



Board of Commissioners
Regular Business Meeting
910 N Gary Ave
Room 120

December 9, 2019
7:00 pm

1. **Call To Order**
2. **Roll Call – Pledge of Allegiance**
3. **Listening Post**
 - A. Sandy Gbur, WDSRA Year in Review
4. **Changes or Additions to the Agenda**
5. **Consent Agenda**

All items listed are included in the Consent Agenda. Consent Agenda items are considered by the Park District to be routine and/or previously discussed. There will be no separate discussion of these items. Members of the board may request that an item be removed from the Consent Agenda.

 - A. Approval of Regular Minutes: November 12, 2019
 - B. Ratify November 2019 Bills
 - C. Approval: Resolution 19-03 Amendment to Carol Stream Park District Flexible Spending Account – 125 Cafeteria Plan Annual Limit
6. **Discussion Items**
 - A. Strategic Plan and Master Plan Updates
 - B. Weekly Happenings (oral)
7. **Action Items**
 - A. Approval: Tax Levy Ordinance No. 537
 - B. Approval: Intergovernmental Agreement between Carol Stream Park District and CCSD93
8. **Closed Session**
 - A. Biannual Review of Closed Session Minutes Section 2(c)(21)
9. **Action pertaining to closed session**
10. **Adjournment**



**Board of Commissioners
Regular Meeting
November 12, 2019
7:00pm**

Call to Order	Commissioner Gramann called the meeting to order at 7:00 pm.								
Roll Call/Pledge of Allegiance	Present: Commissioners Del Preto, Jaszka, Jeffery, Bird, Gramann, and Sokolowski. Commissioner Powers arrived at 7:13. Staff: Executive Director Reuter, Directors Bachewicz, Hamilton and Rini, Division Manager Waghorne, Recreation Supervisor Moran, Concessions Coordinator Maxey and Executive Assistant Greninger.								
Listening Post	Bob Sullivan addressed the Board with concerns about Mitchell Lake path and the bridge along the Armstrong Park trail.								
Changes to the Agenda	None								
Consent Agenda	<p>Commissioner Jaszka made a motion to accept the consent agenda. Seconded by Commissioner Bird.</p> <ul style="list-style-type: none"> A. Approval: Finance Committee Minutes: October 28, 2019 B. Approval: Regular Minutes: October 28, 2019 C. Ratify October 2019 Bills D. Approval: Ordinance No. 535 Park District Surplus Property E. Approval: Payment to Wayne Township <p>Voice Vote. All in favor, none opposed. Motion Passes 6 - 0 - 1</p> <p>Commissioner Jeffery made a motion to approve the consent agenda. Seconded by Commissioner Sokolowski.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Del Preto: Aye</td> <td style="width: 50%;">Commissioner Gramann: Aye</td> </tr> <tr> <td>Commissioner Jaszka: Aye</td> <td>Commissioner Powers: Absent</td> </tr> <tr> <td>Commissioner Jeffery: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td></td> </tr> </table> <p>Motion Passes 6 - 0 - 1</p>	Commissioner Del Preto: Aye	Commissioner Gramann: Aye	Commissioner Jaszka: Aye	Commissioner Powers: Absent	Commissioner Jeffery: Aye	Commissioner Sokolowski: Aye	Commissioner Bird: Aye	
Commissioner Del Preto: Aye	Commissioner Gramann: Aye								
Commissioner Jaszka: Aye	Commissioner Powers: Absent								
Commissioner Jeffery: Aye	Commissioner Sokolowski: Aye								
Commissioner Bird: Aye									
Discussion Items	<p>A. Coyote Crossing Mini Golf Annual Report</p> <p>Director of Recreation Bachewicz introduced Recreation Supervisor Moran who presented the Coyote Crossing Mini Golf Annual Report. The board commended staff for thinking about new special events and rental opportunities for 2020.</p>								

	<p>B. Concessions Seasonal Report Director of Recreation Bachewicz introduced Division Manager Waghorne and Concessions Coordinator Maxey who presented the Concessions Seasonal Report. The board asked about DuPage County inspections. We had one Health Department inspection, which we passed. County lifted grilling limitations last season; patrons at McCaslin purchased a lot of hamburgers and hot dogs. The board asked about healthy options. We are looking at them but they have a short shelf life. The board is in favor on continuing to expand concessions operations.</p> <p>C. Weekly Happenings (oral)</p> <ul style="list-style-type: none"> • Commissioner Gramann congratulated Executive Assistant Greninger on her recent certification and asked her to explain. Greninger explained that she recently passed the test for the Certified Administrative Professional (CAP) exam. Thanks to Carol Stream Park District for their support to join the International Association of Administrative Professions, and six months of studying this summer; the test was on September 19 with the results announced November 8.
<p>Action Items</p>	<p>A. Approval: McCaslin Synthetic Playground Turf Installation Recommendation that the Board approve a base contract plus Alternate #1 with Perfect Turf, Rolling Meadows, IL, for Synthetic Playground Turf Installation at McCaslin Park for \$48,400. Commissioner Sokolowski asked if this surface is ADA compliant. Director Hamilton said this surface will make the playground fully accessible to people with mobility issues. Commissioner Sokolowski moved to approve a base contract plus Alternate #1 with Perfect Turf, Rolling Meadows, IL, for Synthetic Playground Turf Installation at McCaslin Park for \$48,400. Seconded by Commissioner Del Preto. Voice Vote. All in favor, none opposed. Motion carries 7-0-0.</p> <p>B. Approval: Abatement Ordinance No. 536: Build America Bonds Recommendation that the Board make a motion to adopt Ordinance No. 536, an ordinance abating a portion of the tax heretofore levied for the year 2019 to pay a portion of debt service on \$14,200,000 Taxable Park Bonds, Series 2010E (Build America Bonds), of the Carol Stream Park District, DuPage County, Illinois. Commissioner Jaszka moved to adopt Ordinance No. 536, an ordinance abating a portion of the tax heretofore levied for the year 2019 to pay a portion of debt service on \$14,200,000 Taxable Park Bonds, Series 2010E (Build America Bonds), of the Carol Stream Park District, DuPage County, Illinois.. Seconded by Commissioner Bird. Roll Call Vote:</p> <p>Commissioner Del Preto: Aye Commissioner Jaszka: Aye Commissioner Jeffery: Aye</p> <p>Commissioner Gramann: Aye Commissioner Powers: Aye Commissioner Sokolowski: Aye</p>



	<p>Commissioner Bird: Aye Motion Passes 7 - 0 - 0</p> <p>C. Approval: Resolution 19-02 Estimation of Funds Estimated to be Raised by Taxation for the Year 2019. Director Rini explained that we had slower growth and EAV in 2018 so we are expecting the same for 2019. Staff recommends we do not levy over 105% for the year 2019.</p> <p>Commissioner Powers made a motion to approve Resolution 19-02 determining funds estimated to be raised by taxation for the year 2019, in order to comply with the truth in taxation requirements. Seconded by Commissioner Bird.</p> <p>Roll Call Vote:</p> <p>Commissioner Del Preto: Aye Commissioner Jaszka: Aye Commissioner Jeffery: Aye Commissioner Bird: Aye Motion Passes 7 - 0 - 0</p> <p>Commissioner Gramann: Aye Commissioner Powers: Aye Commissioner Sokolowski: Aye</p>
Closed Session	None
Action Pertaining to Closed Session	None
Adjournment	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Jeffery. Voice Vote. Motion passed 7-0-0. Meeting adjourned at 8:13 pm.

 President
 Brenda Gramann

 Secretary
 Jim Reuter

December 9, 2019
 Date

Motion:

Make a motion to ratify bills as presented in the Accounts Payable Voucher List for November 2019.

Susan Reese
(Treasurer)

December 3, 2019
(Date)

Carol Stream Park District
Accounts Payable Voucher List
November 2019

Presented to the
Board of Commissioners
December 9, 2019

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000003	ACTION LOCK & KEY, INC.										
	19-38519	INV	104370	10/23/19	11/15/19	N	42.53	42.53-	100670	11/15/19	0.00
	19-38560	INV	104470	11/04/19	11/22/19	N	1,146.30	1,146.30-	100760	11/22/19	0.00
						** TOTALS **	1,188.83	1,188.83-			0.00
01-000018	ALLIED GARAGE DOOR, INC.										
	19-38159	INV	142139	10/31/19	11/15/19	N	337.00	337.00-	100673	11/15/19	0.00
						** TOTALS **	337.00	337.00-			0.00
01-000032	AQUA PURE ENTERPRISES										
	19-38667	INV	122273	11/13/19	11/22/19	N	1,829.55	1,829.55-	100763	11/22/19	0.00
						** TOTALS **	1,829.55	1,829.55-			0.00
01-000036	ASHLEY ELECTRIC, INC.										
	19-38515	INV	39-19	10/24/19	11/01/19	N	200.00	200.00-	100532	11/01/19	0.00
	19-38673	INV	40-19	10/30/19	11/22/19	N	580.00	580.00-	100764	11/22/19	0.00
						** TOTALS **	780.00	780.00-			0.00
01-000044	PDRMA										
	19-36361	INV	1019070	10/31/19	11/15/19	N	14,052.78	14,052.78-	100688	11/15/19	0.00
						** TOTALS **	14,052.78	14,052.78-			0.00
01-000049	FLEXIBLE BENEFIT SRV CRP										
	19-38577	INV	158305	11/02/19	11/22/19	N	50.00	50.00-	000126	11/22/19	0.00
	19-38561	INV	Flex Cla	11/01/19	11/08/19	N	671.88	671.88-	000122	11/08/19	0.00
						** TOTALS **	721.88	721.88-			0.00
01-000078	BENJAMIN SCHOOL DIST. 25										
	19-36376	INV	IGA 11/1	11/01/19	11/08/19	N	795.00	795.00-	100628	11/08/19	0.00
						** TOTALS **	795.00	795.00-			0.00
01-000243	JEFF ELLIS MANAGEMENT, LLC										
	19-38680	CM	2009693	11/14/19	11/22/19	Y	1,000.00-	1,000.00	100802	11/22/19	0.00
	19-38631	INV	2009689	11/06/19	11/22/19	Y	97.00	97.00-	100774	11/22/19	0.00
	19-36260	INV	2009696	12/01/19	12/01/19	Y	19,913.58	19,913.58-	100802	11/22/19	0.00
						** TOTALS **	19,010.58	19,010.58-			0.00
01-000304	GRAINGER										
	19-38520	INV	93318051	10/22/19	11/15/19	N	54.40	54.40-	100680	11/15/19	0.00
						** TOTALS **	54.40	54.40-			0.00
01-000317	BUCK BROS INC.										
	19-38492	INV	237928	10/17/19	11/08/19	N	206.83	206.83-	100630	11/08/19	0.00
	19-38616	INV	240617	11/12/19	11/22/19	N	1,017.27	1,017.27-	100765	11/22/19	0.00
						** TOTALS **	1,224.10	1,224.10-			0.00
01-000370	CITI CARDS										
	19-38250	INV	092019	9/20/19	11/08/19	N	189.58	189.58-	000121	11/08/19	0.00
	19-38442	INV	101519	10/15/19	11/08/19	N	39.95	39.95-	000121	11/08/19	0.00
						** TOTALS **	229.53	229.53-			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----
01-000386	ILLINOIS STATE POLICE										
	19-38694	INV	ORI.CV00	10/31/19	11/27/19	N	26.25	26.25-	100857	11/27/19	0.00
	19-38694	INV	ORI.PK00	10/31/19	11/27/19	N	395.50	395.50-	100857	11/27/19	0.00
						** TOTALS **	421.75	421.75-			0.00
01-000416	KAMMES AUTO										
	19-38275	INV	129353	10/04/19	11/08/19	N	1,053.09	1,053.09-	100643	11/08/19	0.00
	19-38447	INV	129372	10/08/19	11/08/19	N	961.87	961.87-	100643	11/08/19	0.00
						** TOTALS **	2,014.96	2,014.96-			0.00
01-000422	K.C. MECHANICAL, INC.										
	19-38490	INV	61611-30	10/24/19	11/08/19	N	250.00	250.00-	100642	11/08/19	0.00
	19-38490	INV	61611-31	10/24/19	11/08/19	N	780.00	780.00-	100642	11/08/19	0.00
	19-38511	INV	61611-31	10/24/19	11/08/19	N	880.00	880.00-	100642	11/08/19	0.00
	19-38490	INV	61611-31	10/24/19	11/08/19	N	460.00	460.00-	100642	11/08/19	0.00
	19-38490	INV	61611-31	10/24/19	11/08/19	N	650.00	650.00-	100642	11/08/19	0.00
	19-38490	INV	61611-31	10/24/19	11/08/19	N	1,800.00	1,800.00-	100642	11/08/19	0.00
	19-38490	INV	61611-31	10/24/19	11/08/19	N	820.00	820.00-	100642	11/08/19	0.00
	19-38620	INV	61611-31	11/06/19	11/22/19	N	1,260.00	1,260.00-	100776	11/22/19	0.00
	19-38620	INV	61611-31	11/06/19	11/22/19	N	1,140.00	1,140.00-	100776	11/22/19	0.00
						** TOTALS **	8,040.00	8,040.00-			0.00
01-000497	MENARDS										
	19-38390	INV	90401	10/08/19	11/08/19	N	23.99	23.99-	100648	11/08/19	0.00
	19-38425	INV	90850	10/15/19	11/08/19	N	20.49	20.49-	100648	11/08/19	0.00
	19-38425	INV	90917	10/16/19	11/08/19	N	309.07	309.07-	100648	11/08/19	0.00
	19-38425	INV	90918	10/16/19	11/08/19	N	9.97	9.97-	100648	11/08/19	0.00
	19-38469	INV	91340	10/23/19	11/08/19	N	398.80	398.80-	100648	11/08/19	0.00
	19-38582	INV	91935	10/31/19	11/08/19	N	11.98	11.98-	100648	11/08/19	0.00
						** TOTALS **	774.30	774.30-			0.00
01-000522	MITY-LITE, INC.										
	19-38049	INV	00107908	10/09/19	11/01/19	N	2,352.79	2,352.79-	100545	11/01/19	0.00
						** TOTALS **	2,352.79	2,352.79-			0.00
01-000555	NuToys Leisure Products, I										
	19-38188	INV	49826	10/23/19	11/15/19	N	390.00	390.00-	100685	11/15/19	0.00
						** TOTALS **	390.00	390.00-			0.00
01-000635	RENTAL MAX LLC										
	19-38431	INV	385425-3	10/09/19	11/01/19	N	16.00	16.00-	100549	11/01/19	0.00
						** TOTALS **	16.00	16.00-			0.00
01-000666	SANTO SPORT STORE, INC										
	19-38650	INV	703655	11/12/19	1/01/20	N	750.00	750.00-	100784	11/22/19	0.00
						** TOTALS **	750.00	750.00-			0.00
01-000676	SCHOOL HEALTH CORP.										
	19-38570	INV	3683789-	11/01/19	1/01/20	N	415.68	415.68-	100692	11/15/19	0.00
						** TOTALS **	415.68	415.68-			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
01-000711 SPRING-GREEN LAWN CARE											
	19-38615	INV	6173719	8/19/19	11/15/19	N	124.00	124.00-	100694	11/15/19	0.00
	19-38462	INV	6261996	10/14/19	11/01/19	N	1,590.00	1,590.00-	100550	11/01/19	0.00
	19-38462	INV	6265006	10/14/19	11/01/19	N	359.00	359.00-	100550	11/01/19	0.00
	19-38657	INV	6289848	11/05/19	11/22/19	N	162.00	162.00-	100786	11/22/19	0.00
	19-38657	INV	6294106	11/05/19	11/22/19	N	1,111.00	1,111.00-	100786	11/22/19	0.00
						** TOTALS **	3,346.00	3,346.00-			0.00
01-000729 SUBURBAN TIRE											
	19-38533	INV	595770	10/29/19	11/01/19	N	996.43	996.43-	100551	11/01/19	0.00
	19-38594	INV	596115	11/05/19	11/15/19	N	981.39	981.39-	100696	11/15/19	0.00
	19-38659	INV	596729	11/16/19	11/22/19	N	1,235.78	1,235.78-	100787	11/22/19	0.00
	19-38662	INV	596730	11/16/19	11/22/19	N	19.00	19.00-	100787	11/22/19	0.00
						** TOTALS **	3,232.60	3,232.60-			0.00
01-000758 TUMBLING TIMES INC.											
	19-38651	INV	MEET FEE	11/18/19	11/22/19	N	147.00	147.00-	100788	11/22/19	0.00
						** TOTALS **	147.00	147.00-			0.00
01-000789 VILLAGE OF CAROL STREAM											
	19-38562	INV	10/19 Do	11/01/19	11/08/19	N	36.00	36.00-	100663	11/08/19	0.00
	19-38516	INV	3696	10/23/19	11/15/19	N	217.50	217.50-	100698	11/15/19	0.00
						** TOTALS **	253.50	253.50-			0.00
01-000797 WAREHOUSE DIRECT, INC.											
	19-38463	INV	4460116-	10/22/19	11/01/19	N	142.25	142.25-	100552	11/01/19	0.00
	19-38463	INV	4460122-	10/22/19	11/01/19	N	54.92	54.92-	100552	11/01/19	0.00
	19-38590	INV	4476006-	11/05/19	11/15/19	N	246.24	246.24-	100699	11/15/19	0.00
	19-38590	INV	4476006-	11/06/19	11/15/19	N	88.14	88.14-	100699	11/15/19	0.00
	19-38619	INV	4476006-	11/07/19	11/15/19	N	85.58	85.58-	100699	11/15/19	0.00
	19-38590	INV	4476007-	11/04/19	11/15/19	N	174.69	174.69-	100699	11/15/19	0.00
	19-38668	INV	4491665-	11/19/19	11/22/19	N	422.46	422.46-	100790	11/22/19	0.00
						** TOTALS **	1,214.28	1,214.28-			0.00
01-000812 WDSRA											
	19-38558	INV	Inclusio	11/01/19	11/22/19	N	27,440.93	27,440.93-	000127	11/22/19	0.00
						** TOTALS **	27,440.93	27,440.93-			0.00
01-000906 HOME DEPOT CREDIT SERV.											
	19-38364	INV	8176625	10/02/19	11/08/19	N	29.96	29.96-	100639	11/08/19	0.00
						** TOTALS **	29.96	29.96-			0.00
01-000910 PITNEY BOWES INC.											
	19-38687	INV	10143817	11/18/19	11/22/19	N	161.48	161.48-	100780	11/22/19	0.00
						** TOTALS **	161.48	161.48-			0.00
01-001021 METRA											
	19-38608	INV	12/8 11:	11/08/19	11/15/19	N	440.42	440.42-	100684	11/15/19	0.00
	19-38608	INV	12/8 3:1	11/08/19	11/15/19	N	468.46	468.46-	100684	11/15/19	0.00
						** TOTALS **	908.88	908.88-			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
01-001085	ILL DEPT OF REVENUE										
	19-38622	INV	ST-1	Oct 11/01/19	11/01/19	N	1,087.00	1,087.00-	000123	11/15/19	0.00
				** TOTALS **			1,087.00	1,087.00-			0.00
01-001104	GLEN ELLYN PARK DISTRICT										
	19-38478	INV	2016-01	10/24/19	11/01/19	N	140.00	140.00-	100540	11/01/19	0.00
				** TOTALS **			140.00	140.00-			0.00
01-001177	TEN RING ARCHERY LLC										
	19-38550	INV	1908	10/17/19	11/08/19	Y	485.10	485.10-	100661	11/08/19	0.00
				** TOTALS **			485.10	485.10-			0.00
01-001252	LOWE'S										
	19-38523	INV	901008	10/10/19	11/08/19	N	23.70	23.70-	100647	11/08/19	0.00
	19-38583	INV	901088	10/30/19	11/08/19	N	50.32	50.32-	100647	11/08/19	0.00
	19-38468	INV	901158	10/21/19	11/08/19	N	11.95	11.95-	100647	11/08/19	0.00
	19-38583	INV	901217	10/31/19	11/08/19	N	23.74	23.74-	100647	11/08/19	0.00
	19-38468	INV	901250 1	10/22/19	11/08/19	N	30.40	30.40-	100647	11/08/19	0.00
	19-38468	INV	901266 1	10/22/19	11/08/19	N	21.30	21.30-	100647	11/08/19	0.00
	19-38363	INV	901403	10/03/19	11/08/19	N	21.63	21.63-	100647	11/08/19	0.00
	19-38424	INV	901550	10/15/19	11/08/19	N	16.86	16.86-	100647	11/08/19	0.00
	19-38489	INV	901560	10/25/19	11/08/19	N	2.12	2.12-	100647	11/08/19	0.00
	19-38523	INV	901892	10/28/19	11/08/19	N	79.74	79.74-	100647	11/08/19	0.00
	19-38363	INV	901908	10/09/19	11/08/19	N	29.87	29.87-	100647	11/08/19	0.00
	19-38424	INV	902939	10/02/19	11/08/19	N	38.88	38.88-	100647	11/08/19	0.00
	19-38424	INV	909262	10/10/19	11/08/19	N	18.16	18.16-	100647	11/08/19	0.00
				** TOTALS **			368.67	368.67-			0.00
01-001366	NORTHERN IL IRRIGATION										
	19-38699	INV	26463	11/01/19	11/27/19	N	265.00	265.00-	100859	11/27/19	0.00
	19-38665	INV	26519	11/06/19	11/22/19	N	150.00	150.00-	100778	11/22/19	0.00
	19-38665	INV	26520	11/06/19	11/22/19	N	150.00	150.00-	100778	11/22/19	0.00
	19-38665	INV	26521	11/06/19	11/22/19	N	150.00	150.00-	100778	11/22/19	0.00
	19-38665	INV	26593	11/11/19	11/22/19	N	150.00	150.00-	100778	11/22/19	0.00
	19-38665	INV	26594	11/11/19	11/22/19	N	150.00	150.00-	100778	11/22/19	0.00
	19-38665	INV	26596	11/11/19	11/22/19	N	150.00	150.00-	100778	11/22/19	0.00
				** TOTALS **			1,165.00	1,165.00			0.00
01-001471	ADVANTAGE TRAILER & HITCHE										
	19-38464	INV	53169	10/22/19	11/08/19	N	2,043.94	2,043.94-	100671	11/15/19	0.00
	19-38464	INV	54033	10/22/19	11/08/19	N	1,759.66	1,759.66-	100671	11/15/19	0.00
	19-38512	INV	54224	10/28/19	11/15/19	N	588.74	588.74-	100671	11/15/19	0.00
	19-38661	INV	54600	11/15/19	11/22/19	N	607.62	607.62-	100761	11/22/19	0.00
				** TOTALS **			4,999.96	4,999.96-			0.00
01-001493	C.W.T. CULLIGAN OF WHEATON										
	19-36455	INV	CCMG SER	9/30/19	11/08/19	N	53.00	53.00-	100633	11/08/19	0.00
	19-36456	INV	CCMG SER	10/31/19	11/08/19	N	53.00	53.00-	100633	11/08/19	0.00
				** TOTALS **			106.00	106.00-			0.00

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VENDOR	---- VENDOR NAME ----	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-001498	WAYNE TOWNSHIP									
	19-38600	INV	19240-1	11/12/19	11/15/19 N	53,641.20	53,641.20-	100700	11/15/19	0.00
					** TOTALS **	53,641.20	53,641.20-			0.00
01-001678	CAROL STREAM LAWN & POWER									
	19-38393	INV	440513	10/09/19	11/01/19 N	105.15	105.15-	100534	11/01/19	0.00
					** TOTALS **	105.15	105.15-			0.00
01-001891	MARTIN IMPLEMENT SALES, IN									
	19-38430	INV	A72402	10/10/19	11/01/19 N	31.39	31.39-	100543	11/01/19	0.00
					** TOTALS **	31.39	31.39-			0.00
01-001918	LAKESHORE RECYCLING SYSTEM									
	19-36261	INV	PS293847	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293848	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293849	10/24/19	11/15/19 Y	44.85	44.85-	100683	11/15/19	0.00
	19-36261	INV	PS293850	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293851	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293852	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293853	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293854	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293855	10/24/19	11/15/19 Y	44.85	44.85-	100683	11/15/19	0.00
	19-36261	INV	PS293856	10/24/19	11/15/19 Y	44.85	44.85-	100683	11/15/19	0.00
	19-36261	INV	PS293857	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293858	10/24/19	11/15/19 Y	157.00	157.00-	100683	11/15/19	0.00
	19-36261	INV	PS293859	10/24/19	11/15/19 Y	105.00	105.00-	100683	11/15/19	0.00
					** TOTALS **	1,652.55	1,652.55-			0.00
01-002000	KIDS FIRST SPORTS SAFETY,									
	19-38596	INV	BSKTBLL	10/11/19	11/08/19 N	438.00	438.00-	100644	11/08/19	0.00
	19-38596	INV	TRACK/PD	10/11/19	11/08/19 N	123.90	123.90-	100644	11/08/19	0.00
					** TOTALS **	561.90	561.90-			0.00
01-002084	SHARON SARGEANT									
	19-38564	INV	JUDGE TR	11/04/19	11/08/19 N	20.00	20.00-	100658	11/08/19	0.00
	19-38564	INV	SOCs JUD	11/04/19	11/08/19 Y	75.00	75.00-	100658	11/08/19	0.00
					** TOTALS **	95.00	95.00-			0.00
01-002085	SUZANNE SCHNEIDER									
	19-38566	INV	SOCs JUD	11/04/19	11/08/19 Y	75.00	75.00-	100659	11/08/19	0.00
					** TOTALS **	75.00	75.00-			0.00
01-002170	JASON KOLLUM									
	19-38689	INV		11/27/19	11/21/19 11/22/19 Y	375.00	375.00-	100803	11/22/19	0.00
					** TOTALS **	375.00	375.00-			0.00
01-002173	RELIABLE FIRE & SECURITY									
	19-38517	INV	9060	9/30/19	11/01/19 N	924.75	924.75-	100548	11/01/19	0.00
	19-38623	INV	9769	11/05/19	11/15/19 N	810.00	810.00-	100691	11/15/19	0.00
					** TOTALS **	1,734.75	1,734.75-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003539	THE BREAST CANCER RESEARCH** CONTINUED **										
	19-38554	INV	DONATION	10/13/19	11/08/19	N	400.00	400.00-	100629	11/08/19	0.00
						** TOTALS **	400.00	400.00-			0.00
01-003601	PCARD-BANK OF MONTREAL - B										
	19-38502	INV	ACTIVKID	10/27/19	11/04/19	N	1,732.57	1,732.57-	000120	11/04/19	0.00
	19-38506	INV	AG	10/27/19	11/04/19	N	59.98	59.98-	000120	11/04/19	0.00
	19-38505	INV	AG	10/27/19	11/04/19	N	25.00	25.00-	000120	11/04/19	0.00
	19-38421	INV	AK	10/27/19	11/04/19	N	1,676.50	1,676.50-	000120	11/04/19	0.00
	19-38257	INV	AK	10/27/19	11/04/19	N	228.00	228.00-	000120	11/04/19	0.00
	19-38471	INV	AK	10/27/19	11/04/19	N	207.02	207.02-	000120	11/04/19	0.00
	19-38501	INV	AL	10/27/19	11/04/19	N	14.99	14.99-	000120	11/04/19	0.00
	19-38139	INV	AM	10/27/19	11/04/19	N	98.82	98.82-	000120	11/04/19	0.00
	19-38545	INV	AM	10/27/19	11/04/19	N	93.43	93.43-	000120	11/04/19	0.00
	19-38497	INV	CONCESSN	10/27/19	11/04/19	N	894.12	894.12-	000120	11/04/19	0.00
	19-38536	INV	CQ	10/27/19	11/04/19	N	47.50	47.50-	000120	11/04/19	0.00
	19-38314	INV	FH	10/27/19	11/04/19	N	57.30	57.30-	000120	11/04/19	0.00
	19-37563	INV	FH	10/27/19	11/04/19	N	39.33	39.33-	000120	11/04/19	0.00
	19-38480	INV	FINANCE	10/27/19	11/04/19	N	1,885.93	1,885.93-	000120	11/04/19	0.00
	19-38481	INV	FINANCE	10/27/19	1/01/20	N	940.00	940.00-	000120	11/04/19	0.00
	19-38485	INV	FITNESS	10/27/19	11/04/19	N	41.00	41.00-	000120	11/04/19	0.00
	19-38494	INV	FY PROG	10/27/19	11/04/19	N	5,115.33	5,115.33-	000120	11/04/19	0.00
	19-38496	INV	FY PROG	10/27/19	1/06/20	N	420.00	420.00-	000120	11/04/19	0.00
	19-38524	INV	GF	10/27/19	11/04/19	N	138.00	138.00-	000120	11/04/19	0.00
	19-38408	INV	GL	10/27/19	11/04/19	N	142.15	142.15-	000120	11/04/19	0.00
	19-38537	INV	JB	10/27/19	11/04/19	N	59.74	59.74-	000120	11/04/19	0.00
	19-38543	INV	JM	10/27/19	11/04/19	N	42.65	42.65-	000120	11/04/19	0.00
	19-38330	INV	JM	10/27/19	11/04/19	N	7.15	7.15-	000120	11/04/19	0.00
	19-38389	INV	JM	10/27/19	11/04/19	N	72.82	72.82-	000120	11/04/19	0.00
	19-38483	INV	JM	10/27/19	11/04/19	N	48.73	48.73-	000120	11/04/19	0.00
	19-38419	INV	JM	10/27/19	11/04/19	N	46.03	46.03-	000120	11/04/19	0.00
	19-38434	INV	JM	10/27/19	11/04/19	N	99.03	99.03-	000120	11/04/19	0.00
	19-38450	INV	JM	10/27/19	11/04/19	N	17.98	17.98-	000120	11/04/19	0.00
	19-38473	INV	JM	10/27/19	11/04/19	N	107.73	107.73-	000120	11/04/19	0.00
	19-38479	INV	JR	10/27/19	11/04/19	N	847.56	847.56-	000120	11/04/19	0.00
	19-38493	INV	JR	10/27/19	11/04/19	N	55.75	55.75-	000120	11/04/19	0.00
	19-38548	INV	LB	10/27/19	11/04/19	N	294.00	294.00-	000120	11/04/19	0.00
	19-38547	INV	LB	10/27/19	11/04/19	N	10.67	10.67-	000120	11/04/19	0.00
	19-38546	INV	LB	10/27/19	11/04/19	N	5.89	5.89-	000120	11/04/19	0.00
	19-38549	INV	LB	10/27/19	11/04/19	N	81.71	81.71-	000120	11/04/19	0.00
	19-36193	INV	LS	10/27/19	11/04/19	N	120.00	120.00-	000120	11/04/19	0.00
	19-38495	INV	LS	10/27/19	11/04/19	N	14.92	14.92-	000120	11/04/19	0.00
	19-38482	INV	LS	10/27/19	11/04/19	N	25.00	25.00-	000120	11/04/19	0.00
	19-38518	INV	MA	10/27/19	11/04/19	N	1,511.10	1,511.10-	000120	11/04/19	0.00
	19-38514	INV	MARKETIN	10/27/19	11/04/19	N	2,990.72	2,990.72-	000120	11/04/19	0.00
	19-38285	INV	PARKS	10/27/19	11/04/19	N	10.99	10.99-	000120	11/04/19	0.00
	19-38354	INV	PARKS	10/27/19	11/04/19	N	37.11	37.11-	000120	11/04/19	0.00
	19-38433	INV	PARKS	10/27/19	11/04/19	N	295.68	295.68-	000120	11/04/19	0.00
	19-38461	INV	PARKS	10/27/19	11/04/19	N	90.75	90.75-	000120	11/04/19	0.00
	19-38486	INV	PARKS	10/27/19	11/04/19	N	325.00	325.00-	000120	11/04/19	0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004412	PET WASTE ELIMINATOR	** CONTINUED **									
	19-38432	INV	42839813	10/16/19	11/08/19	Y	429.99	429.99-	100653	11/08/19	0.00
						** TOTALS **	429.99	429.99-			0.00
01-004423	PERFORMANCE FOODSERVICE										
	19-38542	INV	4220996	10/24/19	11/08/19	N	611.61	611.61-	100652	11/08/19	0.00
	19-38543	INV	4224341	10/25/19	11/08/19	N	34.90	34.90-	100652	11/08/19	0.00
						** TOTALS **	646.51	646.51-			0.00
01-004435	MetTel										
	19-38606	INV	01005261	11/08/19	11/22/19	N	5,112.62	5,112.62-	100777	11/22/19	0.00
						** TOTALS **	5,112.62	5,112.62-			0.00
01-004446	COMPLIANCE SIGNS.COM										
	19-38487	INV	855754	10/25/19	11/15/19	N	44.50	44.50-	100675	11/15/19	0.00
						** TOTALS **	44.50	44.50-			0.00
01-004449	ALEXIAN BROTHERS CORP.										
	19-38624	INV	694235	10/31/19	11/15/19	N	48.00	48.00-	100672	11/15/19	0.00
						** TOTALS **	48.00	48.00-			0.00
01-004462	PADDOCK PUBLICATIONS, INC										
	19-38538	INV	30754	10/12/19	11/01/19	N	57.50	57.50-	100537	11/01/19	0.00
	19-38652	INV	5747-Ad	1/31/19	11/22/19	N	151.80	151.80-	100768	11/22/19	0.00
	19-38652	INV	5747-Ad	1/31/19	11/22/19	N	149.50	149.50-	100768	11/22/19	0.00
						** TOTALS **	358.80	358.80-			0.00
01-004498	RITE BITE FUNDRAISING										
	19-38544	INV	11910036	11/04/19	11/01/19	N	1,720.40	1,720.40-	100573	11/01/19	0.00
						** TOTALS **	1,720.40	1,720.40-			0.00
01-004520	GEORGE REUSCH & JANET REUS										
	19-38688	INV	11/5-11/	11/20/19	11/22/19	Y	1,117.50	1,117.50-	100805	11/22/19	0.00
						** TOTALS **	1,117.50	1,117.50-			0.00
01-004534	E. HOFFMAN, INC										
	19-36851	INV	Payment	10/28/19	11/08/19	N	147,515.68	147,515.68-	100637	11/08/19	0.00
						** TOTALS **	147,515.68	147,515.68-			0.00
01-004560	ANCEL GLINK, P.C.										
	19-38647	INV	72951	11/11/19	11/22/19	Y	1,505.00	1,505.00-	100762	11/22/19	0.00
						** TOTALS **	1,505.00	1,505.00-			0.00
01-004569	ABC HUMANE WILDLIFE										
	19-38444	INV	219877	10/17/19	11/08/19	N	150.00	150.00-	100624	11/08/19	0.00
						** TOTALS **	150.00	150.00-			0.00
01-004573	HITEX MECHANICAL LLC										
	19-38499	INV	7716	10/23/19	11/01/19	Y	300.00	300.00-	100541	11/01/19	0.00
						** TOTALS **	300.00	300.00-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004596	ADAM BECHT	** CONTINUED **									
	19-38713	INV WINNER	1	11/25/19	11/27/19	N	100.00	100.00-	100854	11/27/19	0.00
		** TOTALS **					100.00	100.00-			0.00
01-1	MISC VENDOR (REFUNDS ONLY)										
		INV REC#	200	10/31/19	11/08/19	N	69.00	69.00-	100646	11/08/19	0.00
		INV REC#	200	10/31/19	11/08/19	N	69.00	69.00-	100636	11/08/19	0.00
		INV REC#	200	11/01/19	11/08/19	N	69.00	69.00-	100635	11/08/19	0.00
		INV REC#	200	11/01/19	11/08/19	N	63.00	63.00-	100657	11/08/19	0.00
		INV REC#	200	10/25/19	11/08/19	N	390.00	390.00-	100667	11/08/19	0.00
		INV REC#	200	10/25/19	11/01/19	N	100.00	100.00-	100535	11/01/19	0.00
		INV REC#	200	10/29/19	11/01/19	N	375.00	375.00-	100530	11/01/19	0.00
		INV REC#	200	10/29/19	11/01/19	N	200.00	200.00-	100542	11/01/19	0.00
		INV REC#	200	10/30/19	11/01/19	N	100.00	100.00-	100546	11/01/19	0.00
		INV REC#	200	11/01/19	11/08/19	N	175.00	175.00-	100666	11/08/19	0.00
		INV REC#	200	11/01/19	11/08/19	N	60.00	60.00-	100641	11/08/19	0.00
		INV REC#	200	11/04/19	11/08/19	N	135.00	135.00-	100662	11/08/19	0.00
		INV REC#	200	11/12/19	11/15/19	N	500.00	500.00-	100758	11/15/19	0.00
		** TOTALS **					2,305.00	2,305.00-			0.00
02-000210	JOHN A. DOMBECK	INV OFFICIAL	10/18/19	11/01/19	Y		1,020.00	1,020.00-	100557	11/01/19	0.00
		** TOTALS **					1,020.00	1,020.00-			0.00
02-000630	CRAIG A. REGES										
	19-38525	INV 7-ASSIGN	10/29/19	11/01/19	Y		224.25	224.25-	100566	11/01/19	0.00
		INV OFFCL	10/11/19	11/22/19	Y		210.00	210.00-	100797	11/22/19	0.00
		** TOTALS **					434.25	434.25-			0.00
02-001268	JAMES JAY BITTER										
		INV 10/21, 1	11/17/19	11/22/19	Y		330.00	330.00-	100793	11/22/19	0.00
		INV OFFCL	10/10/19	11/01/19	Y		180.00	180.00-	100555	11/01/19	0.00
		INV OFFICIAL	11/22/19	11/27/19	Y		180.00	180.00-	100861	11/27/19	0.00
		INV OFFICIAL	10/19/19	11/01/19	Y		390.00	390.00-	100555	11/01/19	0.00
		INV OFFICIAL	11/02/19	11/15/19	Y		300.00	300.00-	100704	11/15/19	0.00
		INV OFFICIAL	11/10/19	11/15/19	Y		330.00	330.00-	100704	11/15/19	0.00
		** TOTALS **					1,710.00	1,710.00-			0.00
02-001270	PAUL M. O'CONNELL										
		INV OFFICIAL	10/14/19	11/01/19	Y		90.00	90.00-	100564	11/01/19	0.00
		INV OFFICIAL	10/21/19	11/01/19	Y		60.00	60.00-	100564	11/01/19	0.00
		INV OFFICIAL	10/28/19	11/15/19	Y		90.00	90.00-	100712	11/15/19	0.00
		INV OFFICIAL	11/11/19	11/22/19	Y		90.00	90.00-	100796	11/22/19	0.00
		INV OFFICIAL	11/04/19	11/15/19	Y		60.00	60.00-	100712	11/15/19	0.00
		** TOTALS **					390.00	390.00-			0.00
02-001434	JEFFREY M. ROJEK										
		INV OFFCL	10/10/19	11/15/19	Y		174.00	174.00-	100713	11/15/19	0.00
		INV OFFICIAL	10/21/19	11/01/19	Y		120.00	120.00-	100567	11/01/19	0.00
		** TOTALS **					294.00	294.00-			0.00

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VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
02-001510	JAMES DELMASTRO										
		INV OFFICIAL	10/27/19	11/15/19	Y		60.00	60.00-	100707	11/15/19	0.00
		INV OFFICIAL	11/03/19	11/15/19	Y		90.00	90.00-	100707	11/15/19	0.00
		INV OFFICIAL	11/10/19	11/15/19	Y		120.00	120.00-	100707	11/15/19	0.00
						** TOTALS **	270.00	270.00-			0.00
02-001513	STEVEN M. HALBERG 19-38555										
		INV 1910	10/31/19	11/15/19	Y		108.00	108.00-	100709	11/15/19	0.00
		INV OFFICIAL	10/27/19	11/01/19	Y		60.00	60.00-	100558	11/01/19	0.00
		INV OFFICIAL	11/03/19	11/15/19	Y		60.00	60.00-	100709	11/15/19	0.00
						** TOTALS **	228.00	228.00-			0.00
02-001556	ANTHONY TURNER										
		INV OFFICIAL	10/15/19	11/01/19	Y		60.00	60.00-	100570	11/01/19	0.00
		INV OFFICIAL	10/22/19	11/01/19	Y		60.00	60.00-	100570	11/01/19	0.00
		INV OFFICIAL	10/29/19	11/01/19	Y		60.00	60.00-	100570	11/01/19	0.00
		INV OFFICIAL	11/19/19	11/22/19	Y		60.00	60.00-	100800	11/22/19	0.00
						** TOTALS **	240.00	240.00-			0.00
02-001703	EDDIE A. HOLMAN										
		INV OFFICIAL	10/21/19	11/01/19	Y		715.00	715.00-	100560	11/01/19	0.00
						** TOTALS **	715.00	715.00-			0.00
02-001754	THOMAS JANDA										
		INV OFFICIAL	10/16/19	11/01/19	Y		55.00	55.00-	100562	11/01/19	0.00
						** TOTALS **	55.00	55.00-			0.00
02-001924	STEVEN J. O'BOYLE										
		INV OFFCL 10	10/18/19	11/01/19	Y		195.00	195.00-	100563	11/01/19	0.00
						** TOTALS **	195.00	195.00-			0.00
02-002157	PAUL A. CARNEY										
		INV OFFICIAL	11/05/19	11/15/19	Y		60.00	60.00-	100705	11/15/19	0.00
						** TOTALS **	60.00	60.00-			0.00
02-002335	GARY J. SMITH										
		INV OFFICIAL	10/15/19	11/01/19	Y		55.00	55.00-	100568	11/01/19	0.00
		INV OFFICIAL	10/19/19	11/01/19	Y		110.00	110.00-	100568	11/01/19	0.00
						** TOTALS **	165.00	165.00-			0.00
02-002419	BRIAN A. LIGHTHALL										
		INV OFFICIAL	10/20/19	11/27/19	Y		358.00	358.00-	100862	11/27/19	0.00
						** TOTALS **	358.00	358.00-			0.00
02-002832	MICHAEL D. WENC										
		INV OFFCL 11	11/19/19	11/22/19	Y		120.00	120.00-	100801	11/22/19	0.00
		INV OFFICIAL	10/15/19	11/01/19	Y		60.00	60.00-	100571	11/01/19	0.00
		INV OFFICIAL	10/22/19	11/01/19	Y		60.00	60.00-	100571	11/01/19	0.00
						** TOTALS **	240.00	240.00-			0.00

ACCOUNTS PAYABLE
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SUMMARY

VENDOR	VENDOR NAME	TYPE	INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE	
02-003410	NICHOLAS P. TANNER	** CONTINUED **									
		INV OFFICIAL	11/19/19	11/22/19	Y	60.00	60.00-	100799	11/22/19	0.00	
		** TOTALS **				60.00	60.00-			0.00	
02-003538	JAMES STEWART JR.										
		INV OFFCL	11	11/19/19	11/22/19	Y	120.00	120.00-	100798	11/22/19	0.00
		INV OFFICIAL	10/29/19	11/01/19	Y	60.00	60.00-	100569	11/01/19	0.00	
		** TOTALS **				180.00	180.00-			0.00	

ACCOUNTS PAYABLE
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TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	484,196.12	484,196.12CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	484,196.12	484,196.12CR	0.00

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

PREPAID TOTALS

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

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	484,196.12	484,196.12CR	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 **	484,196.12	484,196.12CR	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	36.00
10 209100	D/T CSP FOUNDATION-BIKE CLUB	192.50
10 209500	D/T CSP FOUNDATION-BRICK PRGM	200.00
10 217000	SECTION 125	671.88
10 5-00-00-534	PHYSICAL/DRUG TESTING	48.00
10 5-00-00-558	SECURITY SERVICES	504.00
10 5-00-00-559	TRAINING/SEMINARS	65.00
10 5-00-00-562	REPAIR SERVICES-LIABILITY	290.00
10 5-00-00-565	BACKGROUND CHECKS-EMPLOYEES	395.50
10 5-00-00-566	BACKGROUND CHECKS-NON-EMPLOYEE	26.25
10 5-00-00-610	PDRMA PROPERTY	5,218.61
10 5-00-00-611	PDRMA LIABILITY	2,571.89
10 5-00-00-612	PDRMA EMPLOYMENT	1,203.24
10 5-00-00-613	PDRMA POLLUTION	157.67
10 5-00-00-614	PDRMA WORKMENS COMP	4,901.37
10 5-00-00-651	MINOR EQUIPMENT-SAFETY	1,437.30
10 5-00-00-704	PATHWAYS/PARKING LOTS-P/L	53,641.20
10 5-10-00-540	SECTION 125 PLAN	25.00

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-10-00-546	TELEPHONE	35.67
10 5-10-00-551	ATTORNEY	1,505.00
10 5-10-00-553	PRINTING	387.07
10 5-10-00-555	PUBLIC NOTICES	33.35
10 5-10-00-556	MAINTENANCE CONTRACTS	650.62
10 5-10-00-559	TRAINING/SEMINARS	3,135.81
10 5-10-00-560	MEETINGS	84.11
10 5-10-00-590	OTHER SERVICES	22.50
10 5-10-00-620	STAFF INCENTIVE	12.00
10 5-10-00-648	MINOR EQUIPMENT-TECHNOLOGY	57.30
10 5-10-00-668	COMMISSIONER EXPENSE	350.60
10 5-10-00-669	POSTAGE	14.92
10 5-10-00-690	DEPARTMENT SUPPLIES	380.83
10 5-12-00-554	ADVERTISING	45.00
10 5-12-00-590	OTHER SERVICES	2,588.48
10 5-12-00-651	MINOR EQUIPMENT	1,809.98
10 5-15-00-545-079	WATER/SEWER-ARMSTRONG RESTROOM	70.02
10 5-15-00-545-080	WATER/SEWER-ARMSTRONG FOUNTAIN	125.95
10 5-15-00-545-089	WATER/SEWER-HAMPE	61.31
10 5-15-00-545-095	WATER/SEWER-RED HAWK	28.93
10 5-15-00-545-096	WATER/SEWER-SLEPICKA	17.34
10 5-15-00-547-085	ELECTRIC-ARMSTRONG PARK SOUTH	597.24
10 5-15-00-547-086	ELECTRIC-BIERMAN	29.05
10 5-15-00-547-089	ELECTRIC-HAMPE	78.28
10 5-15-00-547-093	ELECTRIC-MEMORIAL PARK	21.96
10 5-15-00-547-094	ELECTRIC-POND AERATORS	234.15
10 5-15-00-547-095	ELECTRIC-RED HAWK	140.26
10 5-15-00-547-096	ELECTRIC-SLEPICKA	32.32
10 5-15-00-547-097	ELECTRIC-UNDERPASS IL64	50.18
10 5-15-00-548	REFUSE	758.43
10 5-15-00-555	PUBLIC NOTICES	75.00
10 5-15-00-556	MAINTENANCE CONTRACTS	1,890.00
10 5-15-00-556-048	MAINT CONTRACTS-LANDSCAPE	12,162.28
10 5-15-00-559	TRAINING/SEMINARS	831.68
10 5-15-00-560	MEETINGS	14.54
10 5-15-00-562	REPAIR SERVICES	780.00
10 5-15-00-650	EQUIPMENT RENTAL	16.00
10 5-15-00-651	MINOR EQUIPMENT	1,135.21
10 5-15-00-653	HORTICULTURAL SUPPLIES	29.96
10 5-15-00-653-060	HORTICULTURE SUPPLIES-MEM TREE	169.95
10 5-15-00-657	CLOTHING SUPPLIES	21.95
10 5-15-00-659	VEHICLE FUELS	1,795.59
10 5-15-00-660-059	PLAYGROUND MAINT-DOG PARK	429.99
10 5-15-00-663-008	VEHICLE REPAIRS-#108 PICKUP	3,102.44
10 5-15-00-663-009	VEHICLE REPAIRS-#109 PICKUP	6.99
10 5-15-00-663-010	VEHICLE REPAIRS-#110 1 TON DUM	1,242.77
10 5-15-00-663-011	VEHICLE REPAIRS-#111 EXPLORER	981.39

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-15-00-663-015	VEHICLE REPAIRS-#115 F450	3.99
10 5-15-00-663-017	VEHICLE REPAIRS-#117 E350 VAN	3.99
10 5-15-00-663-019	VEHICLE REPAIRS-#119 F250	2,725.52
10 5-15-00-663-021	VEHICLE REPAIRS-#121 4-WD DUMP	18.99
10 5-15-00-663-023	VEHICLE REPAIRS-#123 F250	1,000.42
10 5-15-00-663-024	VEHICLE REPAIRS-#124 F250	3.99
10 5-15-00-663-025	VEHICLE REPAIRS-#125 F650 BUS	37.66
10 5-15-00-663-026	VEHICLE REPAIRS-#126 FOCUS	3.99
10 5-15-00-663-027	VEHICLE REPAIRS-#127 UTILITY	5.41
10 5-15-00-663-028	VEHICLE REPAIRS-#128 ECONOLINE	3.99
10 5-15-00-663-030	VEHICLE REPAIRS-#130 RANGER	6.99
10 5-15-00-663-031	VEHICLE REPAIRS-#131 F150	3.99
10 5-15-00-663-034	VEHICLE REPAIRS-#230 PARTY WAG	607.62
10 5-15-00-663-038	VEHICLE REPAIRS-#223 CARGO TRL	588.74
10 5-15-00-663-040	VEHICLE REPAIRS-MOWERS	206.83
10 5-15-00-663-041	VEHICLE REPAIRS-TRACTORS	43.34
10 5-15-00-663-044	VEHICLE REPAIRS-GATORS	1,036.27
10 5-15-00-664	REPAIR/MAINT MATERIALS	135.22
10 5-15-00-664-058	REPAIR/MAINT MAT-VANDALISM	127.33
10 5-15-00-673	TOOL REPAIR & PARTS	93.57
10 5-28-00-545	WATER/SEWER	84.10
10 5-28-00-546	TELEPHONE	1,369.08
10 5-28-00-547	ELECTRIC	368.13
10 5-28-00-548	REFUSE	49.25
10 5-28-00-556	MAINTENANCE CONTRACTS	27.83
	** FUND TOTAL **	118,186.05
20 205000	REGISTRATION CLIENT PAYABLE	2,305.00
20 206136	D/T EC/PRESCHOOL FUNDRAISER	1,056.00
20 206221	D/T DANCE COMPANY FUNDRAISER	780.60
20 206735	D/T SWIM TEAM VAC FUNDRAISER	366.67
20 206902	D/T GYMNAST SPRINGER FUNDRAISE	1,981.35
20 207060	D/T PGM MERCH SALES TAX	163.54
20 207991	D/T MCCASLIN CONC SALES TAX	863.30
20 207992	D/T FVRC CONC SALES TAX	49.11
20 207993	D/T SRC CONC SALES TAX	30.11
20 4-14-00-481-991	RECOVERY OF COST-MCCAS CONCES	15.30CR
20 4-14-00-481-992	RECOVERY OF COST-FVRC CONCES	1.11CR
20 4-14-00-481-993	RECOVERY OF COST-SRC CONCESSION	0.11CR
20 4-60-00-481	RECOVERY OF COST	2.54CR
20 5-10-00-540	SECTION 125 PLAN	25.00
20 5-10-00-556	MAINTENANCE CONTRACTS	650.63
20 5-12-00-553	PRINTING	7,892.15
20 5-12-00-554	ADVERTISING	100.00
20 5-12-00-570	CONTRACTUAL SERVICES	190.00
20 5-12-00-592	PROGRAM SUPPLIES	109.78
20 5-13-00-543	CABLE	220.64

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ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-13-00-545	WATER/SEWER	5,437.69
20 5-13-00-546	TELEPHONE	1,752.07
20 5-13-00-547	ELECTRIC	18,233.83
20 5-13-00-548	REFUSE	567.53
20 5-13-00-556	MAINTENANCE CONTRACTS	619.75
20 5-13-00-556-048	MAINT CONTRACTS-LANDSCAPE	1,024.20
20 5-13-00-562	REPAIR SERVICES	18,330.10
20 5-13-00-654	CHEMICALS-POOL	2,895.59
20 5-13-00-656	JANITORIAL SUPPLIES	984.67
20 5-13-00-664	REPAIR & MAINT SUPPLIES	728.29
20 5-14-00-546	TELEPHONE	442.52
20 5-14-00-548-991	REFUSE-MCCASLIN CONCESSIONS	279.45
20 5-14-00-556	MAINTENANCE CONTRACTS	405.99
20 5-14-00-562-991	REPAIR SERVICES-MCCASLIN	300.00
20 5-14-00-640-991	DRY GOODS SUPPLIES-MCCASLIN	16.98
20 5-14-00-642-991	MCCAS-PERISHABLE FOOD SUPPLIES	1,439.61
20 5-14-00-645-991	MCCAS-CONTRACT PERISHABLE FOOD	107.00
20 5-23-00-543	CABLE	10.50
20 5-23-00-545	WATER/SEWER	317.42
20 5-23-00-546	TELEPHONE	2,180.13
20 5-23-00-547	ELECTRIC	4,425.68
20 5-23-00-548	REFUSE	504.85
20 5-23-00-556	MAINTENANCE CONTRACTS	972.66
20 5-23-00-556-048	MAINT CONTRACTS-LANDSCAPE	232.85
20 5-23-00-562	REPAIR SERVICES	1,734.75
20 5-23-00-651	MINOR EQUIPMENT FACILITY	2,352.79
20 5-23-00-656	JANITORIAL SUPPLIES	174.69
20 5-23-00-664	REPAIR & MAINT. SUPPLIES	370.57
20 5-24-00-545-087	WATER/SEWER-CORAL COVE	2,856.73
20 5-24-00-545-088	WATER/SEWER-CCWP FILTER ROOM	1,473.41
20 5-24-00-547	ELECTRIC	546.99
20 5-24-00-556	MAINTENANCE CONTRACTS	915.00
20 5-24-00-556-048	MAINT CONTRACTS-LANDSCAPE	232.85
20 5-24-00-562	REPAIR SERVICES	1,480.00
20 5-24-00-664	REPAIR & MAINT. SUPPLIES	2.12
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 5-27-00-545	WATER/SEWER	21.34
20 5-27-00-546	TELEPHONE	167.85
20 5-27-00-547	ELECTRIC	284.55
20 5-27-00-548	REFUSE	49.25
20 5-27-00-556	MAINTENANCE CONTRACTS	32.95
20 5-27-00-556-048	MAINT CONTRACTS-LANDSCAPE	232.85
20 5-27-00-656	JANITORIAL SUPPLIES	54.92
20 5-27-00-664	REPAIR & MAINT MATERIALS	5.82
20 5-60-00-543-641	CABLE RENTAL FIELDS	81.02

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-60-00-547-083	ELECTRIC-ARM NORTH FIELD/PATHS	229.23
20 5-60-00-553	PRINTING	34.74
20 5-60-00-559	TRAINING/SEMINAR	1,664.10
20 5-60-00-592-622	PGM SUP - LOCAL EVENTS	50.86
20 5-60-00-592-642	RENTAL FVRC SUPPLIES	44.25
20 5-60-00-593-665	CONCESSION SUPPLIES - CCMG	119.85
20 5-60-00-649-665	MINOR EQUIPMENT PROGRAMS	98.82
20 5-60-00-652	OFFICE SUPPLIES	141.60
20 5-60-00-652-665	OFFICE SUPPLIES	93.43
20 5-60-00-667	AUTO REIMBURSEMENT	120.00
20 5-60-00-690	DEPARTMENT SUPPLIES	121.78
20 5-60-16-592-135	PGM SUP - PRESCHOOL	78.02
20 5-60-20-592-203	PGM SUP - YOUTH B-DAY PARTIES	158.83
20 5-60-20-595-203	PGM SRV - YOUTH B-DAY PARTIES	776.00
20 5-60-23-583-224	PGM MERCH SUP-DANCE RECITAL	509.20
20 5-60-23-592-215	PGM SUP - YOUTH THEATRE	56.64
20 5-60-23-592-224	PGM SUP - DANCE RECITAL	723.59
20 5-60-23-595-217	PGM SRV-YTH PERFORMING ARTS	997.20
20 5-60-23-595-420	PGM SRV - ADULT DANCE	140.00
20 5-60-23-665-220	SAFETY SUPPLIES-SEASONAL DANCE	50.00
20 5-60-28-592-260	PGM SUP - YOUTH BASKETBALL	750.00
20 5-60-28-592-270	PGM SUP - YTH FALL SOCCER	785.13
20 5-60-28-592-865	PGM SUP YTH BB/SB FALL LGS	5,677.05
20 5-60-28-592-891	PGM SUP HS BASEBALL/SOFTBALL	115.78
20 5-60-28-594-260	MERCH RESALE SUP-YTH BASKETBL	1,127.50
20 5-60-28-595-237	PGM SRV - YOUTH VOLLEYBALL	576.00
20 5-60-28-595-258	PGM SRV - YTH DODGEBALL LEAGUE	320.00
20 5-60-28-595-262	PGM SRV-YTH SUMMER BASKETBALL	28.00
20 5-60-28-595-270	PGM SRV - YTH FALL SOCCER	740.00
20 5-60-28-595-865	PGM SRV YTH BB/SB FALL LGS	3,814.50
20 5-60-28-595-891	PGM SRV HS BASEBALL/SOFTBALL	517.75
20 5-60-28-665-260	SAFETY SUPPLIES-YTH BASKETBALL	140.99
20 5-60-28-665-270	SAFETY SUPPLIES-YTH FALL SOCCR	90.69
20 5-60-28-665-272	SAFETY SUPPLIES-YTH SPRG SOCCR	184.00
20 5-60-29-592-290	PGM SUP - YOUTH B/A SCHOOL	1,107.25
20 5-60-29-592-298	PGM SUP - YTH KDS CARE DAY OFF	334.00
20 5-60-29-595-290	PGM SRV - YOUTH B/A SCHOOL	1,117.50
20 5-60-29-595-298	PGM SRV - YTH KDS CARE DAY OFF	629.29
20 5-60-48-592-404	PGM SUP - OPEN GYM	57.00
20 5-60-48-592-434	PGM SUP - ADULT SB TOURNAMENTS	2,824.94
20 5-60-48-592-435	PGM SUP - ADULT SOFTBALL	499.50
20 5-60-48-592-440	PGM SUP - ADULT BASKETBALL	173.97
20 5-60-48-592-445	PGM SUP - ADULT VOLLEYBALL	400.90
20 5-60-48-592-458	PGM SUP-ADULT DODGEBALL LEAGUE	41.98
20 5-60-48-595-434	PGM SRV - ADULT SB TOURNAMENTS	2,310.00
20 5-60-48-595-435	PGM SRV - ADULT SOFTBALL	3,465.00
20 5-60-48-595-436	PGM SRV - ADULT FLAG FOOTBALL	1,110.00

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-60-48-595-438	PGM SRV - ADULT FLOOR HOCKEY	261.00
20 5-60-48-595-440	PGM SRV - ADULT BASKETBALL	1,558.00
20 5-60-48-595-445	PGM SRV - ADULT VOLLEYBALL	2,760.00
20 5-60-48-595-458	PGM SRV-ADULT DODGEBALL LEAGUE	252.00
20 5-60-50-592-500	PGM SUP-FOREVER YOUNG GENERAL	33.92
20 5-60-54-592-515	PGM SUP-FOREVER YNG SPEC EVENT	144.94
20 5-60-55-592-525	PGM SUP-FOREVER YNG OVRNT TRIP	151.62
20 5-60-55-595-520	PGM SRV-FOREVER YNG DAY TRIPS	5,934.08
20 5-60-60-592-699	PGM SUP - REC ATTENDANTS	604.45
20 5-60-61-595-680	PGM SRV-SPORTS INSTRUCTIONAL	2,048.00
20 5-60-64-592-610	PGM SUP - FAMILY SPECIAL EVENT	466.35
20 5-60-64-595-610	PGM SRV - FAMILY SPECIAL EVENT	2,118.88
20 5-60-70-570-700	CONTRACTUAL SRVS-FVRC POOL	19,913.58
20 5-60-70-570-704	CONTRACT SRVS-FVRC POOL RENTAL	97.00
20 5-60-70-570-750	CONTRACTUAL SRVS-CCWP	1,000.00CR
20 5-60-70-652-700	OFFICE SUPPLIES - POOL	81.71
20 5-60-71-592-707	PGM SUP-INSTR/COORD SWIM LESSO	5.89
20 5-60-78-592-710	PGM SUP - SWIM TEAM	677.75
20 5-60-80-543-800	CABLE - FITNESS CENTER	330.97
20 5-60-80-559-800	TRAINING/SEMINARS FITNESS CTR	48.73
20 5-60-80-562-800	REPAIR SERVICES-FITNESS	2,519.44
20 5-60-80-592-800	PGM SUP-FITNESS CENTR-MEM/PASS	1,814.74
20 5-60-80-649-800	MINOR EQUIPMENT-FITNESS	42.65
20 5-60-80-665-800	SAFETY SUPPLIES-FITNESS	175.00
20 5-60-80-690-800	DEPARTMENT SUPPLIES-FITNESS	59.98
20 5-60-89-592-825	PGM SUP-FITNESS SPECIAL EVENTS	96.96
20 5-60-89-595-825	PGM SRV-FITNESS SPECIAL EVENTS	400.00
20 5-60-91-592-905	PGM SUP - GYMNASTIC INSTRUCTNL	159.43
20 5-60-91-665-905	SAFETY SUPPLIES-GYMNAST INSTRC	130.00
20 5-60-98-595-901	PGM SRV - GYMNASTIC TEAM	603.00
20 5-62-00-559	TRAINING/SEMINAR	85.00
20 5-62-00-652	OFFICE SUPPLIES	161.48
20 5-64-00-545	WATER/SEWER-MCCAS FIELDS	3,021.95
20 5-64-00-547	ELECTRIC-MCCASLIN FIELDS	2,400.06
20 5-64-00-548	REFUSE-MCCASLIN FIELDS	128.05
20 5-64-00-556	MAINTENANCE CONTRACTS	3,843.02
20 5-64-00-651	MINOR EQUIPMENT	366.77
20 5-64-00-664-058	REPAIR/MAINT MAT-VANDALISM	390.00
20 5-65-00-546	TELEPHONE	463.09
20 5-65-00-547	ELECTRIC	457.16
20 5-65-00-548	REFUSE	186.30
20 5-65-00-556	MAINTENANCE CONTRACTS	1,800.00
20 5-65-00-556-048	MAINT CONTRACTS-LANDSCAPE	356.85
20 5-65-00-650	EQUIPMENT RENTAL	106.00
20 5-65-00-664	REPAIR & MAINT SUPPLIES	79.74
	** FUND TOTAL **	184,322.03

ACCOUNTS PAYABLE
OPEN ITEM REPORT
SUMMARY

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
25 5-00-00-549	PORT-O-LETS	1,652.55
25 5-00-00-575	INCLUSION COSTS	27,440.93
25 5-00-00-759	ADA BUILDING IMPROVEMENTS	151.80
25 5-00-00-765	ADA PARK IMPROVEMENTS	57.50
	** FUND TOTAL **	29,302.78
34 5-00-00-713	TECHNOLOGY	4,720.08
	** FUND TOTAL **	4,720.08
35 5-00-00-770	CAROLSHIRE PARK	68,595.06
	** FUND TOTAL **	68,595.06
42 5-00-00-770	CAROLSHIRE PARK	79,070.12
	** FUND TOTAL **	79,070.12

	** TOTAL **	484,196.12

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

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
10	NON-DEPARTMENTAL	1,100.38
10 00	ANCILLARY FUNDS	70,460.03
10 10	FINANCE/ADMINISTRATION	6,694.78
10 12	MARKETING/COMMUNICATION	4,443.46
10 15	PARKS	33,589.01
10 28	MAINTENANCE FACILITY	1,898.39
	** FUND TOTAL **	118,186.05
20	NON-DEPARTMENTAL	7,595.68
20 10	ADMINISTRATION	675.63
20 12	MARKETING/COMMUNICATION	8,291.93
20 13	FOUNTAIN VIEW REC CENTER	50,794.36
20 14	CONCESSIONS	2,975.03
20 23	SIMKUS FACILITY	13,276.89
20 24	CORAL COVE	7,507.10
20 26	EVERGREEN GYM FACILITY	795.00
20 27	ELK TRAIL FACILITY	849.53
20 60	RECREATION	77,715.41
20 62	REGISTRATION SERVICES	246.48
20 64	MCCASLIN FIELDS	10,149.85
20 65	MINIATURE GOLF	3,449.14
	** FUND TOTAL **	184,322.03
25 00	SPECIAL RECREATION	29,302.78
	** FUND TOTAL **	29,302.78
34 00	CAPITAL PROJECTS	4,720.08
	** FUND TOTAL **	4,720.08
35 00	CASH IN LIEU	68,595.06
	** FUND TOTAL **	68,595.06
42 00	CAPITAL PROJECTS	79,070.12
	** FUND TOTAL **	79,070.12

	** TOTAL **	484,196.12

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 ZZZZZZZZZZZZZZZZ
 ITEM AMOUNT: 999,999,999.00CR THRU 999,999,999.00

PRINT OPTIONS:

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

DATE SELECTION:

PAYMENT DATE: 11/01/2019 THRU 11/30/2019
 ITEM DATE: 0/00/0000 THRU 99/99/9999
 POSTING DATE: 0/00/0000 THRU 99/99/9999

To: Board of Commissioners
From: Sue Rini, Director of Finance & Administration
Date: December 9, 2019
Approval: Resolution 19-03; Amendment to Carol Stream Park District Flexible Spending Account – 125 Cafeteria Plan Annual Limit
Agenda Item # 5E

Issue

Should the Board approve an amendment to the Carol Stream Park District Flexible Spending Account – 125 Cafeteria Plan annual election limit to be equal to the IRS Annual Statutory Limit.

Background/Reasoning

- The Carol Stream Park District provides employees with a Flexible Spending Account (FSA) as a supplement to medical insurance benefits. FSAs allow employees to set aside pre-tax dollars through payroll deductions to reimburse themselves for qualifying out-of-pocket medical expenses.
- Regulations for FSAs are established and governed by the Internal Revenue Service.
- The District's FSA plan is administered by an authorized and qualified third party administrator – *Flexible Benefits Corporation*.
- The IRS periodically changes the annual election limit that an employee can withhold from their paychecks. These increases are meant to stay current with increasing medical costs.
- The annual election limit will increase from \$2,500 to \$2,750 on January 1, 2020.
- The amendment proposes that the District's annual election limit be equal to the IRS Annual Statutory Limit. This will eliminate the need to issue a new resolution and create a new amendment to the policy anytime the IRS election limit changes.

Supporting Documents

- Amendment to the Carol Stream Park District Flexible Spending Account – 125 Cafeteria Plan – effective January 1, 2020.
- Resolution 19-03
- Item VI of Flexible Spending Account Plan Document

Cost

No Cost

Public/Customer Impact

Provides employees with competitive level of benefits in order to continue to attract and retain the best quality staff.

Recommendation

That the Board make a motion to approve Resolution 19-03 to amend the **Carol Stream Park District FLEX 125 Plan** definition of **Flex FSA Adoption Agreement item VI – Flexible Spending Account Elections, FSA Section (a)**, effective at the start of the 2020 plan year and applicable to all future plan years.

**RESOLUTION 19-03
CAROL STREAM PARK DISTRICT**

Resolution- Amendment to Flexible Spending Account 125 Plan

The undersigned, being all of the members of the Board of Commissioners of the Carol Stream Park District (the "Employer), hereby adopt the following resolutions by unanimous consent and direct that this Consent Resolution be entered in the minute books of the District.

WHEREAS, the District desires to amend the Carol Stream Park District FLEX 125 Plan definition of Flex FSA Adoption Agreement Item VI – Flexible Spending Account Elections, FSA section (a), effective at the start of the 2020 plan year and applicable to all future plan years as set forth in the attached Amendment; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the attached amendment effective as of the start of the 2020 plan year and applicable to all future plan years;

BE IT FURTHER RESOLVED that the officers of the District are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

Passed and approved this 9th day of December 2019

Board President of Carol Stream Park District

ATTEST:

Secretary of Carol Stream Park District

**AMENDMENT TO THE
CAROL STREAM PARK DISTRICT**

Flexible Spending Account 125 Plan

This Amendment to the Carol Stream Park District Flex 125 Plan is adopted by Carol Stream Park District (the "Employer"), effective as of the date set forth herein.

WHEREAS, the Employer desires to amend Plan's definition of Flex FSA Adoption Agreement Item VI – Flexible Spending Account Elections, FSA section (a);

NOW, THEREFORE, effective at the start of the 2020 plan year and applicable to all future plan years, the definition Flex FSA Adoption Agreement Item VI – Flexible Spending Account Elections, FSA section (a) in the Plan is replaced with the following definition:

The maximum annual salary reduction amount an Employee may elect for any Plan Year will be equal to the IRA annual statutory limit.

IN WITNESS WHEREOF, and as evidence of the adoption of the amendments set forth herein, the undersigned officer of the Carol Stream Park District has executed this Amendment to the Plan, this _____ day of _____, 2019.

Board President of Carol Stream Park District

ATTEST:

Secretary of Carol Stream Park District

To: Board of Commissioners
From: Jim Reuter, Executive Director
Date: December 9, 2019
Discussion: Update on Strategic Plan and Master Plan

Agenda Item # 6A

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

Here is an update on the progress we have made on both plans.

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

Strategic Initiative	Goal	"SHORT Term Goals" completion by December 2020 Objectives	Lead/Department
4	Review District's Fees, Services & Charges	<ul style="list-style-type: none"> • Conduct a review of all of the fees and charges to align with the competing markets. <ul style="list-style-type: none"> ✓ Project has been assigned to Superintendent of Recreation. ✓ All fees and charges for programs are being analyzed. • Not sufficient difference in costs for residents vs non-residents. • Analyze and ensure good value for the money. • Review Fountain View Fitness costs and pricing model. <ul style="list-style-type: none"> ✓ Task Force is reviewing and analyzing Fitness pricing policy. • Compare costs to competitors. • Explore sponsors to support/reduce costs to customers. <ul style="list-style-type: none"> ✓ Ongoing with every program. ✓ Community Relations Coordinator has developed sponsor budget. 	Recreation
1	Improve communication and education of financial performance among staff for better accountability and budget management.	<ul style="list-style-type: none"> • Develop staff education series and make available on employee portal. • Hold regular meetings to educate/inform staff of financial performance. <ul style="list-style-type: none"> ✓ Financial overview given by Director of Finance at All Staff meeting October 4, 2018. • Provide budget management trainings. <ul style="list-style-type: none"> ✓ Superintendent of Finance conducted budget training September 12, 2018. 	Administration
4	Capture a larger market; non-resident targeting	<ul style="list-style-type: none"> • Make non-resident pricing more affordable. <ul style="list-style-type: none"> ✓ Project has been assigned to Superintendent of Recreation. ✓ All fees and charges for programs are being analyzed. • Cross market to non-resident participants. 	Recreation

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

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

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3	Create strategy to address and resolve nagging issues at the Fountain View Recreation Center.	<ul style="list-style-type: none"> • Re-commission the Fountain View Recreation <ul style="list-style-type: none"> ✓ Geothermal system re-commissioned in 2018. ✓ Automated Logic software upgraded Fall 2019. • Center and track results annually for the highest efficiency possible. • Identify outstanding issues. <ul style="list-style-type: none"> ✓ Roof and Pool lights identified in 2018 • Continue to monitor roof leaks to ensure resolution is sustainable. <ul style="list-style-type: none"> ✓ Phase 1 of roof repair completed October 2018. ✓ Phase 2 of roof repairs completed Spring -2019. • Pursue viable solution to address power surge issues for indoor pool. <ul style="list-style-type: none"> ✓ Power surge unit installed in 2017. 	Parks and Facilities
3	Improve cleanliness of Fountain View and Simkus Recreation Centers.	<ul style="list-style-type: none"> • Analyze benefits/feasibility of in-house vs. contracted services. <ul style="list-style-type: none"> ✓ in house cleaning implemented July 2018. • Investigate methods at other successful facilities. • Improve internal training and processes for facility, and fitness staff. <ul style="list-style-type: none"> ✓ Parks and Facilities staff attended Aquatics Facility Operator training and carpet cleaning clinic in 2018. • Set and maintain standards. <ul style="list-style-type: none"> ✓ Cleaning schedule is being revised monthly to utilize staff strengths. 	Facilities Recreation
3	Create a system to maximize use of parks and facilities during non-peak hours.	<ul style="list-style-type: none"> • Pursue corporate and private rentals. <ul style="list-style-type: none"> ✓ Another church rental was booked in 2018. • Increase marketing penetration to target markets. <ul style="list-style-type: none"> ✓ After hours rentals extended. ✓ Several cultural events booked in 2018. ✓ Five new Forever Young fee-based group fitness classes were offered at SRC during non-peak hours. ✓ Awesome Adventure Camp expanded the age range to include 	Recreation Facilities

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		<p>kindergarteners this summer, increasing participation at SRC between 7:00am-6:30pm.</p> <ul style="list-style-type: none"> ✓ A new Cheer & Poms Camp was offered during the daytime hours in the summer. ✓ The new Movie in the Park event was offered at McCaslin Park on a Friday evening. • Consider pricing incentives. ✓ July – December 2018 saw a 40% increase. • Continue to give priority to in-house programming. • Work with partners to promote use of facilities. ✓ Intergovernmental Meeting quarterly in 2018. ✓ IPRA meetings booked in 2018. ✓ School in-service training booked in 2018. ✓ Armita Heath Care meetings booked in 2018 ✓ Frito-Lay meeting booked in 2018 • Expand internal programming. ✓ New programs offered to expand the variety of our programs offered at SRC: one special interest class, two dance classes, six tumbling clinics, and a new dance/gymnastics combo class. ✓ A new session for our volleyball league (FVRC) and an additional date/time of the Dragonfly and Cricket gymnastics classes (SRC) were offered based on high demand in the existing programs. 	
4	Identify public needs and interests and create innovative programming that addresses those needs.	<ul style="list-style-type: none"> • Implement results of Community Needs Assessment. <ul style="list-style-type: none"> ✓ Carolshire Park in underserved area ✓ Community Park in underserved area ✓ Culturally diverse rentals ✓ Christmas in July 2019 	Recreation

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

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

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

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

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

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

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2	Explore options for creating a trail/pathway to McCaslin Park.	<ul style="list-style-type: none"> • Maintain reserves for emergency allocations and repairs. <ul style="list-style-type: none"> ✓ Capital Repair & Replacement Budget Funds 11 and 12. • Create a proposed budget and plan to determine features and costs. • Seek partnerships with other governmental units. • Explore funding options and grants. 	Parks
2, 3, 4	Upgrade parks to accommodate ADA requirements and remove physical barriers	<ul style="list-style-type: none"> • Update ADA Plan. <ul style="list-style-type: none"> ✓ ADA Transition Plan Adopted August 2018. • Establish Plan for implementation. <ul style="list-style-type: none"> ✓ 2019 Budget includes items on new ADA Transition Plan. • Incorporate ADA equipment in parks, playgrounds, and shelters. <ul style="list-style-type: none"> ✓ Wheelchair accessible play surface installed at Cambridge Park August 2018. 	Parks & Facilities
2	Reduce Park Maintenance Costs	<ul style="list-style-type: none"> • Develop volunteer program to engage community's assistance in maintaining parks. <ul style="list-style-type: none"> ✓ Jan Smith continues work at her namesake park on a volunteer basis. ✓ Steve Ravanesi continues to volunteer along his namesake trail. ✓ Jeff Bates volunteers to clear invasive brush by Volunteer and Red Hawk Park and the Bark Park. • Proactive maintenance of equipment to reduce repair costs, and extend life. <ul style="list-style-type: none"> ✓ Stagger staff schedules to reduce overtime. ✓ Staff scheduled staggered during summer to cover extended hours. • Develop additional natural/no mow areas. <ul style="list-style-type: none"> ✓ Tedhran Park 2018. 	Parks & Facilities
3	Explore other revenue generating uses/options	<ul style="list-style-type: none"> • Conduct analysis to determine future options. • Assess potential success and ROI of upgrading course and facility. 	Recreation

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

	for Coyote Crossing Facility.		
3	Analyze work/office space for most efficient and effective use.	<ul style="list-style-type: none"> • Conduct a cost/needs analysis of staff workspace. <ul style="list-style-type: none"> ✓ Added workstations at Simkus and Fountain View. • Investigate future facilities that could accommodate staff offices. <ul style="list-style-type: none"> ✓ Visited Piggly Wiggly space Spring 2018. • Identify benefits of relocating staff offices. 	Administration
3	Upgrade facilities to accommodate ADA requirements and remove physical barriers.	<ul style="list-style-type: none"> • Update ADA Plan. <ul style="list-style-type: none"> ✓ Completed August 2018. • Establish Plan for implementation. <ul style="list-style-type: none"> ✓ Improvements budgeted for 2019. • Incorporate ADA equipment in Fitness and Aquatics. <ul style="list-style-type: none"> ✓ New ADA chair purchased for FVRC pool 2019. 	Facilities
4	Pursue options for unique/alternative revenue sources, and new market opportunities other than those related to customer fees.	<ul style="list-style-type: none"> • Explore options for an indoor facility dedicated to rentals for a variety of sports and activities. <ul style="list-style-type: none"> ✓ Visited Piggly Wiggly space Spring 2018 • Capitalize on new concession business. <ul style="list-style-type: none"> ✓ 2018 Home Plate and The Cove concessions outpaced 2017 revenue. • Expand rental business/operations. <ul style="list-style-type: none"> ✓ Special summer pricing and hours offered 2018. ✓ Marketing promotions in place 2018. 	Recreation Marketing
4	Improve communication methods and customer service from start to finish.	<ul style="list-style-type: none"> • Improve communication to staff so they can communicate better to customers. <ul style="list-style-type: none"> ✓ Letterhead and Memo template added to Employee Portal 2018. • Increase email as a communication tool for programs, services and 	Marketing Registration Services

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

5	Align staff on the District's mission, and common goals.	<ul style="list-style-type: none"> • events. • Expand online marketing; measure results. • Improve online registration so that memberships can be completed online instead of in person. <ul style="list-style-type: none"> ✓ Added Lap Swim membership to online registration 2018. ✓ Walking Track and CCWP Passes added 2019. • Create standard communications that incorporate print, electronic, and social media outlets. <ul style="list-style-type: none"> ✓ Writing style guide added to Employee Portal 2018 • Utilize Focus Groups to capture preferred communication methods/frequency/etc. • Incorporate as part of new employee, seasonal employee, and annual training. • Incorporate mission and goals into each employee's annual performance goals. 	All
5	Foster a work environment that applies equal standards amongst departments, equalized workloads, fosters teamwork, and accountability.	<ul style="list-style-type: none"> • Build inter-departmental relationships. <ul style="list-style-type: none"> ✓ Vandalism Task Force brought all departments together to collaborate on solutions. ✓ Christmas in July Committee includes all departments to brainstorm ideas and plan the new 2019 Community event. • Review organizational structure/staffing needs. • Review and align workloads and job responsibilities. <ul style="list-style-type: none"> ✓ Job descriptions updated 2018. • Pinpoint 'root' of this reoccurring staff discussion. • Develop District-Wide Core Standards for matters that apply to all staff. <ul style="list-style-type: none"> ✓ Branded name tags distributed to all staff 2018. ✓ Dress code revised with new shirts to all staff. • Improve Teamwork. 	Administration ; Human Resources Recreation Parks & Facilities

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



CSPD Master Plan Project Planner Goal 1: Take Care of What We Have

OBJECTIVES and TASKS	ACTUAL START	2018				2019				2020				2021				2022				2023				2024				2025				2026				2027				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1.a. Create, fund and maintain a Parks and Facilities Repair and Replacement Plan	2018 Q1																																									
1.a.1 Write the P&F Repair and Replacement Plan																																										
1.a.2 Develop strategies to fund the R&R Plan																																										
1.a.3 Annually Review the R&R Plan and Adjust as needed																																										
1.b Implement and maintain the Parks and Facilities Standard of Care Plan	2018 Q1																																									
1.b.1 Review the plan																																										
1.b.2 Educate/train staff																																										
1.b.3 Educate vendors/contractors																																										
1.b.4 Develop accountability for plan execution (internal and external)																																										
1.c Continue to expand and improve pathways/trails and parks	2018 Q1																																									
1.c.1 Identify and further develop trail partnerships																																										
1.c.2 Work with partners to coordinate local and regional trails master plans																																										
1.c.3 Execute playground replacement plan																																										
1.d Simplify property maintenance	2019 Q1																																									
1.d.1 Identify needs via task force																																										
1.d.2 Execute task force recommendations																																										
1.e Proactively address preventative maintenance program	2018 Q2																																									
1.e.1 Review and update current PM program																																										
1.e.2 Implement deferred maintenance program																																										
1.e.3 Identify funding sources																																										

S = Started/Ongoing
C= Completed

CSPD Master Plan Project Planner Goal 2: Improve Financial Position

OBJECTIVES and TASKS	2018		2019		2020		2021		2022		2023		2024		2025		2026		2027		
	ACTUAL START	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.a. Improve fund balances to reach targeted levels																					
2.a.1 Update fund balance targets to align with new fund design																					
2.b. Pursue alternative revenue sources																					
2.b.1 Research and identify new opportunities																					
2.c. Maximize profit margin through utilization of cost recovery guidelines																					
2.c.1 Reassess current guidelines for effectiveness (3 years)																					
2.d. Partner to reduce costs																					
2.d.1 Exchange more in-kind services																					
2.e. Continue to pursue new grant opportunities																					
2.f. Reduce expenses and apply cost saving measures to parks and facilities operations																					
2.f.1 Pursue joint purchase opportunities																					
2.f.2 Share equipment																					
2.f.3 Evaluate and negotiate current contracts																					
2.g. Creatively use park and facility spaces																					
2.g.1 Work with Recreation to maximize parks and facilities to support innovative programming																					
2.h. Maximize rental opportunities																					
2.h.1 Review facility usage guidelines (annual)																					
2.h.2 Pursue new renters																					
2.h.3 Enhance rental amenity and service options																					
2.i. Expand and enhance sponsorship programs																					
2.i.1 Explore naming rights and advertising																					
2.i.2 Determine sponsorship priorities and opportunities																					
2.j. Expand the use of community volunteers in parks and facilities operations																					
2.j.1 Explore Adopt-A-Park/Trail programs																					
2.j.2 Work with volunteer task force to develop a volunteer outreach program for parks and facilities																					
2.j.3 Further develop opportunities for volunteers to engage with parks and facilities																					

S = Started/Ongoing
C = Completed

CSPD Master Plan Project Planner Goal 3: Operate Parks and Facilities Efficiently

OBJECTIVES and TASKS	2018		2019		2020		2021		2022		2023		2024		2025		2026		2027			
	ACTUAL START:	2018 Q3	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q1	2020 Q2	2020 Q3	2020 Q4	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2022 Q1	2022 Q2	2022 Q3	2022 Q4
3.a. Complete a staffing needs and training assessment for parks and facilities																						
3.a.1 Determine staffing needs according to benchmarks and industry standards																						
3.a.2 Identify training needs based on responsibilities																						
3.a.3 Evaluate and document current training effectiveness																						
3.b. Assess space and storage utilization at parks and facilities																						
3.c. Develop processes to improve operation efficiency																						
3.c.1 Assess building hours for efficiency of operations																						
3.c.2 Use transaction and usage data to assess annually																						
3.c.3 Establish Staffing needs based on activity schedule																						
3.d. Conduct a facility scheduling analysis to increase percentage of capacity																						
3.d.1 Identify a tool to enable a master schedule analysis																						
3.d.2 Ensure capacity is also compared with value/net gain																						
3.d.3 Establish facility scheduling prioritization guidelines based on analysis																						

S = Started/Ongoing

C= Completed

CSPD Master Plan Project Planner Goal 4: Meet Needs of Changing Community Demographics

OBJECTIVES and TASKS	2018		2019		2020		2021		2022		2023		2024		2025		2026		2027		
	ACTUAL START	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.a. Respond to the anticipated growth in the mature adult age segment																					
4.a.1 Conduct mature adult focus groups																					
4.a.2 Identify partners in provision of mature adult services																					
4.a.3 Continue to enhance facility accessibility																					
4.b Add and enhance parks in underserved areas and expand amenities to better-serve a culturally diverse community																					
4.b.1 Develop Community Park																					
4.b.2 Develop Carolsville Park																					
4.b.3 Identify leaders and conduct focus groups for growing demographic groups, including Asian, Hispanic, etc.																					

S = Started/Ongoing
 C= Completed

CSPD Master Plan Project Planner Goal 5: Develop Parks and Facilities

OBJECTIVES and TASKS	2018		2019				2020				2021				2022				2023				2024				2025				2026				2027			
	ACTUAL START	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q1	2020 Q2	2020 Q3	2020 Q4	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2024 Q1	2024 Q2	2024 Q3	2024 Q4	2025 Q1	2025 Q2	2025 Q3	2025 Q4	2026 Q1	2026 Q2	2026 Q3	2026 Q4	
5.a Analyze the need for outdoor winter facilities																																						
5.a.1 Evaluate Armstrong Sled Hill																																						
5.a.2 Consider outdoor ice skating options																																						
5.b Evaluate outdoor aquatic facility and consider future options and/or needs																																						
5.c Explore alternative indoor space possibilities within the community																																						
5.c.1 Consider indoor turf locations																																						
5.c.2 Identify programs that could be more successful at an offsite facility																																						
5.c.3 Inventory vacant storefronts																																						
5.d Continuously monitor acquisition and repositioning opportunities with the consideration of additional operating costs																																						

S = Started/Ongoing
C= Completed

CSPD Master Plan Project Planner Goal 6: Foster a Safe and Welcoming Environment

OBJECTIVES and TASKS	2018		2019				2020				2021				2022				2023				2024				2025				2026				2027					
	ACTUAL START	2018 Q1	2018 Q2	2018 Q3	2018 Q4	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q1	2020 Q2	2020 Q3	2020 Q4	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2023 Q1	2023 Q2	2023 Q3	2023 Q4	2024 Q1	2024 Q2	2024 Q3	2024 Q4	2025 Q1	2025 Q2	2025 Q3	2025 Q4	2026 Q1	2026 Q2	2026 Q3	2026 Q4	2027 Q1	2027 Q2	2027 Q3
6.a Encourage safety awareness	2018 Q1	S																																						
6.b Engage and educate the community to reduce vandalism of parks and facilities	2018 Q1	S																																						
6.b.1 Create a vandalism task force																																								
6.b.2 Develop a community awareness campaign																																								
6.b.3 Engage community partners																																								
6.c Maintain brand identity through all parks and facilities in an effort to create a welcoming environment	2018 Q1	S																																						

S = Started/Ongoing

C= Completed

To: Board of Commissioners
From: Sue Rini, Director of Finance & Administration
Date: December 9, 2019
Subject: Approval: Ordinance No. 537 Levying and Assessing Taxes
for the Year 2019 **Agenda Item # 7A**

Issue

Should the Board adopt the ordinance to levy taxes in the year 2019 for collection in 2020.

Background/Reasoning

- “By State Statute, the Board of Commissioners needs to file an annual ordinance with the County in order to levy taxes for the following year.
- Since the levy is *not* more than 105% of the prior year’s aggregate levy, the Board did not need to publish a notice of a public hearing on such levy and does not need to hold that public hearing prior to approving the levy ordinance.
- Staff asks that the Board approve the attached Levy Ordinance.
- The Ordinance does not include the levy for the Bond and Interest Fund, as the County will automatically levy, per the schedules on file.
- The Ordinance represents a 4.99% increase to the base aggregate of the 2018 final levy. The base aggregate does not include the Bond and Interest Fund.
- As is the case every year, this is higher than the expected final increase. The District must overestimate in order to capture all the “new growth” EAV.
- The actual expected aggregate increase is only 3.55% higher than last year. This is due to the new growth being added to the District, reassessment of current homes at an estimated average of 4.99%, as well as the CPI of 1.9%.
- In April the final extension numbers will arrive and the District has five working days to make any adjustments to the equally allocated levy reduction, if one occurs.
- We have requested that part of the motion to the approval of this ordinance be that the staff be allowed to make the adjustments to that potential reduction in the same vein as the ordinance being presented tonight. This action will eliminate a special emergency meeting of the board at that time. The Board took this action for the last sixteen years, with satisfactory results in April.

Supporting Documents

- Ordinance No. 537
- Truth in Taxation certificate of compliance.

Cost

None

Public/Customer Impact

None

Recommendation

That the Board makes a motion to approve Ordinance No. 537 levying and assessing taxes for the year 2019, to be collected in the year 2020, and to certify that the District levied an amount of ad valorem tax that is less than 105% of the final aggregate levy extension of the preceding year.

ORDINANCE NO. 537

An ORDINANCE Levying and Assessing Taxes for the Year 2019 of the Carol Stream Park District of DuPage County, Illinois

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

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

Section One: For General Corporate Purposes, there is hereby levied against all taxable property in said park district, in accordance with the provisions of "The Park District Code," for the year 2019, the following sum of 1,843,376 dollars. (See Exhibit A attached)

Section Two: For the purpose of Planning, Establishing and Maintaining Recreational Programs, in accordance with the provisions of "The Park District Code," there is hereby levied against all the taxable property in said park district, for the year 2019, the following sum of 1,095,741 dollars. (See Exhibit B attached)

Section Three: For the purpose of maintaining and lighting the streets and roadways within the parks and playgrounds maintained by the district, in accordance with section 5-6 of "The Park District Code," there is hereby levied against all taxable property in said park district for the year 2019, the sum of 75,000 dollars. (See Exhibit C attached)

Section Four: For the purposes of paying remittances by said park district for Social Security, in accordance with the Illinois Pension Code, there is hereby levied against all the taxable property in said park district for the year 2019, the sum of 328,500 dollars. (See Exhibit C attached)

Section Five: For the purposes of paying charges incident to the audit of the records of said park district, in accordance with the provisions of an Act in relation to audits of amounts of certain governmental units, there is hereby levied against all the taxable property in said park district for the year 2019, the sum of 36,000 dollars. (See Exhibit C attached)

Section Six: For the purposes of paying the costs of protecting against any loss or liability which may be incurred by said park district, all as provided by the "Local Governmental Employees Tort Immunity Act," as amended, there is hereby levied against all the taxable property in said park district for the year 2019 the sum of 251,000 dollars. (See Exhibit C attached)

Section Seven: For the purposes of providing recreational programs for the handicapped, in accordance with Section 5-8 of "The Park District Code," there is hereby levied against all the taxable property in said park district for the year 2019, the sum of 609,096 dollars. (See Exhibit C attached)

Section Eight: For the purposes of paying remittances by said park district to the Illinois Municipal Retirement Fund, in accordance with the Illinois Pension Code, there is hereby levied against all the taxable property in said park district for the year 2019, the sum of 352,500 dollars. (See Exhibit C attached)

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

<u>Total Tax Levy</u>	
1. General Fund	\$ 1,843,376
2. Recreation Fund	1,095,741
3. Paving and Lighting Fund	75,000
4. Social Security Fund	328,500
5. Audit Fund	36,000
6. Liability Fund	251,000
7. Special Recreation Fund	609,096
8. IMRF Fund	352,500

Total of Levies Made **\$4,591,213**

Section Ten: That a certified copy of this ordinance be filed with the county clerk of DuPage County, Illinois, not later than the last Tuesday of December, 2019.

Section Eleven: That the amount previously levied by ordinance of the Carol Stream District for payment of principal and interest on bond issuances, not being levied for in this levy ordinance, being an estimated amount of \$4,807,048 when added to the total levy now authorized by Ordinance No. 537 will sum to an aggregate amount of \$9,398,261.

Roll Call Vote

Ayes: _____

Nays: _____

Absent: _____

Dated this 9th day of December, 2019

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

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

(SEAL)

CORPORATE FUNDEstimated
Line Expenditures**Exhibit A**

General - Administrative/Finance		
Salaries	327,053	
Benefits	52,524	
Utilities	3,172	
Services	66,259	
Supplies	25,890	
Corporate Fund Transfer	7,875	
		482,773
General - Marketing/Communication		
Salaries	127,756	
Benefits	24,617	
Utilities	864	
Services	17,608	
Supplies	5,539	
Corporate Fund Transfer	750	
		177,134
General-Parks		
Salaries	606,435	
Benefits	136,713	
Utilities	34,728	
Services	94,750	
Supplies	120,291	
Corporate Fund Transfer	2,000	
Capital	4,300	
		999,217
General - Maintenance Facility		
Utilities	26,925	
Services	5,170	
Supplies	400	
		32,495
General - Registration Services		
Salaries	148,068	
Benefits	18,418	
Utilities	864	
Services	385	
Supplies	3,935	
		171,670
Total General Fund		1,863,289
Fund Balance Adjustment		(19,913)
Total General Fund Levy		1,843,376

RECREATION FUNDEstimated
Line Expenditures**Exhibit B**

Recreation - Administration/Finance		
Salaries	\$335,876	
Benefits	\$51,319	
Services	\$188,250	
Supplies	\$3,010	
Recreation Fund Transfer	\$12,150	
		\$590,605
Recreation - Marketing/Communication		
Services	\$46,595	
Supplies	\$20,000	
		\$66,595
Recreation - Fountain View Recreation Center		
Utilities	\$259,075	
Services	\$65,233	
Supplies	\$69,907	
Recreation Fund Transfer	\$0	
		\$394,215
Recreation - Concessions		
Salaries	\$94,001	
Benefits	\$1,351	
Utilities	\$8,956	
Services	\$7,346	
Supplies	\$94,052	
Recreation Fund Transfer	\$5,640	
		\$211,345
Recreation - Facilities		
Salaries	\$347,097	
Benefits	\$59,485	
Utilities	\$1,668	
		\$408,250
Recreation - Simkus Recreation Center		
Utilities	\$81,841	
Services	\$28,037	
Supplies	\$16,529	
		\$126,407
Recreation - Coral Cove Facility		
Utilities	\$37,120	
Services	\$56,705	
Supplies	\$36,359	
		\$130,184
Recreation - Evergreen Gym		
Utilities	\$3,250	
Services	\$6,300	
		\$9,550

RECREATION FUNDEstimated
Line Expenditures**Exhibit B**

Recreation - Elk Trail Facility		
Utilities	\$8,431	
Services	\$4,626	
Supplies	\$2,222	
		\$15,279
Recreation - Programs Administration		
Salaries	\$2,130,674	
Benefits	\$137,235	
Utilities	\$19,281	
Services	\$1,001,080	
Supplies	\$230,561	
Recreation Fund Transfer	\$146,548	
		\$3,665,379
Recreation - Registration Services		
Salaries	\$155,838	
Benefits	\$18,418	
Supplies	\$3,110	
		\$177,366
Recreation - McCaslin Fields		
Utilities	\$38,070	
Services	\$28,500	
Supplies	\$15,940	
Recreation Fund Transfer	\$8,600	
		\$91,110
Recreation - Coyote Crossing Minigolf		
Utilities	\$10,592	
Services	\$7,406	
Supplies	\$4,055	
		\$22,053
Total Recreation Fund		\$5,908,337
Less Revenue from Other Sources		(\$4,812,596)
Total Recreation Fund Levy		\$1,095,741

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

Services	150,000	
Fund Balance Adjustment	(75,000)	
Total Paving & Lighting Fund		75,000
Total Paving & Lighting Fund		75,000
Total Paving & Lighting Fund Levy		75,000

SOCIAL SECURITY FUND

Benefits	331,034	
Corporate/Recreation Fund Transfer	0	
Special Recreation Fund Transfer	0	
Fund Balance Adjustment	(2,534)	
Total Social Security Fund		328,500
Total Social Security Fund		328,500
Total Social Security Fund Levy		328,500

AUDIT FUND

Salary/Benefits	5,197	
Services	24,350	
Fund Balance Adjustment	6,453	
Total Audit Fund		36,000
Total Audit Fund		36,000
Total Audit Fund Levy		36,000

LIABILITY FUNDEstimated
Line Expenditures**Exhibit C**

Salary/Benefits	41,462	
Services	21,682	
Supplies	2,824	
Insurance	165,720	
Capital	17,300	
Fund Balance Adjustment	2,012	
Total Liability Fund		251,000
Total Liability Fund		251,000
Total Liability Fund Levy		251,000

SPECIAL RECREATION FUND

WDSRA	290,083	
Salary/Benefits	15,618	
Services	80,419	
Supplies	13,650	
Special Recreation Fund Transfer	28,425	
ADA Improvements	624,640	
Fund Balance Adjustment	(443,739)	
Total Special Recreation Fund		609,096
Total Special Recreation Fund		609,096
Total Special Recreation Fund Levy		609,096

I.M.R.F. FUND

Benefits	343,276	
Recreation Fund Transfer	0	
Special Recreation Fund Transfer	0	
Fund Balance Adjustment	9,224	
Total IMRF Fund		352,500
Total IMRF Fund		352,500
Total I.M.R.F. Fund Levy		352,500

**Carol Stream Park District
Summary of 2019 Taxes Levied**

Exhibit D

FUNDS

CORPORATE	\$1,843,376
RECREATION	\$1,095,741
PAVING & LIGHTING	\$75,000
SOCIAL SECURITY (FICA)	\$328,500
AUDIT	\$36,000
LIABILITY	\$251,000
RECREATION FOR THE HANDICAPPED	\$609,096
IMRF	\$352,500
TOTAL AMOUNT LEVIED	\$4,591,213

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 9th day of December, insofar as same relates to the adoption of Ordinance No. 537 entitled:

AN ORDINANCE Levying and Assessing Taxes for the Year 2019 of the Carol Stream Park District of DuPage County, Illinois.

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 9th day of December 2019.

(SEAL)

Secretary, Board of Park Commissioners

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION

I, Brenda Gramann, hereby certify to the DuPage County Clerk that Carol Stream Park District has complied with all provisions of Public Act 82-102, "Truth in Taxation Act", with respect to the adoption of the 2019 Tax Levy (Check one)

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

-OR-

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

Said public hearing was held on N/A .

Brenda Gramann, President

December 9, 2019

Date

SEAL

To: Board of Commissioners
From: Renee Bachewicz, Director of Recreation
Date: December 9, 2019
Approval: Intergovernmental Agreement between the Carol Stream Park District and Community Consolidated School District 93
Agenda Item # 7B

Issue

Should the Board approve the updated Intergovernmental Agreement with Community Consolidated School District 93 (CCSD93).

Background/Reasoning

The original Intergovernmental Agreement was signed in 1997 as a cooperative agreement to provide before and after school programming, currently named ActivKids, a Before and After school program for children enrolled in CCSD93 Schools. Currently, the ActivKids Program operates in all 6 Elementary Schools and services over 1,400 students per week. Over the past 20+ years some of the information in the agreement became outdated. The Carol Stream Park District staff have an excellent working relationship with CCSD93 personnel and the current IGA has been beneficial to both parties as well as to the community.

An overview of updates made to the agreement:

- Grades updated to Kindergarten through Fifth Grade
- All Elementary School names are now specifically mentioned in the agreement
- Expansion on the list of space the ActivKids Program uses within the schools
- Detailed list of Park District responsibilities in regards to the ActivKids Program and a detailed list of the School Districts responsibilities for the program
- Included language to include that CCSD93 provides athletic space after 6:30pm
- Explanation of the mutually shared program fees
- Mutual Indemnification and Insurance language added
- If either party elects to terminate this agreement a one-year notice is required; previously was listed as 90 days
- PDRMA and the Park District's corporate council have reviewed the agreement

Cost

There is no cost for the updated agreement.

Public/Customer Impact

This partnership allows us to continue to offer our community an affordable childcare option before and after school hours in the same location as each child's school. This partnership demonstrates our on-going efforts to maximize our community's resources without further burdening our taxpayers. We will continue to share our resources for the benefit of our community.

Recommendation

That the Board make a motion to approve the updated Intergovernmental Agreement with Community Consolidated School District 93 effective December 9, 2019.

INTERGOVERNMENTAL AGREEMENT

This Agreement is made and entered into this ____ day of _____, 2019, between Community Consolidated School District 93, DuPage County, Illinois (hereinafter referred to as the “School District”), and the Carol Stream Park District, DuPage County, Illinois (hereinafter referred to as the “Park District”) pursuant to the intergovernmental cooperation provisions of the Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), and such other applicable power and authority as may exist. The School District and the Park District are hereinafter sometimes jointly referred to as the “Parties.”

WHEREAS, the School District and the Park District are each “units of local government” as defined under Article VII, Section 10 of the Illinois Constitution of 1970, and are each “public agencies” as defined under Paragraph 2 of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the School District and the Park District are authorized to enter into an Intergovernmental Agreement pursuant to Article VII, Section 10, of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et. seq.*, providing for the execution of agreements and the implementation of cooperative ventures between public agencies of the State of Illinois; and

WHEREAS, the School District and the Park District propose to cooperate, and continue to cooperate, in providing quality programming for children who are enrolled in the School District and require supervision before and after the regular school day; and

WHEREAS, the School District and the Park District propose to cooperate, and continue to cooperate, in a program to pool their resources and share personnel and facilities to increase their capabilities to provide such services on the terms and conditions hereinafter set forth;

NOW, THEREFORE, for and in consideration of the promises and mutual understandings and agreements of the Parties hereto, as hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is hereby agreed by Community Consolidated School District 93, DuPage County, Illinois and the Carol Stream Park District, DuPage County, Illinois, as follows:

ARTICLE I
THE PROGRAM

1. The Preamble to this Agreement and any exhibits hereto are hereby incorporated into this Agreement as if fully set forth herein.
2. The program to be jointly operated by the School District and the Park District pursuant to this Agreement (hereinafter the "Program") shall be known as the "ActivKids" Before and After-School Program.
3. The Program's purpose shall be to provide a before and after school recreational, educational and enrichment-based program for children who are enrolled in the School District or constituents of the Park District and whose parents or guardians find it necessary to work or further their education, or otherwise need before or after school recreational opportunities for their children.
4. The Program shall operate during the school term ending in June of 2020 according to the annual calendar attached to and made part of this Agreement as Exhibit "A." (the "Initial Term"), and during the school term ending in June of each subsequent year ("Renewal Term") that this Agreement remains in effect. At least 60 days prior to the commencement of any Renewal Term of this Agreement, the Parties will agree on a new annual calendar applicable to such Renewal Term, which calendar shall constitute an amendment to the attached Exhibit "A."
5. In general, enrollment in the Program shall be open to all School District students who are enrolled in Kindergarten through Fifth Grade. A fee shall be assessed by the Park District for each child enrolled in the Program.
6. The Program shall be operated at locations within the School District in designated areas of each of the School District's elementary school buildings (Carol Stream Elementary School, Cloverdale Elementary School, Elsie Johnson Elementary School, Heritage Lakes Elementary School, Roy DeShane Elementary School, and Western Trails Elementary School). The Parties agree that, subject to the success of the Program's operation, the Program may be continued or expanded based upon the availability of space. The School District shall provide gymnasium/multi-purpose facilities and/or quiet time/craft space for the Program as well as bathrooms and ingress/egress from the gymnasium/multi-purpose facility and/or quiet time/craft spaces. These facilities will be provided at no charge to the Park District. Any direct expenses incurred by the Park District or the School District which are attributable to the Program's use of their respective facilities, equipment or staff, including the salaries of Park District staff specifically employed for the Program, and the cost of any supplies or equipment utilized in the Program may be billed to and shall be paid for from the Program Operating Account established pursuant to this Agreement.

7. The Park District agrees to adhere to all policies of the School District relating to the use of School District property.

8. The Park District shall be responsible for hiring and employing all personnel working in the Program and shall be responsible for all final decisions with respect to the employment of such personnel. The School District, however, shall reserve the right to recommend that the Park District take appropriate disciplinary action against any such personnel, including their termination or reassignment from the Program. In the event any such personnel shall file any claim against the Park District based on the taking of any such action, the School District shall, if so requested by the Park District, at the School District's own cost and expense, participate in the defense of such claim.

9. The Park District shall be responsible for all day-to-day functions of the Program, including but not limited to:

- a. Student registration;
- b. Student billing and fee collections;
- c. Employment, training and termination of all Program personnel;
- d. Employee payroll and benefits for all Program personnel;
- e. Promotion of the Program, including all printing and mailing, etc.;
- f. Supervision of all Program participants and Program activities, in its sole discretion; and
- g. Exercising the right to temporarily shut down a Program location due to low enrollment, or staff shortage, in its sole discretion, upon reasonable prior notice to the School District.

10. The School District shall be responsible for maintaining the schools in the same manner as outlined in School District standards. School District responsibilities include, but are not limited to:

- a. Providing space during Program hours;
- b. Providing athletic space after 6:30 pm;
- c. Providing access to the elementary school buildings;
- d. Providing janitorial staff during regular School District assigned hours;
- e. Providing nursing staff during regular School District assigned hours;
- f. Providing secretarial staff during regular School District assigned hours;
- g. Providing administrative support from Principals, Assistant Principals and/or District Office personnel during regular School District assigned hours; and
- h. Promoting the Program.

ARTICLE II
ADMINISTRATION AND FINANCES

1. The School District and the Park District shall each appoint a Program Representative who shall be jointly responsible for the ongoing regular operation of the Program. The Program Representatives shall not meet according to any regular schedule, but shall consult as necessary.

2. It is expected that the Program will be self-sustaining and will operate solely on the basis of fees collected from parents on behalf of participating students. Neither the School District nor the Park District will utilize any tax revenues or general operating funds to support the Program without the specific approval of their respective governing boards.

3. The Park District shall establish a segregated Program Operating Account for the deposit of all student fees and the payment of all Program expenses. The Park District shall be responsible for the receipt, custody and disbursement of funds collected under the terms of this Agreement and for keeping accurate records of all such transactions. Fifty percent of any surplus funds remaining in the Program Operating Account at the conclusion of the Park District's fiscal year will be deposited into a separate account for the School District maintained by the Park District. The other fifty percent of any surplus funds remaining in the Program Operating Account shall remain in the Park District's General Recreation Fund. Funds from the separate School District account will be used to pay any additional costs or expenses incurred by the School District as directed by the School District in its sole discretion.

4. In addition to the Indemnification and Insurance Provisions set forth below, the Park District and the School District will each maintain all insurance coverages as required in the existing school use Agreements between the Districts, and such insurance shall be extended by endorsements, if necessary, to cover the Program, and will specifically maintain the insurance set out below. The Park District will be responsible for maintaining Certificates of Insurance for all programming held at School District facilities.

5. Indemnification. Each Party agrees to indemnify, defend and hold the other Party and its respective officers, officials, agents, and employees harmless from and against all claims, damages, liability, loss and expenses (including reasonable attorney fees), by reason of the acts or omissions of the Indemnifying Party or its officers, officials, agents, employees, invitees or contractors.

6. Insurance. Both Parties are required to maintain general liability coverage or insurance for the duration of this Agreement. In the event that either Party purchases insurance from an insurance company, it shall keep in force at all times during the term of this Agreement Commercial

General Liability Insurance specifically including bodily injury, personal injury and property damage limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and at all times naming each Party to this Agreement, its public officials, employees, and agents as additional insured. In the event that either Party is self-insured, or a member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, it shall keep in force at all times during the term of this Agreement, General Liability coverage specifically including bodily injury, personal injury and property damage limits of not less than \$1,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to each Party to this Agreement, its public officials, employees, and agents as additional insured.

ARTICLE III
DURATION, TERMINATION, AND AMENDMENT

1. The initial term of this Agreement shall commence on the date hereof and end on the last day of student attendance in the School District in June, 2020. Thereafter, this Agreement shall be deemed automatically renewed for successive one-year periods unless one Party shall advise the other Party in writing at least one full year prior to the annual renewal date of its intention not to renew the Agreement, or unless the Parties otherwise mutually agree to terminate the Agreement, or unless either Party elects to terminate this Agreement do to a material breach of the terms hereof by the other Party.

2. At the time of termination or nonrenewal of the Agreement, any surplus balance in the Program Operating Account of the Park District and the School District shall be utilized to pay all outstanding obligations incurred directly by the Program, and shall thereafter be divided evenly and paid to the Parties. If the Program Operating Account contains a negative balance at the time of termination, the obligation to pay any outstanding obligations shall be divided equally between the Parties.

3. 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.

4. This Agreement may be amended by the written approval of governing bodies of both the Park District and the School District. The Park District Board President attested by the Executive

Director and the School Board President attested by the Superintendent have the authority to sign this Agreement after approval by their respective governing bodies.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the day and year first stated above by their duly designated officials, pursuant to a proper resolution of their respective governing bodies.

**Community Consolidated School
District 93, DuPage County, Illinois**

**Carol Stream Park District, DuPage
County, Illinois**

By: _____
Its President

By: _____
Its President

ATTEST: _____
Its Superintendent

ATTEST: _____
Its Executive Director

EXHIBIT "A"
ANNUAL CALENDAR FOR THE SCHOOL DISTRICT
FOR THE SCHOOL TERM ENDING IN JUNE, 2020

(SEE ATTACHED)

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93 SCHOOL CALENDAR - 2019-2020

M	T	W	TH	F	TOT.
			1	2	
5	6	7	8	9	
(12)	(13)	[14	15	16	AUG.
19	20	21	22	23	
26	27	28	29	30	13
X	3	4	5	6	
9	10	11	12	13	SEPT.
16	17	18	19	20	
23	24	25	26	27	20
30					
	1	2	3	4	
7	8	9	10	11	
X	(15)	16	17	18	OCT.
21	22	23	24	25	
28	29	30	31		21
				1	
4	5	6	7	8	
11	12	13	14	15	NOV.
18	19	20	21	22	
(25)	(26)	27	X	29	16
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	DEC.
23	24	X	26	27	
30	31				15
6	7	4	2	3	
13	14	8	9	10	JAN.
X	21	15	16	17	
27	28	22	23	24	19
		29	30	31	
3	4	5	6	7	
10	11	12	13	[14	FEB.
X	18	19	20	21	
24	25	26	27	(28)	18
2	3	4	5	6	
9	10	11	12	13	MAR.
16	17	18	19	20	
23	24	25	26	27	19
30	31				
6	7	4	2	3	
13	14	8	9	10	APRIL
20	21	15	16	17	
27	28	22	23	24	18
		29	30		
			1	2	
4	5	6	7	8	
11	12	13	14	15	MAY
18	19	20	21	22	
X	26	27	28	29	20
1	2]	3	4	5	
8	9	10	11	12	
15	16	17	18	19	JUNE
22	23	24	25	26	
29	30				2

SCHOOL TERM	STUDENTS	TEACHERS
First Day Grades K-8	08/14/19	08/14/19**
First Day Preschool	08/14/19	
Last Day Grades K-7	06/2/20	06/2/20
Last Day Preschool	06/2/20	

***New teachers are required to be in attendance beginning 08/5/19*

BREAKS

Winter Break	12/23/19 through 01/3/20
Classes Resume	01/6/20
Spring Break	03/30/20 through 04/3/20
Classes Resume	04/6/20

INSTITUTE DAYS - STUDENT NON-ATTENDANCE

08/12/19	08/13/19	10/15/19	02/28/20
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SCHOOL HOLIDAYS & NON-ATTENDANCE DAYS

Labor Day	September 2, 2019
Columbus Day	October 14, 2019
Non-Attendance Day	November 27, 2019
Thanksgiving Day	November 28, 2019
Day After Thanksgiving	November 29, 2019
M.L. King's Birthday	January 20, 2020
Presidents' Day	February 17, 2020
Non-Attendance Day	March 13, 2020
Non-Attendance Day	April 10, 2020
Memorial Day	May 25, 2020

SUMMARY

Actual Pupil Attendance Days	176
Institute Days	4
Parent/Teacher Conference Days	2
Emergency Days	5
Total 2019-20 Calendar Days	187

LEGEND

- [Opening Day
-] Closing Day
- X Legal School Holiday
- () Institute Day (No School)
- Not in Attendance
- Parent/Teacher Conference (No School)
- Trimester Ends

MEET THE TEACHER ACTIVITIES

Preschool	August 13, 2019	8:30 a.m.-11:30 a.m.
Middle Schools	August 13, 2019	11:00 a.m.-12:30 p.m.
Elementary Schools	August 13, 2019	2:00 p.m.-3:30 p.m.

P/T CONFERENCES	TRIMESTER END DATES
November 25 & 26, 2019	November 1, 2019
Week of March 2,9, 2020	February 14, 2020
	Last Day of School

PARCC DATES TBD

Rosh Hashana	9/29-10/1/2019
Yom Kippur	10/8-9/2019
Diwali	10/27/2019
Hanukkah	12/22-30/2019
Christmas Day	12/25/2019
Kwanzaa	12/26/2019-1/1/2020
Easter	4/12/2020
Passover	4/8-16/2020

APPROVED BY THE BOARD OF EDUCATION: February 7, 2019

Community Consolidated School District 93
2019-2020 School Calendar

August	1	New Student Registration
August	5-9	New Teacher Orientation
August	12-13	Teacher Institute Days
August	14	1st day of student attendance - Preschool through Grade 8
September	2	Labor Day (no school)
October	14	Columbus Day (no school)
October	15	Teacher Institute Day (no school)
November	1	First Trimester Ends
November	25-26	Parent/Teacher Conferences (no school)
November	27-29	Thanksgiving Recess (no school)
December 23, 2019- January 3, 2020		Winter Break
January	6	Classes Resume
January	16	Preschool Registration at ECC
January	20	Martin Luther King's Birthday (no school)
February	14	Second Trimester Ends
February	17	Presidents' Day (no school)
February	18	Kindergarten Registration All K-5 Schools
February	28	Teacher Institute Day (no school)
March	13	Non-Attendance Day (no school)
March 30 - April 3		Spring Break
April	6	Classes Resume
April	10	Non-Attendance Day
May	25	Memorial Day (no school)
June	2*	Last day of student attendance - Preschool through Grade 7

*If no emergency closing days are used during the school year, the calendar may be adjusted to reflect those days not used.

To: Board of Commissioners
From: Jim Reuter, Executive Director
Date: December 9, 2019
Subject: Biannual Review of Closed Session Minutes: Section 2(c)(21)
Agenda Item # 8A

Issue

Should the Board release closed session meeting as presented.

Background/Reasoning

- Every six months, the Board goes into Closed Session to discuss the release of closed minutes and/or destruction of verbatim records. Once back in Open Session, action is taken.
- These minutes pertain to past discussion and are no longer necessary to keep confidential. It is recommended that they be released at this time and made available for public inspection.

Cost

There is no cost.

Public/Customer Impact

None

Recommendation

That the Board make a motion to release closed session meeting minutes as listed.

- A. Following is a listing of the minutes recommend for release:

12/10/18	Section 2(c)(21) – Biannual Release of Closed Session Minutes
7/8/19	Section 2(c)(21) – Biannual Release of Closed Session Minutes

These minutes pertain to past discussions and are no longer necessary to keep confidential. It is recommended that the above minutes be released at this time.

- B. Following is a listing of the recordings recommend to be destroyed:
None at this time.

Motion

Upon returning to Open Sessions, President Gramann will ask for a motion to release closed session minutes as listed.

Recommendation

That the Board make a motion to release closed session meeting minutes as listed.