.99-	000000	12/04/18	0.00
	18-35840	INV	FITNESS	11/27/18	12/04/18 N	26.00	26.00-	000000	12/04/18	0.00
	18-35875	INV	FY PROG	11/27/18	12/04/18 N	6,774.33	6,774.33-	000000	12/04/18	0.00
	18-35876	INV	FY PROG	11/27/18	1/07/19 N	500.00	500.00-	000000	12/04/18	0.00
	18-35842	INV	GF	11/27	11/27/18 12/04/18 N	319.96	319.96-	000000	12/04/18	0.00
	18-35872	INV	GF	11/27	11/27/18 12/04/18 N	80.00	80.00-	000000	12/04/18	0.00
	18-35874	INV	JB	11/27	11/27/18 12/04/18 N	472.65	472.65-	000000	12/04/18	0.00
	18-35664	INV	JM	11/27	11/27/18 12/04/18 N	37.98	37.98-	000000	12/04/18	0.00
	18-35786	INV	JM	11/27	11/27/18 12/04/18 N	20.00	20.00-	000000	12/04/18	0.00
	18-35822	INV	JM	11/27	11/27/18 12/04/18 N	51.89	51.89-	000000	12/04/18	0.00
	18-35841	INV	JM	11/27	11/27/18 12/04/18 N	41.98	41.98-	000000	12/04/18	0.00
	18-35911	INV	JR	11/27	11/27/18 12/04/18 N	232.31	232.31-	000000	12/04/18	0.00
	18-35918	INV	LB	11/27	11/27/18 12/04/18 N	26.88	26.88-	000000	12/04/18	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----	
01-003601	PCARD-BANK OF MONTREAL - B** CONTINUED **											
	18-33471	INV	LS	11/27	11/27/18	12/04/18	N	80.00	80.00-	000000	12/04/18	0.00
	18-35509	INV	LS	11/27	11/27/18	12/04/18	N	4,935.97	4,935.97-	000000	12/04/18	0.00
	18-35942	INV	MF	11/27	11/27/18	12/04/18	N	57.92	57.92-	000000	12/04/18	0.00
	18-35893	INV	MRKTG	11	11/27/18	12/04/18	N	3,085.77	3,085.77-	000000	12/04/18	0.00
	18-35892	INV	MRKTG	11	11/27/18	1/01/19	N	264.00	264.00-	000000	12/04/18	0.00
	18-35775	INV	PARKS	11	11/27/18	12/04/18	N	332.66	332.66-	000000	12/04/18	0.00
	18-35853	INV	PARKS	11	11/27/18	12/04/18	N	392.00	392.00-	000000	12/04/18	0.00
	18-35936	INV	PF	11/27	11/27/18	12/04/18	N	77.50	77.50-	000000	12/04/18	0.00
	18-35871	INV	PRESCHOO	11/27/18	12/04/18	N	308.11	308.11-	000000	12/04/18	0.00	
	18-35788	INV	RB	11/27	11/27/18	12/04/18	N	175.67	175.67-	000000	12/04/18	0.00
	18-35787	INV	REC DEPT	11/27/18	12/04/18	N	127.63	127.63-	000000	12/04/18	0.00	
	18-35878	INV	REC ENRI	11/27/18	12/04/18	N	26.03	26.03-	000000	12/04/18	0.00	
	18-35895	INV	RM	11/27	11/27/18	12/04/18	N	19.46	19.46-	000000	12/04/18	0.00
	18-35917	INV	SC	11/27	11/27/18	12/04/18	N	1,711.75	1,711.75-	000000	12/04/18	0.00
	18-35926	INV	SC	11/27	11/27/18	1/02/19	N	100.40	100.40-	000000	12/04/18	0.00
	18-35925	INV	SC	11/27	11/27/18	1/01/19	N	270.84	270.84-	000000	12/04/18	0.00
	18-35920	INV	SW	11/27	11/27/18	12/04/18	N	372.34	372.34-	000000	12/04/18	0.00
	18-35921	INV	SW	11/27	11/27/18	12/04/18	N	10.96	10.96-	000000	12/04/18	0.00
	18-35922	INV	SW	11/27	11/27/18	12/04/18	N	242.00	242.00-	000000	12/04/18	0.00
	18-35781	INV	UTILITY	11/27/18	12/04/18	N	5,399.01	5,399.01-	000000	12/04/18	0.00	
	18-35816	INV	UTILITY	11/27/18	12/04/18	N	2,041.36	2,041.36-	000000	12/04/18	0.00	
	18-35770	INV	UTILITY	11/27/18	12/04/18	N	35.79	35.79-	000000	12/04/18	0.00	
	18-35815	INV	UTILITY	11/27/18	12/04/18	N	14.49	14.49-	000000	12/04/18	0.00	
	18-35771	INV	UTILITY	11/27/18	12/04/18	N	1.47	1.47-	000000	12/04/18	0.00	
	18-35819	INV	UTILITY	11/27/18	12/04/18	N	3.12	3.12-	000000	12/04/18	0.00	
	18-35818	INV	UTILITY	11/27/18	12/04/18	N	81.04	81.04-	000000	12/04/18	0.00	
	18-35814	INV	UTILITY	11/27/18	12/04/18	N	45.62	45.62-	000000	12/04/18	0.00	
	18-35820	INV	UTILITY	11/27/18	12/04/18	N	1,002.73	1,002.73-	000000	12/04/18	0.00	
	18-35769	INV	UTILITY1	11/27/18	12/04/18	N	1,056.23	1,056.23-	000000	12/04/18	0.00	
	18-35821	INV	UTILITY1	11/27/18	12/04/18	N	643.28	643.28-	000000	12/04/18	0.00	
	18-35772	INV	UTILITY1	11/27/18	12/04/18	N	170.20	170.20-	000000	12/04/18	0.00	
	18-35817	INV	UTILITY1	11/27/18	12/04/18	N	39.03	39.03-	000000	12/04/18	0.00	
	18-35768	INV	UTILITY1	11/27/18	12/04/18	N	165.85	165.85-	000000	12/04/18	0.00	
	18-35767	INV	UTILITY1	11/27/18	12/04/18	N	243.17	243.17-	000000	12/04/18	0.00	
	18-35851	INV	UTILITY1	11/27/18	12/04/18	N	683.10	683.10-	000000	12/04/18	0.00	
	18-35848	INV	UTILITY1	11/27/18	12/04/18	N	504.85	504.85-	000000	12/04/18	0.00	
	18-35850	INV	UTILITY1	11/27/18	12/04/18	N	507.15	507.15-	000000	12/04/18	0.00	
	18-35849	INV	UTILITY1	11/27/18	12/04/18	N	103.50	103.50-	000000	12/04/18	0.00	
				** TOTALS **			45,531.96	45,531.96-			0.00	
01-003618	THE GOLF CART SOURCE, LLC											
	18-35971	INV	2003	12/06/18	12/14/18	N	55.98	55.98-	097227	12/14/18	0.00	
				** TOTALS **			55.98	55.98-			0.00	
01-003630	ZOGICS, LLC											
	18-36017	INV	82813	12/10/18	12/21/18	N	1,464.00	1,464.00-	097304	12/21/18	0.00	
				** TOTALS **			1,464.00	1,464.00-			0.00	
01-003689	NORTHERN IL WINTER SWIM CO											

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
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VENDOR	----- VENDOR NAME -----	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-004153	WEX BANK	** CONTINUED **								
	18-35943	INV	56820379	11/30/18	12/07/18 N	1,666.42	1,666.42-	097125	12/07/18	0.00
				** TOTALS **		1,666.42	1,666.42-			0.00
01-004165	KONICA MINOLTA									
	18-35923	INV	90051796	11/27/18	12/07/18 N	674.00	674.00-	097102	12/07/18	0.00
				** TOTALS **		674.00	674.00-			0.00
01-004230	GUADALUPE CRUZ									
	18-35747	INV	10576	12/12/18	12/14/18 Y	325.00	325.00-	097195	12/14/18	0.00
				** TOTALS **		325.00	325.00-			0.00
01-004269	SAFETY FIRST TRAINING SYST									
	18-35832	INV	18111515	11/15/18	12/07/18 N	159.00	159.00-	097118	12/07/18	0.00
	18-35940	INV	18120417	12/04/18	12/14/18 N	90.00	90.00-	097221	12/14/18	0.00
				** TOTALS **		249.00	249.00-			0.00
01-004287	ELITE PRINTING & PROMOTION									
	18-35914	INV	2499	10/25/18	12/07/18 N	719.60	719.60-	097095	12/07/18	0.00
				** TOTALS **		719.60	719.60-			0.00
01-004290	PEPSI-COLA									
	18-36079	INV	82978002	12/19/18	12/21/18 N	188.28	188.28-	097285	12/21/18	0.00
				** TOTALS **		188.28	188.28-			0.00
01-004306	DIRECT ENERGY BUSINESS									
		INV	18323003	11/19/18	12/07/18 N	419.81	419.81-	097094	12/07/18	0.00
		INV	18323003	11/19/18	12/07/18 N	230.05	230.05-	097094	12/07/18	0.00
		INV	18324003	11/20/18	12/07/18 N	2,050.92	2,050.92-	097094	12/07/18	0.00
		INV	18324003	11/20/18	12/07/18 N	594.16	594.16-	097094	12/07/18	0.00
		INV	18324003	11/20/18	12/07/18 N	13,008.64	13,008.64-	097094	12/07/18	0.00
		INV	18324003	11/20/18	12/07/18 N	2,088.15	2,088.15-	097094	12/07/18	0.00
				** TOTALS **		18,391.73	18,391.73-			0.00
01-004316	GREENBERG FARROW ARCHITECT									
	18-35761	INV	987721	12/17/18	12/28/18 N	470.20	470.20-	097359	12/28/18	0.00
	18-35836	INV	987722	12/17/18	12/28/18 N	2,288.51	2,288.51-	097359	12/28/18	0.00
				** TOTALS **		2,758.71	2,758.71-			0.00
01-004329	LANDMARK PEST MANAGEMENT									
	18-35854	INV	146843	11/16/18	12/07/18 N	150.00	150.00-	097105	12/07/18	0.00
	18-36072	INV	151668	12/14/18	12/21/18 N	175.00	175.00-	097271	12/21/18	0.00
				** TOTALS **		325.00	325.00-			0.00
01-004388	STEPHEN OWEN									
	18-35994	INV	12/14/18	12/12/18	12/14/18 Y	125.00	125.00-	097210	12/14/18	0.00
				** TOTALS **		125.00	125.00-			0.00
01-004405	DANIEL HERNANDEZ									
	18-36029	INV	HH CHAMP	12/17/18	12/21/18 N	100.00	100.00-	097262	12/21/18	0.00
				** TOTALS **		100.00	100.00-			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----
01-004418	ZIONS BANK									
	18-35941	INV	12/1/18	12/04/18	12/27/18 N	451,956.25	451,956.25-	000000	12/28/18	0.00
				** TOTALS **		451,956.25	451,956.25-			0.00
01-004421	TIMOTHY DANA BOWEN									
	18-35910	INV	DB16640	11/28/18	12/07/18 Y	234.00	234.00-	097114	12/07/18	0.00
				** TOTALS **		234.00	234.00-			0.00
01-004435	MetTel									
	18-36005	INV	01005261	12/08/18	12/21/18 N	5,045.05	5,045.05-	097278	12/21/18	0.00
				** TOTALS **		5,045.05	5,045.05-			0.00
01-004449	ALEXIAN BROTHERS CORP.									
	18-35990	INV	667228	11/30/18	12/14/18 N	75.00	75.00-	097181	12/14/18	0.00
				** TOTALS **		75.00	75.00-			0.00
01-004462	PADDOCK PUBLICATIONS, INC									
	18-35986	INV	T4513024	11/26/18	12/14/18 N	36.80	36.80-	097192	12/14/18	0.00
	18-35983	INV	T4513670	11/28/18	12/14/18 N	257.60	257.60-	097192	12/14/18	0.00
				** TOTALS **		294.40	294.40-			0.00
01-004468	ERICA BENSON									
	18-35953	INV	003	12/02/18	12/14/18 Y	50.00	50.00-	097187	12/14/18	0.00
				** TOTALS **		50.00	50.00-			0.00
01-004469	AVEGAIL LAVATY									
	18-36002	CM	11/16/18	11/16/18	12/21/18 N	15.98-	15.98	097273	12/21/18	0.00
	18-36002	INV	10/29/18	10/29/18	12/21/18 N	39.95	39.95-	097273	12/21/18	0.00
				** TOTALS **		23.97	23.97-			0.00
01-004472	WHENTOWORK, INC.									
	18-35932	INV	40016288	11/29/18	1/01/19 N	480.00	480.00-	097127	12/07/18	0.00
				** TOTALS **		480.00	480.00-			0.00
01-004474	GARLAND/DBS, INC.									
	18-35447	INV	42785228	11/30/18	12/28/18 N	113,382.00	113,382.00-	097358	12/28/18	0.00
				** TOTALS **		113,382.00	113,382.00-			0.00
01-004477	SWEET HOME LANDSCAPING INC									
	18-36093	INV	102918MU	10/29/18	12/28/18 N	660.00	660.00-	097369	12/28/18	0.00
				** TOTALS **		660.00	660.00-			0.00
01-004478	JNJ HEATING									
	18-35553	INV	11267021	12/05/18	12/14/18 N	9,638.00	9,638.00-	097202	12/14/18	0.00
				** TOTALS **		9,638.00	9,638.00-			0.00
01-004484	BRIAN EHRHARD									
	18-35619	INV	2018 HH	10/23/18	10/26/18 N	350.00	350.00-	097355	12/28/18	0.00
				** TOTALS **		350.00	350.00-			0.00

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VENDOR	----	VENDOR NAME	-----	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE---

01-004490		ACCULIGHTUSA SOLUTIONS LLC												
		18-35779		INV	1083-50%	10/03/18	12/14/18	N	6,360.75	6,360.75-	097178	12/14/18		0.00
				**	TOTALS	**			6,360.75	6,360.75-				0.00
01-004495		OZINGA READY MIX CONCRETE												
		18-36088		INV	1200050	12/01/18	12/28/18	N	1,076.50	1,076.50-	097366	12/28/18		0.00
		18-36088		INV	1200051	12/01/18	12/28/18	N	2,112.00	2,112.00-	097366	12/28/18		0.00
				**	TOTALS	**			3,188.50	3,188.50-				0.00
01-004496		DEBBIE GRENINGER												
		18-35905		INV	FREEZER-	11/29/18	12/10/18	N	150.00	150.00-	097129	12/10/18		0.00
				**	TOTALS	**			150.00	150.00-				0.00
01-004497		BIG BREAK BASKETBALL ACADE												
		18-36061		INV	107	12/18/18	1/01/19	Y	200.00	200.00-	097250	12/21/18		0.00
		18-36004		INV	BB 10/9-	11/28/18	12/14/18	Y	595.00	595.00-	097188	12/14/18		0.00
				**	TOTALS	**			795.00	795.00-				0.00
01-004498		RITE BITE FUNDRAISING												
		18-35966		INV	11812005	12/13/18	12/14/18	N	2,562.00	2,562.00-	097217	12/14/18		0.00
				**	TOTALS	**			2,562.00	2,562.00-				0.00
01-004500		POWER UP BATTERIES LLC												
		18-35982		INV	487-P874	11/30/18	12/14/18	N	115.90	115.90-	097185	12/14/18		0.00
		18-36070		INV	P9488983	12/18/18	12/21/18	N	213.93	213.93-	097249	12/21/18		0.00
		18-36070		INV	P9489221	12/18/18	12/21/18	N	23.90	23.90-	097249	12/21/18		0.00
				**	TOTALS	**			353.73	353.73-				0.00
01-004502		ROSEWOOD ENTERTAINMENT, LL												
		18-35996		INV	12/31/18	12/12/18	12/14/18	N	1,158.95	1,158.95-	097220	12/14/18		0.00
				**	TOTALS	**			1,158.95	1,158.95-				0.00
01-004503		ATIF UDDIN												
		18-36030		INV	2018HH-2	12/17/18	12/21/18	N	40.00	40.00-	097294	12/21/18		0.00
				**	TOTALS	**			40.00	40.00-				0.00
01-004504		DONNA LITTLE												
		18-36080		INV	MILEAGE	12/20/18	12/21/18	N	3.27	3.27-	097274	12/21/18		0.00
				**	TOTALS	**			3.27	3.27-				0.00
01-004505		WHEATON PARK DISTRICT												
		18-35980		INV	2018-121	12/10/18	12/21/18	N	1,575.00	1,575.00-	097301	12/21/18		0.00
				**	TOTALS	**			1,575.00	1,575.00-				0.00
01-004507		MP2 ENERGY NE LLC												
				INV	30099649	12/18/18	12/28/18	N	10,079.40	10,079.40-	097364	12/28/18		0.00
				**	TOTALS	**			10,079.40	10,079.40-				0.00
01-1		MISC VENDOR (REFUNDS ONLY)												

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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	10/24/18	10/26/18 N	49.00	49.00-	097363	12/28/18	0.00
		INV REC# 200	10/25/18	11/02/18 N	20.00	20.00-	097354	12/28/18	0.00
		INV REC# 200	11/29/18	12/07/18 N	29.58	29.58-	097085	12/07/18	0.00
		INV REC# 200	11/29/18	12/07/18 N	20.00	20.00-	097103	12/07/18	0.00
		INV REC# 200	11/29/18	12/07/18 N	20.00	20.00-	097119	12/07/18	0.00
		INV REC# 200	11/29/18	12/07/18 N	10.00	10.00-	097093	12/07/18	0.00
		INV REC# 200	11/29/18	12/07/18 N	5.00	5.00-	097098	12/07/18	0.00
		INV REC# 200	11/30/18	12/07/18 N	10.00	10.00-	097090	12/07/18	0.00
		INV REC# 200	12/02/18	12/07/18 N	54.00	54.00-	097091	12/07/18	0.00
		INV REC# 200	12/02/18	12/07/18 N	19.37	19.37-	097101	12/07/18	0.00
		INV REC# 200	12/02/18	12/07/18 N	42.40	42.40-	097115	12/07/18	0.00
		INV REC# 200	12/02/18	12/07/18 N	17.12	17.12-	097120	12/07/18	0.00
		INV REC# 200	12/02/18	12/07/18 N	58.63	58.63-	097128	12/07/18	0.00
		INV REC# 200	12/03/18	12/07/18 N	160.00	160.00-	097100	12/07/18	0.00
		INV REC# 200	12/04/18	12/07/18 N	90.00	90.00-	097116	12/07/18	0.00
		INV REC# 200	12/04/18	12/07/18 N	20.32	20.32-	097113	12/07/18	0.00
		INV REC# 200	12/08/18	12/14/18 N	25.15	25.15-	097225	12/14/18	0.00
		INV REC# 200	12/08/18	12/14/18 N	79.00	79.00-	097194	12/14/18	0.00
		INV REC# 200	12/08/18	12/14/18 N	10.00	10.00-	097200	12/14/18	0.00
		INV REC# 200	12/09/18	12/14/18 N	12.00	12.00-	097199	12/14/18	0.00
		INV REC# 200	12/09/18	12/14/18 N	25.00	25.00-	097201	12/14/18	0.00
		INV REC# 200	12/17/18	12/21/18 N	44.00	44.00-	097248	12/21/18	0.00
		INV REC# 200	12/17/18	12/21/18 N	68.40	68.40-	097255	12/21/18	0.00
		INV REC# 200	12/17/18	12/21/18 N	72.00	72.00-	097261	12/21/18	0.00
		INV REC# 200	12/17/18	12/21/18 N	44.00	44.00-	097267	12/21/18	0.00
		INV REC# 200	12/17/18	12/21/18 N	11.00	11.00-	097269	12/21/18	0.00
		INV REC# 200	12/17/18	12/21/18 N	63.71	63.71-	097303	12/21/18	0.00
		INV REC# 200	12/21/18	12/28/18 N	421.25	421.25-	097370	12/28/18	0.00
		INV REC# 200	9/28/18	10/05/18 N	100.00	100.00-	097204	12/14/18	0.00
		INV REC# 200	12/05/18	12/07/18 N	50.00	50.00-	097092	12/07/18	0.00
		INV REC# 200	12/05/18	12/07/18 N	100.00	100.00-	097099	12/07/18	0.00
		INV REC# 200	12/06/18	12/14/18 N	100.00	100.00-	097203	12/14/18	0.00
		INV REC# 200	12/11/18	12/14/18 N	100.00	100.00-	097193	12/14/18	0.00
		INV REC# 200	12/14/18	12/21/18 N	100.00	100.00-	097299	12/21/18	0.00
		INV REC# 200	12/17/18	12/21/18 N	100.00	100.00-	097259	12/21/18	0.00
		INV REC# 200	12/19/18	12/21/18 N	267.00	267.00-	097254	12/21/18	0.00
		INV REC# 200	12/19/18	12/21/18 N	38.00	38.00-	097286	12/21/18	0.00
		INV REC# 200	12/21/18	12/28/18 N	200.00	200.00-	097360	12/28/18	0.00
		** TOTALS **			2,655.93	2,655.93-			0.00
02-001268	JAMES JAY BITTER								
		INV OFFICIAL	12/26/18	12/28/18 Y	120.00	120.00-	097373	12/28/18	0.00
		INV OFFICIAL	12/10/18	12/14/18 Y	240.00	240.00-	097232	12/14/18	0.00
		** TOTALS **			360.00	360.00-			0.00
02-001270	PAUL M. O'CONNELL								
		INV OFFICIAL	12/26/18	12/28/18 Y	60.00	60.00-	097375	12/28/18	0.00
		INV OFFICIAL	12/10/18	12/14/18 Y	180.00	180.00-	097237	12/14/18	0.00
		** TOTALS **			240.00	240.00-			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
02-001434	JEFFREY M. ROJEK	INV OFFICIAL	12/11/18	12/14/18	Y	150.00	150.00-	097238	12/14/18	0.00
		** TOTALS **				150.00	150.00-			0.00
02-001556	ANTHONY TURNER	INV OFFICIAL	12/11/18	12/14/18	Y	150.00	150.00-	097241	12/14/18	0.00
		** TOTALS **				150.00	150.00-			0.00
02-002157	PAUL A. CARNEY	INV OFFICIAL	12/11/18	12/14/18	Y	120.00	120.00-	097233	12/14/18	0.00
		** TOTALS **				120.00	120.00-			0.00
02-002419	BRIAN A. LIGHTHALL	INV OFFICIAL	11/27/18	12/14/18	Y	1,300.00	1,300.00-	097236	12/14/18	0.00
		** TOTALS **				1,300.00	1,300.00-			0.00
02-002832	MICHAEL D. WENC	INV OFFICIAL	12/04/18	12/14/18	Y	60.00	60.00-	097242	12/14/18	0.00
		** TOTALS **				60.00	60.00-			0.00
02-003288	CREST SANDULAK	INV OFFICIAL	12/01/18	12/14/18	Y	120.00	120.00-	097239	12/14/18	0.00
		** TOTALS **				120.00	120.00-			0.00
02-003292	PAUL DE VOLPI	INV OFFICIAL	12/02/18	12/14/18	Y	60.00	60.00-	097234	12/14/18	0.00
		INV OFFICIAL	10/12/18	10/19/18	Y	270.00	270.00-	097374	12/28/18	0.00
		** TOTALS **				330.00	330.00-			0.00
02-003360	DANIEL J. HOCK	INV OFFICIAL	12/04/18	12/14/18	Y	60.00	60.00-	097235	12/14/18	0.00
		** TOTALS **				60.00	60.00-			0.00
02-003538	JAMES STEWART JR.	INV OFFICIAL	12/04/18	12/14/18	Y	60.00	60.00-	097240	12/14/18	0.00
		** TOTALS **				60.00	60.00-			0.00

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TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	818,734.84	818,734.84CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	818,734.84	818,734.84CR	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
** PRE-PAID INVOICES **

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

	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

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

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	818,734.84	818,734.84CR	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 **	818,734.84	818,734.84CR	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	9.00
10 209400	D/T CSP FOUNDATION-MEMORIAL PK	955.00
10 217000	SECTION 125	717.60
10 5-00-00-534	PHYSICAL/DRUG TESTING	75.00
10 5-00-00-558	SECURITY SERVICES	504.00
10 5-00-00-559	TRAINING/SEMINARS	1,220.00
10 5-00-00-610	PDRMA PROPERTY	10,275.36
10 5-00-00-611	PDRMA LIABILITY	5,061.32
10 5-00-00-612	PDRMA EMPLOYMENT	1,973.42
10 5-00-00-613	PDRMA POLLUTION	305.68
10 5-00-00-614	PDRMA WORKMENS COMP	9,063.38
10 5-10-00-540	SECTION 125 PLAN	8.50
10 5-10-00-546	TELEPHONE	133.26
10 5-10-00-555	PUBLIC NOTICES	330.40
10 5-10-00-556	MAINTENANCE CONTRACTS	2,651.76
10 5-10-00-559	TRAINING/SEMINARS	9.00
10 5-10-00-560	MEETINGS	283.61
10 5-10-00-561	MEMBERSHIP DUES	528.00

A C C O U N T S P A Y A B L E
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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-10-00-590	OTHER SERVICES	1,299.15
10 5-10-00-620	STAFF INCENTIVE	19.55
10 5-10-00-668	COMMISSIONER EXPENSE	2,015.19
10 5-10-00-670	PUBLICATIONS/BOOKS	22.50
10 5-10-00-690	DEPARTMENT SUPPLIES	29.98
10 5-12-00-546	TELEPHONE	32.53
10 5-12-00-556	MAINTENANCE CONTRACTS	100.00
10 5-12-00-560	MEETING	49.90
10 5-12-00-561	MEMBERSHIP DUES	264.00
10 5-12-00-590	OTHER SERVICES	2,779.98
10 5-12-00-690	DEPARTMENT SUPPLIES	9.15
10 5-15-00-545-079	WATER/SEWER-ARMSTRONG RESTROOM	81.04
10 5-15-00-545-080	WATER/SEWER-ARMSTRONG FOUNTAIN	3.12
10 5-15-00-545-089	WATER/SEWER-HAMPE	39.03
10 5-15-00-545-095	WATER/SEWER-RED HAWK	14.49
10 5-15-00-545-096	WATER/SEWER-SLEPICKA	1.47
10 5-15-00-546	TELEPHONE	195.20
10 5-15-00-547-079	ELECTRIC-ARMSTRONG RESTROOM	130.72
10 5-15-00-547-081	ELECTRIC-ARMSTRONG GARAGE/LOT	47.53
10 5-15-00-547-082	ELECTRIC-ARMSTRONG MUSEUM	47.53
10 5-15-00-547-085	ELECTRIC-ARMSTRONG SKATE RINK	83.18
10 5-15-00-548	REFUSE	525.98
10 5-15-00-556-048	MAINT CONTRACTS-LANDSCAPE	325.00
10 5-15-00-559	TRAINING/SEMINARS	657.00
10 5-15-00-561	MEMBERSHIP DUES	25.00
10 5-15-00-562-058	REPAIR SERVICES-VANDALISM	772.29
10 5-15-00-651	MINOR EQUIPMENT	179.92
10 5-15-00-657	CLOTHING SUPPLIES	149.39
10 5-15-00-659	VEHICLE FUELS	1,666.42
10 5-15-00-660	PLAYGROUND MATERIAL/MAINT	174.10
10 5-15-00-661	FERTILIZER/GROUND CHEMICALS	183.00
10 5-15-00-662-047	ATHLETIC FIELD MAINT-SOCCER	38.40
10 5-15-00-663-007	VEHICLE REPAIRS-#107 ESCAPE	54.27
10 5-15-00-663-008	VEHICLE REPAIRS-#108 PICKUP	5.99
10 5-15-00-663-009	VEHICLE REPAIRS-#109 PICKUP	123.98
10 5-15-00-663-010	VEHICLE REPAIRS-#110 1 TON DUM	1,820.17
10 5-15-00-663-017	VEHICLE REPAIRS-#117 E350 VAN	25.98
10 5-15-00-663-024	VEHICLE REPAIRS-#124 F250	1,108.26
10 5-15-00-663-025	VEHICLE REPAIRS-#125 F650 BUS	2,245.89
10 5-15-00-663-040	VEHICLE REPAIRS-MOWERS	2,134.37
10 5-15-00-663-041	VEHICLE REPAIRS-TRACTORS	1.01
10 5-15-00-663-043	VEHICLE REPAIRS-3 WHEELERS	70.72
10 5-15-00-663-044	VEHICLE REPAIRS-GATORS	126.70
10 5-15-00-664	REPAIR/MAINT MATERIALS	471.35
10 5-15-00-665	SAFETY SUPPLIES	9.94
10 5-15-00-673	TOOL REPAIR & PARTS	493.31
10 5-28-00-544	GAS	104.14

A C C O U N T S P A Y A B L E
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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-28-00-545	WATER/SEWER	35.79
10 5-28-00-546	TELEPHONE	2,822.64
10 5-28-00-547	ELECTRIC	419.81
10 5-28-00-548	REFUSE	34.16
10 5-28-00-556	MAINTENANCE CONTRACTS	328.26
10 5-28-00-651	MINOR EQUIPMENT FACILITY	39.99
10 5-28-00-664-062	REPAIR MATERIALS-CARPENTRY	95.00
10 5-28-00-664-063	REPAIR MATERIALS-ELECTRICAL	115.90
	** FUND TOTAL **	58,753.66
20 205000	REGISTRATION CLIENT PAYABLE	2,655.93
20 206136	D/T EC/PRESCHOOL FUNDRAISER	277.50
20 206216	D/T THEATRE FUNDRAISER	44.77
20 206222	D/T DANCE FUNDRAISER	1,911.21
20 206735	D/T SWIM TEAM VAC FUNDRAISER	481.81
20 206902	D/T GYMNAST SPRINGER FUNDRAISE	2,899.25
20 4-24-70-431-750	RENTAL - CCWP LOCKERS	20.00
20 5-10-00-540	SECTION 125 PLAN	41.50
20 5-10-00-556	MAINTENANCE CONTRACTS	3,131.78
20 5-12-00-553	PRINTING	54.92
20 5-12-00-554	ADVERTISING	100.97
20 5-12-00-570	CONTRACTUAL SERVICES	170.00
20 5-13-00-544	GAS	1,510.90
20 5-13-00-545	WATER/SEWER	2,041.36
20 5-13-00-546	TELEPHONE	4,702.93
20 5-13-00-547	ELECTRIC	23,088.04
20 5-13-00-548	REFUSE	721.08
20 5-13-00-556	MAINTENANCE CONTRACTS	2,483.44
20 5-13-00-562-063	REPAIR SRVS-ELECTRICAL	1,060.00
20 5-13-00-592	PGM SUP - FVRC RENTAL	256.15
20 5-13-00-595	PGM SRVS - FVRC RENTAL	386.30
20 5-13-00-650	EQUIPMENT RENTAL	315.00
20 5-13-00-651	MINOR EQUIPMENT FACILITY	300.30
20 5-13-00-653	HORTICULTURAL SUPPLIES	17.62
20 5-13-00-654-070	POOL CHEMICALS-ACID	277.92
20 5-13-00-654-073	POOL CHEM-CHLORINE TABLET	1,325.80
20 5-13-00-654-074	POOL CHEM-SODIUM BICARB	514.03
20 5-13-00-656-067	JANITORIAL SUP-PAPER GOODS	454.86
20 5-13-00-656-068	JANITORIAL SUP-SOAPS	623.54
20 5-13-00-656-069	JANITORIAL SUP-CLEANING	339.01
20 5-13-00-664-062	REPAIR MAT-CARPENTRY	23.56
20 5-13-00-664-064	REPAIR MATERIALS-HVAC	1,358.16
20 5-13-00-664-065	REPAIR MATERIALS-PLUMBING	179.64
20 5-13-00-665	SAFETY SUPPLIES	19.94
20 5-13-70-570-700	CONTRACTUAL SRVS-FVRC POOL	19,913.58
20 5-13-78-595-710	PGM SRV - SWIM TEAM	450.00
20 5-13-80-546-800	TELEPHONE	32.53

A C C O U N T S P A Y A B L E
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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-13-80-562-800	REPAIR SERVICES-FITNESS	1,700.00
20 5-13-80-592-800	PGM SUP-FITNESS CENTR-MEM/PASS	1,615.85
20 5-13-89-592-825	PGM SUP-FITNESS SPECIAL EVENTS	26.00
20 5-13-89-595-825	PGM SRV-FITNESS SPECIAL EVENTS	500.00
20 5-14-00-543-991	CABLE - MCCASLIN	12.60
20 5-14-00-546	TELEPHONE	1,113.62
20 5-14-00-548-991	REFUSE-MCCASLIN CONCESSIONS	62.10
20 5-14-00-559	TRAINING	61.25
20 5-14-00-562-991	REPAIR SERVICES-MCCASLIN	242.00
20 5-14-00-640-991	DRY GOODS SUPPLIES-MCCASLIN	33.42
20 5-14-00-642-991	MCCAS-PERISHABLE FOOD SUPPLIES	352.02
20 5-14-00-643-991	MCCAS-NON-ALCOH BEV SUPPLIES	798.92
20 5-14-00-645-992	FVRC-CONTRACT PERISHABLE FOOD	149.00
20 5-14-00-651-991	MINOR EQMT FAC-MCCASLIN CONC	150.00
20 5-14-00-651-992	MINOR EQMT FAC-FVRC CONCESSION	414.00
20 5-14-00-651-993	MINOR EQMT-SRC CONCESSIONS	414.00
20 5-14-00-664-991	REPAIR/MAINT SUPP-MCCAS CONC	12.96
20 5-14-00-690-991	DEPT SUPPLIES MCCAS CONC	108.93
20 5-23-00-544	GAS	1,407.33
20 5-23-00-545	WATER/SEWER	100.27
20 5-23-00-546	TELEPHONE	6,072.81
20 5-23-00-547	ELECTRIC	1,858.45
20 5-23-00-548	REFUSE	504.85
20 5-23-00-556	MAINTENANCE CONTRACTS	2,215.20
20 5-23-00-562-062	REPAIR SRVS-CARPENTRY	240.00
20 5-23-00-595	PGM SRVS - SRC RENTAL	220.00
20 5-23-00-650	EQUIPMENT RENTAL	315.00
20 5-23-00-651	MINOR EQUIPMENT FACILITY	1,287.22
20 5-23-00-653	HORTICULTURAL SUPPLIES	17.61
20 5-23-00-656-067	JANITORIAL SUP-PAPER GOODS	46.54
20 5-23-00-656-069	JANITORIAL SUP-CLEANING	120.23
20 5-23-00-664-062	REPAIR MATERIALS-CARPENTRY	459.13
20 5-23-00-664-063	REPAIR MATERIALS-ELECTRICAL	38.68
20 5-23-00-664-064	REPAIR MATERIALS-HVAC	197.45
20 5-24-00-544	GAS	161.07
20 5-24-00-545-087	WATER/SEWER-CORAL COVE	902.46
20 5-24-00-545-088	WATER/SEWER-CCWP FILTER ROOM	1,056.23
20 5-24-00-547	ELECTRIC	229.70
20 5-24-00-556	MAINTENANCE CONTRACTS	757.76
20 5-24-00-664-062	REPAIR MATERIALS-CARPENTRY	44.06
20 5-24-70-570-754	CONTRACT SRVS-CCWP POOL RENTAL	1,699.88
20 5-26-00-544	GAS	135.15
20 5-26-00-547	ELECTRIC	135.15
20 5-26-00-556	MAINTENANCE CONTRACTS	524.70
20 5-27-00-544	GAS	190.30
20 5-27-00-545	WATER/SEWER	45.62
20 5-27-00-546	TELEPHONE	165.85

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-27-00-547	ELECTRIC	230.05
20 5-27-00-548	REFUSE	34.16
20 5-27-00-556	MAINTENANCE CONTRACTS	143.11
20 5-27-00-664-062	REPAIR MATERIALS-CARPENTRY	34.28
20 5-27-00-664-065	REPAIR MATERIALS-PLUMBING	15.20
20 5-27-16-592-135	PGM SUP - PRESCHOOL	90.77
20 5-60-00-546	TELEPHONE	86.75
20 5-60-00-547-084	ELECTRIC-ARM SOUTH FIELD/PATHS	285.20
20 5-60-00-560	MEETING	175.67
20 5-60-00-560-622	MEETINGS - LOCAL EVENTS	25.00
20 5-60-00-592-622	PGM SUP - LOCAL EVENTS	52.50
20 5-60-00-595-626	PGM SERVICES-VOLUNTEER EVENT	650.00
20 5-60-00-650	EQUIPMENT RENTAL	534.00
20 5-60-00-667	AUTO REIMBURSEMENT	80.00
20 5-60-11-595-105	PGM SRV - E C INSTRUCTIONAL	420.00
20 5-60-20-592-203	PGM SUP - YOUTH B-DAY PARTIES	127.63
20 5-60-20-595-203	PGM SRV - YOUTH B-DAY PARTIES	420.00
20 5-60-21-595-205	PGM SRV - YOUTH INSTRUCTIONAL	1,100.60
20 5-60-21-595-206	PGM SRV - OUTDOOR EDUCATION	127.20
20 5-60-23-592-215	PGM SUP - YOUTH THEATRE	952.40
20 5-60-23-594-220	PGM MERCH - SEASONAL DANCE	270.84
20 5-60-23-595-220	PGM SRV - SEASONAL DANCE	1,296.00
20 5-60-28-592-204	PGM SUP - YOUTH OPEN GYM	224.00
20 5-60-28-592-237	PGM SUP - YOUTH VOLLEYBALL	236.35
20 5-60-28-592-258	PGM SUP - YTH DODGEBALL LEAGUE	222.00
20 5-60-28-592-260	PGM SUP - YOUTH BASKETBALL	1,022.00
20 5-60-28-594-260	MERCH RESALE SUP-YTH BASKETBL	1,032.90
20 5-60-28-595-237	PGM SRV - YOUTH VOLLEYBALL	120.00
20 5-60-28-595-260	PGM SRV - YOUTH BASKETBALL	200.00
20 5-60-28-595-265	PGM SRV - YOUTH MARTIAL ARTS	1,750.00
20 5-60-28-595-270	PGM SRV - YTH FALL SOCCER	3,486.00
20 5-60-28-595-281	PGM SRV-YTH SPORTS INSTRUCTION	404.74
20 5-60-29-546-290	TELEPHONE-YTH B/A SCHOOL	423.14
20 5-60-29-592-290	PGM SUP - YOUTH B/A SCHOOL	914.92
20 5-60-29-592-298	PGM SUP - YTH KDS CARE DAY OFF	14.46
20 5-60-29-595-290	PGM SRV - YOUTH B/A SCHOOL	66.25
20 5-60-29-595-298	PGM SRV - YTH KDS CARE DAY OFF	662.23
20 5-60-34-592-316	PGM SUP - MS EVENTS	26.88
20 5-60-41-595-405	PGM SRV - ADULT INSTRUCTIONAL	90.00
20 5-60-48-592-404	PGM SUP - ADULT OPEN GYM	192.00
20 5-60-48-592-440	PGM SUP - ADULT BASKETBALL	236.00
20 5-60-48-595-436	PGM SRV - ADULT FLAG FOOTBALL	510.00
20 5-60-48-595-440	PGM SRV - ADULT BASKETBALL	840.00
20 5-60-48-595-445	PGM SRV - ADULT VOLLEYBALL	930.00
20 5-60-50-592-500	PGM SUP-ACTIVE AGING GENERAL	201.52
20 5-60-55-592-520	PGM SUP-ACTIVE AGING DAY TRIPS	15.00
20 5-60-55-595-520	PGM SRV-ACTIVE AGING DAY TRIPS	9,832.79

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-60-60-592-699	PGM SUP - REC ATTENDANTS	80.00
20 5-60-61-595-680	PGM SRV-YTH/ADULT SPORT INSTRC	3,692.70
20 5-60-64-592-610	PGM SUP - FAMILY SPECIAL EVENT	441.22
20 5-60-64-595-610	PGM SRV - FAMILY SPECIAL EVENT	895.00
20 5-62-00-546	TELEPHONE	65.06
20 5-62-00-652	OFFICE SUPPLIES	3,258.08
20 5-62-00-657	CLOTHING SUPPLIES	719.60
20 5-62-00-667	AUTO REIMBURSEMENT	3.27
20 5-62-00-690	DEPARTMENT SUPPLIES	36.00
20 5-64-00-545-090	WATER/SEWER-MCCAS FIELDS	813.48
20 5-64-00-547-090	ELECTRIC-MCCASLIN FIELDS	1,817.53
20 5-64-00-548-090	REFUSE-MCCASLIN FIELDS	88.80
20 5-64-00-556-090	MAINT CONTRACTS-MCCASLIN FIELD	300.00
20 5-64-28-595-865	PGM SRV YTH BB/SB FALL LEAGUE	550.00
20 5-64-48-592-434	PGM SUP - ADULT SB TOURNEY	1,685.28
20 5-65-00-544	GAS	27.07
20 5-65-00-546	TELEPHONE	945.44
20 5-65-00-547	ELECTRIC	233.39
20 5-65-00-548	REFUSE	41.40
20 5-65-00-556	MAINTENANCE CONTRACTS	150.73
20 5-65-00-664-062	REPAIR MATERIALS-CARPENTRY	34.97
	** FUND TOTAL **	149,684.26
25 125000	WDSRA Receivable	5,112.76
25 5-00-00-549	PORT-O-LETS	444.03
25 5-00-00-602	WDSRA TAX ALLOCATION	970.00
25 5-00-00-605	DONATIONS	1,800.00
25 5-00-00-651	MINOR EQUIPMENT	4,935.97
25 5-00-00-759	ADA BUILDING IMPROVEMENTS	2,288.51
	** FUND TOTAL **	15,551.27
30 5-00-00-916	2008 A-B LIMITED PARK BONDS	3,718.75
30 5-00-00-932	2016 REFUNDING PARK BOND	448,237.50
	** FUND TOTAL **	451,956.25
34 5-00-00-713	TECHNOLOGY	3,372.86
	** FUND TOTAL **	3,372.86
42 5-00-00-723	FOUNTAIN VIEW REC CENTER	118,153.11
42 5-00-00-747	GENERAL/BLDG INFRASTRUCTURE	6,360.75
42 5-00-00-752	SIMKUS RECREATION CENTER	660.00
42 5-00-00-753	CORAL COVE WATER PARK	9,638.00
42 5-00-00-762	PARKS/PLAYGROUNDS	470.20
42 5-00-00-769	MEMORIAL PARK IMPROVEMENTS	4,134.48
	** FUND TOTAL **	139,416.54

	** TOTAL **	818,734.84

A C C O U N T S P A Y A B L E
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DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
10	NON-DEPARTMENTAL	1,681.60
10 00	ANCILLARY FUNDS	28,478.16
10 10	FINANCE/ADMINISTRATION	7,330.90
10 12	MARKETING/COMMUNICATION	3,235.56
10 15	PARKS	14,031.75
10 28	MAINTENANCE FACILITY	3,995.69
	** FUND TOTAL **	58,753.66
20	NON-DEPARTMENTAL	8,270.47
20 10	ADMINISTRATION	3,173.28
20 12	MARKETING/COMMUNICATION	325.89
20 13	FOUNTAIN VIEW REC CENTER	66,237.54
20 14	CONCESSIONS	3,924.82
20 23	SIMKUS FACILITY	15,100.77
20 24	CORAL COVE WATER PARK	4,871.16
20 26	EVERGREEN GYM FACILITY	795.00
20 27	ELK TRAIL FACILITY	949.34
20 60	RECREATION	35,265.89
20 62	REGISTRATION SERVICES	4,082.01
20 64	MCCASLIN FIELDS	5,255.09
20 65	MINIATURE GOLF	1,433.00
	** FUND TOTAL **	149,684.26
25	NON-DEPARTMENTAL	5,112.76
25 00	SPECIAL RECREATION	10,438.51
	** FUND TOTAL **	15,551.27
30 00	BOND AND INTEREST	451,956.25
	** FUND TOTAL **	451,956.25
34 00	CAPITAL PROJECTS	3,372.86
	** FUND TOTAL **	3,372.86
42 00	CAPITAL PROJECTS	139,416.54
	** FUND TOTAL **	139,416.54

** TOTAL ** 818,734.84

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: 12/01/2018 THRU 12/31/2018
ITEM DATE: 0/00/0000 THRU 99/99/9999
POSTING DATE: 0/00/0000 THRU 99/99/9999

To: Board of Commissioners

From: Shane Hamilton, Director of Parks & Facilities

Date: January 14, 2019

Discussion: ADA Transition Plan Update

Agenda Item #: 7A

The ADA Transition Plan was adopted in August 2018. The Parks and Facilities Department has been addressing recommended improvements. This is a continuous, on-going process which will require years to implement. However, some progress was made in the last six months and planning has already begun for 2019.

A slide presentation will accompany this report to show, in detail, our progress as well as things to come in 2019.

ADA Compliance Issues Resolved in 2018

- New ADA chair at Fountain View Recreation Center.
- New baby changing stations at McCaslin Park and Fountain View Recreation Center.
- Cambridge Park's new accessible surfacing.
- Pleasant Hill Trail restoration brought the entire trail into compliance.

ADA Compliance Projects – 2019

- Coral Cove Water Park – new accessible doors at the entrance funded by a CDBG grant.
- Simkus Recreation Center – new accessible doors at the entrance funded by a CDBG grant.
- McCaslin Park surfacing – engineered wood fiber will be removed and a unitary type surface will be installed making the entire playground fully inclusive.

To: Board of Commissioners
From: Sue Rini, Director of Finance & Administration
Date: January 14, 2019
Subject: Approval: Ordinance No. 528, 2018 Budget & Appropriation
in the amount of \$16,474,803 for the fiscal year January 1,
2019 to December 31, 2019 **Agenda Item # 8A**

Issue: Should the Board approve Ordinance No. 528, 2019 Budget & Appropriation Ordinance in the amount of \$16,474,803 for the fiscal year January 1, 2019 to December 31, 2019.

Background/Reasoning

- A Budget and Appropriation Ordinance outlines the District's plans for expenditures. It differs from the Levy Ordinance which outlines the acquisition of tax revenues and how they are distributed.
- Last September the staff began the budget process for the 2019 fiscal year.
- As required under state statute:
 - The Board must annually adopt a Budget and Appropriation Ordinance.
 - Staff placed the Budget and Appropriation Ordinance on public display on December 14, 2018 to fulfill the 30 day requirement.
 - A notice of a *Public Hearing* for the Budget and Appropriation Ordinance appeared in the Daily Herald on January 2, 2019.
 - This evening the Board will hold a *Public Hearing* to hear any public comments.
- The Ordinance meets all the requirements of the Park District Code Article 4.4 "Adoption of Budget and Passage of Annual Appropriation Ordinance Required."
- The 'Budget' column (*Page 3 of Ordinance*) reflects the budget dollars as presented to the Board in the 2019 Budget document.
- The 'Appropriation' column (*Page 3 of Ordinance*) reflects a 15% increase to the budgeted dollars to:
 - provide a contingency margin to better manage ordinary operating expenses
 - allows the park district some flexibility in generating more revenue that will offset additional expenses
 - eliminates the need to come back to the Board to request approval of minor amendments to the budget

Supporting Documents:

- Ordinance No. 528, Exhibit A and Exhibit B

Cost:

N/A

Public/Customer Impact:

The Budget and Appropriation Ordinance demonstrates the careful and transparent plan of the District for budget year ending December 31, 2019.

Recommendation

That the Board makes a motion to adopt Ordinance No. 528, 2019 Budget and Appropriation Ordinance in the total amount of \$16,474,803 for the fiscal year January 1, 2019 to December 31, 2019.

Ordinance No. No. 528

AN ORDINANCE ADOPTING A COMBINED ANNUAL BUDGET AND APPROPRIATING SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2019, AND ENDING DECEMBER 31, 2019, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE, AND THE AMOUNT APPROPRIATED FOR EACH OBJECT AND PURPOSE.

WHEREAS, the Board of Park Commissioners of the Carol Stream Park District has caused this Ordinance to be prepared in tentative form as the combined annual budget and appropriation ordinance for the fiscal year beginning January 1, 2019, and ending December 31, 2019, and the Secretary of the Board has made same conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such combined annual budget and appropriation ordinance at the Carol Stream Park District on the 14th day of January pursuant to a notice which was published in the Daily Herald, a paper having a general circulation in this district, and all other legal requirements having been complied with.

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

Section I: This Ordinance is hereby termed THE ANNUAL COMBINED BUDGET AND APPROPRIATION ORDINANCE OF THE CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, ILLINOIS

Section II: That the estimates of current assets shown in the appended statements are made a part hereof and marked "Exhibit A" of this ordinance of the Carol Stream Park District, DuPage County, Illinois, for the fiscal year beginning January 1, 2019, and ending December 31, 2019. As part of the Annual Budget, it is stated:

- (a) That the estimated cash on hand at the beginning of the fiscal year is \$ 5,048,990
- (b) That the cash expected to be received during the fiscal year from all sources is \$ 14,348,516
- (c) That the estimated expenditures contemplated for the fiscal year are \$16,474,803

- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$ 2,922,703.
- (e) That the estimated amount of taxes to be received by the Carol Stream Park District during the fiscal year is \$9,036,482.

Section III: The amounts hereinafter set forth and appended hereto and marked "Exhibit B" are hereby budgeted and appropriated for the fiscal year beginning January 1, 2019 and ending December 31, 2019. The sums of money in the "Appropriation" Column in the amount of or as much thereof as may be authorized by law and the same are hereby appropriated for the corporate purposes of the Carol Stream Park District as therein after specified for the fiscal year beginning January 1, 2019 and ending December 31, 2019.

Section IV: That all unexpected balances of any item or items or any general appropriations made in this ordinance be expended in making up any insufficiency in any item or items in the same general appropriations made for this ordinance.

Section V: That all unexpected balances from annual appropriations of previous years are hereby re-appropriated.

Section VI: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section VII: If any item, or portion thereof, of this ordinance is held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portion of this ordinance.

Section VIII: The passage by the Board of Commissioners of the Carol Stream Park District of this 2019 Combined Annual Budget Appropriation Ordinance, including the "Appropriation" column, shall not be interpreted to authorize the expenditure within any fund of any amount greater than the amount budgeted for each fund in the "Budget" column.

Section IX: This ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law. A certified copy of this ordinance shall be filed with the County Clerk of DuPage County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District within thirty (30) days after its passage and approval as provided by law.

Passed by the Board of Commissioners of the Carol Stream Park District, DuPage County, Illinois, on the 14th day of January, 2019.

Summary of Budgeted & Appropriated Funds

SUMMARY	BUDGET	APPROPRIATION
Corporate Fund	\$2,639,024	3,034,878
Recreation Fund	5,855,804	6,734,174
Special Recreation Fund	1,022,347	1,175,700
Bond & Interest Fund	4,985,726	5,733,585
Capital Improvement Funds	1,886,094	2,169,008
Cash-in-Lieu	85,808	98,679
Grand Total	\$16,474,803	\$18,946,024

Roll Call Vote

Ayes: _____

Nays: _____

Absent: _____

Jim Reuter, Secretary
Board of Park Commissioners
Carol Stream Park District
Carol Stream, Illinois

Approved by the Board of Commissioners the 14th day of January 2019.

Brian Sokolowski, President
Board of Park Commissioners
Carol Stream Park District
Carol Stream, Illinois

Certificate of Estimate of Revenues for Fiscal year 2019

TREASURER'S CERTIFICATE OF ESTIMATED REVENUE FOR THE
CAROL STREAM PARK DISTRICT, DUPAGE COUNTY, ILLINOIS

I, Susan L. Rini, do hereby certify that I am duly qualified and elected
TREASURER of the Carol Stream Park District, DuPage County, Illinois, and
as such official I do further certify that the estimated revenue by source
anticipated to be received by the Carol Stream Park District for the fiscal
year beginning January 1, 2019, and ending December 31, 2019, to be as
follows:

SOURCE	AMOUNT
Tax Revenue	\$9,036,482
Interest	60,800
Rentals	282,538
Donations/Grants	0
Sponsorships	34,600
Concession Sales	265,601
Other Income	595,755
Program Revenue	4,072,742

IN WITNESS THEROF, I have hereunto affixed my official signature
and the corporate seal of the Carol Stream Park District at Carol Stream,
Illinois, on this 14th day of January 2019.

Susan L. Rini, Treasurer
Carol Stream Park District

(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 14th day of January, insofar as same relates to the adoption of Ordinance No. 528 entitled:

AN ORDINANCE adopting a Combined Annual Budget and Appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Carol Stream Park District, DuPage County, Illinois, for the fiscal year beginning January 1, 2019, and ending December 31, 2019, and specifying the objects and purposes for which such appropriations are made, and the amount appropriated for each object and purpose.

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 news 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 14th day of January 2019.

(SEAL)

Secretary, Board of Park Commissioners

**Carol Stream Park District
Budget 2019**

EXHIBIT A

Fund #	FUND	Beginning Fund Balance 1/1/2018	Estimated YTD Revenue FY 2018	Estimated YTD Expenses FY 2018	Estimated Net FY 2018	Est. Ending Fund Balance 1/1/2019	Budgeted TAXES FY 2019	Budgeted Other Revenue FY 2019	Budgeted Expenses FY 2019	Budgeted Net FY 2019	Est. Ending Fund Balance 12/31/2019
10-10	Corporate - Finance/Administration	\$ 488,595	\$ 1,589,240	\$ 507,072	\$ 1,082,168		\$ 1,519,503	\$ 111,400	\$ 477,973.00	\$ 1,152,930	
10-12	Corporate - Marketing/Communication		\$ -	\$ 154,954	\$ (154,954)			\$ -	\$ 170,872.71	\$ (170,873)	
10-15	Corporate - Parks		\$ 105,341	\$ 916,681	\$ (811,340)			\$ 104,179	\$ 956,759.00	\$ (852,580)	
10-28	Corporate - Maintenance Facility		\$ -	\$ 36,259	\$ (36,259)			\$ -	\$ 32,678.00	\$ (32,678)	
10-00	Paving & Lighting	\$ 7,625	\$ 32,167	\$ -	\$ 32,167	\$ 39,792	\$ 73,000		\$ 139,607.00	\$ (66,607)	\$ (26,815)
10-00	F.I.C.A.	\$ 88,830	\$ 303,005	\$ 325,000	\$ (21,995)	\$ 66,835	\$ 305,000		\$ 311,385.00	\$ (6,385)	\$ 60,450
10-00	Audit	\$ 4,119	\$ 25,212	\$ 25,515	\$ (303)	\$ 3,816	\$ 28,000	\$ -	\$ 31,543.00	\$ (3,543)	\$ 273
10-00	Liability Insurance	\$ 62,380	\$ 246,278	\$ 232,453	\$ 13,825	\$ 76,205	\$ 245,538	\$ 1,000	\$ 234,370.50	\$ 12,168	\$ 88,373
10-00	IMRF	\$ 81,224	\$ 316,841	\$ 321,278	\$ (4,437)	\$ 76,787	\$ 287,246		\$ 283,836.00	\$ 3,410	\$ 80,197
11-00	Corporate - Repair/Replacement	\$ 57,831	\$ 25,500	\$ -	\$ 25,500			\$ 20,650	\$ -	\$ 20,650	
	Total Corporate	\$ 790,605	\$ 2,643,584	\$ 2,519,212	\$ 124,372	\$ 914,977	\$ 2,458,287	\$ 237,229	\$ 2,639,024.21	\$ 56,492	\$ 971,469
20-10	Recreation - Finance/Administration	\$ (60,473)	\$ 1,284,134	\$ 480,808	\$ 803,326		\$ 1,285,625	\$ 3,100	\$ 555,867.00	\$ 732,858	
20-12	Recreation - Marketing/Communication		\$ -	\$ 65,571	\$ (65,571)			\$ -	\$ 69,816.00	\$ (69,816)	
20-13	Recreation - Fountain/View Facility		\$ 1,561,248	\$ 1,721,173	\$ (159,925)			\$ 1,660,882	\$ 1,631,752.80	\$ 29,129	
20-14	Recreation - Concessions		\$ 219,149	\$ 199,927	\$ 19,222			\$ 226,959	\$ 194,458.25	\$ 32,501	
20-23	Recreation - Simkus Facility		\$ 26,545	\$ 327,148	\$ (300,603)			\$ 37,326	\$ 313,216.38	\$ (275,890)	
20-24	Recreation - Coral Cove Facility		\$ 249,427	\$ 335,410	\$ (85,983)			\$ 257,787	\$ 348,198.00	\$ (90,412)	
20-26	Recreation - Evergreen Gym Facility		\$ 1,578	\$ 10,050	\$ (8,472)			\$ 1,788	\$ 9,550.00	\$ (7,762)	
20-27	Recreation - Elk Trail Facility		\$ 156,399	\$ 155,053	\$ 1,346			\$ 160,281	\$ 164,688.00	\$ (4,407)	
20-60	Recreation - Programs		\$ 1,980,885	\$ 1,803,987	\$ 176,898			\$ 1,965,986	\$ 1,856,549.50	\$ 109,436	
20-62	Recreation - Registration		\$ -	\$ 359,668	\$ (359,668)			\$ -	\$ 346,858.50	\$ (346,859)	
20-64	Recreation - McCaslin Fields		\$ 263,479	\$ 213,528	\$ 49,951			\$ 282,486	\$ 273,027.40	\$ 9,459	
20-65	Recreation - Miniature Golf		\$ 61,301	\$ 54,657	\$ 6,644			\$ 64,633	\$ 61,211.00	\$ 3,422	
12-00	Recreation - Repair/Replacement	\$ 282,145	\$ 118,758	\$ 43,529	\$ 75,229			\$ 127,802	\$ 30,611.00	\$ 97,191	
	Total Recreation	\$ 221,672	\$ 5,922,903	\$ 5,770,509	\$ 152,394	\$ 374,066	\$ 1,285,625	\$ 4,789,029	\$ 5,855,803.83	\$ 218,850	\$ 592,915
									\$ 8,494,828.04		
25	Special Recreation Fund	\$ 245,862	\$ 553,165	\$ 404,375	\$ 148,790	\$ 394,652	\$ 587,911	\$ 1,800	\$ 1,022,347	\$ (432,636)	\$ (37,984)
29	Working Cash Fund	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
30	Bond & Interest Fund	\$ 1,224,386	\$ 4,704,444	\$ 4,717,313	\$ (12,868)	\$ 1,211,518	\$ 4,704,659	\$ 268,977	\$ 4,985,726	\$ (12,091)	\$ 1,199,427
34	Capital Projects Fund	\$ 289,179	\$ -	\$ 48,770	\$ (48,770)	\$ 240,409	\$ -	\$ -	\$ 240,410	\$ (240,410)	\$ (0)
35	Cash-in-Lieu Fund	\$ 85,808	\$ -	\$ -	\$ -	\$ 85,808	\$ -	\$ -	\$ 85,808	\$ (85,808)	\$ -
42	Referendum Capital Projects Fund	\$ 1,908,560	\$ 385	\$ 181,384	\$ (180,999)	\$ 1,727,561	\$ -	\$ 15,000	\$ 1,645,684	\$ (1,630,684)	\$ 96,877
	Total	\$ 4,866,071	\$ 13,824,481	\$ 13,641,562	\$ 182,919	\$ 5,048,990	\$ 9,036,482	\$ 5,312,035	\$ 16,474,803	\$ (2,126,287)	\$ 2,922,703

**CAROL STREAM PARK DISTRICT
AMOUNTS BUDGETED AND APPROPRIATED**

EXHIBIT B

	BUDGETED	APPROPRIATED	
(A) CORPORATE FUND			
Salaries	\$1,046,019	\$1,202,922	
Benefits	\$809,075	\$930,436	
Auditing	\$26,600	\$30,590	
Utilities	\$63,154	\$72,627	
Services	\$222,926	\$256,365	
Supplies	\$156,181	\$179,608	
Insurance	\$168,662	\$193,961	
Miscellaneous	\$6,800	\$7,820	
Capital Improvements	\$139,607	\$160,548	
Total	\$2,639,024	\$3,034,878	
(B) RECREATION FUND			
Salaries	\$3,026,854	\$3,480,882	
Benefits	\$269,483	\$309,905	
Utilities	\$442,601	\$508,991	
Services	\$1,434,437	\$1,649,602	
Supplies	\$497,266	\$571,856	
Miscellaneous	\$154,552	\$177,735	
Capital Improvements	\$30,611	\$35,203	
Total	\$5,855,804	\$6,734,174	
(C) SPECIAL RECREATION			
Salaries	\$13,840	\$15,916	
Benefits	\$933	\$1,073	
Services	\$55,804	\$64,175	
WDSRA Allocation	\$277,271	\$318,862	
Supplies	\$19,536	\$22,466	
Interfund Transfers	\$16,334	\$18,784	
Capital Improvements	\$638,630	\$734,425	
Total	\$1,022,347	\$1,175,700	
(D) BOND & INTEREST FUND			
Services	\$7,150	\$8,223	
Debt Service	\$4,978,576	\$5,725,363	
Total	\$4,985,726	\$5,733,585	

CAROL STREAM PARK DISTRICT
AMOUNTS BUDGETED AND APPROPRIATED

EXHIBIT B

	BUDGETED	APPROPRIATED
(E) CAPITAL IMPROVEMENT FUNDS		
Interfund Transfers	\$0	\$0
Capital Improvements	\$1,886,094	\$2,169,008
Total	\$1,886,094	\$2,169,008
(F) CASH-IN-LIEU FUND		
Capital Improvements	\$85,808	\$98,679
Total	\$85,808	\$98,679
TOTAL BUDGET AND APPROPRIATION	\$16,474,803	\$18,946,024

To: Board of Commissioners
From: Jim Reuter, Executive Director
Date: January 14, 2019
Subject: Approve Organizational Goals, Organizational Chart and Wage Scale
Agenda Item # 6D

Issue

Should the Board approve the Organizational Goals, Organizational Chart and Wage Scale in conjunction with the 2019 Budget approval process.

Background/Reasoning

As part of last year's Distinguished Accredited Agency review, staff is implementing a more formal process for documenting the Board's approval of the annual Organizational Goals, Organizational Chart, and Wage Scale. In the past these actions were included as part of the general approval of the annual budget.

Excerpts of the Proposed 2019 Budget which reflect these three documents are attached for reference.

Cost

None

Public/Customer Impact

Reinforces District's commitment to transparency and alignment of goals.

Recommendation

That the Board approve the Organizational Goals, Organizational Chart and Wage Scale in conjunction with the 2019 Budget approval process.



Organizational Accomplishments & Goals

2018 Accomplishments & 2019 Organizational Goals

In 2018 we successfully accomplished all organizational goals:

- Completed a Compensation Study.
- Converted the network to Fiber.
- Redesigned the Concessions operations with positive performance.
- Geothermal issues have been resolved; the system is now fully functional; formal recommissioning is next.
- Christmas in July – was developed as a new community event geared toward residents of all ages.

Additional Accomplishments included:

- Received a Community Development Block Grant for Carolshire Park.
- Completed new and updated ADA Transition Plan.
- Successfully earned the Distinguished Accredited Agency Designation.

2019 organizational goals include:

- Construction and opening of Carolshire Park.
- Acquisition of Community Park parcel.
- Improve Corporate and Recreation fund balances.
- Pursue CAPRA Certification – Commission for Accreditation of Park and Recreation Agencies.
- Review district's Fees, Services & Charges.

These Organizational Goals align with the District Strategic Plan and Master Plans. They provide guidance for the allocation of funding and staffing.

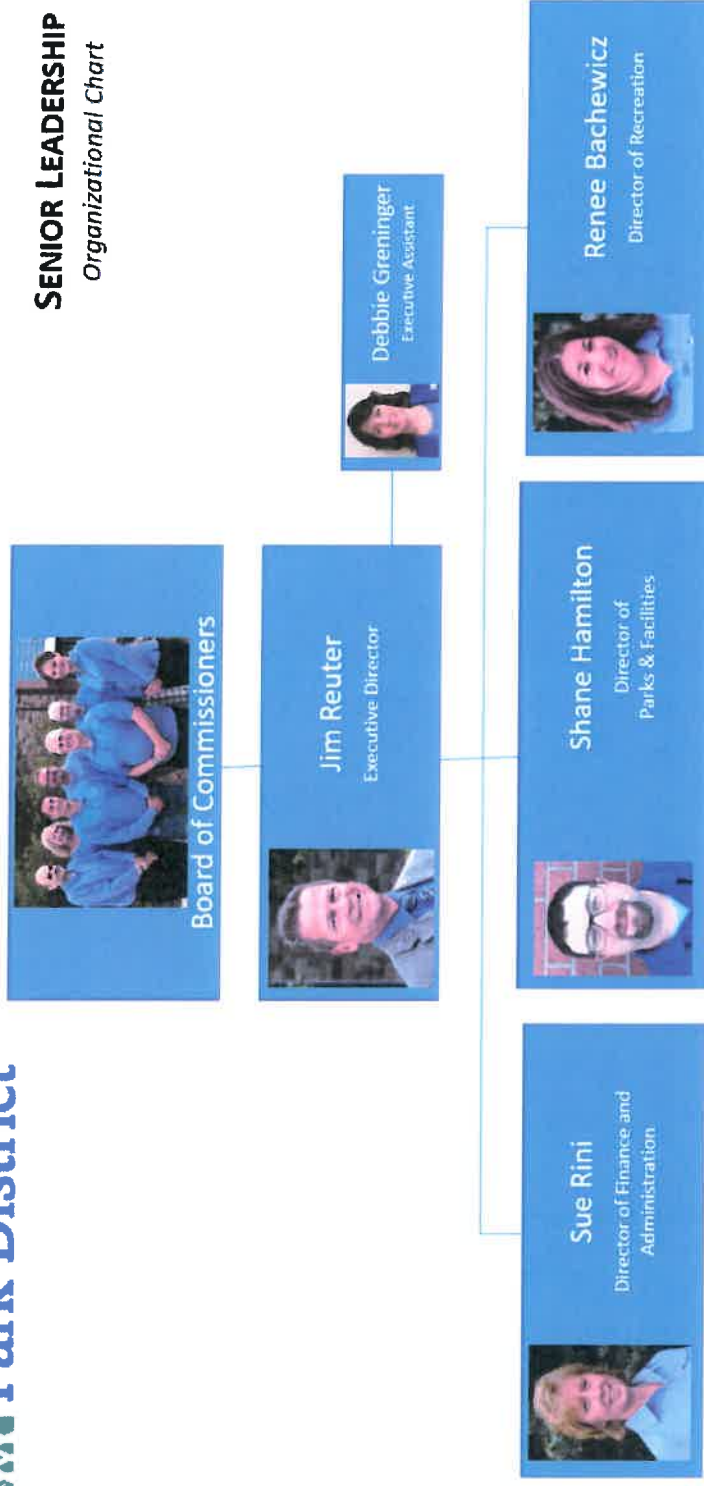
The Board is asked to approve the Organizational Goals in conjunction with the proposed 2019 budget.



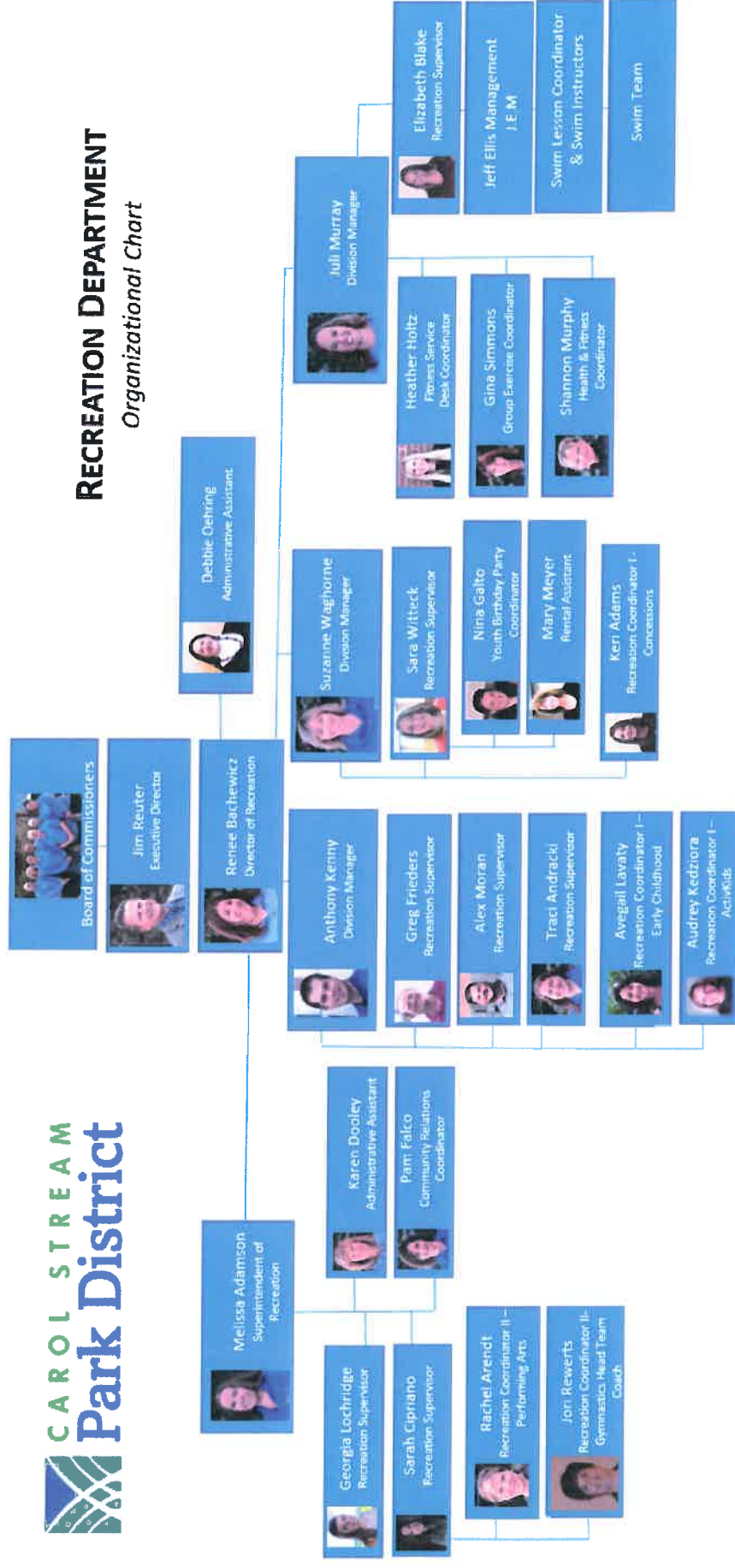
Organizational Chart

To accomplish organizational and departmental goals, the District relies on a staff of dedicated professionals. Leadership continually assesses the roles and structure of the District to ensure we can meet the needs of the patrons we serve – especially in circumstances of retirement, or staff attrition. A change is being proposed to Parks & Facilities Department that staff believes will improve the District's abilities to accomplish our goals.

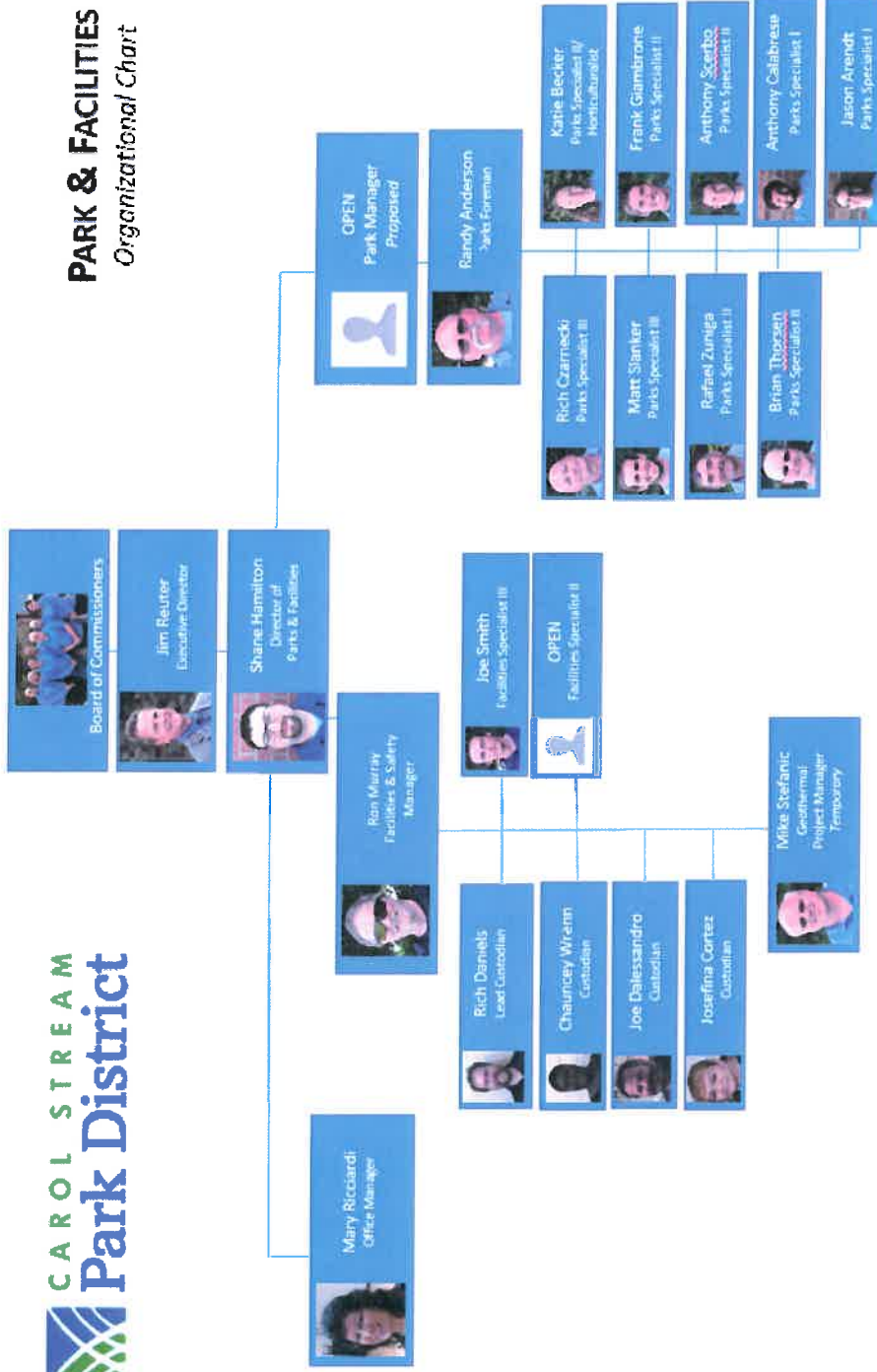
The Board is asked to approve the Organizational Chart in conjunction with the proposed 2019 budget.

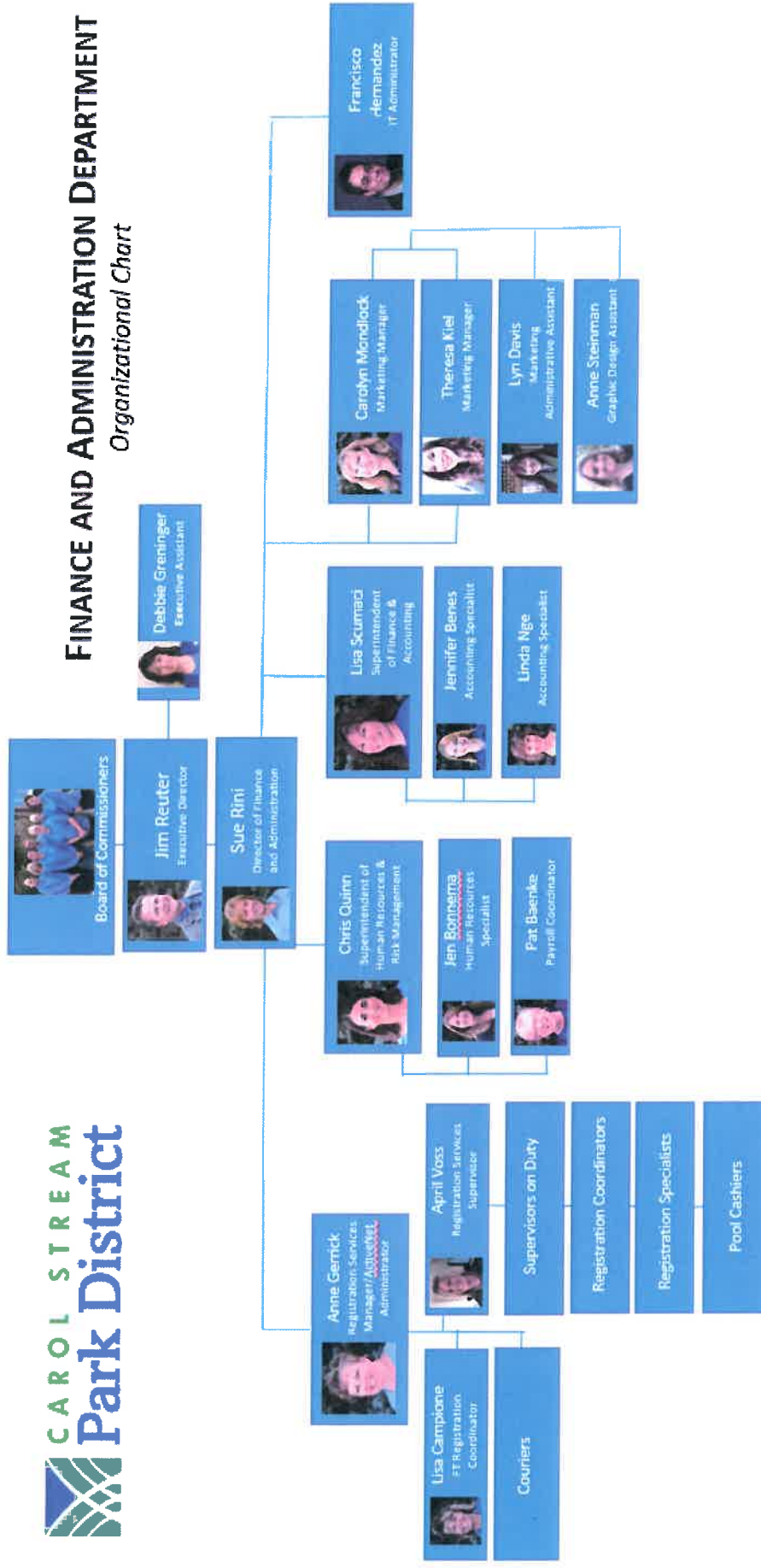


RECREATION DEPARTMENT Organizational Chart



PROPOSED -





2019 Wage Scale

In conjunction with the Strategic Plan, the District conducted a *Market Benchmarking & Compensation Study* in 2018. The study, completed by the Management Association, included the review of all job descriptions, confirmed FLSA status, and assigned a grade level to all full-time, full-time equivalent, and regular part-time positions. These positions are considered the core operating team of year-round District staff.

The goal of the study was to align District wages within the parks and recreation industry; it also considered factors such as geographic location, population served, and operating budget size. For the positions that cross-over into the private sector (such as IT, Human Resources, or Finance), the scale blended a percentage of data from that market as well.

In order to maintain a current scale, the Management Association suggests an annual adjustment of 1% less than the proposed merit pool value. This adjustment will help the District remain competitive in the industry and allow us to attract and retain a high quality of staff.

The Board is asked to review and approve the 2019 wage scale that follows on pages 16-17.



Carol Stream Park District

Pay Grade Assignments

Updated January 1, 2019

Based on a 40 Hour Workweek

Increase to Scale is 3% / Based on 3% Merit Pool for 2019

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
1	NE	Custodian	\$ 25,547	\$ 31,933	\$ 38,319
	NE	Parks Specialist I	\$ 32.23	\$ 35.95	\$ 39.42
2	NE	Lead Custodian	\$ 28,842	\$ 36,052	\$ 43,262
	NE	Registration Coordinator/Registration Specialist	\$ 33.87	\$ 37.33	\$ 40.80
	NE	Recreation Coordinator I			
3	NE	Recreation Coordinator II/Combo Instructor & Coord	\$ 32,562	\$ 40,702	\$ 48,843
			\$ 35.66	\$ 39.37	\$ 43.48
4	NE	Accounting Coordinator AP/AR	\$ 36,762	\$ 45,953	\$ 55,143
	NE	Administration Assistant			
	NE	Office Manager-Parks & Facilities			
	NE	Coordinator, Fitness Service Desk			
	NE	Coordinator, Group Exercise			
	NE	Coordinator, Health & Fitness			
	NE	Human Resources Coordinator			
	E	Human Resources Specialist			
	NE	Parks Specialist II			
	NE	Parks Specialist II-Mechanic			
	NE	Facility Specialist II			
5	NE	Executive Assistant	\$ 41,504	\$ 51,880	\$ 62,256
	NE	Facility Specialist III	\$ 39.95	\$ 44.94	\$ 49.93
	NE	Parks Specialist III			
	NE	Parks Specialist II-Horticulturalist			
	E	Recreation Supervisor			
	E	Registration Services Supervisor			



Carol Stream Park District

Pay Grade Assignments

Updated January 1, 2019

Based on a 40 Hour Workweek

Increase to Scale is 2% / Based on 3% Merit Pool for 2019

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
6	E	IT Administrator	\$ 46,858	\$ 58,572	\$ 70,286
	E	Marketing Manager	\$ 42.53	\$ 48.16	\$ 53.79
	NE	Park Foreman			
	E	Division Manager-Athletics/Programming/CCMG			
	E	Division Manager-Rentals/Concessions			
	E	Division Manager-Fitness/Aquatics			
7	E	Registration Services Manager & Active Net Administrator			
	E	Manager II-Facility Maintenance	\$ 52,901	\$ 66,128	\$ 79,353
	E	Manager II-Safety & Special Projects	\$ 25.43	\$ 31.79	\$ 38.15
	E	Manager II-Parks			
8	E	Superintendent-Finance & Accounting	\$ 59,725	\$ 74,657	\$ 89,589
	E	Superintendent-Human Resources & Risk Management	\$ 20.71	\$ 25.89	\$ 31.07
	E	Superintendent-Recreation			
9	E	Reserved for Future Use	\$ 67,429	\$ 84,287	\$ 101,144
			\$ 32.42	\$ 40.52	\$ 48.63
10	E	Director-Parks & Facilities	\$ 76,127	\$ 95,159	\$ 114,191
			\$ 36.60	\$ 43.73	\$ 50.80
11	E	Director-Recreation	\$ 85,946	\$ 107,434	\$ 128,920
			\$ 41.92	\$ 51.65	\$ 61.93
12	E	Director-Finance & Administration	\$ 97,033	\$ 121,291	\$ 145,549
			\$ 46.65	\$ 56.31	\$ 65.98
13	E	Reserved for Future Use	\$ 109,549	\$ 136,936	\$ 164,323
			\$ 52.67	\$ 65.89	\$ 79.00
14	E	Executive Director	\$ 123,679	\$ 154,599	\$ 185,520
			\$ 59.46	\$ 74.33	\$ 89.19

To: Board of Commissioners
From: Sue Rini, Director of Finance & Administration
Date: January 14, 2019
Subject: Salary Administration Policy & Procedure Agenda Item #8B

Issue

Should the Board adopt the Salary Administration Policy and Procedure, dated January 14, 2019.

Background/Reasoning

- During the District's formal Benchmarking & Compensation Structure project, consultants from HR Source (formerly, The Management Association) recommended the implementation of a salary administration policy.
- The purpose of the policy is to provide administrative guidance and delineate responsibilities for the maintenance of the salary administration program and the processing of salary recommendations.
- Salary increases will continue to be based on merit or promotions within the economic and budget capabilities of the Park District; they are not guaranteed.
- Key points or recommendations based on Board direction have been highlighted in the attached proposed policy.

Cost

There is no cost associated with adopting this policy.

Public/Customer Impact

Maintaining an equitable and competitive compensation program will allow the District to hire and retain high quality staff, and optimize its ability to provide quality programs and services to the residents of the District.

Recommendation

That the Board adopt the Salary Administration Policy & Procedures, dated January, 2019.



Salary Administration Policy & Procedure

Adopted: January 14, 2019

TABLE OF CONTENTS

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

I. PURPOSE

Provide administrative guidance and delineate responsibilities for the maintenance of the salary administration program and the processing of salary recommendations. Salary increases will continue to be based on merit or promotions within the economic and budget capabilities of the Park District; they are not guaranteed.

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 and budget 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 (Assignment of Grade Level)

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's market value and other positions in the compensation 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 market in terms of competitive factors, changes in cost of living, organization economics, and budget. From this analysis, a salary increase percentage will be proposed for approval by the Executive Director and Park Board of Commissioners.

To develop the annual salary increase budget in dollars, the approved percentages will be applied to the District's aggregate salaries.

The salary budget will allocate dollars by department/fund to accommodate salaries as well as potential merit increases, promotions, or 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 Adjustments

A recommended salary adjustment, if it is provided for in the salary increase budget, must be approved by the Executive Director. Human Resources 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 based on performance, position within the salary grade level, approved merit percentage, and budget; they are not guaranteed. A merit increase which '*exceeds guidelines*' or, a recommendation of '*no increase*' will be considered a Salary Exception (per Section F, 2).

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 up to 5% 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 Salary Adjustments (per Section F, 1), but treated as a 'Salary 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 staff absence, or staff turnover) 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 temporary stipend, or one-time bonus 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 **with approval of the Executive Director.**

G. PERFORMANCE APPRAISAL

- 1. In keeping with salary progression policy, formal performance appraisals shall be conducted annually to assist in determining any salary adjustments. **While an annual performance appraisal is required, merit increases are not guaranteed.**
- 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 accurate 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 will be considered.

V. RESPONSIBILITIES

A. BOARD OF DIRECTORS

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

B. EXECUTIVE DIRECTOR

1. Recommend overall salary structure and pay ranges, merit increase percentages, 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 and pay ranges, merit 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. Recommend revisions in salary policy or procedures to maintain the program on a current basis.
- 7. Communicate salary policy and range changes to appropriate management throughout the District.

To: Board of Commissioners
From: Renee Bachewicz, Director of Recreation
Date: January 14, 2019
Subject: Approval: Affiliate Agreement with Carol Stream Youth Soccer Association
Agenda Item # 8C

Issue

Should the Board approve an affiliate agreement with the Carol Stream Soccer Association (CSYSA) for 2019.

Background/Reasoning

- At the June 22, 2015 Park Board of Commissioners meeting, the board approved the revised affiliate agreements for all four of the district's youth sports affiliate groups. These agreements would then be approved on an annual basis.
- This new agreement would cover both the 2019 Spring and Fall seasons for CSYSA.
- CSYSA is in compliance with the terms of the agreement and is considered to be in good standing with the District.

Supporting Documents Summary

Carol Stream Youth Soccer Association (CSYSA) Agreement.

Cost

The affiliate fees paid to the District are budgeted in GL # 10-4-15-00-480.

Public/Customer Impact

The affiliate group provides an opportunity for those youth that wish to participate in a more competitive soccer program than the District currently offers as part of our in-house league.

Recommendation

That the Board approve the 2019 affiliate agreement with the Carol Stream Youth Soccer Association.



Carol Stream Youth Soccer Association

Affiliate Agreement

Memorandum of Understanding

PURPOSE

The Carol Stream Park District (hereafter “**Park District**”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District with autonomous leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Carol Stream Youth Soccer Association (hereafter “**CSYSA**”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs. In addition to the criteria included in the Park District’s Policy Guidelines on Youth Recreational Organizations, CSYSA agrees to follow the following guidelines:

I. Criteria and Conditions

1. The CSYSA shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. The CSYSA shall conduct its own financial business and be financially self-supporting. CSYSA shall not be underwritten by Park District public funds.
3. The CSYSA shall have its own volunteer governing board all whom must live within the Park District boundaries with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities that supplement existing Park District programs and fit within the stated mission of the Park District.
 - b. At least 51% of each team or division of the CSYSA must be residents within the Park District boundaries. Participants that reside outside of the CSPD boundaries but are within the boundaries of Community Consolidated School District 93 (**CCSD93**) will be counted as residents.
 - c. Provide copies of the IRS and State tax forms that must be filed annually to maintain the organization's 501(C) 3 status or other financial documents (bank statements, etc.) as requested by the Park District. Financial documents should be submitted within three months of the conclusion of CSYSA's fiscal year.
 - d. Must provide the Park District with a copy of the organization's by laws annually.
4. The CSYSA must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District. All fundraising activities must also be done in full compliance of the laws governing such activities.
5. The CSYSA must have a Code of Conduct in place that is provided to and followed by administrators (board members), players, coaches, and parents at all times. A copy shall be provided to the Park District annually.
6. The CSYSA shall provide a list of officers and participants, including addresses and telephone numbers following CSYSA's annual elections and when changes occur.
7. Copies of the organizations meeting minutes must be submitted to the Park District no later than fifteen days following any meeting.

8. The CSYSA shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District to be the official liaisons for all official communication with the Park District including but not limited to field and facility assignments. One of the liaisons must be the league President.
9. The CSYSA agrees and understands that neither the CSYSA nor its officials, officers, members, employees or volunteers (collectively "CSYSA") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The CSYSA will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any CSYSA activity will be the CSYSA's sole responsibility and not the Park District's. Also, it is understood that the CSYSA is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the CSYSA will be solely responsible for its own actions. The Park District will in no way defend the CSYSA in matters of liability.
10. The CSYSA shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigations shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement.
11. The CSYSA shall not represent itself or members of the CSYSA as employees, volunteers, or agents of the Park District.
12. The CSYSA or members of the CSYSA will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
13. All fees, charges, monies, and expenditures shall be handled by the CSYSA itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
14. Costs for maintenance of equipment and/or facilities will be charged to the CSYSA. CSYSA shall be responsible for damage to fields, equipment, and facilities beyond normal wear and tear or from wanton and willful neglect.
15. The CSYSA acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the CSYSA activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
16. Activities, programs, and events sponsored by CSYSA shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency

standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.

17. The CSYSA agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age or handle cash. The CSYSA is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
 - a. The CSYSA may choose to have the Park District or an agency of their choosing process the background checks. If the Park District system is utilized, CSYSA will be invoiced for the cost of completing the background check.
18. The CSYSA agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
19. The CSYSA understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any CSYSA position and/or activity and that the Park District is not responsible for any hiring or retention decision.
20. Registration for membership/tryouts must not exclude qualified residents of the Park District.
21. The CSYSA shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The CSYSA shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.
22. CSYSA shall abide by all Park District rules and regulations including, but not limited to, no smoking, no alcohol, and no drugs on or in Park District grounds and facilities.

II. Facility/Field Use

1. Requests shall be made in writing at least three months in advance to insure availability. Park District programs take precedence. Requests must be specific and include but not limited to:

- a. A timeline/calendar of events showing proposed start and end dates for practices, games, special events, et al.
- b. Field or court locations and sizes desired.
- c. Days and times.

Times must follow the time slots used by the Park District for the applicable sport. The specific sport time slots used by the Park District are available upon request.

- a. Proposed schedules (practice and game) must be submitted at least two weeks prior to the first day of intended use.
2. All active rosters must be submitted to the Park District no less than two weeks before the start of the season of intended use. The roster must include the first and last name of each participant as well as their home address. Rosters should also indicate which players are non-residents of the Park District.
 3. The Park District reserves the right to schedule any and all game fields, practice fields, courts, rooms, or other facilities, and/or cancel activities/practices based on weather or other conditions.
 4. It is the sole responsibility of the CSYSA to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
 5. The CSYSA shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
 - a. In order to coordinate scheduling and staffing needs, CSYSA must request the use of any School District facilities through the CSPD staff.
 6. The CSYSA is solely responsible for providing supervision and security services, as needed, for any and all CSYSA activities.
 7. The Park District does not assume any responsibility, care, custody, or control of any CSYSA property or equipment brought upon or stored upon Park District property. The CSYSA is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
 8. The CSYSA shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
 9. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.

- a. Special events to take place on Park District property (i.e. banquets, fundraising events, meets, pictures, road races, tournaments, etc.) require approval and 30 days advance notice.
10. Park District will provide safe and adequate athletic field space for Soccer practice and games at Park District property as well as school district property upon approval of the school district.
11. Soccer practice space will be provided at:
- a. All CSPD soccer field locations pending availability based on the field rotation schedule beginning March 15 thru November 30, 2019 from 5 pm. to 8:30 pm. weekdays and 9 a.m. to 9 pm. on Saturdays and 9 a.m. – 7 pm. on Sundays.
 - b. Practices may also be held at Glenbard North High School (hereafter **GNHS**) on weekdays (pending field availability) from 6 – 8 pm.
12. Game Space will be provided at:
- a. CSPD game fields from 9 a.m. – 7 p.m. on weekends pending field availability once Park District programming is complete.
 - b. GNHS from 1 – 9 pm. on Saturdays and 9.am. – 7 pm. on Sunday's pending field availability once Park District programming is complete.
 - c. All field lights at GNHS must be turned off by 9:30 pm. on Saturday night and 7:30 pm. on Sunday night.
 - d. Please note that when GNHS is participating in the IHSA playoffs, those games/meets will take priority and may require the rescheduling of CSYSA games in order to accommodate the GNHS games.
13. The Park District will provide facility space for monthly organizational meetings, equipment handout and special registration days at no charge. Individual team meetings, team parties or indoor practice space other than that will be rented at a discount rate on an individual basis. Should CSYSA wish to use space when the facility is closed, they will need to pay all applicable fees and charges.
14. CSYSA shall be responsible for damages to fields used when deemed NOT playable by the Park District.
- a. CSYSA shall be responsible for damage to fields, equipment, and facilities beyond normal wear and tear or from wanton and willful neglect.
 - b. The cost of the damages will be determined by the Park District. Once determined, CSYSA will be invoiced.

III. Rental/Usage Fee

1. CSYSA will pay to the Park District an annual usage fee per player for expenses directly incurred for the CSYSA's use of fields, facilities, and equipment. Changes in fees will be determined by the Park District staff based on costs associated with providing services to CSYSA. The per player fee for the spring and fall 2019 season will be \$54.02. The affiliate reimbursement fee does not include the following:
 - a. Portable toilets not scheduled for Park District properties.
 - b. Services or supplies in excess of the standards previously established.
 - c. Capital purchases, capital improvements, or capital repairs requested by the affiliate.
 - d. Processing criminal background checks.
 - e. Damage to fields, facilities, or equipment.
 - f. Additional projects, such as camps, clinics and tournaments.
2. CSYSA shall be assessed an additional non-resident fee for each affiliate participant who does not reside within the boundaries of the Park District. This fee shall be assessed once for every non-resident participant and for each individual playing season.
 - a. The additional fee for non-residents shall be 50% of the resident affiliate fee, not to exceed \$20, per participant, per playing season.
 - b. Although participants residing in CCSD93 boundaries that are outside of the CSPD boundaries are treated as residents when determining % of residents per team, those participants are still subject to the non-resident fee.
3. CSYSA will be invoiced for the following:
 - a. Seasonal affiliate fee.
 - b. Tournament rental fees.
 - c. Park District attendant required at sporting events outside the regular season. Events included but not limited to:
 - a. Any use of school facilities including games and practices during the off season.
 - b. Tournaments.

4. If any invoice received by CSYSA is not paid within 30 days of the date of the Park District invoice, CSYSA may be placed on probation and future Park District services, as outlined in this agreement, may not be rendered.

IV. Advertisement

The Park District will provide the CSYSA with space in their seasonal program guide and website to advertise standard program information. The CSYSA is responsible for providing information for the advertisement, and the Park District will design the advertisement. A direct link to the CSYSA website will also be included on the Park District website.

CSYSA may also request that information be displayed on the Park District's outdoor marquee boards and indoor bulletin boards.

V. Insurance and Indemnification

The CSYSA shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of CSYSA activities:

1. Commercial General and Umbrella Liability Insurance

CSYSA shall maintain commercial general liability (**CGL**) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (**ISO**) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

2. Business Auto and Umbrella Liability Insurance

If applicable, the CSYSA shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

3. Workers Compensation Insurance

If applicable, the CSYSA shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

4. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the CSYSA waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the CSYSA's use of any Park District property or facility.

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the CSYSA shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of CSYSA's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the CSYSA from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The CSYSA shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

b. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

c. Cross-Liability Coverage

If the CSYSA liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the CSYSA may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

The CSYSA shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the CSYSA or any of CSYSA's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether

or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The CSYSA shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the CSYSA's breach of any of its obligations under, or CSYSA default of, any provision of this agreement. This responsibility will survive the termination of this agreement.

VI. Other

- a. CSYSA is responsible for following the Park District's severe weather protocol – see attached policy.
- b. CSYSA has ability to utilize staff expertise, program equipment, operational logistics, and other in-kind services, etc.

VII. 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.

VIII. Probation, Dissolution

- A. If CSYSA fails to meet the conditions and/or criteria set forth in the agreement as determined by CSPD staff, CSYSA may be placed on probation or the relationship with the CSPD may be dissolved or revoked.
 1. If CSYSA is placed on probation, they will be notified of the reason by registered mail. CSYSA will have ninety (90) days from the written date of notification to make the necessary correction(s). If CSYSA makes the necessary correction(s), CSYSA will be removed from probation. If CSYSA does not make the necessary correction(s), CSYSA will remain on probation and be in jeopardy of losing its affiliate status.
 2. If CSPD decides to revoke the status of CSYSA, a written report outlining the reason(s) will be sent to CSYSA by registered mail. This action will not become effective for a minimum of thirty (30) days, or another period of time that may be specified, from the written date of notification, during

which time the affiliate organization may make the necessary corrections to the CSPD's satisfaction.

- B. If CSYSA, for any reason, ceases to exist as a not-for-profit organization, all funds, supplies and equipment shall be deeded to the CSPD.

IX. Termination and Duration

- a. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2019. The agreement will be renewed on annual basis for a period of one year providing that CSYSA is in good standing with the Park District.
- b. The Park District retains the unilateral right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the CSYSA or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the CSYSA has breached any of its obligations under this Agreement.

The CSYSA may terminate this agreement by providing a minimum of 45 days written notice.

- c. The CSYSA will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the CSYSA by the Park District shall be promptly reimbursed. This responsibility will survive the termination of this agreement.
- d. The Agreement may also be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of CSYSA

Authorized Signature of Carol Stream
Park District

Date

Date



SEVERE WEATHER WARNING PROCEDURES

The Carol Stream Park District has installed a lightning prediction system named Thorguard. This system is to help assess severe weather conditions. Neither the signal nor the system is intended to guarantee that conditions are safe.

The Thorguard Warning System (15 second horn blast) is designed to sound when a potentially dangerous weather situation is approaching.

In most cases, an 8 to 12 minute time frame will be provided to clear the area and seek shelter.

THE FOLLOWING ACTIONS MUST BE TAKEN IF THE WARNING SIGNAL SHOULD ACTIVATE:

All individuals should seek shelter in their vehicles and or a lightning protected building if their vehicle is not available. Individuals should avoid areas that are higher than the surrounding landscape. They should not use trees or picnic shelters for shelter, and they should keep away from metal objects such as bicycles, umbrellas, etc.

If the all clear signal (3 short horn blasts) sounds, resume activity.

If the all clear signal does not sound after 20 minutes, cancel the activity.

**INDIVIDUALS NOT OBEYING THE WARNING SIGNAL DO SO AT THEIR OWN RISK.
SERIOUS INJURY OR DEATH MAY RESULT!**

To: Board of Commissioners
From: Renee Bachewicz, Director of Recreation
Date: January 14, 2019
Subject: Approval: Affiliate Agreement with Carol Stream Travel Softball and Baseball Association **Agenda Item # 8D**

Issue

Should the Board approve an affiliate agreement with the Carol Stream Travel Softball and Baseball Association (CSTSBA) for 2019.

Background/Reasoning

- At the June 22, 2015 Park Board of Commissioners meeting, the board approved the revised affiliate agreements for all four of the district's youth sports affiliate groups. These agreements would then be approved on an annual basis.
- This new agreement would cover the 2019 season for CSTSBA.
- CSTSBA is in compliance with the terms of the agreement and is considered to be in good standing with the District.

Supporting Documents Summary

Carol Stream Travel Softball and Baseball Association (CSTSBA) Agreement.

Cost

The affiliate fees paid to the District are budgeted in GL # 10-4-15-00-480.

Public/Customer Impact

The affiliate group provides an opportunity for youth that wish to participate in a more competitive softball and baseball program than the District currently offers as part of our in-house league.

Recommendation

That the Board approve the 2019 affiliate agreement with the Carol Stream Travel Softball and Baseball Association.



Carol Stream Travel Softball and Baseball Association

Affiliate Agreement

Memorandum of Understanding

PURPOSE

The Carol Stream Park District (hereafter “**Park District**”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District with autonomous leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Carol Stream Travel Softball and Baseball Association (hereafter “**CSTSBA**”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs. In addition to the criteria included in the Park District’s Policy Guidelines on Youth Recreational Organizations, CSTSBA agrees to follow the following guidelines:

I. Criteria and Conditions

1. The CSTSBA shall provide its own leadership, structure, and must delegate operational duties to its membership.

2. The CSTSBA shall conduct its own financial business and be financially self-supporting. CSTSBA shall not be underwritten by park district public funds.
3. The CSTSBA shall have its own volunteer governing board all whom must live within the Park District boundaries with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities that supplement existing Park District programs and fit within the stated mission of the Park District.
 - b. At least 51% of each team or division of the CSTSBA must be residents within the Park District boundaries. Participants that reside outside of the CSPD boundaries but are within the boundaries of Community Consolidated School District 93 (**CCSD93**) will be counted as residents.
 - c. Provide copies of the IRS and State tax forms that must be filed annually to maintain the organization's 501(C) 3 status or other financial documents (bank statements, etc.) as requested by the Park District. Financial documents should be submitted within three months of the conclusion of CSTSBA's fiscal year.
 - d. Must provide the Park District with a copy of the organization's by laws annually.
4. The CSTSBA must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District. All fundraising activities must also be done in full compliance of the laws governing such activities.
5. The CSTSBA must have a Code of Conduct in place that is provided to and followed by administrators (board members), players, coaches, and parents at all times. A copy shall be provided to the Park District annually.
6. The CSTSBA shall provide a list of officers and participants, including addresses and telephone numbers following CSTSBA's annual elections and when changes occur.
7. Copies of the organizations meeting minutes must be submitted to the Park District no later than fifteen days following any meeting.
8. The CSTSBA shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District to be the official liaisons for all official communication with the Park District including

but not limited to field and facility assignments. One of the liaisons must be the league President.

9. The CSTSBA agrees and understands that neither the CSTSBA nor its officials, officers, members, employees or volunteers (collectively "CSTSBA") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The CSTSBA will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any CSTSBA activity will be the CSTSBA's sole responsibility and not the Park District's. Also, it is understood that the CSTSBA is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the CSTSBA will be solely responsible for its own actions. The Park District will in no way defend the CSTSBA in matters of liability.
10. The CSTSBA shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigations shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement.
11. The CSTSBA shall not represent itself or members of the CSTSBA as employees, volunteers, or agents of the Park District.
12. The CSTSBA or members of the CSTSBA will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
13. All fees, charges, monies, and expenditures shall be handled by the CSTSBA itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
14. Costs for maintenance of equipment and/or facilities will be charged to the CSTSBA. CSTSBA shall be responsible for damage to fields, equipment, and facilities beyond normal wear and tear or from wanton and willful neglect.
15. The CSTSBA acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the CSTSBA activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
16. Activities, programs, and events sponsored by CSTSBA shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.

17. The CSTSBA agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years of age or handle cash. The CSTSBA is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
 - a. The CSTSBA may choose to have the Park District or an agency of their choosing process the background checks. If the Park District system is utilized, CSTSBA will be invoiced for the cost of completing the background check.
18. The CSTSBA agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
19. The CSTSBA understands and agrees that it solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any CSTSBA position and/or activity and that the Park District is not responsible for any hiring or retention decision.
20. Registration for membership/tryouts must not exclude qualified residents of the Park District.
21. The CSTSBA shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The CSTSBA shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.
22. CSTSBA shall abide by all Park District rules and regulations including, but not limited to, no smoking, no alcohol, and no drugs on or in Park District grounds and facilities.

II. Facility/Field Use

1. Requests shall be made in writing at least three months in advance to insure availability. Park District programs take precedence. Requests must be specific and include but not limited to:
 - a. A timeline/calendar of events showing proposed start and end dates for practices, games, special events, et al.
 - b. Field or court locations and sizes desired.

c. Days and times.

Times must follow the time slots used by the Park District for the applicable sport. The specific sport time slots used by the Park District are available upon request.

- a. Proposed schedules (practice and game) must be submitted at least two weeks prior to the first day of intended use.
2. All active rosters must be submitted to the Park District no less than two weeks before the start of the season of intended use. The roster must include the first and last name of each participant as well as their home address. Rosters should also indicate which players are non-residents of the Park District.
3. The Park District reserves the right to schedule any and all game fields, practice fields, courts, rooms, or other facilities, and/or cancel activities/practices based on weather or other conditions.
4. It is the sole responsibility of the CSTSBA to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
5. The CSTSBA shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
 - a. In order to coordinate scheduling and staffing needs, CSTSBA must request the use of any School District facilities through the CSPD staff.
6. The CSTSBA is solely responsible for providing supervision and security services, as needed, for any and all CSTSBA activities.
7. The Park District does not assume any responsibility, care, custody, or control of any CSTSBA property or equipment brought upon or stored upon Park District property. The CSTSBA is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
8. The CSTSBA shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
9. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.
 - a. Special events to take place on Park District property (i.e. banquets, fundraising events, meets, pictures, road races, tournaments, etc.) require approval and 30 days advance notice.

10. Park District will provide safe and adequate athletic field space for baseball practice and games at Park District property as well as school district property upon approval of the school district.
11. Baseball/Softball practice and game space will be provided at:
 - a. CSPD fields beginning April 1 thru October 31, 2019 from 5 p.m. to 10:45 p.m. weekdays and 9 a.m. to 10:45 p.m. on weekends on fields with lights and 5 p.m. – 8 p.m. weekdays and 9 a.m. – 8 p.m. on fields without lights pending field availability.
12. The Park District will provide facility space for monthly organizational meetings, equipment handout and special registration days at no charge. Individual team meetings, team parties or indoor practice space other than that provided to baseball will be rented at a discount rate on an individual basis. Should CSTSBA wish to use space when the facility is closed, they will need to pay all applicable fees and charges.
13. CSTSBA shall be responsible for damages to fields used when deemed NOT playable by the Park District.
 - a. CSTSBA shall be responsible for damage to fields, equipment, and facilities beyond normal wear and tear or from wanton and willful neglect.
 - b. The cost of the damages will be determined by the Park District. Once determined, CSTSBA will be invoiced.

III. Rental/Usage Fee

1. CSTSBA will pay to the Park District an annual usage fee per player for expenses directly incurred for the CSTSBA's use of fields, facilities, and equipment. Changes in fees will be determined by the Park District staff based on costs associated with providing services to CSTSBA. The baseball per player fee for 2019 will be \$65.00 and softball per player fee for 2019 is \$65.00 for the spring teams, and \$32.50 per player for fall teams. The affiliate reimbursement fee does not include the following:
 - a. Portable toilets not scheduled for Park District properties.
 - b. Services or supplies in excess of the standards previously established.
 - c. Capital purchases, capital improvements, or capital repairs requested by the affiliate.
 - d. Processing criminal background checks.

- e. Damage to fields, facilities, or equipment.
 - f. Additional projects, such as camps, clinics and tournaments.
2. CSTSBA shall be assessed an additional non-resident fee for each affiliate participant who does not reside within the boundaries of the Park District. This fee shall be assessed once for every non-resident participant and for each individual playing season.
- a. The additional fee for non-residents shall be 50% of the resident affiliate fee, not to exceed \$20, per participant, per playing season.
 - b. Although participants residing in CCSD93 boundaries that are outside of the CSPD boundaries are treated as residents when determining % of residents per team, those participants are still subject to the non-resident fee.
3. CSTSBA will be invoiced for the following:
- a. Seasonal affiliate fee.
 - b. Tournament rental fees.
 - c. Park District attendant required at sporting events outside the regular season. Events included but not limited to:
 - a. Any use of school facilities including games and practices during the off season.
 - b. Tournaments.
4. If any invoice received by CSTSBA is not paid within 30 days of the date of the Park District invoice, CSTSBA may be placed on probation and future Park District services, as outlined in this agreement, may not be rendered.

IV. Advertisement

The Park District will provide the CSTSBA with space in their seasonal program guide and website to advertise standard program information. The CSTSBA is responsible for providing information for the advertisement, and the Park District will design the advertisement. A direct link to the CSTSBA website will also be included on the Park District website.

CSTSBA may also request that information be displayed on the Park District's outdoor marquee boards and indoor bulletin boards.

V. Insurance and Indemnification

The CSTSBA shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of CSTSBA activities:

1. Commercial General and Umbrella Liability Insurance

CSYBSA shall maintain commercial general liability (**CGL**) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (**ISO**) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the CSTSBA insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

2. Business Auto and Umbrella Liability Insurance

If applicable, the CSTSBA shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

3. Workers Compensation Insurance

If applicable, the CSTSBA shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less

than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

4. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the CSTSBA waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the CSTSBA's use of any Park District property or facility.

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the CSTSBA shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the CSTSBA's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the CSTSBA from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The CSTSBA shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

b. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the

Park District has the right to reject insurance written by an insurer it deems unacceptable.

c. Cross-Liability Coverage

If the CSTSBA liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the CSTSBA may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

The CSTSBA shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the CSTSBA or any of CSTSBA's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The CSTSBA shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the CSTSBA's breach of any of its obligations under, or CSTSBA default of, any provision of this agreement. This responsibility will survive the termination of this agreement.

VI. Other

- a. CSTSBA is responsible for following the Park District's severe weather protocol – see attached policy.
- b. CSTSBA has ability to utilize staff expertise, program equipment, operational logistics, and other in-kind services, etc.

VII. 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.

VIII. Probation, Dissolution

- A. If CSTSBA fails to meet the conditions and/or criteria set forth in the agreement as determined by CSPD staff, CSTSBA may be placed on probation or the relationship with the CSPD may be dissolved or revoked.
 1. If CSTSBA is placed on probation, they will be notified of the reason by registered mail. CSTSBA will have ninety (90) days from the written date of notification to make the necessary correction(s). If CSTSBA makes the necessary correction(s), CSTSBA will be removed from probation. If CSTSBA does not make the necessary correction(s), CSTSBA will remain on probation and be in jeopardy of losing its affiliate status.
 2. If CSPD decides to revoke the status of CSTSBA, a written report outlining the reason(s) will be sent to CSTSBA by registered mail. This action will not become effective for a minimum of thirty (30) days, or another period of time that may be specified, from the written date of notification, during which time the affiliate organization may make the necessary corrections to the CSPD's satisfaction.
- B. If CSTSBA, for any reason, ceases to exist as a not-for-profit organization, all funds, supplies and equipment shall be deeded to the CSPD.

IX. Termination and Duration

- a. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2019. The agreement will be renewed on annual basis for a period of one year providing that CSTSBA is in good standing with the Park District.
- b. The Park District retains the unilateral right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the CSTSBA or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the CSTSBA has breached any of its obligations under this Agreement.

The CSTSBA may terminate this agreement by providing a minimum of 45 days written notice.

- c. The CSTSBA will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the CSTSBA by the Park District shall be promptly reimbursed. This responsibility will survive the termination of this agreement.
- d. The Agreement may also be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of CSTSBA

Authorized Signature of Carol Stream
Park District

Date

Date



SEVERE WEATHER WARNING PROCEDURES

The Carol Stream Park District has installed a lightning prediction system named Thorguard. This system is to help assess severe weather conditions. Neither the signal nor the system is intended to guarantee that conditions are safe.

The Thorguard Warning System (15 second horn blast) is designed to sound when a potentially dangerous weather situation is approaching.

In most cases, an 8 to 12 minute time frame will be provided to clear the area and seek shelter.

THE FOLLOWING ACTIONS MUST BE TAKEN IF THE WARNING SIGNAL SHOULD ACTIVATE:

All individuals should seek shelter in their vehicles and or a lightning protected building if their vehicle is not available. Individuals should avoid areas that are higher than the surrounding landscape. They should not use trees or picnic shelters for shelter, and they should keep away from metal objects such as bicycles, umbrellas, etc.

If the all clear signal (3 short horn blasts) sounds, resume activity.

If the all clear signal does not sound after 20 minutes, cancel the activity.

**INDIVIDUALS NOT OBEYING THE WARNING SIGNAL DO SO AT THEIR OWN RISK.
SERIOUS INJURY OR DEATH MAY RESULT!**

To: Board of Commissioners
From: Renee Bachewicz, Director of Recreation
Date: January 14, 2019
Subject: Approval: Affiliate Agreement with Carol Stream Youth Football Association
Agenda Item # 8E

Issue

Should the Board approve an affiliate agreement with the Carol Stream Football Association (CSYFA) for 2019.

Background/Reasoning

- At the June 22, 2015 Park Board of Commissioners meeting, the board approved the revised affiliate agreements for all four of the district's youth sports affiliate groups. These agreements would then be approved on an annual basis.
- This new agreement would cover both the football and cheerleading 2019 season for CSYFA.
- CSYFA is in compliance with the terms of the agreement and is considered to be in good standing with the District.

Supporting Documents Summary

Carol Stream Youth Football Association (CSYFA) Agreement.

Cost

The affiliate fees paid to the District are budgeted in GL # 10-4-15-00-480.

Public/Customer Impact

The affiliate group provides an opportunity for those youth that wish to participate in a football program; the District does not currently offer an in-house football league.

Recommendation

That the Board approve the 2019 affiliate agreement with the Carol Stream Youth Football Association.



Carol Stream Youth Football Association

Affiliate Agreement

Memorandum of Understanding

PURPOSE

The Carol Stream Park District (hereafter “**Park District**”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District with autonomous leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

To this end, the Park District is willing to establish a working relationship and cooperative agreement with the Carol Stream Youth Football and Cheer Association (hereafter “**CSYFA**”). With this agreement, the parties will define the working relationship, mutual expectations, and individual responsibilities. However, this agreement cannot be considered absolute; but shall serve as a frame of reference. Standards outlined herein insure that the parties’ concept of joint planning, use, and maintenance is followed to the maximum extent possible, while retaining the essential freedom of discretion, decision and action in planning, developing and maintaining recreational programs. In addition to the criteria included in the Park District’s Policy Guidelines on Youth Recreational Organizations, CSYFA agrees to follow the following guidelines:

I. Criteria and Conditions

1. The CSYFA shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. The CSYFA shall conduct its own financial business and be financially self-supporting. CSYFA shall not be underwritten by Park District public funds.
3. The CSYFA shall have its own volunteer governing board all of whom must live within the park district boundaries with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. Is a not-for-profit corporation or organization dedicated to offering and promoting recreational activities that supplement existing Park District programs and fit within the stated mission of the Park District.
 - b. At least 51% of each team or division of the CSYFA must be residents within the Park District boundaries. Participants that reside outside of the CSPD boundaries but are within the boundaries of Community Consolidated School District 93 (**CCSD93**) will be counted as residents.
 - c. Provide copies of the IRS and State tax forms that must be filed annually to maintain the organization's 501(C) 3 status or other financial documents (bank statements, etc.) as requested by the Park District. Financial documents should be submitted within three months of the conclusion of CSYFA's fiscal year.
 - d. Must provide the Park District with a copy of the organization's by laws annually.
4. The CSYFA must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Park District. All fundraising activities must also be done in full compliance of the laws governing such activities.
5. The affiliate organizations must have a Code of Conduct in place that is provided to and followed by administrators (board members), players, coaches, and parents at all times. A copy shall be provided to the Park District annually.
6. The CSYFA shall provide a list of officers and participants, including addresses and telephone numbers following CSYFA's annual elections and when changes occur.
7. Copies of the organizations meeting minutes must be submitted to the Park District no later than fifteen days following any meeting.

8. The CSYFA shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District to be the official liaisons for all official communication with the Park District including but not limited to field and facility assignments. One of the liaisons must be the league President.
9. The CSYFA agrees and understands that neither the CSYFA nor its officials, officers, members, employees or volunteers (collectively "CSYFA") are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The CSYFA will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage arising out of any CSYFA activity will be the CSYFA's sole responsibility and not the Park District's. Also, it is understood that the CSYFA is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the CSYFA will be solely responsible for its own actions. The Park District will in no way defend the CSYFA in matters of liability.
10. The CSYFA shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigations shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Group privileges under this Agreement.
11. The CSYFA shall not represent itself or members of the CSYFA as employees, volunteers, or agents of the Park District.
12. The CSYFA or members of the CSYFA will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
13. All fees, charges, monies, and expenditures shall be handled by the CSYFA itself, with its own accounts in the group's name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
14. Costs for maintenance of equipment and/or facilities will be charged to the CSYFA. CSYFA shall be responsible for damage to fields, equipment, and facilities beyond normal wear and tear or from wanton and willful neglect.
15. The CSYFA acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the CSYFA activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
16. Activities, programs, and events sponsored by CSYFA shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency

standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.

17. The CSYFA agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years or age or handle cash. The CSYFA is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
 - a. CSYFA may choose to have the Park District or an agency of their choosing process the background checks. If the Park District system is utilized, CSYFA will be invoiced for the cost of completing the background check.
18. The CSYFA agrees to cross-reference all staff, employees and volunteers with the federal and state of Illinois Child Offender Databases.
19. The CSYFA understands and agrees that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any CSYFA position and/or activity and that the Park District is not responsible for any hiring or retention decision.
20. Registration for membership/tryouts must not exclude qualified residents of the Park District.
21. The CSYFA shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The CSYFA shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.
22. CSYFA shall abide by all Park District rules and regulations including, but not limited to, no smoking, no alcohol, and no drugs on or in Park District grounds and facilities.

II. Facility/Field Use

1. Requests shall be made in writing at least three months in advance to insure availability. Park District programs take precedence. Requests must be specific and include but not limited to:
 - a. A timeline/calendar of events showing proposed start and end dates for practices, games, special events, et al.

- b. Field or court locations and sizes desired.
- c. Days and times.

Times must follow the time slots used by the Park District for the applicable sport. The specific sport time slots used by the Park District are available upon request.

- a. Proposed schedules (practice and game) must be submitted at least two weeks prior to the first day of intended use.
2. All active rosters must be submitted to the Park District no less than two weeks before the start of the season of intended use. The roster must include the first and last name of each participant as well as their home address. Rosters should also indicate which players are non-residents of the park district.
 3. The Park District reserves the right to schedule any and all game fields, practice fields, courts, rooms, or other facilities, and/or cancel activities/practices based on weather or other conditions.
 4. It is the sole responsibility of the CSYFA to determine whether any facility, field, or location is safe, suitable, and/or appropriate for any intended use.
 5. The CSYFA shall inspect each facility, field, or other location prior to and subsequent to each use and shall promptly report any unsafe condition (holes in sports fields, broken equipment, etc.) to the Park District.
 - a. In order to coordinate scheduling and staffing needs, CSYFA must request the use of any School District facilities through the CSPD staff.
 6. The CSYFA is solely responsible for providing supervision and security services, as needed, for any and all CSYFA activities.
 7. The Park District does not assume any responsibility, care, custody, or control of any CSYFA property or equipment brought upon or stored upon Park District property. The CSYFA is solely responsible for the safety and/or security of any property or equipment brought upon or stored on Park District property.
 8. The CSYFA shall adhere to all applicable facility and Park District ordinances, rules, regulations, policies, and procedures.
 9. The use of Park District meeting rooms is based on availability and Park District scheduling concerns. The Park District retains the right to move, cancel or reschedule meetings based upon Park District needs.
 - a. Special events of an affiliate organizations to take place on Park District property (i.e. banquets, fundraising events, meets, pictures, road races, tournaments, etc.) require approval and 30 days advance notice.

10. The use of portable lights on Park District fields requires Park District and Village of Carol Stream approval and must be requested in writing no less than 60 days prior to the intended use. The cost of the portable lights shall be paid for exclusively by CSYFA. The vendor that is contracted by CSYFA to provide the lights must provide the Park District with a certificate of insurance naming the Park District as an additional insured.
11. Park District will provide safe and adequate athletic field space for football practice and games as well as cheerleading practice at Park District property as well as school district property upon approval of the school district.
12. Football practice space will be provided at:
 - a. Red Hawk Park beginning July 22 thru November 30, 2019 from 5 p.m. to 8:00 p.m. weekdays and 9 a.m. to 7 p.m. on Saturdays.
 - b. Practices may also be held at Glenbard North High School (hereafter **GNHS**) on weekdays (pending field availability) from 6 – 8:00 p.m.
 - c. All field lights at Glenbard North High School and Red Hawk must be turned off by 8:30 p.m. on weeknights.
13. Game Space will be provided at:
 - a. GNHS from 1 – 9 p.m. on Saturdays and 9 a.m. – 7 p.m. on Sunday's pending field availability once Park District programming is complete.
 - b. All field lights at GNHS must be turned off by 9:30 p.m. on Saturday night and 7:30 p.m. on Sunday night.
 - c. Please note that when GNHS is participating in the IHSA playoffs, those games will take priority and may require the rescheduling of CSYFA games in order to accommodate the GNHS games.
 - d. In accordance with the terms of the Inter-Governmental Agreement with School District 87, CSYFA is permitted to use the concession stand and press box to operate the scoreboard and PA system.
 - e. The PA system is controlled by an on/off switch. The volume cannot be adjusted. Use of the PA is a privilege for CSYFA and any abuse of or not following proper procedures can result in the loss of usage of the PA system (i.e. appropriate volume of voice must be maintained). Under no circumstances is the PA system to be used before noon on Sundays. If an extra staff member is needed to monitor sound the CSYFA will be charged \$11/hour.

- f. CSYFA may utilize the scoreboard at GNHS for games only. CSYFA will provide a trained adult over the age of 18 to oversee the operation of the scoreboard in conjunction with all of GNHS operating procedures. Abuse of or not following proper procedures can result in the loss of the privilege of using the scoreboard.
- g. In order to operate the PA system and the scoreboard, CSYFA will have access to the press box at GNHS. The only CSYFA personnel that will be allowed in the press box are the scoreboard operator and the announcer, and no one under the age of 18 will be allowed in the press box. Use of these areas is a privilege for CSYFA and any abuse of this area can result in the loss of usage.
- h. CSYFA will be allowed to play music during half time, and in-between games at the park district set volume.
- i. CSYFA is in complete control of the concession operation and it is their sole responsibility to insure that all food and beverage handling meets all applicable local, county and state rules. The Park District shall not be involved in the concession operation in any way and shall not be responsible for any loss or stolen inventory or equipment. Abuse of or not following proper procedures can result in the loss of the privilege of using the concession stand.
- j. CSYFA will assist Park District staff with the removal of trash from the playing field, concession area and areas under the bleachers at the conclusion of all games as scheduled.

14. Cheerleading – Practice space will be provided at:

- a. The Village of Carol Stream's Town Center from 5 – 8 p.m. July 1 – August 31, 2019 pending Village approval.
- b. Indoor practice space will also be provided at the Simkus Recreation Center from 6 – 9 p.m. July 1 – December 15, 2019 pending availability. Tumbling mats will be made available upon request.
- c. Space at School District 93 facilities starting September 1 – December 15, 2019 listed above pending approval by School District 93.

15. The Park District will provide facility space for monthly organizational meetings, equipment handout and special registration days at no charge. Individual team meetings, team parties or indoor practice space other than that provided to Cheerleading will be rented at a discount rate on an individual basis. Should CSYFA wish to use space when the facility is closed, they will need to pay all applicable fees and charges.

16. CSYFA shall be responsible for damages to fields used when deemed NOT playable by the Park District.
 - a. CSYFA shall be responsible for damage to fields, equipment, and facilities beyond normal wear and tear or from wanton and willful neglect.
 - b. The cost of the damages will be determined by the Park District. Once determined the affiliate will be invoiced.

III. Rental/Usage Fee

1. CSYFA will pay to the Park District an annual usage fee per player for expenses directly incurred for the CSYFA's use of fields, facilities, and equipment. Changes in fees will be determined by the Park District staff based on costs associated with providing services to affiliate organizations. The per player fee for 2019 will be \$50.17 for youth football and \$24.15 for cheerleading. The affiliate reimbursement fee does not include the following:
 - a. Portable toilets not scheduled for Park District properties.
 - b. Services or supplies in excess of the standards previously established.
 - c. Capital purchases, capital improvements, or capital repairs requested by the affiliate.
 - d. Processing criminal background checks.
 - e. Damage to fields, facilities, or equipment.
 - f. Additional projects, such as camps, clinics and tournaments
2. CSYFA shall be assessed an additional non-resident fee for each affiliate participant who does not reside within the boundaries of the Park District. This fee shall be assessed once for every non-resident participant and for each individual playing season.
 - a. The additional fee for non-residents shall be 50% of the resident affiliate fee, not to exceed \$20, per participant, per playing season.
3. CSYFA will be invoiced for the following:
 - a. Seasonal affiliate fee.
 - b. Field lights at GNHS

4. If any invoice received by CSYFA is not paid within 30 days of the date of the Park District invoice, CSYFA may be placed on probation and future Park District services, as outlined in this agreement, may not be rendered.

IV. Advertisement

The Park District will provide the CSYFA with space in their seasonal program guide and website to advertise standard program information. The CSYFA is responsible for providing information for the advertisement, and the Park District will design the advertisement. A direct link to the CSYFA website will also be included on the Park District website.

CSYFA may also request that information be displayed on the Park District's outdoor marquee boards and indoor bulletin boards.

V. Insurance and Indemnification

The CSYFA shall procure and maintain for the duration of this agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of CSYFA activities:

1. Commercial General and Umbrella Liability Insurance

CSYFA shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the CSYFA insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

2. Business Auto and Umbrella Liability Insurance

If applicable, the CSYFA shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

3. Workers Compensation Insurance

If applicable, the CSYFA shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

4. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the CSYFA waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the CSYFA's use of any Park District property or facility.

5. General Insurance Provisions

a. Evidence of Insurance

Prior to exercising any rights under this Agreement, the CSYFA shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the CSYFA's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the CSYFA from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at Park District's option.

The CSYFA shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

b. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

c. Cross-Liability Coverage

If the CSYFA liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the CSYFA may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

6. Indemnification

The CSYFA shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the CSYFA or any of CSYFA's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility, regardless of whether

or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The CSYFA shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the CSYFA's breach of any of its obligations under, or CSYFA default of, any provision of this agreement. This responsibility will survive the termination of this agreement.

VI. Other

- a. CSYFA is responsible for following the Park District's severe weather protocol – see attached policy.
- b. CSYFA has ability to utilize staff expertise, program equipment, operational logistics, and other in-kind services, etc.

VII. 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.

VIII. Probation, Dissolution

- A. If CSYFA fails to meet the conditions and/or criteria set forth in the agreement as determined by CSPD staff, CSYFA may be placed on probation or the relationship with the CSPD may be dissolved or revoked.
 1. If CSYFA is placed on probation, they will be notified of the reason by registered mail. CSYFA will have ninety (90) days from the written date of notification to make the necessary correction(s). If CSYFA makes the necessary correction(s), CSYFA will be removed from probation. If CSYFA does not make the necessary correction(s), CSYFA will remain on probation and be in jeopardy of losing its affiliate status.
 2. If CSPD decides to revoke the status of CSYFA, a written report outlining the reason(s) will be sent to CSYFA by registered mail. This action will not become effective for a minimum of thirty (30) days, or another period of time that may be specified, from the written date of notification, during which time the affiliate organization may make the necessary corrections to the CSPD's satisfaction.

- B. If CSYFA, for any reason, ceases to exist as a not-for-profit organization, all funds, supplies and equipment shall be deeded to the CSPD.

IX. Termination and Duration

- a. The initial term of this Agreement shall commence on the date hereof and end on December 31, 2019. The agreement will be renewed on annual basis for a period of one year providing that CSYFA is in good standing with the Park District.
- b. The Park District retains the unilateral right to alter the terms and conditions of this agreement or to terminate this agreement at any time and for any reason, including, but not limited to misconduct of the CSYFA or for misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the CSYFA has breached any of its obligations under this Agreement.

The CSYFA may terminate this agreement by providing a minimum of 45 days written notice.

- c. The CSYFA will have financial responsibility to the Park District for any outstanding fees and/or money owed to the Park District and shall promptly reimburse the Park District. Any money owed to the CSYFA by the Park District shall be promptly reimbursed. This responsibility will survive the termination of this agreement.
- d. The Agreement may also be amended by the written approval of both Parties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

Authorized Signature of CSYFA

Authorized Signature of Carol Stream Park District

Date

Date



SEVERE WEATHER WARNING PROCEDURES

The Carol Stream Park District has installed a lightning prediction system named Thorguard. This system is to help assess severe weather conditions. Neither the signal nor the system is intended to guarantee that conditions are safe.

The Thorguard Warning System (15 second horn blast) is designed to sound when a potentially dangerous weather situation is approaching.

In most cases, an 8 to 12 minute time frame will be provided to clear the area and seek shelter.

THE FOLLOWING ACTIONS MUST BE TAKEN IF THE WARNING SIGNAL SHOULD ACTIVATE:

All individuals should seek shelter in their vehicles and or a lightning protected building if their vehicle is not available. Individuals should avoid areas that are higher than the surrounding landscape. They should not use trees or picnic shelters for shelter, and they should keep away from metal objects such as bicycles, umbrellas, etc.

If the all clear signal (3 short horn blasts) sounds, resume activity.

If the all clear signal does not sound after 20 minutes, cancel the activity.

**INDIVIDUALS NOT OBEYING THE WARNING SIGNAL DO SO AT THEIR OWN RISK.
SERIOUS INJURY OR DEATH MAY RESULT!**

To: Board of Commissioners
From: Shane Hamilton, Director of Parks & Facilities
Date: January 14, 2019
Approval: Fountain View Recreation Center Roof Repair Bid Award –
Phase 2 **Agenda Item #: 8F**

Issue

Should the Board award the bid to Garland/DBS, Inc., Cleveland, OH, for the Fountain View Recreation Center Roof Repair Phase 2.

Background/Reasoning

- The bid was advertised on December 13, 2018.
- The base bid includes power wash substrate, addition of sump drain and overflow drain to obtain positive drainage, lowering of existing drains, application of White Knight coating liquid membrane, and installation of poly soft fabric re-enforcement on all valleys and seams within project scope.
- Five companies bid on the project with RB Crowther Company being the lowest bidder.
- RB Crowther Company performed the Phase 1 roof repair and did so in a timely manner, on budget and work has been of the highest quality.

Cost

- Total Base Bid for roof restoration is \$137,691.
- Budget source: Capital Fund Account #42-5-00-00-723.

Public/Customer Impact

The Fountain View Recreation Center roof (Phase 2) is in need of immediate repair. The roof has multiple drainage concerns and holes throughout the existing membrane. After Phase 2 is complete approximately 67% of the roof will have been repaired. The remaining 23% of the roof is in need of repair as well, however, it is not as critical and will be monitored regularly; addressed when needed.

Recommendation

That the Board approve a base contract with Garland/DBS, Inc., Cleveland, OH, for the Fountain View Recreation Center Roof Repair Phase 2 totaling \$137,691.



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Fountain View Fitness Center
Carol Stream Park District
910 N. Gary Ave
Carol Stream, IL 60188

Date Submitted: 12/27/2018

Proposal #: 25-IL-181319

MICPA # 14-5903

Illinois General Contractor License #: 104.015673

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Cobb County, GA and U.S. Communities. This budget/estimate should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered a competitive bid process for the project with the hopes of providing a lower market adjusted price whenever possible.

Scope of Work:

1. Power Wash Substrate with Garland's B-Clean.
2. Roof Section A-1, Sump drain and over flow drain to obtain positive drainage.
3. Lower drains in Section A- 1.
4. Cut plastic inserts on over flow drains.
5. Apply Garlands White Knight Plus coating liquid membrane at rate of 2 gal per 100 sq ft.
6. At all valleys and seams install Garlands Grip Poly Soft fabric reinforcement.
7. Immediately embed reinforcement with 1 gal per 100 sq ft with White Knight Plus.
8. Allow 24-48hrs for flashing.
9. Apply Garland's White Knight Plus Top Coat at rate of 2 gal per 100 sq ft.

Garland/DBS Price Based Upon Local Market Competition:

R.B. Growther Co.	\$ 137,691
G.E. Riddiford Company, Inc.	\$ 139,405
Knickerbocker Roofing & Paving Co., Inc.	\$ 162,614
J.L. Adler Roofign & Sheet Metal, Inc.	\$ 175,154
Elens & Maichin Roofign & Sheet Metal, Inc.	\$ 201,146

Unforeseen Site Conditions:

Gutter Replacement	\$ 28.50 per Ln. Ft.
Poly Isocyanurate Replacement	\$ 4.05 per Inch per Sq
Drain Replacement	\$ 3,648.00 Each

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid through 3/31/2019.

Clarifications/Exclusions:

1. Sales and use taxes are excluded. Please issue a Tax Exempt Certificate.
2. Permits are excluded.
3. Bonds are included.
4. Mechanical, Electrical work is excluded.
5. Masonry work is excluded.
6. Interior Temporary protection is excluded.
7. Prevailing Wages are included.
8. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Steve Rojek

Steve Rojek
Garland/DBS, Inc.
(216) 430-3613