

Board of Commissioners Regular Business Meeting Premier Room

October 28, 2024 6:00pm

- 1. Call To Order
- 2. Roll Call Pledge of Allegiance

3. Listening Post

Anyone wishing to address the Board is asked to sign in. Please state your name and address for the record. The Board asks that you limit your comments to three minutes. If necessary, a response will be provided within 48 hours.

4. Changes or Additions to the Agenda

5. Consent Agenda

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

- A. Approval: Regular Minutes: October 15, 2024
- B. Ratify: Treasurers Report Third Quarter
- C. Approval: Ordinance No. 581 Park District Surplus

6. Discussion Items

- A. Evergreen Lakes Bank Assessment Summary Report
- B. Future Capital Improvement Plan Information
- C. Performance Against Organizational Goals Third Quarter
- D. Suggested Organizational Goals for 2025
- E. Weekly Happenings (oral)

7. Action Items

- A. Approval: Intergovernmental Agreement with Village of Carol Stream for a Vermeer Chipper
- B. Approval: Update to Ordinance No. 411 Section 21 Engine Powered, Radio Control Models and Unmanned Aircraft (Drones)
- C. Approval: Update to Ordinance No. 411 Section 33 First Amendment Activities

8. Closed Session

9. Action Pertaining to Closed Session

10. Adjournment



Board of Commissioners Regular Meeting October 15, 2024 6:00 pm

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1. Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.
2. Roll Call/Pledge of Allegiance	Present: Commissioners Jeffery, Gramann, Bird, Parisi, Powers, Sokolowski and Witteck. Staff: Executive Director Rini, Directors Bachewicz, Hamilton, and Scumaci, Superintendent Adamson and Executive Assistant Greninger.
3. Listening Post	None
4. Changes to the Agenda	None
5. Consent Agenda	Commissioner Gramann made a motion to accept the consent agenda as read. Seconded by Commissioner Bird. A. Approval: Regular Minutes: September 23, 2024 B. Ratify: September 2024 Bills C. Approval: 2025 Schedule of Board Meetings Voice Vote. All in favor, none opposed. Motion Passes 7-0-0 Commissioner Witteck made a motion to approve the consent agenda as read. Seconded by Commissioner Bird. Roll Call Vote: Commissioner Bird: Aye Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Sokolowski: Aye Commissioner Jeffery: Aye Commissioner Witteck: Aye Commissioner Parisi: Aye Motion Passes 7-0-0
6. Discussion Items	 A. Weekly Happenings Commissioner Gramann brought up the Strategic Planning Leadership Workshop for Board and Senior Leadership. It was originally scheduled for January 28, but that is right after Conference. We prefer to meet in February. Executive Director Rini said we checked room availability and found February 19 or 20 work for the NIU team. Several Commissioners have conflicts for February 20, so February 19 was the agreed upon date. Executive Director Rini will pass the information onto the NIU team. Commissioner Parisi had several people ask him about the Focus Group Meeting for residents. He asked how many people we invited. Executive Director Rini said we invited about 50 people and have 15 people who said yes, and four who have to make a game time decision based on sports



should sign an acknowledgement form.

scheduled Wednesday night. We included volunteers, affiliates and patrons from every program area to ensure a good representation of the park districts users.

Commissioner Sokolowski commended staff for cleaning up the men's locker room and the gym. They do a very good job and are very responsive. Commissioner Bird would like to come up with new ideas to help the Commissioners who will be elected in April to be engaged with the group and provide training for them. Commissioner Witteck said the Boot Camp that IAPD offers in the spring is excellent. Commissioner Jeffery suggested we ask IAPD if they would like to host a session here at Fountain View. She also suggested each Commissioner read the Board of Commissioners Policy

 Commissioner Witteck said she went to the Pumpkins and Munchkins event with her grandchildren on October 5 and they enjoyed it very much. Commissioner Sokolowski also attended and added that there was a guy on an electric scooter riding quickly along the trail at Armstrong Park during that event. Commissioner Bird suggested we stencil a no scooters symbol on the trails, because the kids are not going to read the rules in Ordinance 411.

Manual and make suggestions for changes, if needed, no later than

February 2025. Commissioner Witteck suggested new Commissioners read the Decennial Efficiency Report. Commissioner Sokolowski added they

 Commissioner Bird would like our Park District to be more involved with the IAPD Gala next year. As a judge for this event, he believes the District's accomplishments are worthy of recognition. The Carol Stream Citizen of the Year event is good, but this is an industry wide recognition program. Executive Director Rini said we have included it in the 2025 budget.

8. Action Items

A. Approval: Intergovernmental Agreement with Community Unit School District 200 for the Renovation of Pleasant Hill Park
Executive Director Rini explained that the District's Corporate Counsel drafted the IGA; it was reviewed by PDRMA and District 200 attorneys. If we do not get the OSLAD grant, the IGA is null and void. Commissioner Powers asked about the cash-in-lieu from Winfield. Executive Director Rini said there were two developments in Winfield that provided these funds. The stipulation is that they must be used within the village limits, which Pleasant Hill Park is.

Commissioner Powers asked for the date of the existing IGA with District 200 be added to the appropriate section on page 3 under Usage.

Commissioner Powers made a motion to enter into an Intergovernmental Agreement with Community Unit School District 200 for the renovation of Pleasant Hill Park with additional wording added on page 3 for reference to the original IGA with CUSD200 dated July 13, 2011 and amended July 18, 2012. Seconded by Commissioner Gramann.



	Roll Call Vote:	
	Commissioner Bird: Aye	Commissioner Powers: Aye
	Commissioner Gramann: Aye	Commissioner Sokolowski: Aye
	Commissioner Jeffery: Aye	Commissioner Witteck: Aye
	Commissioner Parisi: Aye	
	Motion Passes 7-0-0	
9. Closed	None	
Session		
10. Action	None	
Pertaining to		
Closed Session		
11 Adiousummont	Commissioner Dowers made a mati	on to adjourn the mosting Cosended by
11. Adjournment		on to adjourn the meeting. Seconded by
		taken. Motion passed 7-0-0. Meeting adjourned at
	6:29 pm.	

	President	
	Jacqueline Jeffery	
Secretary Sue Rini		

October 28, 2024 Date



Quarterly Treasurer's Report Fiscal Year Ending December 31, 2024 Third Quarter

Presented To: Finance Committee and Park Commissioners

From: Lisa Scumaci, Director of Finance & IT



The following is the **Quarterly Treasurer's Report** for the Carol Stream Park District for the third quarter (July-September) of fiscal year ending December 31, 2024.

Current Fund Balance <u>Refer to Chart A</u>

- The opening fund balances represent audited values.
- The ancillary funds (Paving, FICA, Audit, Liability, and IMRF) are charted as part of the Corporate Fund. The District is still required to 'levy' by fund, but will record and hold the dollars in one Corporate Fund.
- The third Quarter **Combined Fund Balance is \$12,387,379.** This includes all operating, restricted use funds, the balance of the bond proceeds, capital, and repair & replacement dollars.
 - The third quarter ending fund balance for all **Operating Funds is \$5,981,176.** This compares favorably to the 2023 third quarter ending balance of \$5,851,602. Operating funds include:

Corporate/Corporate R&R FICA
Recreation/Recreation R&R Audit
Paving & Lighting IMRF
Liability

- The **Year-to-Date (YTD)** change in the Operating Fund Balance from beginning balances reflects an increase of \$1,131,090; this includes the transfer of \$500,000 out of the Corporate Fund into the new Capital Improvement Fund, but compares somewhat unfavorably to the third quarter increase of \$1,911,896 in 2023 and the increase of \$1,776,730 in 2022.
 - o Third Quarter performance is typically positive.
- Total **Capital Dollars** available reflect a negative balance of (\$86,684) until the remaining \$200,000 in awarded OSLAD grants is received and the availability of budgeted Special Recreation capital funding is available.

Park District

Carol Stream Park District <u>Current Fund Balance</u>

3rd Quarter - Fiscal Year Ending 12/31/24

	Corporate Fund (Includes Corp R&R, and Ancillary Funds)					Recr	eation		1	Restricted Use / C	ap Exempt Fur	nds		•			
	Admin	Corp R&R	Pav		FICA	Audit	Liability	IMRF	Rec R&R	Recreation	Spec Rec	Working Cash	Bond & Int	Cap Impr	Cash/Lieu	Capital	Total
4 /4 /24 Dale De Frank	Fund 10	Fund 11		d 21	Fund 22	Fund 23	Fund 24	Fund 26	Fund 12	Fund 20	Fund 25	Fund 29	Fund 30	Fund 32	Fund 35	Fund 42	
1/1/24 Bal: By Fund 1/1/24 Bal: Combined Funds	\$ 1,503,471 \$ 2,229,606	\$ 193,341	\$ 10	06,624 \$	115,955	\$ 10,350	\$ 150,692	\$ 149,174	\$ 670,223	\$ 1,950,258 \$ 2,620,480	\$ 23,000	\$ 100,000	\$ 1,581,115	\$ -	\$ -	\$ 571,826	\$ 7,126,028
2/2/21 2011 2011211121121	\$ 2,223,000									2,020,100							
Fund Balance	\$ 2,036,265	\$ 193,341							\$ 670,223	\$ 1,950,258	\$ 23,000	\$ 100,000	\$ 1,581,115	\$ -	\$ -	\$ 571,826	\$ 7,126,028
January Net	\$ (649,727)	\$ (19,113	\$	- \$	-	\$ -	\$ -	\$ -	\$ 8,954	\$ 45,622	\$ 272,717	\$ -	\$ -	\$ 500,000	\$ -	\$ 1,106,702	\$ 1,265,156
Fund Balance 1/31	\$ 1,386,538	\$ 174,228	\$	- \$	-	\$ -	\$ -	\$ -	\$ 679,177	\$ 1,995,880	\$ 295,717	\$ 100,000	\$ 1,581,115	\$ 500,000	\$ -	\$ 1,678,529	\$ 8,391,184
February Net	\$ (247,479)	\$ 837	\$	- \$	-	\$ -	\$ -	\$ -	\$ 7,524	\$ (51,420)	\$ (28,484	\$ -	\$ -	\$ -	\$ -	\$ (561,327)	\$ (880,350)
Fund Balance 2/28	\$ 1,139,059	\$ 175,065	\$	- \$	-	\$ -	\$ -	\$ -	\$ 686,701	\$ 1,944,459	\$ 267,233	\$ 100,000	\$ 1,581,115	\$ 500,000	\$ -	\$ 1,117,201	\$ 7,510,834
March Net	\$ (157,319)	\$ (15,237	\$	- \$	-	\$ -	\$ -	\$ -	\$ 8,607	\$ (222,114)	\$ (50,893	\$ -	\$ (4,400)	\$ (21,033)	\$ -	\$ 241,644	\$ (220,745)
Fund Balance 3/31	\$ 981,739	\$ 159,828	\$	- \$	-	\$ -	\$ -	\$ -	\$ 695,308	\$ 1,722,345	\$ 216,340	\$ 100,000	\$ 1,576,715	\$ 478,967	\$ -	\$ 1,358,845	\$ 7,290,088
April Net	\$ (255,427)	\$ 659	\$	- \$	-	\$ -	\$ -	\$ -	\$ 12,402	\$ (24,540)	\$ (201,908	\$ -	\$ (639,253)	\$ (3,249)	\$ -	\$ (809,487)	\$ (1,920,804)
Fund Balance 4/30	\$ 726,312	\$ 160,486	\$	- \$	-	\$ -	\$ -	\$ -	\$ 707,710	\$ 1,697,805	\$ 14,432	\$ 100,000	\$ 937,463	\$ 475,718	\$ -	\$ 549,358	\$ 5,369,285
May Net	\$ 3,055	\$ (16,439	\$	- \$	-	\$ -	\$ -	\$ -	\$ (47,653	\$ 51,647	\$ 28,044	\$ -	\$ 477,435	\$ (109,324)	\$ -	\$ (226,586)	\$ 160,179
Fund Balance 5/31	\$ 729,367	\$ 144,047	\$	- \$	-	\$ -	\$ -	\$ -	\$ 660,057	\$ 1,749,452	\$ 42,477	\$ 100,000	\$ 1,414,898	\$ 366,395	\$ -	\$ 322,772	\$ 5,529,464
June Net	\$ 1,087,548	\$ 11,941	\$	- \$	-	\$ -	\$ -	\$ -	\$ 17,164	\$ 813,327	\$ 37,701	\$ -	\$ 2,289,642	\$ (77,800)	\$ -	\$ (148,645)	\$ 4,030,879
Fund Balance 6/30	\$ 1,816,915	\$ 155,989	\$	- \$	-	\$ -	\$ -	\$ -	\$ 677,221	\$ 2,562,779	\$ 80,178	\$ 100,000	\$ 3,704,539	\$ 288,595	\$ -	\$ 174,128	\$ 9,560,343
July Net	\$ (247,170)	\$ 2,313	\$	- \$	-	\$ -	\$ -	\$ -	\$ 22,745	\$ (2,699)	\$ (104,263	\$ -	\$ 39,564	\$ (70,714)	\$ -	\$ (161,312)	\$ (521,535)
Fund Balance 7/31	\$ 1,569,745	\$ 158,302	\$	- \$	-	\$ -	\$ -	\$ -	\$ 699,966	\$ 2,560,080	\$ (24,085	\$ 100,000	\$ 3,744,104	\$ 217,881	\$ -	\$ 12,815	\$ 9,038,807
August Net	\$ (306,894)	\$ (7,086	\$	- \$	-	\$ -	\$ -	\$ -	\$ (83,932	\$ (367,493)	\$ (122,266	\$ -	\$ 59,743	\$ (2,019)	\$ 21,795	\$ (278,024)	\$ (1,086,177)
Fund Balance 8/31	\$ 1,262,851	\$ 151,216	\$	- \$	-	\$ -	\$ -	\$ -	\$ 616,034	\$ 2,192,587	\$ (146,351	\$ 100,000	\$ 3,803,846	\$ 215,862	\$ 21,795	\$ (265,209)	\$ 7,952,631
September Net	\$ 1,198,774	\$ 13,448	\$	- \$	-	\$ -	\$ -	\$ -	\$ 21,702	\$ 524,565	\$ 140,398	\$ -	\$ 2,567,955	\$ (80,883)	\$ 5,244	\$ 43,546	\$ 4,434,749
Fund Balance 9/30	\$ 2,461,625	\$ 164,663	\$	- \$	-	\$ -	\$ -	\$ -	\$ 637,735	\$ 2,717,152	\$ (5,952	\$ 100,000	\$ 6,371,801	\$ 134,979	\$ 27,039	\$ (221,663)	\$ 12,387,379
October Net	\$ -	\$ -	\$	- \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance 10/31	\$ 2,461,625	\$ 164,663	\$	- \$	-	\$ -	\$ -	\$ -	\$ 637,735	\$ 2,717,152	\$ (5,952	\$ 100,000	\$ 6,371,801	\$ 134,979	\$ 27,039	\$ (221,663)	\$ 12,387,379
November Net	\$ -	\$ -	\$	- \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance 11/30	\$ 2,461,625	\$ 164,663	\$	- \$	-	\$ -	\$ -	\$ -	\$ 637,735	\$ 2,717,152	\$ (5,952	\$ 100,000	\$ 6,371,801	\$ 134,979	\$ 27,039	\$ (221,663)	\$ 12,387,379
December Net	\$ -	\$ -	\$	- \$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Fund Balance	\$ 2,461,625	\$ 164,663		- \$	-	\$ -	\$ -	\$ -	\$ 637,735		\$ (5,952	\$ 100,000	\$ 6,371,801	\$ 134,979	\$ 27,039	\$ (221,663)	\$ 12,387,379
	<u> </u>		Co	rporate/0	Corp R&R/An	cillary				n/RecR&R							
YTD Combined Fund Balance:	\$ Fund 10	Fund 11	Fun	4 21	Fund 22	Fund 23	Fund 24	2,626,289 Fund 26	\$ Fund 12	3,354,888 Fund 20	Fund 25	Fund 29	Fund 30	Fund 32	Fund 35	Fund 42	:
Budgeted Ending Bal - CORP	\$ 1,042,298		_	35,624 \$				\$ 123,068			1					\$ (335,834.82)	\$ 5,929,314
Budgeted Ending Bal - CORP		÷ 100,030	ه دا	,,,,,,,4 3	, 110,321	0,390 ب	, 110,308				y (±31,/23	, J 100,000	, 1,330,243	J 430,043	- ب	ر (333,034.62)	7 3,323,314
CORP & ANCILLARY	\$	A		, 1.	4.55.50	TA	la 6-355	1,668,238		2,671,743		0 400 000					
Target of 5/12	\$ 1,286,903	\$ 200,000	per p	plans \$	149,014	\$ 8,942	\$ 97,368	\$ 117,544	\$ 500,000	\$ 2,724,009	per plans	\$ 100,000	per debt	per plans	per plans	per plans	

* Target Balance for Combined Corporate/Ancillary Funds is:

1,859,772

Operating Funds Beg Balance: \$ 4,850,086 Operating Funds End Balance: \$ 5,981,176 Change in Operating Balance: \$ 1,131,090 Capital Funds Beg Balance: \$ 571,826.18
Capital Funds End Balance: \$ (86,684.38)
Change in Capital Balance: \$ (658,510.56)

 Cap Exempt Funds Beg Balance:
 \$ 2,275,941.75

 Cap Exempt Funds End Balance:
 \$ 6,406,202.69

 Change in Cap Exempt Balance:
 \$ 4,130,260.94

ALL Funds Beg Balance: \$ 7,126,027.98
ALL Funds End Balance: \$ 12,387,379.08
Change in Fund Balance: \$ 5,261,351.10



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

Refer to Chart B

- This chart includes revenue, expense, and net performance totals for ALL FUNDS operating, capital, cap-exempt (bond & interest), and special recreation dollars are included in the totals.
- Not all funds have the same goals or 'targets'. Capital funds (specifically bond proceeds) are intentionally spent down and may result in a negative net.
- Third Quarter net performance including all funds (July-September) is \$2,827,036.
 - o Third quarter performance is typically positive.
 - o Performance is less than 2023, with the current year capital spending increase being the difference.
- First-Third Quarter net performance including all funds (January-September) is \$5,261,351.
 - o First-Third performance is typically positive.
 - o First-Third Quarter net performance in 2023 was \$6,276,965.
 - o First-Third Quarter net performance in 2022 was \$6,610,721.

Park District

Carol Stream Park District

YTD Revenue & Expense - Monthly Comparison

3rd Quarter - Fiscal Year Ending 12/31/24

ALL FUNDS - Corresponds to Chart B-1

Fiscal		1st Quarter	2nd Quarter	First Half				3rd Quarter	1st-3rd Qtr	4th Quarter	YTD
Year		Totals	Totals	Totals	July	August	September	Totals	Totals	Totals	TOTAL
2015	Revenue	\$ 1,581,176	\$ 5,604,998	\$ 7,186,174	\$ 581,773 \$	556,147 \$	3,668,572	\$ 4,806,492	\$ 11,992,666	\$ 1,279,291	\$ 13,271,957
	Expense	\$ 2,116,310	\$ 3,213,738	\$ 5,330,048	\$ 1,268,839 \$	777,858 \$	1,235,220	\$ 3,281,917	\$ 8,611,965	\$ 5,198,304	\$ 13,810,269
	Net	\$ (535,134)	\$ 2,391,260	\$ 1,856,126	\$ (687,066) \$	(221,711) \$	2,433,352	\$ 1,524,575	\$ 3,380,701	\$ (3,919,013)	\$ (538,312)
2016	Revenue	\$ 1,460,617	\$ 5,532,006	\$ 6,992,623	\$ 434,489 \$	448,188 \$	3,842,146	\$ 4,724,822	\$ 11,717,445	\$ 1,309,084	\$ 13,026,529
	Expense	\$ 1,979,005	\$ 3,297,933	\$ 5,276,938	\$ 1,351,007 \$	874,312 \$	1,352,110	\$ 3,577,429	\$ 3,577,429	\$ 5,569,431	\$ 14,423,798
	Net	\$ (518,388)	\$ 2,234,073	\$ 1,715,685	\$ (916,518) \$	(426,124) \$	2,490,036	\$ 1,147,393	\$ 8,140,016	\$ (4,260,347)	\$ (1,397,269)
2017	Revenue	\$ 992,937	\$ 5,948,022	\$ 6,940,959	\$ 641,483 \$	498,672 \$	4,256,192	\$ 5,396,347	\$ 12,337,306	\$ 1,243,254	\$ 13,580,560
	Expense	\$ 1,949,971	\$ 3,673,264	\$ 5,623,235	\$ 1,029,477 \$	782,467 \$	1,125,570	\$ 2,937,513	\$ 8,560,748	\$ 5,602,312	\$ 14,163,060
	Net	\$ (957,034)	\$ 2,274,759	\$ 1,317,724	\$ (387,994) \$	(283,795) \$	3,130,622	\$ 2,458,834	\$ 3,776,558	\$ (4,359,058)	\$ (582,500)
2018	Revenue	\$ 1,031,725	\$ 6,207,035	\$ 7,238,761	\$ 625,915 \$	2,177,367 \$	2,584,774	\$ 5,388,057	\$ 12,626,817	\$ 1,349,138	\$ 13,975,955
	Expense	\$ 1,797,510	\$ 3,347,702	\$ 5,145,212	\$ 923,341 \$	915,602 \$	759,449	\$ 2,598,391	\$ 7,743,603	\$ 6,016,961	\$ 13,760,564
	Net	\$ (765,785)	\$ 2,859,333	\$ 2,093,548	\$ (297,426) \$	1,261,766 \$	1,825,325	\$ 2,789,666	\$ 4,883,214	\$ (4,667,823)	\$ 215,391
2019	Revenue	\$ 1,048,303	\$ 6,199,885	\$ 7,248,188	\$ 840,330 \$	2,100,533 \$	2,854,807	\$ 5,795,670	\$ 13,043,858	\$ 1,442,013	\$ 14,485,871
	Expense	\$ 1,679,997	\$ 3,831,956	\$ 5,511,953	\$ 1,100,316 \$	806,457 \$	945,522	\$ 2,852,295	\$ 8,364,248	\$ 6,354,980	\$ 14,719,228
	Net	\$ (631,694)	\$ 2,367,929	\$ 1,736,235	\$ (259,986) \$	1,294,076 \$	1,909,285	\$ 2,943,375	\$ 4,679,610	\$ (4,912,967)	\$ (233,357)
2020	Revenue	\$ 1,018,997	\$ 4,990,270	\$ 6,009,267	\$ 435,307.96 \$	976,500.49 \$	3,527,995.66	\$ 4,939,804	\$ 10,949,072	\$ 826,318	\$ 11,775,390
	Expense	\$ 1,648,893	\$ 2,332,723	\$ 3,981,616	\$ 513,407.57 \$	475,253.91 \$	760,064.16	\$ 1,748,726	\$ 5,730,341	\$ 6,140,567	\$ 11,870,908
	Net	\$ (629,896)	\$ 2,657,547	\$ 2,027,652	\$ (78,099.61) \$	501,246.58 \$	2,767,931.50	\$ 3,191,078	\$ 5,218,730	\$ (5,314,248)	\$ (95,518)
2021	Revenue	\$ 510,793	\$ 9,500,949	\$ 10,011,742	\$ 803,084.68 \$	1,389,102.34 \$	3,483,632.33	\$ 5,675,819	\$ 15,687,561	\$ 952,812	\$ 16,640,373
	Expense	\$ 1,198,200	\$ 2,705,855	\$ 3,904,055	\$ 965,560.76 \$	768,364.30 \$	716,804.17	\$ 2,450,729	\$ 6,354,784	\$ 6,410,267	\$ 12,765,051
	Net	\$ (687,407)	\$ 6,795,094	\$ 6,107,687	\$ (162,476.08) \$	620,738.04 \$	2,766,828.16	\$ 3,225,090	\$ 9,332,777	\$ (5,457,455)	\$ 3,875,322
2022	Revenue	\$ 741,740	\$ 7,759,627	\$ 8,501,367	\$ 723,332.50 \$	1,230,363.65 \$	4,077,674.46	\$ 6,031,371	\$ 14,532,738	\$ 1,329,867	\$ 15,862,604
	Expense	\$ 1,524,154	\$ 3,489,412	\$ 5,013,566	\$ 1,010,013.65 \$	877,667.19 \$	1,020,769.44	\$ 2,908,450	\$ 7,922,016	\$ 8,225,530	\$ 16,147,546
	Net	\$ (782,414)	\$ 4,270,215	\$ 3,487,801	\$ (286,681.15) \$	352,696.46 \$	3,056,905.02	\$ 3,122,920	\$ 6,610,721	\$ (6,895,663)	\$ (284,942)
2023		\$ 1,174,944	\$ 7,475,911	\$ 8,650,855	\$ 938,957.61 \$	1,423,406.62 \$	4,505,322.59	\$ 6,867,687	\$ 15,518,542	\$ 1,653,849	\$ 17,172,391
	Expense	\$ 1,962,275	\$ 3,858,327	\$ 5,820,602	\$ 1,222,780.26 \$	1,000,196.06 \$	1,197,998.47	\$ 3,420,975	\$ 9,241,577	\$ 9,549,012	\$ 18,790,589
	Net	\$ (787,331)	\$ 3,617,585	\$ 2,830,253	\$ (283,822.65) \$	423,210.56 \$	3,307,324.12	\$ 3,446,712	\$ 6,276,965	\$ (7,895,163)	\$ (1,618,197)
2024	Revenue	\$ 1,619,146	\$ 8,236,679	\$ 9,855,825	\$ 892,954.35 \$	751,016.36 \$	5,453,534.14	\$ 7,097,505	\$ 16,953,330	\$ -	\$ 16,953,330
	Expense	\$ 1,455,086	\$ 5,966,424	\$ 7,421,510	\$ 1,414,489.60 \$	1,837,193.24 \$	1,018,785.58	\$ 4,270,468	\$ 11,691,979	\$ -	\$ 11,691,979
	Net	\$ 164,060	\$ 2,270,254	\$ 2,434,315	\$ (521,535.25) \$	(1,086,176.88) \$	4,434,748.56	\$ 2,827,036	\$ 5,261,351	\$ -	\$ 5,261,351



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

Refer to Chart B-1

- Similar to the spreadsheet in Chart B, this chart includes Year-to-Date performance compared to budget and includes ALL FUNDS. It also provides the percentage (%) of the budget. Comparative information for 2023 is included for reference.
- This chart reflects Operating, Capital, Cap-Exempt, and Special Recreation revenues and expenses.
- 2024 Year-to-Date revenue is 91.25% of the annual budget, with expenses at 59.12% of the annual budget.
 - o 2023 Year-to-Date revenue was 93.09% of the annual budget, with expenses at 47.98% of the annual budget.

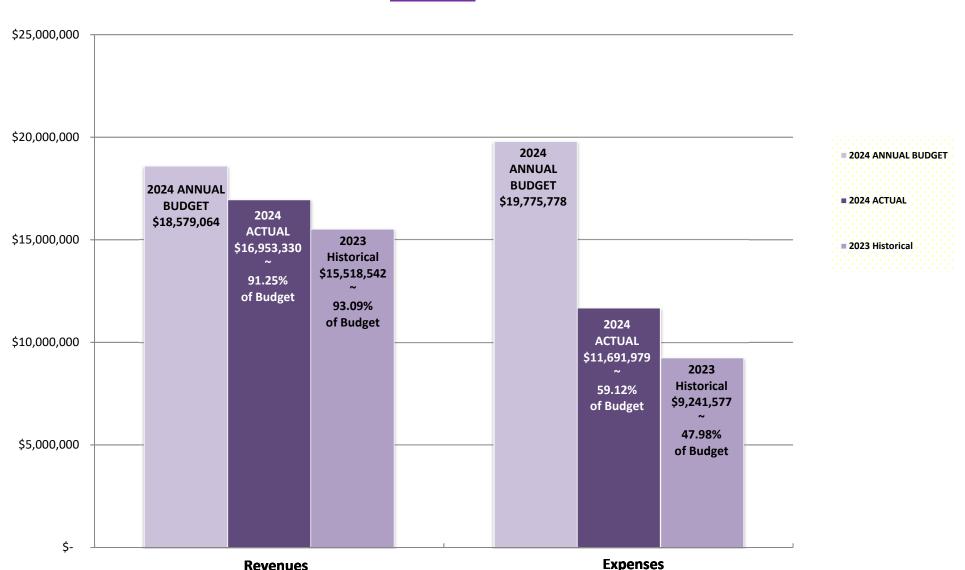


(Chart B-1)

YTD Revenue & Expense as % of Budget

3rd Quarter - Fiscal Year Ending 12/31/24

ALL FUNDS





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

Refer to Chart C

- This chart includes current and historical revenue, expense, and net performance for Operating Funds:
 - o Corporate
 - o Corporate Repair & Replacement
 - o Recreation Repair & Replacement
 - o Recreation
 - o Paving & Lighting

- o FICA
- o Audit
- o Liability
- o IMRF
- Third Quarter net performance for Operating Funds (July-September) is \$768,273
 - o The third quarter typically nets positive performance.
 - o Third quarter performance is somewhat less than 2023, but typical.
- First-Third Quarter net performance for Operating Funds (January-September) is \$1,131,090.
 - o Excluding the \$500,000 transfer out of the Corporate Fund, third quarter net performance is typical, yet less than 2023.
 - o Performance is slightly less than 2022's net performance of \$1,778,155.
 - ✓ Tax receipts to operating funds have come in as budgeted.
 - ✓ Consumer confidence remains steady.



YTD Revenues & Expense - Monthly Comparisons

3rd Quarter - Fiscal Year Ending 12/31/2024

OPERATING FUNDS - Corresponds to Charts C-1, C-2, C-3

Fiscal Year	1st Quarter Totals	1st Qtr % of Annual	2nd Quarter Totals	2nd Qtr % of Annual	First Half Totals	First Half % of Annual	July	August	September	3rd Quarter Totals	1st-3rd Qtr Totals	1st-3rd Qtrs % of Annual	4th Quarter Totals	YTD Total	YTD % of Annual	Annual Operating
		Budget		Budget		Budget	-		-			Budget			Budget	Budget
2015 Revenue Expense Net	\$ 1,580,635 \$ 1,787,216 \$ (206,581)	18.8% 21.3%	\$ 3,379,033 \$ 2,139,735 \$ 1,239,298		\$ 4,959,668 \$ 3,926,952 \$ 1,032,716	59.0% 46.8%	\$ 494,749 \$ \$ 1,038,799 \$ \$ (544,049) \$	718,234	, ,- ,-	\$ 2,808,561 \$ 2,457,156 \$ 351,405	\$ 7,768,229 \$ 6,384,108 \$ 1,384,121	92.4% 76.1%	\$ 621,039 \$ 1,926,258 \$ (1,305,218)	\$ 8,389,269 \$ 8,310,366 \$ 78,903	99.8% 99.0%	\$ 8,404,925 \$ 8,393,568 \$ 11,357
2016 Revenue Expense Net	\$ 1,455,155 \$ 1,665,103 \$ (209,948)	17.2% 19.7%	\$ 3,114,762 \$ 1,803,999 \$ 1,310,764		\$ 4,569,917 \$ 3,469,102 \$ 1,100,815	54.1% 41.1%	\$ 394,178 \$ \$ 1,105,019 \$ \$ (710,841) \$	808,704	\$ 1,863,798 \$ 643,082 \$ 1,220,715	\$ 2,556,806	\$ 7,207,157 \$ 6,025,907 \$ 1,181,250	85.3% 71.3%	\$ 977,817 \$ 1,935,041 \$ (957,225)	\$ 8,184,973 \$ 7,960,948 \$ 224,025	96.8% 94.2%	\$ 8,452,124 \$ 8,448,387 \$ 3,737
2017 Revenue Expense Net	\$ 985,131 \$ 1,708,453 \$ (723,322)	11.6% 19.8%	\$ 3,366,856 \$ 2,096,096 \$ 1,270,761	39.5% 24.3%	\$ 4,351,988 \$ 3,804,549 \$ 547,439	51.1% 44.2%	\$ 623,099 \$ \$ 883,351 \$ \$ (260,252) \$	730,752	\$ 1,998,148 \$ 731,087 \$ 1,267,062	\$ 2,345,189	\$ 7,415,922 \$ 6,149,738 \$ 1,266,184	87.0% 71.4%	\$ 1,096,203 \$ 2,042,134 \$ (945,931)	\$ 8,512,125 \$ 8,191,871 \$ 320,254	99.9% 95.1%	\$ 8,524,852 \$ 8,614,925 \$ (90,073)
2018 Revenue Expense Net	\$ 1,023,845 \$ 1,665,262 \$ (641,417)	12.0% 19.0%	\$ 3,407,818 \$ 2,165,679 \$ 1,242,139	39.9% 24.8%	\$ 4,431,663 \$ 3,830,941 \$ 600,722	52.0% 43.8%	\$ 609,466 \$ \$ 777,055 \$ \$ (167,589) \$	890,980		\$ 2,205,213	\$ 7,547,533 \$ 6,036,154 \$ 1,511,379	88.5% 69.0%	\$ 1,094,630 \$ 2,123,397 \$ (1,028,766)	\$ 8,642,163 \$ 8,159,551 \$ 482,612	101.3% 93.3%	\$ 8,530,595 \$ 8,746,759 \$ (216,164)
2019 Revenue Expense Net	\$ 1,031,330 \$ 1,560,257 \$ (528,927)	11.8% 18.4%	\$ 3,438,917 \$ 2,291,653 \$ 1,147,264	39.2% 27.0%	\$ 4,470,248 \$ 3,851,911 \$ 618,337	51.0% 45.3%	\$ 660,887 \$ \$ 844,287 \$ \$ (183,400) \$	1,097,805 767,533 330,272	\$ 677,773	\$ 3,154,418 \$ 2,289,592 \$ 864,826	\$ 7,624,666 \$ 6,141,503 \$ 1,483,163	86.9% 72.3%	\$ 1,130,129 \$ 2,219,138 \$ (1,089,009)	\$ 8,754,795 \$ 8,360,641 \$ 394,154	99.8% 98.4%	\$ 8,770,170 \$ 8,494,828 \$ 275,342
2020 Revenue Expense Net	\$ 1,005,907 \$ 1,589,896 \$ (583,989)	11.0% 17.8%	\$ 2,114,520 \$ 1,115,594 \$ 998,925	23.2% 12.5%	\$ 3,120,427 \$ 2,705,490 \$ 414,936	34.2% 30.4%	\$ 310,838 \$ \$ 511,357 \$ \$ (200,519) \$	472,399	\$ 1,571,857 \$ 473,706 \$ 1,098,150	\$ 1,457,462	\$ 5,500,044 \$ 4,162,953 \$ 1,337,091	60.3% 46.7%	\$ 549,709 \$ 1,723,063 \$ (1,173,355)	\$ 6,049,752 \$ 5,886,016 \$ 163,736	66.4% 66.0%	\$ 9,114,321 \$ 8,911,720 \$ 202,601
2021 Revenue Expense Net	\$ 483,818 \$ 1,071,398 \$ (587,580)	7.1% 15.8%	\$ 3,096,471 \$ 1,776,161 \$ 1,320,310	45.3% 26.2%	\$ 3,580,288 \$ 2,847,559 \$ 732,730	52.4% 42.1%	\$ 655,813 \$ \$ 699,899 \$ \$ (44,086) \$	671,919	\$ 1,672,933 \$ 510,021 \$ 1,162,912	\$ 1,881,839	\$ 6,714,892 \$ 4,729,397 \$ 1,985,494	98.3% 69.9%	\$ 864,629 \$ 1,906,484 \$ (1,041,856)	\$ 7,579,520 \$ 6,635,882 \$ 943,639	110.9% 98.1%	\$ 6,832,856 \$ 6,766,380 \$ 66,476
2022 Revenue Expense Net	\$ 848,554 \$ 1,405,363 \$ (556,809)	10.4% 17.7%	\$ 3,797,981 \$ 2,248,082 \$ 1,549,898	46.8% 28.3%	\$ 4,646,535 \$ 3,653,445 \$ 993,089	57.2% 46.1%	\$ 695,749 \$ \$ 918,810 \$ \$ (223,061) \$	744,552	\$ 1,856,863 \$ 818,409 \$ 1,038,454	\$ 2,481,771	\$ 7,913,372 \$ 6,135,217 \$ 1,778,155	97.4% 77.4%	\$ 1,175,042 \$ 1,929,830 \$ (754,787)	\$ 9,088,414 \$ 8,065,046 \$ 1,023,368	111.9% 101.7%	\$ 8,121,516 \$ 7,930,019 \$ 191,497
2023 Revenue Expense Net	\$ 1,138,577 \$ 1,827,944 \$ (689,367)	12.1% 19.9%	\$ 4,177,316 \$ 2,394,193 \$ 1,783,123		\$ 5,315,894 \$ 4,222,137 \$ 1,093,756	56.3% 46.0%	\$ 821,617 \$ \$ 981,065 \$ \$ (159,448) \$	993,150	\$ 2,113,760 \$ 961,799 \$ 1,151,961	\$ 2,936,014	\$ 9,070,057 \$ 7,158,152 \$ 1,911,906	96.0% 77.9%	\$ 1,294,975 \$ 2,302,504 \$ (1,007,530)	\$ 10,365,032 \$ 9,460,656 \$ 904,376	109.7% 103.0%	\$ 9,444,278 \$ 9,183,818 \$ 260,460
2024 Revenue Expense Net	\$ 1,277,607 \$ 2,568,472 \$ (1,290,865)	12.4% 23.7%	\$ 4,423,275 \$ 2,769,592 \$ 1,653,683	42.8% 25.5%	\$ 5,700,881 \$ 5,338,064 \$ 362,817	55.1% 49.2%	\$ 838,376 \$ \$ 1,063,187 \$ \$ (224,811) \$	1,384,679	\$ 2,523,132 \$ 764,643 \$ 1,758,489	\$ 3,212,509	\$ 9,681,663 \$ 8,550,573 \$ 1,131,090	93.7% 78.8%	\$ - \$ - \$ -	\$ 9,681,663 \$ 8,550,573 \$ 1,131,090	93.7% 78.8%	\$ 10,337,230 \$ 10,847,335 \$ (510,105)

^{10 -} Corporate & All Ancillary Funds: P&L, FICA, Audit, Liability, IMRF

^{11 -} Corporate Repair & Replacement

^{12 -} Recreation Repair & Replacement

^{20 -} Recreation



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

Refer to Chart C-1

- This chart compliments the preceding spreadsheet, and reflects the year-to-date revenues and expenses for Operating Funds.
 - o YTD revenues are \$9,681,663 and represent 93.7% of the annual budget.
 - o YTD expenses are \$8,550,573 and represent 78.3% of the annual budget.

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

Refer to Chart C-2

This chart reflects revenues and expenses for Operating Funds through the third quarter.

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

Net Performance – OPERATING FUNDS - 5 Year History (3rd Quarter vs. 1st - 4th Quarter)

Refer to Chart C-3

This chart reflects NET performance for Operating Funds.

- The chart on the left includes a 5 year history of net performance for the third quarter only (July-September).
- The chart on the right includes a 5 year history of net performance through the fourth quarter (January-December).

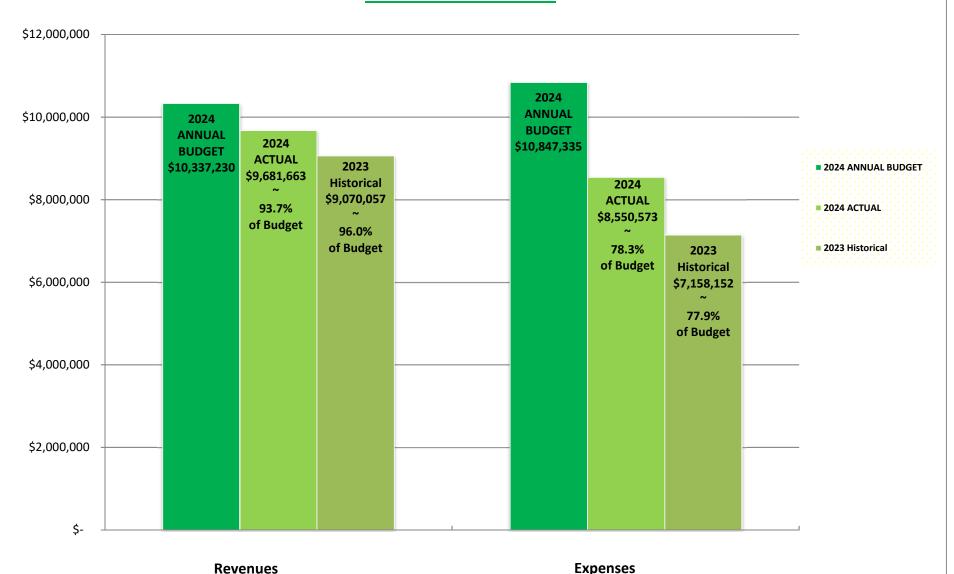


YTD Revenue & Expense as a % Budget

(Chart C-1)

3rd Quarter - Fiscal Year Ending 12/31/24

OPERATING FUNDS



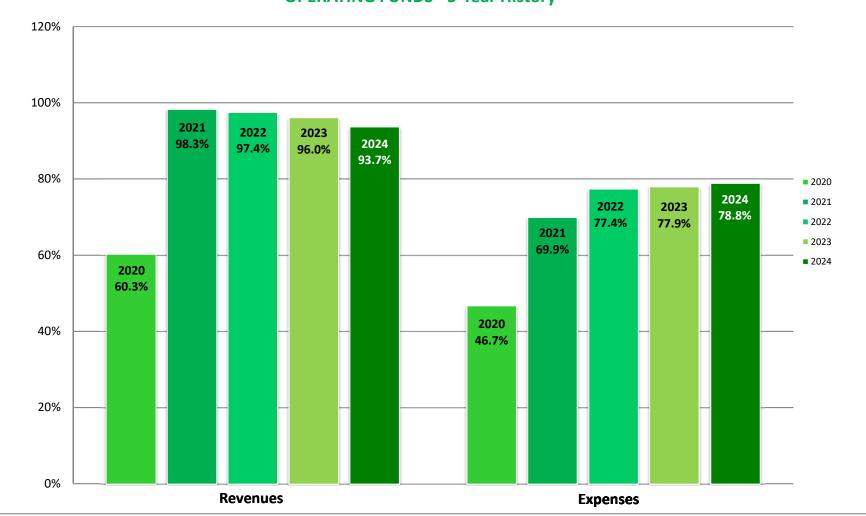


(Chart C-2)

YTD Revenue & Expense as a % of Budget

3rd Quarter - Fiscal Year Ending 12/31/24

OPERATING FUNDS - 5-Year History

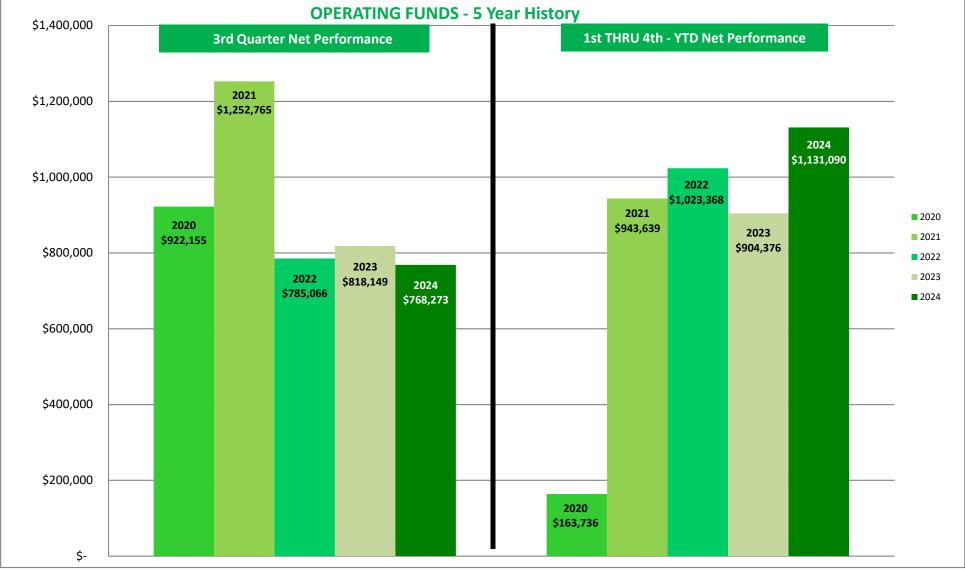




Net Performance

(Chart C-3)

3rd Quarter vs. 1st THRU 4th YTD - Fiscal Year Ending 12/31/24





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

Refer to Chart D

This chart includes revenue, expense, and net performance of only the **Recreation Fund**. Ten years of data is included.

- Third Quarter net performance of the Recreation Fund (July-September) is \$154,373.
 - o Third quarter net performance is typically positive.
 - o The first major tax allocations were received during the third quarter.
 - We continue to utilize a deferred revenue charting system.
 - o This quarter reflects somewhat less favorable performance compared to the same quarter in 2023, but typical.
- Forecasts show that a number of programs are trending 'at' or 'better than budgeted' revenue levels:
 - o Youth Theater has reached 90% of budget.
 - o Gym Rentals have reached 104% of budget.
 - o Field Rentals have reached 91% of budget.
 - o Youth Basketball has reached 96% of budget.
 - o Youth Dodgeball has reached 89% of budget.
 - Sports Instructional has reached 90% of budget.
 - o Fitness memberships have reached 76% of budget.
 - o Gymnastics Private Lessons have reached 106% of budget.
- First-Third Quarter net performance of the Recreation Fund (January-September) is \$766,895.
 - o This is the fourth strongest first-third quarter net performance in the past ten years.
 - o Revenues of \$5,840,054 for the first-third quarter are the highest in the past ten years.
 - o Expenses of \$5,073,159 for the first-third quarter are typical as a percent of budget.

Carol Stream Park District (Chart D)

YTD Revenues & Expenses - Monthly Comparisons

3rd Quarter - Fiscal Year Ending 12/31/24

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

Fiscal	1st Quarter	1st Qtr %	2nd Quarter	2nd Qtr %	First Half	First Half %				3rd Quarter	3rd Qtr %	1st-3rd Qtr	YTD % of	4th Quarter	4th Qtr %	1st-4th Qtr	YTD % of	Annual
Year	Totals	of Annual	Totals	of Annual	Totals	of Annual	July	August	September	Totals	of Annual	YTD	Annual	Totals	of Annual	YTD	Annual	Recreation
		Budget		Budget		Budget					Budget	Totals	Budget		Budget	Totals	Budget	Budget
2015 Revenue	\$ 1,320,736	22.8%	\$ 1,851,249	32.0%	\$ 3,171,985	54.8%	\$ 431.070 \$	441,229 \$	909 910	\$ 1.681.110	29.1%	\$ 4,853,094	83.9%	\$ 593.415	10.3%	\$ 5.446.509	94.2%	\$ 5,783,771
Expense	\$ 1,320,730	20.9%	\$ 1,333,404	23.1%	\$ 2,543,686	44.0%	\$ 735,726 \$	529,366 \$,-	\$ 1,001,110		\$ 4,295,513	74.3%	\$ 1,298,459	22.5%	\$ 5,593,972	96.8%	\$ 5,778,387
Net	\$ 110,454	20.570	\$ 517,845	23.170	\$ 628,299	44.070	\$ (304,655) \$	(88,137) \$	322,074		=	\$ 557,581	74.570	\$ (705,044)	22.570	\$ (147,463)	30.070	\$ 5,385
	φ 110,151		ψ 517,013		ψ 020,233		ψ (50.,055) ψ	(00)2077 \$	322,07	ų (70)710)		ψ 337,301		Ų (705)0···)		¢ (117)100)		Ç 3,303
2016 Revenue	\$ 1,391,430	23.9%	\$ 1,829,597	31.5%	\$ 3,221,027	55.4%	\$ 339,404 \$	319,236 \$	835,364	\$ 1,494,005	25.7%	\$ 4,715,031	81.1%	\$ 829,269	14.3%	\$ 5,544,301	95.4%	\$ 5,813,394
Expense	\$ 1,165,618	20.3%	\$ 1,234,977	21.5%	\$ 2,400,594	41.8%	\$ 761,240 \$	594,441 \$	441,361	\$ 1,797,042	31.3%	\$ 4,197,636	73.1%	\$ 1,274,763	22.2%	\$ 5,472,399	95.4%	\$ 5,738,668
Net	\$ 225,812		\$ 594,620		\$ 820,432		\$ (421,836) \$	(275,204) \$	394,004	\$ (303,037)	ı	\$ 517,395		\$ (445,494)		\$ 71,902		\$ 74,726
2017 Pausaus	ć 018.030	15.6%	ć 1.004.101	33.7%	\$ 2,902,220	49.3%	ć 570.400 ć	207 471 Ć	022 622	ć 1 000 F04	32.3%	ć 4 001 014	81.6%	¢ 044.567	16.00/	Ć 5.746.201	97.6%	ć F 007 257
2017 Revenue Expense	\$ 918,039 \$ 1,191,900	20.6%	\$ 1,984,181 \$ 1,441,211	25.0%	\$ 2,902,220 \$ 2,633,111	45.6%	\$ 578,490 \$ \$ 633,875 \$	397,471 \$ 497,241 \$		\$ 1,899,594 \$ 1,648,279	28.5%	\$ 4,801,814 \$ 4,281,391	74.1%	\$ 944,567 \$ 1,366,874	16.0% 23.7%	\$ 5,746,381 \$ 5,648,265	97.8%	\$ 5,887,257 \$ 5,774,176
Net	\$ (273,861)	-	\$ 542,970	25.070	\$ 269,109	43.070	\$ (55,385) \$	(99,770) \$	406,470		20.570	\$ 520,423	74.170	\$ (422,307)	23.770	\$ 98,117	37.070	\$ 113,081
	¢ (275)551		ψ 3.2,370		Ų 203,103		ψ (55)565) ψ	(33)0) \$.00,	ų 251,515		φ 520,123		Ų (!ZZ)3077		ψ 30,11 <i>1</i>		Ų 115,001
2018 Revenue	\$ 945,957	16.2%	\$ 1,992,503	34.0%	\$ 2,938,460	50.2%	\$ 574,343 \$	704,222 \$	680,959	\$ 1,959,525	33.5%	\$ 4,897,985	83.6%	\$ 947,719	16.2%	\$ 5,845,704	99.8%	\$ 5,856,681
Expense	\$ 1,087,307	18.9%	\$ 1,494,465	26.0%	\$ 2,581,772	44.9%	\$ 583,890 \$	671,392 \$	373,183	\$ 1,628,465	28.3%	\$ 4,210,237	73.2%	\$ 1,414,627	24.6%	\$ 5,624,865	97.8%	\$ 5,751,202
Net	\$ (141,350)		\$ 498,038		\$ 356,688		\$ (9,547) \$	32,830 \$	307,777	\$ 331,060		\$ 687,748		\$ (466,908)		\$ 220,839		\$ 105,479
2019 Revenue	\$ 964.168	16.2%	\$ 2,017,508	33.9%	\$ 2,981,676	50.1%	\$ 611,525 \$	615,738 \$	688 577	\$ 1,915,839	32.2%	\$ 4,897,515	82.4%	\$ 970.735	16.3%	\$ 5,868,250	98.7%	\$ 5,946,852
Expense	\$ 1,041,681	17.9%	\$ 1,563,435	26.8%	\$ 2,605,116	44.7%	\$ 634,319 \$	563,271 \$,	\$ 1,675,741	28.8%	\$ 4,280,857	73.5%	\$ 1,470,119	25.2%	\$ 5,750,976	98.7%	\$ 5,825,193
Net	\$ (77,513)		\$ 454,074	=	\$ 376,560		\$ (22,794) \$	52,467 \$	210,425	\$ 240,098	=	\$ 616,658		\$ (499,384)		\$ 117,274		\$ 121,659
2020 Revenue	\$ 949,904	15.9%	\$ 580,324	9.7%	\$ 1,530,228	25.6%	\$ 242,761.42 \$	230,595.41 \$,	\$ 1,028,889	17.2%	\$ 2,559,117	42.8%	\$ 395,788	6.6%	\$ 2,954,905	49.5%	5,974,574
Expense	\$ 1,058,794	17.9%	\$ 560,300	9.5%	\$ 1,619,094	27.4%	\$ 291,745.34 \$	281,421.80 \$	240,108.00		13.8%	\$ 2,432,369	41.2%	\$ 770,165	13.0%	\$ 3,202,534	54.2%	5,908,337
Net	\$ (108,890)		\$ 20,024		\$ (88,866)		\$ (48,983.92) \$	(50,826.39) \$	315,424.47	\$ 215,614		\$ 126,748		\$ (374,378)		\$ (247,629)		\$ 66,237
2021 Revenue	\$ 407.741	10.1%	\$ 1,711,044	42.3%	\$ 2,118,785	52.4%	\$ 555.434.76 \$	516,596.10 \$	791.900.10	\$ 1,863,931	46.1%	\$ 3,982,716	98.4%	\$ 762,831	18.8%	\$ 4,745,546	117.3%	4,047,331
Expense	\$ 551,933	13.7%	\$ 1,102,643	27.5%	\$ 1,654,576	41.2%	\$ 460,838.49 \$	450,352.22 \$,	\$ 1,233,146		\$ 2,887,723	71.9%	\$ 1,172,810	29.2%	\$ 4,060,533	101.1%	4,014,876
Net	\$ (144,193)		\$ 608,401	=	\$ 464,208		\$ 94,596.27 \$	66,243.88 \$	469,944.72	\$ 630,785		\$ 1,094,993		\$ (409,980)		\$ 685,013		\$ 32,455
2022 Revenue	1	15.2% 16.5%	\$ 2,136,488	42.4% 29.4%	\$ 2,902,303 \$ 2,277,909	57.6% 45.9%	\$ 622,021.86 \$ \$ 641,990.96 \$	459,384.48 \$ 500,914.45 \$,	\$ 1,896,144	37.6% 32.8%	\$ 4,798,447	95.2% 78.7%	\$ 962,662	19.1% 23.6%	\$ 5,761,109	114.3% 102.3%	5,040,613 4,965,582
Expense Net	\$ 817,452	10.5%	\$ 1,460,457 \$ 676,031	29.4%	\$ 624,394	45.9%	\$ (19,969.10) \$	(41,529.97) \$	328,054.47	\$ 1,629,588 \$ 266,555	32.0%	\$ 3,907,497 \$ 890,950	70.770	\$ 1,172,802 \$ (210,140)	23.0%	\$ 5,080,299	102.5%	\$ 75,032
Net	\$ (51,037)		\$ 070,031		ÿ 024,334		\$ (15,505.10) \$	(41,323.37) \$	320,034.47	200,333		\$ 850,550		\$ (210,140)		y 000,810		7 73,032
2023 Revenue	\$ 985,075	16.8%	\$ 2,388,006	40.6%	\$ 3,373,081	57.4%	\$ 718,434.49 \$	544,940.66 \$	910,528.94	\$ 2,173,904	37.0%	\$ 5,546,985	94.3%	\$ 998,450	17.0%	\$ 6,545,435	111.3%	5,880,335
Expense	\$ 1,099,258	18.9%	\$ 1,540,046	26.5%	\$ 2,639,304	45.4%	\$ 679,243.64 \$	709,029.11 \$		\$ 1,966,863	33.9%	\$ 4,606,167	79.3%	\$ 1,353,336	23.3%	\$ 5,959,503	102.6%	5,808,083
Net	\$ (114,183)		\$ 847,960		\$ 733,777		\$ 39,190.85 \$	(164,088.45) \$	331,939.07	\$ 207,041		\$ 940,819		\$ (354,887)		\$ 585,932		\$ 72,252
2024 Revenue	\$ 1,016,418	15.5%	\$ 2,554,167	38.9%	\$ 3,570,585	54.4%	\$ 732.275.90 \$	520 101 35 ¢	1,008,011.24	\$ 2.260.460	34.6%	\$ 5,840,054	88.9%	\$ -	0.0%	\$ 5,840,054	88.9%	6,566,906
Expense	\$ 1,010,418	19.0%	\$ 1,713,733	26.2%	\$ 2,958,064	45.2%	\$ 734,975.34 \$	896,674.09 \$		\$ 2,203,408		\$ 5,073,159	77.6%	\$ -	0.0%	\$ 5,073,159	77.6%	6,537,622
Net	\$ (227,912)	-	\$ 840,434		\$ 612,521		\$ (2,699.44) \$, ·	·			\$ 766,895		\$ -	*****	\$ 766,895		\$ 29,284



Year-to-Date (YTD) Revenues and Expenses Compared to Budget – RECREATION FUND

Refer to Chart D-1

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

- YTD revenues are \$5,840,054 and represent 88.9% of the annual budget.
- YTD expenses are \$5,073,159 and represent 77.6% of the annual budget.

Year-to-Date (YTD) Revenues and Expenses as a % of Budget – RECREATION FUND - 5 Year History

Refer to Chart D-2

This chart reflects revenues and expenses for the Recreation Fund as a percentage of the budget.

• The chart is strictly % based. As the annual budget targets vary from year to year, so does percentage of performance.

Net Performance – RECREATION FUND - 5 Year History (3rd Quarter vs. 1st - 4th Quarter)

Refer to Chart D-3

This chart reflects NET performance for the Recreation Fund.

- The chart on the left includes a 5 year history of net performance for the third guarter only (July-September).
- The chart on the right includes a 5 year history of net performance through the fourth quarter (January-December).

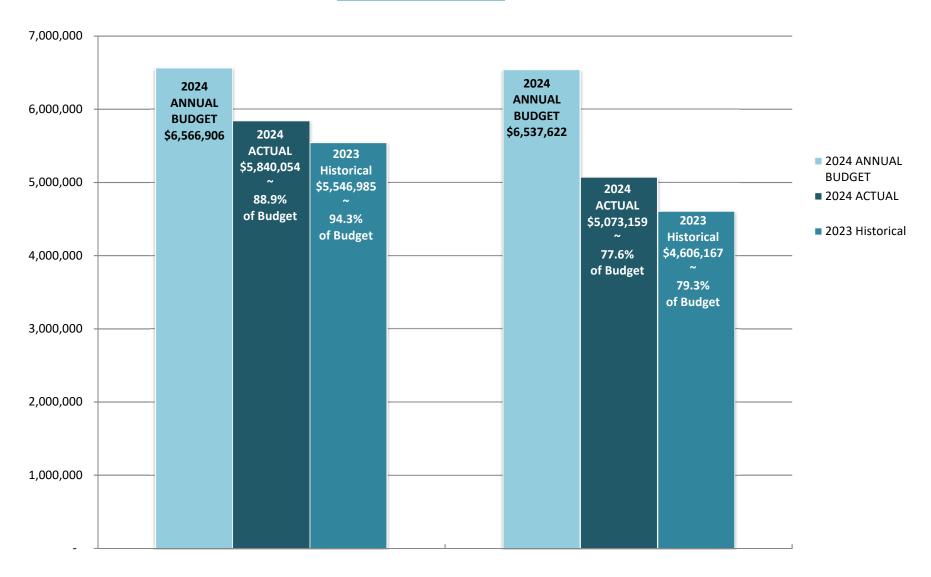


YTD Revenue & Expenses as a % of Budget

(Chart D-1)

3rd Quarter - Fiscal Year Ending 12/31/24

RECREATION FUND



Revenues Expenses

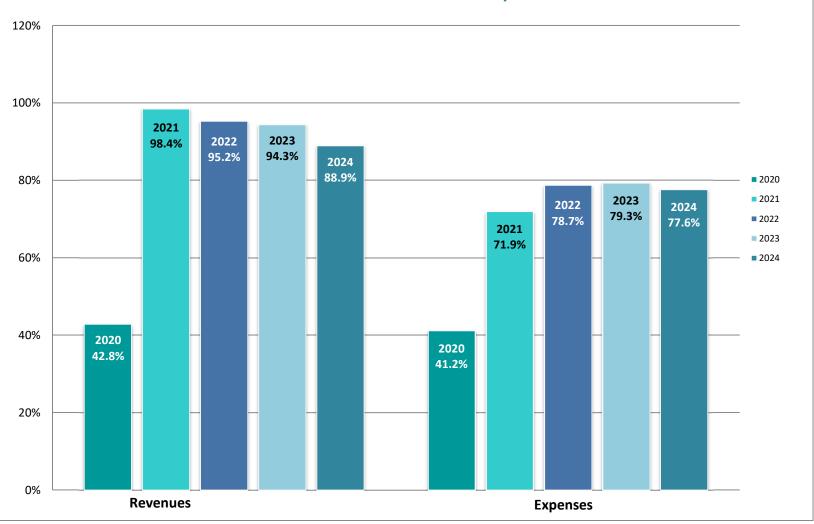


(Chart D-2)

YTD Revenue & Expense as a % of Budget

3rd Quarter - Fiscal Year Ending 12/31/24

RECREATION FUND - 5-Year History



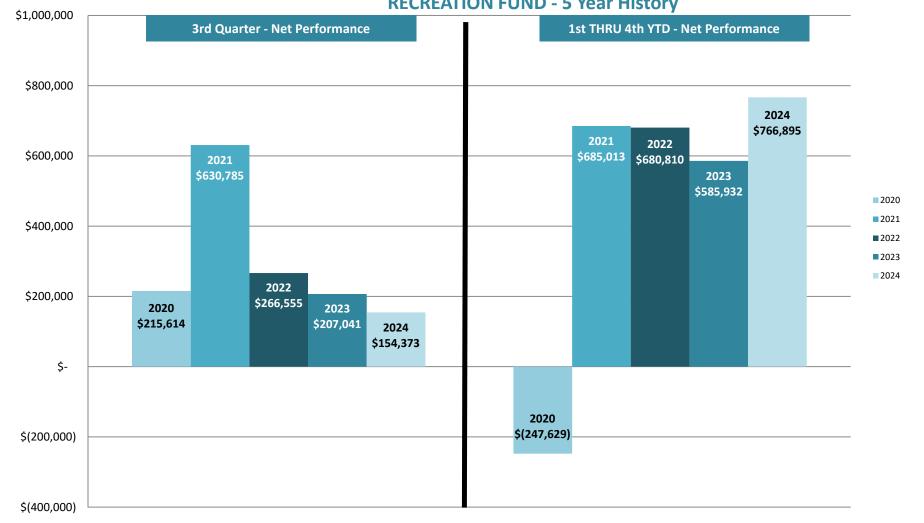


(Chart D-3)

Net Performance

3rd Quarter vs 1st thru 4th Quarter - Fiscal Year Ending 12/31/24

RECREATION FUND - 5 Year History





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

Refer to Chart E

This chart includes performance for the following funds:

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

Bonds:

No bond principal and/or interest payments were made in the third quarter of 2024.

Comparison of Monthly Capital, Cap-Exempt & Special Recreation Funds

3rd Quarter - Fiscal Year Ending 12/31/2024

2016 Reve Expe Net	venue \$ pense \$		\$ Totals	Totals									
2016 Reve Expe Net	ense \$		\$		July	August	S	September		Totals	Totals		TOTAL
2016 Reve Expe Net		329,094	2,225,965	\$ 2,226,506	\$ 87,023 \$	56,383	\$	1,854,524	\$	1,997,931	\$ 658,252	\$	4,882,688
2016 Reve Expe Net	t \$		\$ 1,074,003	\$ 1,403,096	\$ 230,040 \$	59,624	\$	535,097	\$	824,760	\$ 3,272,047	\$	5,499,903
Expe Net 2017 Reve		(328,552)	\$ 1,151,962	\$ 823,410	\$ (143,016) \$	(3,241)	\$	1,319,427	\$	1,173,170	\$ (2,613,795	\$	(617,215)
Net	/enue \$	5,462	\$ 2,417,244	\$ 2,422,706	\$ 40,311 \$	68,924	\$	1,978,348	\$	2,087,583	\$ 331,267	\$	4,841,556
2017 Reve	ense \$	313,902	\$ 1,493,934	\$ 1,807,836	\$ 245,988 \$	65,608	\$	709,027	\$	1,020,624	\$ 3,634,390	\$	6,462,850
	t \$	(308,440)	\$ 923,310	\$ 614,870	\$ (205,678) \$	3,316	\$	1,269,321	\$	1,066,959	\$ (3,303,123	\$	(1,621,294)
	venue \$	7,805	\$ 2,581,166	\$ 2,588,971	\$ 18,384 \$	55,984	\$	2,258,044	\$	2,332,412	\$ 147,052	\$	5,068,435
Expe	ense \$	241,518	\$ 1,577,168	\$ 1,818,686	\$ 146,126 \$	51,715	\$	394,483	\$	592,324	\$ 3,560,179	\$	5,971,189
Net	t \$	(233,713)	\$ 1,003,998	\$ 770,286	\$ (127,742) \$	4,269	\$	1,863,561	\$	1,740,088	\$ (3,413,127	\$	(902,754)
2018 Reve	venue \$	7,880	\$ 2,799,217	\$ 2,807,097	\$ 16,449 \$	983,136	\$	1,272,602	\$	2,272,188	\$ 254,507	\$	5,333,792
Ехрє	ense \$	132,247	\$ 1,182,023	\$ 1,314,271	\$ 146,286 \$	24,622	\$	222,271	\$	393,179	\$ 3,893,564	\$	5,601,013
Net	t \$	(124,367)	\$ 1,617,194	\$ 1,492,826	\$ (129,836) \$	958,514	\$	1,050,332	\$	1,879,009	\$ (3,639,057	\$	(267,221)
2019 Reve	venue \$	16,972	\$ 2,760,968	\$ 2,777,940	\$ 179,443 \$	1,002,728	\$	1,459,082	\$	2,641,252	\$ 311,884	\$	5,731,076
Ехрє	ense \$	119,739	\$ 1,540,303	\$ 1,660,043	\$ 256,029 \$	38,924	\$	267,749	\$	562,703	\$ 4,135,842	\$	6,358,587
Net	t \$	(102,767)	\$ 1,220,665	\$ 1,117,898	\$ (76,587) \$	963,804	\$	1,191,332	\$	2,078,549	\$ (3,823,958	\$	(627,511)
2020 Reve	venue \$	13,090	\$ 2,875,751	\$ 2,888,841	\$ 124,470 \$	479,578	\$	1,956,139	\$	2,560,187	\$ 276,610	\$	5,725,638
Ехрє	ense \$	58,997	\$ 1,217,129	\$ 1,276,126	\$ 2,051 \$	2,855	\$	286,358	\$	291,263	\$ 4,417,503	\$	5,984,892
Net	t \$	(45,907)	\$ 1,658,622	\$ 1,612,715	\$ 122,420 \$	476,723	\$	1,669,781	\$	2,268,924	\$ (4,140,893	\$	(259,254)
2021 Reve	venue \$	26,976	\$ 6,404,478	\$ 6,431,454	\$ 147,271 \$	583,245	\$	1,810,700	\$	2,541,216	\$ 88,183	\$	9,060,852
Expe	ense \$	126,802	\$ 929,694	\$ 1,056,496	\$ 265,661 \$	96,445	\$	206,784	\$	568,890	\$ 4,503,782	\$	6,129,169
Net	t \$	(99,826)	\$ 5,474,784	\$ 5,374,957	\$ (118,390) \$	486,799	\$	1,603,916	\$	1,972,325	\$ (4,415,599	\$	2,931,684
2022 Reve	venue \$	(106,814)	\$ 3,961,646	\$ 3,854,832	\$ 27,584 \$	516,138	\$	2,220,812	\$	2,764,534	\$ 154,825	\$	6,774,191
Ехрє	ense \$	118,791	\$ 1,241,329	\$ 1,360,121	\$ 91,204 \$	133,115	\$	202,361	\$	426,679	\$ 6,295,701	\$	8,082,500
Net	t \$	(225,605)	\$ 2,720,317	\$ 2,494,712	\$ (63,620) \$	383,023	\$	2,018,451	\$	2,337,855	\$ (6,140,876	\$	(1,308,309)
2023 Reve	venue \$	36,367	\$ 3,298,595	\$ 3,334,962	\$ 117,341 \$	604,620	\$	2,391,562	\$	3,113,523	\$ 358,874	\$	6,807,359
Expe	ense \$	134,332	\$ 1,464,133	\$ 1,598,465	\$ 241,715 \$	7,046		236,199	\$	484,960	\$ 7,246,507	\$	9,329,933
Net			\$ 1,834,461	\$ 1,736,497	\$ (124,374) \$	597,575	\$	2,155,363	\$	2,628,563	\$ (6,887,633	\$	(2,522,573)
2024 Reve	venue \$	341,540	\$ 3,813,404	\$ 4,154,944	\$ 54,578 \$	131,742	Ś	2,930,402	Ś	3,116,723	\$ -	s	7,271,667
	ense \$	•	\$ 3,196,832	\$ 2,083,446	\$ 351,303 \$	452,514		254,143	\$	1,057,959	\$ -	\$	3,141,406
Net			\$ 616,572	\$ 2,071,497	\$ (296,724) \$	(320,772)	_	2,676,260	<u> </u>	2,058,764	\$ -	\$	4,130,261



Investments for Fiscal 2024 Refer to Chart F

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

- There are no capital investment earnings in the third quarter. All funds have been transferred to the IPRIME Investment Shares Class Funds, which are considered Liquid Funds as required by spend-down requirements. Fund Balance investments consist of certificates of deposit and treasury bills.
- Average interest earned during the third quarter is **5.132%**.
 - o The cumulative average for interest earned in 2023 was 3.381%
 - o The cumulative average for interest earned in 2022 was 0.252%
 - o The cumulative average for interest earned in 2021 was 0.500%
 - o The cumulative average for interest earned in 2020 was 1.670%
 - o The cumulative average for interest earned in 2019 was 2.342%
 - o The cumulative average for interest earned in 2018 was 1.999%
 - o The cumulative average for interest earned in 2017 was 1.083%
 - o The cumulative average for interest earned in 2016 was 0.504%
 - o The cumulative average for interest earned in 2015 was 0.403%
- Investments are scheduled in line with statutory limitations, the District's investment policy, spending needs and project schedules.



Carol Stream Park District Investments 3rd Quarter - Fiscal Year Ending 12/31/24

Illinois Trust		TERM	RATE	2024 YTD BALANCE INVESTED/LIQUID	2024 ACTUAL INTEREST RECEIVED
Operating \$	Total Illinois Trust [Operating Funds]	Q3/24	5.132%	\$ 1,103,000.00	\$ 21,773.35
5/3 Securities				2024 YTD BALANCE	2024 ACTUAL INTEREST
Securities		TERM	RATE	INVESTED/LIQUID	RECEIVED
Operating \$	Total 5/3 Securities [Operating Funds]	Q3/24	5.143%	\$ 5,998,688.86	\$ 141,514.91
	TOTAL INVESTMENTS			\$ 7,101,688.86	\$ 163,288.26
9/30/2024	iPRIME Funds (Liquid \$-R/R)	avg qtr rate	5.120%	\$ 136,428.46	\$ 1,604.61
9/30/2024	iPRIME Funds (Liquid \$-Capital)	avg qtr rate	5.120%	\$ 1,666,541.89	\$ 36,752.09
	TOTAL CAPITAL + OPERATING \$			\$ 8,904,659.21	\$ 201,644.96
		03	avg % 5.132%	2024 YTD BALANCE INVESTED/LIQUID	2024 ACTUAL INTEREST
		Q3	5.132%	6	RECEIVED



Recreation/Operational Repair & Replacement Fund

Refer to Chart G

- Reflects a running total of the earned revenue dollars being shifted to a **Recreation Operational Repair & Replacement Fund** to reduce reliance on debt issuance for improvements.
- The earnings budgeted for 2024 are those from fitness membership enrollment fees and the IGA with Glenbard District 87 for the FV Pool.
- The District continues to make dedicated transfers this year.

General/Operational Repair & Replacement Fund

Refer to Chart H

- Reflects a running total of the earned revenue dollars being shifted to a **General Operational Repair & Replacement Fund** to reduce reliance on debt issuance for improvements.
- The earnings from an IGA with Winfield Park District for usage of the Bark Park are budgeted every five years (due in 2026).

Combined Recreation & General Operational Repair & Replacement Fund

Refer to Chart I

- Snapshot of the audited beginning balances of both the General and Recreational Repair & Replacement Funds.
 - Balance of the General Operational R&R Fund is \$164,663.49.
 - Balance of the Recreation Operational R&R Fund is \$637,735.23.



Carol Stream Park District Recreation Operational Repair/Replacement

	Program Surcharge & Preschool	CSYFA / GBN Turf	R/R - Gym Rentals	R/R - FVRC/SRC Rentals	D87 IGA / FVRC Pool	R/R - FVRC Pool/Swim Lessons	R/R - Fitness	R/R - CCWP	R/R - McCaslin /Fields	R/R - CCMG	R/R - Concessions - McCaslin	R/R - Sponsorship /Advertising	Totals	AS OF
	12-413/7XX	12-702	12-745	12-743/744	12-748	12-748/750	12-749	12-753	12-760/702	12-761	12-791	12-795		9/30/2024
12/31/2019	41,012.84	32,000.00	4,964.60	-	195,315.00	-	107,866.62	4,219.75	7,404.00	10,470.33	10,295.06	-	413,548.20	EB 2019
Revenues	-	-	-	-	35,000.00	-	5,205.00	-	-	-	-	-	40,205.00	Revenues
Expenditures	-	-	(1,065.47)	-	-	-	(4,661.30)	-	-	(7,648.50)	-	-	(13,375.27)	Expenditures
42/24/2020	** ** **	22 222 22	2 222 42		222 245 22		400 440 00	4 242 75	7 404 00	2 224 22	40 205 05		*** *** ***	
12/31/2020	41,012.84	32,000.00	3,899.13	-	230,315.00	-	108,410.32	4,219.75	7,404.00	2,821.83	10,295.06	-	440,377.93	EB 2020
Revenues				_	35,000.00		10,015.00		1.000.00				46.015.00	Boyconyes
Expenditures	(2,643.85)	-	-	-	35,000.00	-	10,015.00	-	(4,624.82)	-	-	-		Expenditures
Experioritores	(2,043.63)	-	•		-	-	-		(4,024.82)	-		-	(7,208.07)	Expenditures
12/31/2021	38,368.99	32,000.00	3,899.13	-	265,315.00	-	118,425.32	4,219.75	3,779.18	2,821.83	10,295.06	-	479,124.26	EB 2021
Revenues	2,001.00	-	14,321.18	-	35,000.00	685.00	24,136.31	3,366.66	29,187.75	2,027.12	7,677.98	-	118,403.00	Revenues
Expenditures	(2,348.39)	-	-	-	(29,376.54)	-	(7,188.56)	-	(17,937.00)	-	-	-	(56,850.49)	Expenditures
12/31/2022	38,021.60	32,000.00	18,220.31	-	270,938.46	685.00	135,373.07	7,586.41	15,029.93	4,848.95	17,973.04	-	540,676.77	EB 2022
Revenues	12,099.25	-	16,631.23	13,549.67	35,000.00	3,264.76	28,325.21	4,667.88	26,607.00	1,795.90	10,035.64	27,984.61	179,961.15	
Expenditures	-	-	(1,899.50)	-	(23,661.16)	(611.10)	(5,597.52)	-	(16,845.00)	(360.21)	(1,440.84)	-	(50,415.33)	Expenditures
12/31/2023	50,120.85	32,000.00	32.952.04	13,549.67	282,277.30	3,338.66	158,100.76	12,254.29	24,791.93	6,284.64	26,567.84	27,984.61	670,222.59	EB 2023
12/31/2023	30,120.03	32,000.00	32,332.04	13,343.01	202,211.30	3,330.00	130,100.70	12,237.23	24,131.33	0,204.04	20,307.04	27,504.01	010,222.03	LD 2023
Revenues	9,447.75	_	16,224.54	10.475.32	35,000.00	3.396.78	36,075.46	5,104.69	24,940.95	1,801.24	19,510.91	-	161.977.64	Revenues
Expenditures	(5,465.00)	-	-	-	(189,000.00)	-	-	-	-	-	-	-		Expenditures
	,				,									
12/30/2024	54,103.60	32,000.00	49,176.58	24,024.99	128,277.30	6,735.44	194,176.22	17,358.98	49,732.88	8,085.88	46,078.75	27,984.61	637,735.23	EB 2024



3rd Quarter - Fiscal Year Ending 12/31/24

(Chart H)

	Cai	rol Strea	Carol Stream Park District											
Corpor	ate Ope	erationa	l Repair 8	& Replac	ement									
Account Description	General	Bark Park	IT Replace / Summary	ENDING	AS OF									
Fund GL#	11-7XX	11-724	11-713	BALANCE	9/30/2024									
12/31/2019	55,629.69	4,578.43	53,950.00	114,158.12	EB 2019									
Revenues	2,495.71	-	-	2,495.71	Revenues									
Expenditures	(2,345.21)	(373.03)	-	(2,718.24)	Expenditures									
12/31/2020	55,780.19	4,205.40	53,950.00	113,935.59	EB 2020									
Revenues	933.07	3,000.00	-	3,933.07	Revenues									
Expenditures	-	(1,856.67)	-	(1,856.67)	Expenditures									
12/31/2021	56,713.26	5,348.73	53,950.00	116,011.99	EB 2021									
Revenues	3,479.91	1,400.00	17,835.14	22,715.05	Revenues									
Expenditures	-	-	-	-	Expenditures									
12/31/2022	60,193.17	6,748.73	71,785.14	138,727.04	EB 2022									
Revenues	13,203.46	1,290.00	49,423.10	63,916.56	Revenues									
Expenditures	-	-	(9,302.91)	(9,302.91)	Expenditures									
12/31/2023	73,396.63	8,038.73	111,905.33	193,340.69	EB 2023									
Revenues	1,744.61	850.00	46,728.99	49,323.60	Revenues									
Expenditures	(10,500.00)	-	(67,500.80)	(78,000.80)	Expenditures									
12/30/2024	64,641.24	8,888.73	91,133.52	164,663.49	EB 2024									



ALL Operational Repair & Replacement Funds - SNAPSHOT YTD 3rd Quarter - Fiscal Year Ending 12/31/24

Corpor	Carol Stream Park District Corporate Operational Repair & Replacement											
Account Description	General	Bark Park	IT Replace / Summary	ENDING BALANCE	AS OF							
Fund GL#	11-7XX	11-724	11-713	BALANCE	9/30/2024							
12/31/2023	73,396.63	8,038.73	111,905.33	193,340.69	EB 2023							
Revenues	1,744.61	850.00	46,728.99	49,323.60	Revenues							
Expenditures	(10,500.00)	5,7 7 105										
12/30/2024 64,641.24 8,888.73 91,133.52 164,663.49 EB 2024												

Carol Stream Park District Recreation Operational Repair/Replacement

	Program Surcharge & Preschool	CSYFA / GBN Turf	R/R - Gym Rentals	R/R - FVRC/SRC Rentals	D87 IGA / FVRC Pool	R/R - FVRC Pool/Swim Lessons	R/R - Fitness	R/R - CCWP	R/R - McCaslin /Fields	R/R - CCMG	R/R - Concessions - McCaslin	R/R - Sponsorship /Advertising	Totals	AS OF
	12-413/7XX	12-702	12-745	12-743/744	12-748	12-748/750	12-749	12-753	12-760/702	12-761	12-791	12-795		9/30/2024
12/31/2023	50,120.85	32,000.00	32,952.04	13,549.67	282,277.30	3,338.66	158,100.76	12,254.29	24,791.93	6,284.64	26,567.84	27,984.61	670,222.59	EB 2023
Revenues	9,447.75	-	16,224.54	10,475.32	35,000.00	3,396.78	36,075.46	5,104.69	24,940.95	1,801.24	19,510.91	-	161,977.64	Revenues
Expenditures	(5,465.00)	-	-	-	(189,000.00)	-	-	-	-	-	-	-	(194,465.00)	Expenditures
12/30/2024	54,103.60	32,000.00	49,176.58	24,024.99	128,277.30	6,735.44	194,176.22	17,358.98	49,732.88	8,085.88	46,078.75	27,984.61	637,735.23	EB 2024



Board Summary

849 W. Lies Road, Carol Stream, IL 60188 630-784-6100

To: Board of Commissioners

From: Sue Rini, Executive Director

Date: October 28, 2024

Approval: Ordinance No. 581 Park District Surplus Agenda Item # 5C

Issue

Should the Board approve Ordinance No. 581 declaring certain Park District property as surplus.

Background/Reasoning

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

QUANTITY	EQUIPMENT
8	Water Rowers
9	Rectangle Tables
7	Round Tables
1	2006 John Deere Gator

Supporting Documents

Ordinance No. 581

Cost

There is no cost associated with this item.

Public/Customer Impact

These items will be recycled.

Recommendation

That the Board make a motion to approve Ordinance No. 581 declaring certain Park District property as surplus.

ORDINANCE NO. 581 ORDINANCE DECLARING CERTAIN PARK DISTRICT PERSONAL PROPERTY AS SURPLUS AND AUTHORIZING SALE OR DISPOSAL

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

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

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

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

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

Section One:

It is hereby found and determined by the Board of Park Commissioners of the Carol Stream Park

District that the following items of personal property is no longer necessary, useful to or for the

best interests of this Park District:

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

Section Two:

That the park district staff is hereby authorized to convey or sell the personal property

described in Section One of this Ordinance in any manner that it may designate, with or without

advertising the sale, at any time following the adoption of this ordinance.

Section Three:

This ordinance shall be effective immediately upon passage and approval by a three-fifths

majority of the members of this Board of Park Commissioners.

Section Four:

All prior ordinances, resolutions, motions, orders or policies in conflict herewith, be and the

same hereby are, repealed to the extent of the conflict herewith.

Section Five:

If any clause or provision of this Ordinance shall be adjudged invalid or unenforceable by a

court of competent jurisdiction or by operation of any applicable law, it shall not affect the

validity of any other clause or provision, which shall remain in full force and effect.

Roll Call Vote:

Ayes: _____
Nays: ____
Abstain: ____

Dated: October 28, 2024

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

2

STATE OF ILLINOIS)) SS
COUNTY OF DUPAGE)	, 33

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 28th day of October, insofar as same relates to the adoption of Ordinance No. 581 entitled:

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

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 28th day October, 2024.

	Secretary, Board of Park Commissioner
(SEAL)	

Exhibit A

QUANTITY	EQUIPMENT
8	Water Rowers
9	Rectangle Tables
7	Round Tables
1	2006 John Deere Gator



To: Board of Commissioners

From: Sue Rini, Executive Director

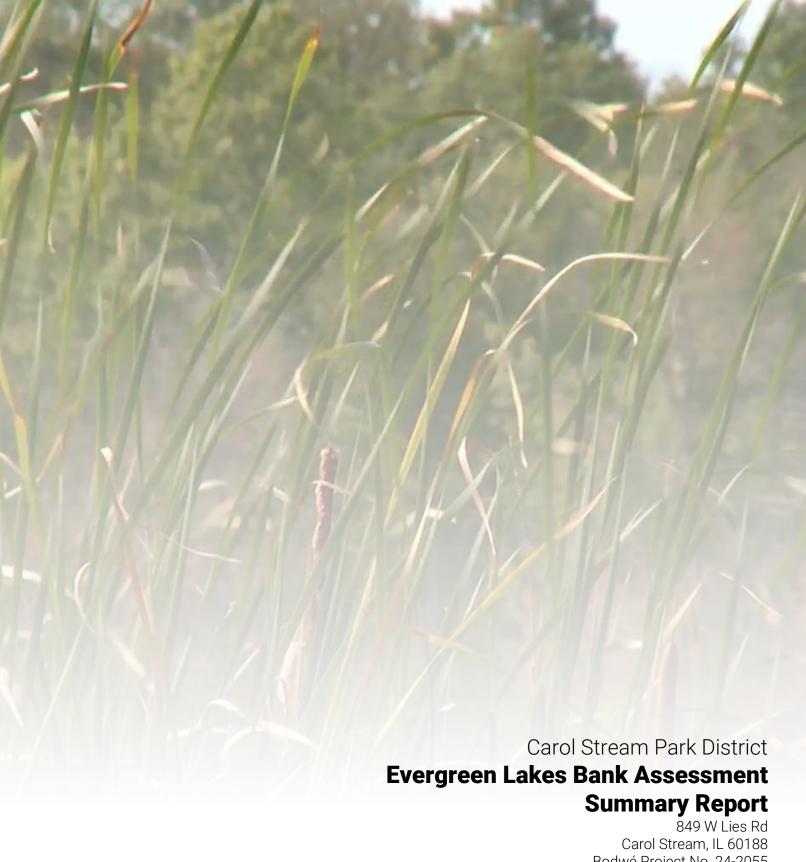
Date: October 28, 2024

Discussion: Evergreen Lakes Bank Assessment Summary Report

Agenda Item # 6A

Over the course of the past two years, staff has been working with residents on, and around, Evergreen Lakes in regards to shoreline erosion, natural plantings and potential solutions for shoreline stabilization. Approximately 6 months ago the District hired WBK Engineering to perform an assessment of the entire shoreline on both bodies of water in question. WBK Engineering was tasked with analyzing the banks for erosion and stability concerns and to offer cost effective solutions to the erosion concerns brought to us by the residents in the area.

The attached detailed report identifies each area of erosion, ranks the severity of the erosion, recommends the type of treatment best suited to repair the concern and attaches a dollar amount to repair each area. This document will serve as the District's road map for the next 10-15 years as funding becomes available.



Bodwé Project No. 24-2055 Issued for Carol Stream Park District - October 2024



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1.0 INTRODUCTION

WBK Engineering, LLC has been tasked to analyze the existing lake banks for erosion and stability concerns at the Evergreen Lakes in Evergreen Lakes Park, Carol Stream, IL. Due to natural conditions as well as other circumstances, erosion has been developing on certain sections of the lake banks. Thus, the Carol Stream Park District, owners and operators of the park, have commissioned this report to identify cost-effective solutions to ongoing erosion and identify the priority areas experiencing the most significant erosion. The objectives of the memorandum are as described below:

- To rank the severity of erosion for bank sections and prioritize areas of concern with accelerated erosion.
- To identify specific treatments that can be applied to targeted locations at the lake banks which should be prioritized for stabilization and/or restoration.
- To identify general treatments that can be applied to the lake banks throughout the entire study corridor to prevent additional erosion and loss of property while also providing aesthetic and ecological benefits.
- To establish an estimate of probable construction costs for various treatments described and prioritize based upon their cost-effectiveness and level of urgency.

2.0 EXISTING CONDITIONS AND FIELD ASSESSMENT

WBK performed a field assessment and captured photographs, which are included in the sections to follow. The Evergreen Lakes Park contains two lakes connected via culvert. These were identified as "North Lake" and "South Lake" for clarity in the assessment. A location map of the site can be found in Appendix A. Maps of the lakes are provided in Appendix B and provide bank section numbers that are cross-referenced in the site photo figures.

Bank sections were labeled as Category A, B, or C based on their severity of erosion. This ranking system is as defined below:

- Category A: sections with slight erosion along the bank that was not significantly steep, sections
 are well covered in vegetation, and/or there is significant distance between the shoreline and
 private property line. These areas are low priority for treatment.
- Category B: sections containing erosion along the bank that is moderate and/or partially sloped, sections are moderately covered in vegetation, and/or there is moderate distance between the shoreline and private property line. These areas are moderate priority for treatment.
- Category C: sections with significant erosion along the bank that was significantly steep, lack of vegetative cover, and/or increased threat to private property. These areas are top priority for treatment.

The bridge section between the North and South Lakes is in good condition. There is existing structural reinforcement surrounding the culverts and vegetation buffer, pictured in Figure 2.1.



Figure 2.1 Category A – Culverts Between North and South Lakes, 1-S

2.1 North Lake

The North Lake is generally in better condition than the South Lake; there is less erosion comparatively and no instances of category C erosion. There is adequate vegetative cover throughout including a wetland portion of the North Lake in the northeast corner, shown in Figure 2.2 and Appendix B - Figure 1.



Figure 2.2 Category A – Wetland Area, 10-N

There is also existing structural enforcement present in the form of A-Jacks along the northern-most portion of the bank. These are generally in good condition and providing some bank protection, as seen in Figure 2.3. However, the A-Jacks in some places are sitting in front of the shoreline, indicating that some erosion has still occurred with them in place, seen in Figure 2.4.



Figure 2.3 Category A – Existing A-Jacks Enforcement, 5-N

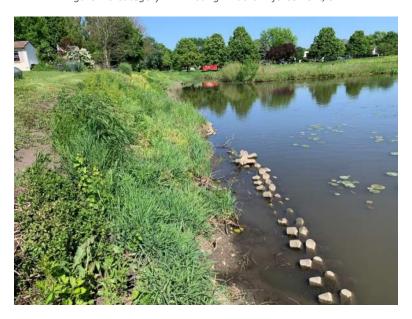


Figure 2.4 Category B – Existing A-Jacks Enforcement, 6-N

There is also an existing boat launch for non-motorized boats at the northwest corner of the lake, pictured in Figure 2.5. This launch was graded Category B because of the observed damage at the shoreline.



Figure 2.5 Category B – Existing Boat Launch, 4-N

2.2 South Lake

The South Lake generally has more erosion than the North Lake and has been a specific area of concern for the park district. The banks are generally steeper and there is a lack of native plant growth in the southwest portion. Erosion is present at the northeast portion and near the outlet culvert at the southernmost portion of the lake. There is a small section of adequate bank at the southeast corner where the shoreline is a significant distance from the surrounding properties, shown in Figure 2.6.



Figure 2.6 Category A – Gradual Slope, 4-S

The outlet culvert is rated Category C because of the observed steep slope, lack of vegetation and distance to property line, seen on the right side of the image in Figure 2.7.



Figure 2.7 Category C – Outlet Culvert, 6-S

There is a significant amount of downcutting (downward or vertical erosion) along banks in the South Lake, shown in Figure 2.8 and Figure 2.9.



Figure 2.8 Category B – Downcutting, 3-S



Figure 2.9 Category B – Downcutting, 5-S

Figure 2.10 shows steep downcutting at a Category B location but based on historical aerial imagery, the bank has not receded appreciably. Tree root structure at this location appears to help maintain a fairly stable bank. Figure 2.11 shows Category C downcutting and limited distance to the property lines and more sparse vegetative growth compared to other portions of the bank.



Figure 2.10 Category B – Downcutting, 9-S



Figure 2.11 Category C – Downcutting, 2-S

Additionally, there is existing riprap at the southwest portion of the South Lake, shown in Figure 2.12 and Figure 2.13. However, this stabilization is not accompanied by native plant growth and is at a steep grade, so it is still an area of concern.



Figure 2.12 Category C – Existing Riprap, 8-S



Figure 2.13 Category C – Existing Riprap, 8-S

There is another existing boat launch on the South Lake at the northwest corner which is in good condition, pictured in Figure 2.14. The launch is generally stable and surrounded by vegetation on either side.



Figure 2.14 Category A – Boat Launch, 1-S

3.0 STABILIZATION AND RESTORATION TREATMENT ALTERNATIVES

Various erosion control methods were considered with the following goals in mind:

- Reduce and/or eliminate erosion and downcutting of the lake banks.
- Increase stability for the lake banks.
- Cost effectiveness.
- Accessibility for fishing and non-motorized boating.
- Aesthetic value for residents living on the lakes and visitors to the park.

The following methods of stabilization were considered for the bank areas of concern:

3.1 Riprap Stabilization

Riprap stabilization consists of armoring the upper bank with an angular stone, possibly combined with regrading the banks to a stable slope (3(H):1(V)-4:1). Riprap is typically placed above the water but can extend down into the water as well. A hard armor solution such as rock riprap provides a solution for extreme slopes that cannot be regraded to desired slopes or experience significant wave action or water velocities. However, riprap is not easily walked on and limits accessibility to the lake and is often considered less aesthetically pleasing compared to vegetative or natural solutions. Riprap stabilization can be combined with vegetative erosion control methods for increased effectiveness and aesthetic value. Limits of riprap stabilization also include the bank width, as a wide enough strip of land is needed to cut back the slope (often 20 feet). Cost for this method includes the placement of materials to armor the slope, earth excavation, and grading needed to reshape the bank slope. A typical riprap application without any vegetation is represented in Figure 3.1 [1].

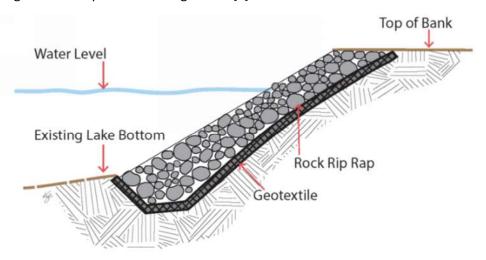


Figure 3.1 Riprap Typical Application

3.2 Stone Toe Stabilization

Stone toe stabilization is the addition of riprap stabilization at only the lower portion (toe) of the bank. Stone toe is placed below the water surface along the bank to stabilize and protect the bank from downcutting. An armored toe dissipates energy along the lower bank and provides a physical barrier between water and soil. This tends to help prevent the upper bank soil from sloughing off and allows for root establishment which is key for long-term stability. Stone toe can extend above the water surface to expected high water elevations and be combined with regrading and vegetation to introduce native species and deep-root structure. Construction typically requires working in dry conditions to install a filter fabric underlayment for the stone to rest on. Costs for this treatment include a cofferdam or low water conditions to work in the dry, preparation of the toe to receive the stone, and placement of materials. Stone toes are visually represented in typical details several of the following erosion control methods as they are often used alongside other methods. See Figure 3.5, Figure 3.6, and Figure 3.7.

3.3 Bio-logs

Bio-logs, also known as geotextile rolls, can be made of various natural materials including wood, coconut fiber, and straw, wrapped in a biodegradable netting and create an immediate barrier to protect the bank. They help to reduce erosion, stabilize the shoreline, and reduce sediment and pollutant runoff. Bio-logs are applicable for banks with lower flow velocities. Bio-logs can be put in place without drastic modification to bank grading as they are flexible and can bend to existing curvature. Bio-logs are held in place on both sides by wooden stakes. Bio-logs can be used in conjunction with live stakes or other vegetative erosion control methods, as plantings can be installed directly into the logs or behind them. Bio-logs should be inspected periodically after installation, and particularly after high-flow events and ice melts. Lifespans often range from 2 to 5 years. Costs for this treatment include material and installation and can vary greatly depending on sourcing of material and complexity of the design. A typical bio-log treatment is shown in Figure 3.2 [1].

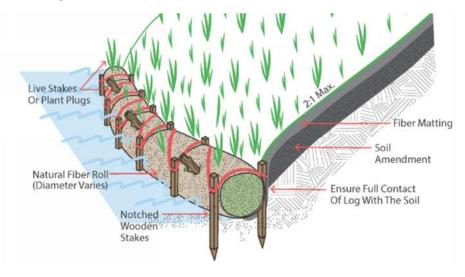


Figure 3.2 Bio-logs Typical Application

3.4 Log Revetments and Rootwads

Rootwads are lower trunks of trees with the root ball attached that are placed along a bank to dissipate wave energy. The rootwad revetment structure provides a barrier between bank soils and the flow. They provide habitat diversity and stabilization. They provide aesthetic value by appearing more natural but can limit access to the water. These typically last 7 to 10 years but require annual monitoring to ensure effectiveness. Construction includes keying a portion of the trunk into the bank and possibly anchoring the trunk into sediment. Costs for this treatment include material and installation. Material for this method may be sourced locally, but adequate sizing of components is necessary. A typical log revetment and rootwad application is shown in Figure 3.3 [1].

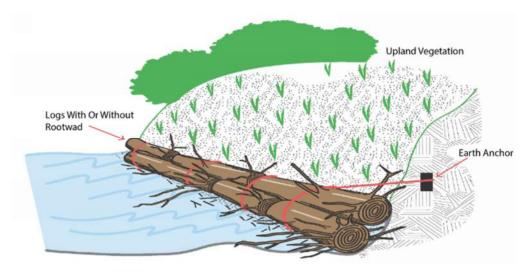


Figure 3.3 Log Revetments Typical Application

3.5 Vegetative Buffers

A vegetative buffer is a strip of vegetation made up of native plants which provides erosion prevention, water quality improvement, aesthetic value, and privacy from boaters and neighbors. Generally, vegetative solutions stabilize the bank soils by providing a deep interconnected root system. However, it does not provide access areas to water from properties. Additionally, weed control and maintenance by the park district will be required on a regular basis, and vegetation will need to be fenced off as it grows. Vegetation is often used in conjunction with other erosion control methods as by itself will take years to establish and is best suited for lower flows. Vegetation, especially beginning as seeding, is inexpensive. However, more advanced and effective methods of vegetative erosion control, including those in the sections to follow, can have more significant costs. For cost estimate purposes, the cost for vegetative buffer is provided in terms of seeding cost. Figure 3.4 provides a visual representation of buffer zones [1].



Figure 3.4 Vegetative Buffer Zones

3.6 Live Staking

Live staking involves establishing plant growth by placing live vegetative cuttings of woody species into the ground. The live stakes will root and grow to provide a root system faster than what could be accomplished by seeding. Established live stakes generate root systems strengthen the bank, provide habitat, and promote conditions for continued growth. Live staking is appropriate for areas with minor erosion on slopes less than 3:1. However, they may be used in conjunction with other streambank protection techniques including live fascines and hard armoring to further enhance stabilization. Live stakes should be inspected shortly after installation to verify they are properly seated. They should be inspected again after the first growing season for survival, and invasive species may need to be removed. They also should be monitored after high flow events and icing. After full establishment around 1 to 3 years, they will require limited maintenance. Costs for live stakes depend on the size of the area planted and slope of the bank. A typical cross section of a live staking application is provided in Figure 3.5 [2].

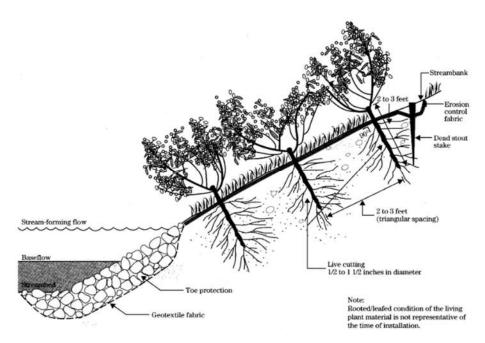


Figure 3.5 Live Stakes Typical Cross Section

3.7 Live Fascines

Fascines, also known as wattles, are bundles of live cuttings held together with rope or twine. They protect against runoff and erosion and are often combined with live staking. They provide immediate protection, which is enhanced as plant growth continues. Live fascines have similar benefits and setbacks to live staking. Fascines should be inspected periodically during their first year. Minimal maintenance is required once growth is established. The majority of the cost is due to cutting and bundling the fascines. Figure 3.6 shows a cross section of a typical live fascine application. This features stone toe protection and live staking similar to Figure 3.5, but with the added protection of live fascine bundles [2].

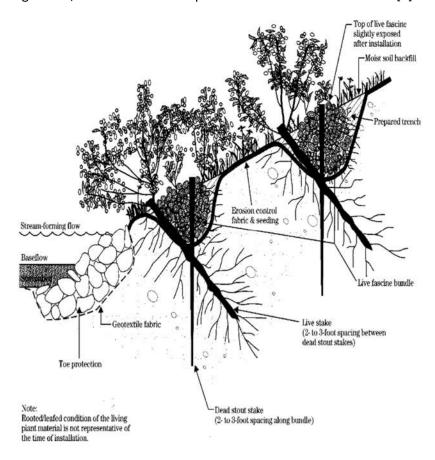


Figure 3.6 Live Fascines Typical Cross Section

3.8 Encapsulated Soil Lift

Encapsulated soil lifts are made up of layers of compacted soil wrapped in a geotextile fabric. Live cuttings are placed between each soil lift, and the top-most lift typically has live stakes installed through it. Encapsulated soil lifts must be installed on a stable bank, so they are often used in conjunction with a toe stabilization method. Encapsulated soil lifts provide immediate bank protection, promote rapid vegetative growth, and enhances toe stability. Encapsulated soil lifts have been successful on banks with 1:1 or steeper slope and can tolerate higher flows. Required maintenance of encapsulated soil lifts are similar to the requirements of live stakes, and need for maintenance will decrease as plant growth increases over time. The cost per linear foot depends on the height and width required, and also includes labor. Typical details for this method are provided in Figure 3.7, which includes a stone toe.

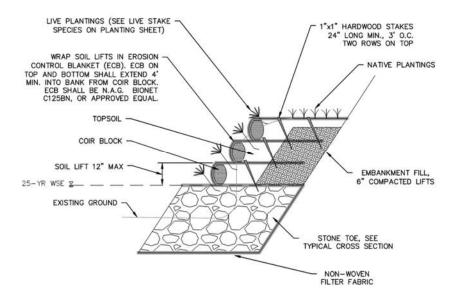


Figure 3.7 Encapsulated Soil Lift Detail

3.9 Brush Mattress

Brush mattresses consist of engineered matting with tightly packed cuttings that are placed directly on exposed bank soils to establish ground cover. They are typically used alongside a toe stabilization method such as riprap. Brush mattresses immediately begin to slow velocities, accumulate sediment, create habitat, and reduce non-point source pollution. A brush mattress can include the erosion control methods of live fascines, live stakes, and cuttings. These are best suited for slopes no steeper than 2.5:1, and their maintenance requirements are similar to that of live stakes. Maintenance after growth establishment is minimal. The majority of costs for brush mattresses are associated with construction of the mattress. A typical brush mattress setup is shown in Figure 3.8 [3].

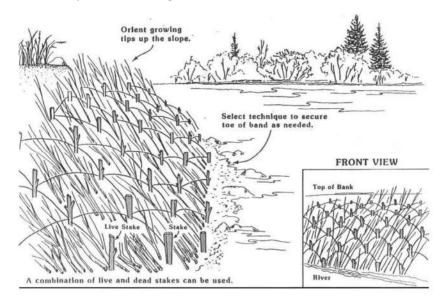


Figure 3.8 Brush Mattress Typical Application

3.10 Limestone Outcropping

Limestone outcropping is an erosion control method that could be implemented in addition to other methods at specific locations along the lake banks to allow residents access. This method combines toe stabilization with flat stone pieces on aggregate wrapped in geotextile fabric, to provide a suitable path for walking. This method provides minor benefits of toe stabilization, but its main purpose is for aesthetics and resident access. A typical detail of this method is shown in Figure 3.9.

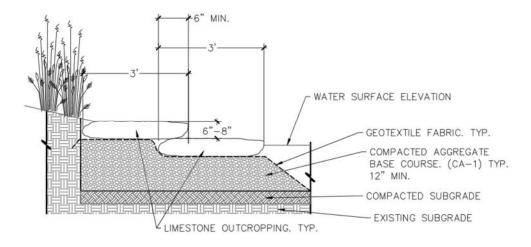


Figure 3.9 Limestone Outcropping

4.0 COSTS AND RECOMMENDATIONS

Construction costs for each section of bank are presented in the Preliminary Cost Estimate in Appendix C. In general, the range of estimated costs for the bank sections evaluated range from \$52,000 to \$273,000 for area along the North Lake and from \$35,000 to \$208,000 along the South Lake, depending upon the length and severity of the existing bank erosion. This estimate was made in 2024, and construction costs are based on current pricing. As this plan is ongoing and the work will span multiple budget years, construction costs will need to be adjusted to reflect the most current economic conditions. Note that erosion control treatment methods were divided into two general categories: structural/hard treatments and bio-engineered/soft treatments. The best approach for a specific bank section often combines one or more methods for optimal erosion control based on site-specific factors. The estimate provided includes high level material and labor costs that may vary depending on supplier or contractor, permit fees, etc. Costs presented are based on installation only, and do not necessarily include potential removal costs of existing treatments or on-going maintenance.

Due to the erosion of the Category C bank areas on Evergreen Lakes, these sections may best be treated with a structural/hard armor treatment. This includes a combination of stone toe stabilization and a form of vegetative erosion control (live stakes, live fascines, and/or encapsulated soil lift), such as what was shown in Figure 3.5, Figure 3.6, and Figure 3.7. This provides an armored bank toe that can manage significant erosion long-term. When armored toe is combined with vegetation, erosion is additionally minimized, and aesthetic and environmental benefits are provided.

At Category B sections of the bank, bio-engineered/soft treatment methods such as bio-logs, live staking, and/or seeding with erosion control blankets would be adequate. These methods are applicable for areas with less threat of erosion and require less engineering effort.

Category A sections of the bank appear to be in good condition and do not require additional erosion control methods at this time. However, vegetation in these areas should be regularly maintained to ensure this good standing.

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5.0 REFERENCES

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- [2] Lake County Stormwater Management Commission, "Streambank and Shoreline Protection," Lake County, IL, 2002.
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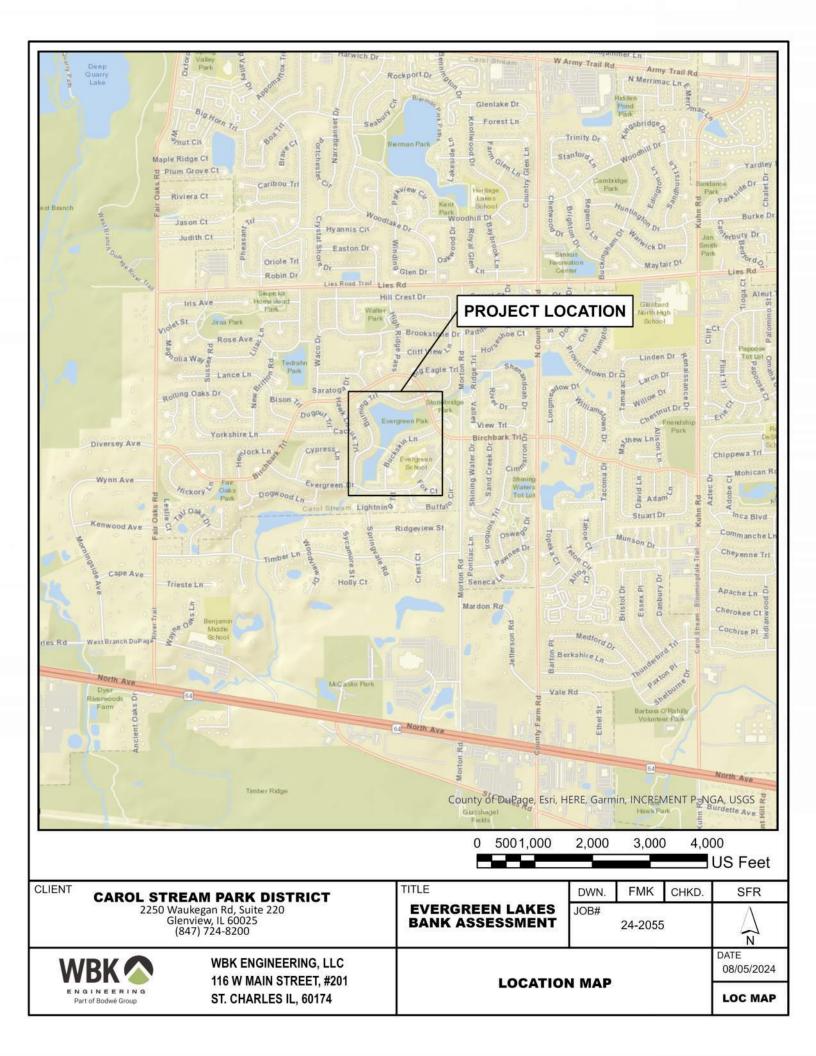
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APPENDIX A

LOCATION MAP

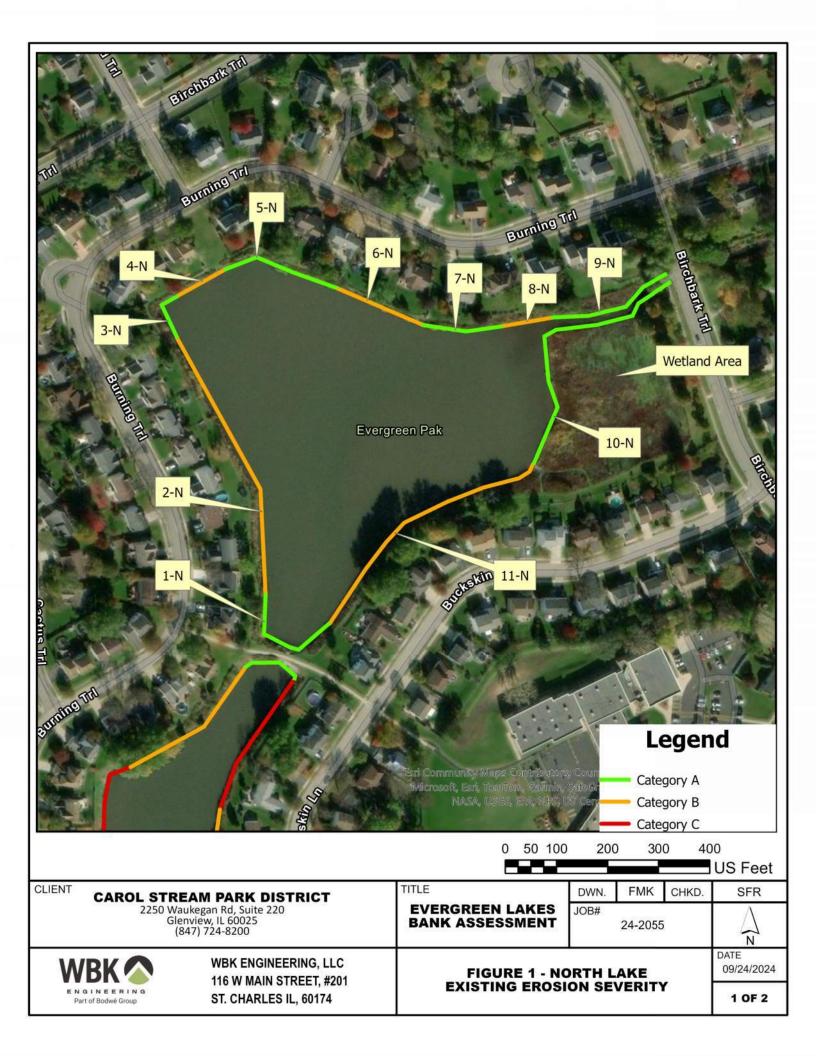


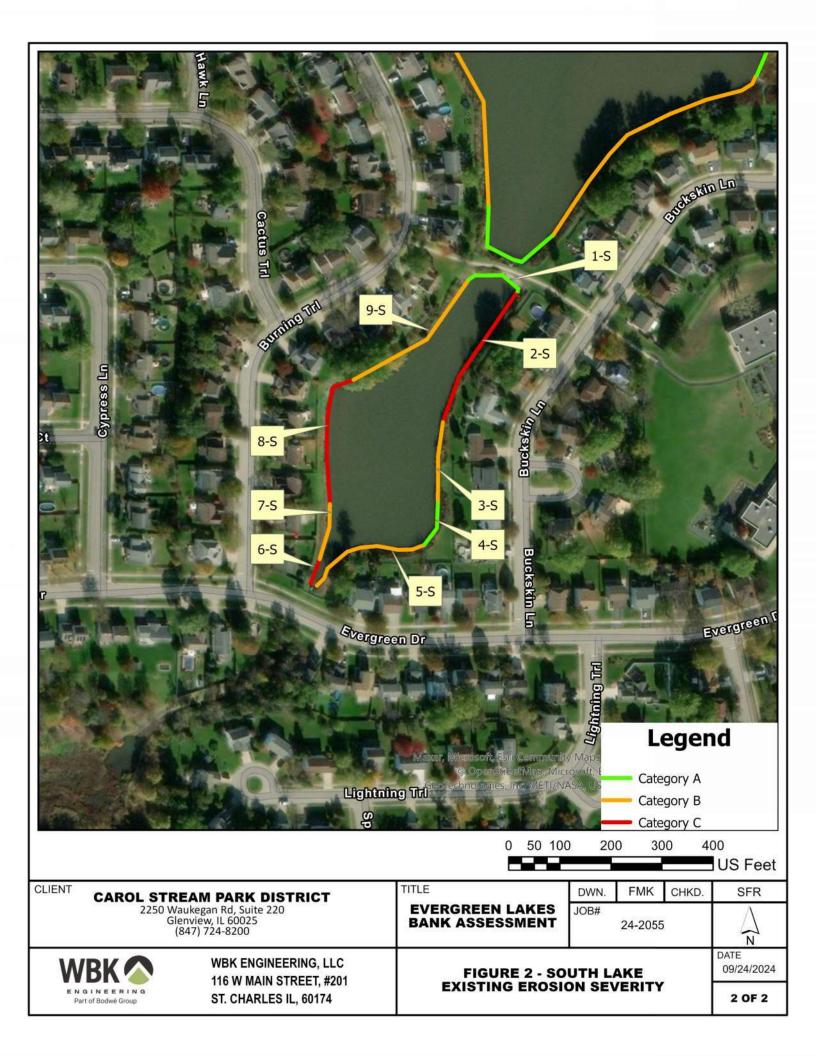


APPENDIX B

NORTH AND SOUTH LAKE EXHIBITS







APPENDIX C

PRELIMINARY COST ESTIMATE



Erosion Control Summary Table Evergreen Lakes Bank Assessment Preliminary Cost Estimate



9/18/2024

Bank Section Number	Erosion Severity Category	Recommended Erosion Control Treatment	Unit of Measure	Approximate Length		Unit Cost	Cost
		North I	_ake	l.	1		
1-N	А	N/A	LF	226.0	\$	-	\$ -
2-N	В	BIO-ENGINEERED (SOFT)	LF	546.0	\$	500.00	\$ 273,000.00
3-N	А	N/A	LF	101.0	\$	-	\$ -
4-N	В	BIO-ENGINEERED (SOFT)	LF	108.0	\$	500.00	\$ 54,000.00
5-N	А	N/A	LF	230.0	\$	-	\$ -
6-N	В	BIO-ENGINEERED (SOFT)	LF	186.0	\$	500.00	\$ 93,000.00
7-N	А	N/A	LF	152.0	\$	-	\$ -
8-N	В	BIO-ENGINEERED (SOFT)	LF	104.0	\$	500.00	\$ 52,000.00
9-N	А	N/A	LF	245.0	\$	-	\$ -
10-N	А	N/A	LF	537.0	\$	-	\$ -
11-N	В	BIO-ENGINEERED (SOFT)	LF	527.0	\$	500.00	\$ 263,500.00
				1	NORT	TH LAKE TOTAL	\$ 735,500.00
		South I	_ake				
1-S	А	N/A	LF	113.0	\$	-	\$ -
2-S	С	STRUCTURAL (HARD)	LF	297.0	\$	700.00	\$ 207,900.00
3-S	В	BIO-ENGINEERED (SOFT)	LF	157.0	\$	500.00	\$ 78,500.00
4-S	А	N/A	LF	87.0	\$	-	\$ -
5-S	В	BIO-ENGINEERED (SOFT)	LF	243.0	\$	500.00	\$ 121,500.00
6-S	С	STRUCTURAL (HARD)	LF	51.0	\$	700.00	\$ 35,700.00
7-S	В	BIO-ENGINEERED (SOFT)	LF	111.0	\$	500.00	\$ 55,500.00
8-S	С	STRUCTURAL (HARD)	LF	271.0	\$	700.00	\$ 189,700.00
9-S	В	BIO-ENGINEERED (SOFT)	LF	307.0	\$	500.00	\$ 153,500.00
	SOUTH LAKE TOTA						\$ 842,300.00
				NORTH AND	SOUT	TH LAKE TOTAL	\$ 1,577,800.00

NOTES:

- 1. This estimate is prepared by WBK Engineering, LLC dated 09/18/24.
- 2. This estimate is prepared as a guide only. WBK makes no warranty that actual costs will not vary from the amounts indicated and assumes no liability for such variance.
- 3. This estimate DOES NOT include: Permit fees, review fees, easement/land right costs, or relocation of conflicting utilities.
- 4. BIO-ENGINEEED (SOFT) treatments is a general description for treatments including bio-logs, live staking, and seeding with erosion control blankets, or some combination of those or similar treatments. STRUCTURAL (HARD) treatments includes stone toe stabilization with vegetative erosion control (live stakes, live fascines, and/or encapsulated soil lift). Specific treatments for each section of bank and detailed cost estimates would be defined following survey of the area and a detailed design process.



To: Board of Commissioners

From: Shane Hamilton, Director of Parks & Facilities

Date: October 28, 2024

Discussion: Future Capital Improvement Plan – Information

Agenda Item #: 6B

In preparation for the Capital Improvement Plan prioritization exercise, staff has created a summary of future suggested projects. These suggestions are the result of:

- addressing emerging trends or suggestions discovered during the 2023 Community Needs Assessment,
- aligning with the District's Repair & Replacement Schedule for playgrounds and vehicles, and
- addressing large scale maintenance or facility upkeep.

Staff continues to suggest that all future parking lot and bike/pedestrian trail replacements be funded through the dedicated Paving & Lighting Tax Levy. This would reduce the burden of such projects on the Capital Improvement Fund. Staff will prioritize parking lots, trails and lighting needs and then levy and budget accordingly.

The information below is in no particular order, and provides general information on proposed projects. Staff is prepared to provide additional detail and answer any questions so the Board is prepared to participate in a prioritization exercise at the November 12, 2024 meeting.

The following Capital Improvement items are <u>required items</u> and will be added to a corresponding budget in 2025 or 2026. These items are not to be ranked by the Board of Commissioners as staff considers them to be a must have for continued operations and revenue development:

- 1. New 39 Passenger \$250,000
 - Parks Foundation is hoping to raise \$100,000.
 - Special Recreation Fund can be used for up to 50%, or \$125,000
 - DuPage County Grant has been requested; exact amount TBD.
 - IF necessary, some Capital funds may be used.
- 2. Simkus Recreation Center Gymnasium Floor Repair \$65,000
 - The existing wood floor has begun to heave in multiple spots creating a significant tripping hazard.
 - The cost covers the repair/patch, striping, refinishing.



Evergreen Shoreline Stabilization

The restoration of the shoreline throughout both bodies of water at Evergreen Lakes will need to be addressed in the coming years. Staff contracted with WBK Engineering in 2024 to assess the shorelines of both bodies of water, place the areas of concern in order from most important to least important and provide approximate costs for each portion of shoreline restoration. The study has been completed with a total cost of \$1,600,000 in its entirety with Priority 1 areas totaling \$433,000.

Coral Cove Water Park Bucket Feature Painting

After the renovation in 2022/23, once the water slides were re-surfaced and re-painted it became abundantly clear the bucket feature was in need of some attention. Mechanically the feature is in working condition, however, aesthetically the structure could use a refresh. Staff has obtained a quote for \$45,000 to repaint the entire structure.

Carpet/Flooring in Fitness Center

This addresses the hallway area to the Fitness Center locker rooms. This heavy traffic area is starting to show its age even with more frequent cleaning. Staff is recommending the carpeting be replaced. Quotes for updated flooring range from \$30,000 (to replace with the exact same carpet tiles) up to \$85,000 for a vinyl planking type floor with a thick rubber backing. A vinyl flooring product could make the floor easier on feet and knees, be easier to clean and maintain, and has a longer life expectancy.

Simkus Recreation Center Men's & Women's Locker Room/Bathrooms

The bathrooms/locker rooms are in need of renovation as they haven't been updated in quite some time. The District also has a dire need for storage at this facility; staff is exploring various concepts to renovate the bathrooms while creating needed storage space. The cost of this renovation is TBD with the intent of having a formal quote at the November 12 board meeting.

Armstrong Park Baseball HUB Renovation

Armstrong Park continues to be a staple in the District for baseball/softball. Staff would like to make some aesthetic improvements to the facility including, but not limited to: field improvements, dugout improvements (concrete floor and adding roofs similar to McCaslin Park), and improving site amenities such as trash cans, re-set existing pavers in the HUB and add ballfield mix to all fields. Staff is requesting \$175,000.

Armstrong Park Pickleball

With the continued success of the pickleball courts at Armstrong Park, there is a need for a practice court to be placed in the open center area. The practice court would not have a net as requested by multiple regular pickleball players, however, it will be lined on the existing surface. Additionally, some form of shade and seating remains a goal. Cost TBD with formal quote available at the November 12 Board meeting.



<u>Coral Cove Water Park – Family Bathroom/Locker Room Renovations</u>

The pool renovation in 2022/23 improved function but did not enhance a majority of the aesthetics throughout the water park. This renovation would focus on the family bathrooms (flooring, lighting, fixtures) and both locker rooms for our patrons. Renovations would include: flooring, lighting, fixtures, partitions, lockers and locker configuration. Cost TBD with formal quote available at the November 12 Board meeting.

Conclusion

These suggested projects are subject to change whether it be due to unexpected repairs or new emerging trends. In the course of our daily operations, staff continually monitors conditions and places future needs on the 'radar' for if/when a repair or replacement will become necessary.

We appreciate the Board's questions and comments related to these recommendations in preparation for the October 28 discussion, and the formal prioritization exercise on November 12.



To: Board of Commissioners

From: Sue Rini, Executive Director

Date: October 28, 2024

Discussion: Performance Against Organizational Goals

Third Quarter Agenda Item #: 6C

Commissioners,

Attached is a Third Quarter update of Performance Against Organizational Goals.

Please note that several goals have been completed. In other cases, good progress is underway. There are some goals that are intentionally being addressed in the later part of the year. Overall, we are proud of our progress.

We are happy to answer any questions and hear feedback.



Organizational Goals 2024

Third Quarter Update

DISTRICT / ORGANIZATIONAL GOALS:

Conduct an RFQ for the District's Legal Services

Quarter 1:

• RFQ prepared; selection committee made up of three staff and three board was formed to facilitate the process and make a recommendation to the Board. RFQ was issued to three firms; two firms were selected to be interviewed. Interview questions reviewed and will be used for Interviews that are being conducted the week of April 22, 2024. Selection Committee will discuss with Commissioner Powers who was unable to participate in the interviews. The Committee will then prepare a recommendation for the Board with a goal of appointing new Counsel at the May 13, 2024 Annual Meeting of the Board.

Quarter 2:

• **Complete.** The Board appointed Ancel Glink as its new Corporate Counsel on May 13, 2024. Orientation meeting was held between Senior Leadership Team and Derke Price (Lead Attorney) to bring him up to speed on all current matters that will/may require his attention.

New Strategic Plan

Quarter 1:

• Strategic Plan Selection Committee formed with two board members and three staff. Staff gathered proposals from 4 firms; they have been distributed to the Selection Committee.

Next the Committee will meet to review the proposals and establish interview questions and dates for interviews.

Quarter 2:

• The District has contracted with NIU's Center for Government Studies. A kick off meeting was conducted on August 1. A project timeline was proposed for completion in spring of 2025. We are currently drafting the list of focus group participants, and tweaking specifics of the process.

Quarter 3:

• Project timeline is in place. Focus Group meetings, and other meetings planned. First round of Focus Group Meeting Complete. Final plan is projected for completion in April, 2025.



Pursue Grant opportunities for both large and small projects

Quarter 1:

- Tree Grant with VCS will provide free trees at Community Park! We are estimating a total of 75 trees to the property. Some will sit on land still owned by the Village at Community Park; an estimated 27 trees will sit on Park District section of property.
- DCEO Grant for Pickleball Courts will provide \$50,000 towards the conversion of those courts.
- Heading to Springfield May 7-8 for Parks Day in the Capitol where we will share our list of capital projects funding needs with legislators.

Quarter 2:

- We are awaiting the \$50,00 DCEO Grant reimbursement for Pickleball at Armstrong Park.
 We are in regular contact with our grant administrator to ensure all paperwork is completed.
- The Safety Committee will submit a safety grant to PDRMA in September. They will select a safety related item that can benefit the District and help reduce/eliminate accidents and incidents.
- Staff is preparing to submit an OSLAD Grant application for the Pleasant Hill Playground Renovation. Under OSLAD's newest guidelines, we are eligible for reimbursement of 50% of the project up to a maximum grant of \$600,000.

Quarter 3:

- OSLAD Grant has been submitted for Pleasant Hill Park project.
- We've reached out to our Legislative contacts in regard to Member Initiative Funds for possible appropriations that can be directed to Carol Stream.
- In discussions with DuPage County Board Members (Schwarze, Rutledge, Zay) for possible grant funds to District 6/Carol Stream in hopes of gaining funding towards a replacement Bus that would serve the Seniors/Kids/Families of the community.
- PDRMA Safety Grant was submitted in early September. We are waiting for an update from PDRMA.



Conduct a Salary Study to ensure we are maintaining competitive wages and optimizing the retention/hiring of high-quality staff.

Quarter 1:

- Job descriptions are being sent to HR Source as step 1 in the process.
- Recent changes to the FSLA minimum salary for exempt (salaried) status will rise to \$43,888/annually in July, and again to \$58,656 in January 2025. This change will be incorporated into the wage scale that will be produced through the study. Once we have that information, we can forecast the impact to the District's overall budget.

Quarter 2:

• First draft of the wage scale review has been received. In reviewing the report HR/Administrative staff identified a position that was inadvertently left off the evaluation. We are following up with a request for an update. Preliminary review shows that the District's scale is fairly aligned with the current market. Once final report is complete, we will communicate findings with staff and Board.

Quarter 3:

• **Complete:** Based on the findings of the salary study, staff are aligned with the wage ranges in their grade levels. This was announced to staff at the October All Staff Meeting.

Begin a two-year plan to upgrade all network PCs for Windows 11 compatibility for the 2025 deadline.

Quarter 1:

• Phase 1 started with 25 workstations. Currently setting up and deploying as time between current staff/projects needs allows. Instructions with screenshots of changes from W10 to W11 have been emailed to staff who receive the new workstations. Phase 2 order for another 25 workstations will happen in July-August.

Quarter 2:

• **Complete for this year**; the next phase of updates will take place in 2025 so that we can shift additional funding to completing the phone system upgrade which is part of the required cyber liability insurance qualification.



Update/upgrade the CSPD Website

Quarter 1:

• The website update and upgrade are underway and moving along well. The website developer will be providing an updated punch list by June 1, which will be followed by staff reviews and testing. Fall rollout is projected.

Quarter 2:

• There was a temporary pause in the upgrade due to the medical leave of our lead graphic designer/lead on the project. Work has resumed. Layout, cascading menus, behind the scenes enhancements have been designed. We are targeting a year-end roll out.

Quarter 3:

• Senior Leadership has approved the layout and design elements for the new website. The Consultant is now working on creating a beta site for a staff review.

Enhance Weed Management program to reduce un-wanted vegetation through the Park system and improve turf quality.

Quarter 1:

No Update.

Quarter 2:

No Update

Quarter 3:

• When coupling the desire to have more appealing athletic fields with the renovation of two parks this Summer, the need for weed management and improved turf throughout the park system became more and more evident. Staff did meet with Spring Green to set a plan in motion. After that meeting, a weed and feed has been laid down at Walter Park to begin to kill weeds and promote root growth of the existing turf and newly laid seed. Additional fertilizer and weed control applications were sprayed at Red Hawk Park, McCaslin Park and Hampe Park. We have also started an aggressive semi-annual aerating and over seeding of all athletic game fields throughout the District's park system. Lastly, staff has implemented routine strategies such as carrying a hand pump sprayer in trucks during the growing season so staff members can spray weeds in parking lots and playgrounds as they see them.



<u>Strengthen short term and create long terms plans for shoreline maintenance at Evergreen</u> Lakes.

Quarter 1:

 WBK Engineering has been formally contracted to perform an evaluation of the entire shoreline on both bodies of water at Evergreen Lakes. The evaluation process will place a ranking on various areas making it possible for the District to attack the most degraded areas of shoreline first. Lastly, WBK Engineering will provide a dollar amount for each ranked area so the District can budget accordingly.

Quarter 2:

• We have been in touch with WBK engineering. The report is complete and under final review. We expect it in the next week.

Quarter 3:

• WBK has been delayed in making additions/changes to the report that included dollar amounts. That finally happened the first week of October, but additional word smiting has been requested (i.e., removal of opinions – stick to the facts). We have set a hard deadline for the completed report of October 21. Staff plans to share the report with the Board at the 10/28 meeting and then make it available to residents. The full project has a price tag of \$1.6M.

Explore the installation of outdoor pickleball courts as an added amenity and meet rising interest and demand.

Quarter 1:

- Walter Park completion expected by fall where CSPD will have its very first asphalt Pickleball Court!
- Staff is also prepping for the approval and future install of 6 new outdoor courts at Armstrong Park with sports court flooring. Programming and lessons for these new locations are being discussed. Free demonstrations to promote interest will be planned.

Quarter 2:

• **Complete**. Pickleball reservations have been coming in steady since we have opened both facilities. Offering leagues, tournaments, and classes at Armstrong Park.



Review Fountain View Fitness fees, consolidate membership packages, and explore the impact of Silver Sneakers or other healthcare plans.

Quarter 1:

- Healthcare plans are being explored. Supervisor has information from Renew Active and One Pass. Silver Sneakers has not replied to our repeated request for information. Staff is preparing a formal report of options available, along with the financial impact.
- All membership packages and options have been evaluated. This resulted in condensing the number of packages, and revamping way family memberships are set up. This has created more efficient and accurate management.
- The conversion of all membership records is still underway; members are not impacted by the conversion as it is an internal process.

Quarter 2:

- Fees and packages were evaluated.
- Membership conversion is in progress and consolidations should be complete by the end of August.
- Information on healthcare plan options has been compiled for review

Quarter 3:

- **Complete**. Membership conversion is complete. All necessary "additional members" have been converted to family memberships.
- Staff recommendation is to not implement a health care plan for fitness memberships due to the risk of revenue loss and additional administrative work which would be required. In addition, most inquiries have been regarding Silver Sneakers, which is not currently available as a partner, so we do not want to implement a discount plan that is less demanded by the community.

Review and implement safety procedures at Coral Cove Water Park and make changes that will reduce the number of incidents that require Police intervention.

Quarter 1:

- Physical review and implementation of suggestions is complete. Staff has taken recommendations from CS Police and have begun to trim up and remove bushes/branches from areas that the kids sneak in. We have also installed a stanchion/gate system in the pool lobby in hopes to stop people from sneaking in without paying. We will provide an update on the number of police calls at the end of the summer when the pool closes.
- Staff is still working with PDRMA to address restrictions/additional steps that would be required to install a license plate recognition system to notify authorities of vehicles that



registered to individuals who should not be at the pool, or of stolen or wanted vehicles. We hope that our new Corporate Counsel can assist with working through the restrictions.

Quarter 2:

- Staff is tracking police incidents this summer and we will compare this year versus last year after the season ends. To date we've had limited police intervention at Coral Cove Water Park.
- Staff is working with Ancel Glink and PDRMA legal to review the contract for installation of FLOCK license plate recognition system. Ancel Glink has taken the lead and incorporated PDRMA's points.

Quarter 3:

- **Complete:** Staff reviewed police incidents from 2023 to 2024 related to bicycle thefts and found minimal reported incidents.
- Staff has continued to remove bushes, shrubs and trees per the recommendations of the Police Department late Summer/early Fall and all stumps will be ground down in late Fall.
- FLOCK License Plate Recognition cameras have been installed at both entrances/exits to Simkus Recreation Center. We are finalizing training for staff, and permissions for CS Police to have access to the system.

Implement a program for outdoor AED units.

Quarter 1:

• Staff has scheduled a May meeting with our AED vendor to come out to McCaslin and go over the process/cost for installing a unit. Signage is also planned to coordinate with the installation of the unit.

Quarter 2:

• An outdoor AED Box has been ordered. Electrical and data lines have been installed to the box; required signage is being designed. Staff estimates full install and functionality by late summer.

Quarter 3:

• The outdoor AED cabinet has been installed at McCaslin Park on the concession stand exterior wall adjacent to the mechanical door on the south side of the building. The unit has been installed and wired but is currently not 100% functional as CAT 5 wire (or an equivalent) needs to be installed. The unit will be operational on, or around, November 15.



ADDITIONAL DEPARTMENTAL GOALS

Administration

<u>Transfer ownership of leased park parcels (Charger Court and Papoose Tot Lot) from Village of Carol Stream to Park District to accommodate eligibility for future grant submissions.</u>

Quarter 1:

- The Village has filed the property transfer for <u>Charger Court</u> with the County. We are just waiting for copies of the paperwork.
- <u>Papoose Tot Lot</u> transfer is stalled because the original subdivision builder didn't complete the transfer documents shifting ownership of the park parcel to the Village. Staff has reached out to new Village Manager who is working with their attorneys on a solution.

Quarter 2:

- No Update on <u>Charger Court</u>.
- Village has turned over the transfer of <u>Papoose Tot</u> Lot to us so that we can pursue 'Adverse Possession' as basis for becoming the formal property owner. They have no legal ownership therefore would have to become owners (through adverse possession as well, and then go through transferring of ownership). We plan to engage Ancel Glink next quarter.

Quarter 3:

- The <u>Charger Court</u> transfer of property, it turns out, will require additional steps on the Park District's side. The Board must act to accept the Quit Claim Deed, and then file the tax-exempt update to the County, and then add the property to our list of assets under our property insurance coverage with PDRMA. This is a standard process. As of this time, Corporate Counsel has reviewed and accepted the documents. We are still waiting for PDRMA review and approval. We tentatively plan to present this to the Board in November.
- <u>Papoose Tot Lot</u> will need to go through something called a Quiet Law Suit in lieu of an adverse possession claim. We have asked Ancel Glink to work directly with the Village Attorney to lay out a plan.

Explore other methods to sell Naming Rights for McCaslin Park.

Quarter 1:

• This plan has some new possibilities with the interest of a private entity proposing a longterm lease on site that could lead to subsequent naming rights revenue. We have issued questions to the private entity and await their response.



Quarter 2:

No progress. We are awaiting possibilities through DTA proposal.

Quarter 3:

After considerable discussion with the Board regarding a potential partnership with DuPage
 Training Academy – which included potential Naming Rights revenue – the District has notified
 DTA that we will not be pursuing further discussions.

New IGA for Wayne Township

Quarter 1:

• Complete. The new IGA has a term of March 2024 through March 2034.

New IGA for Community Park Stormwater, and Village Pathway connection at Memorial Park.

Complete.

Annex McCaslin Park to Village of Carol Stream to improve Liquor License permitting, and receive local police service.

Quarter 1:

- Annexation requires the sequential annexation of property immediately to the east of McCaslin. The first phase was the annexation of the property on the northeast corner of Morton/North Avenue. That is complete, and the Park District followed with annexing that corner into the Park District's boundaries.
- Next will be the northwest corner of Morton/North Avenue where Wheaton Bible Church is located. We have notified the Village that we would like to Annex into the village at the same time the Church is annexed to expedite the process. The Village has communicated to us that they plan to begin the process in late spring of this year.

Quarter 2:

 We await the Village's authority to move forward. We have ordered an updated plat of survey as required in the formal annexation process. The Village estimates that the annexation will be complete by year end.

Quarter 3:

• We are still awaiting permission from the Village to move forward. Wheaton Bible Church must complete their annexation before we can move forward.



Finance and IT

Coordinate grant reimbursement for CDBG (Community Park), and OSLAD (Walter Park).

Quarter 1:

- CDBG grant documentation is in process. Staff continues to submit monthly reports (Performance and Financial) as required. Over 50% of the \$1,000,000 grant has been reimbursed to the District. Staff is working on reimbursement of pay application 3, which will result in the reimbursement of the full grant less a \$50,000 retainage that will be released once the County certifies the project as closed. That will include a 'single audit' conducted by Lauterbach & Amen.
- Walter Park required monthly reporting is being submitted. The District requested 50%/\$200,000 of the eligible grant funding in advance (a new OSLAD option) and has received it. Once completed, this grant will also require a single audit by Lauterbach & Amen to close the grant.

Quarter 2:

- Over 95% of the \$1,000,000 CDBG Grant for Community Park has been reimbursed to the District. Staff is waiting to receive pay application 4 (final), which will result in the reimbursement of the remaining \$50,000 retainage that will be released once the County certifies the project as closed. That will include a 'single audit' conducted by Lauterbach & Amen.
- Walter Park is complete, with 2% retainage being held from the contractor as of July 12, 2024. Once full payment of the contract is complete, submission for the \$200,000 grant balance will be completed.

Quarter 3:

- The Community Park project has been completed and the remaining \$50,000 CDBG grant received. The single audit by Lauterbach & Amen was completed and submitted electronically to the Federal Audit Clearinghouse on 9/13/24 to complete the audit requirement. The final original documents for pay applications 3 & 4 were delivered to DuPage County for their records on 10/16/24, completing the final steps for the project.
- The 2% retainage check is ready to be mailed to the construction contractor when the engineering contractor receives valid AS-BUILT drawings. Once the final check clears our bank we can submit for the remaining \$200,000 OSLAD grant payment for this project.



Explore benefits of a financial software conversion to cloud based solution. Be prepared for end of life on local application version.

• **Complete**. Confirmed that current version is not being terminated anytime soon, therefore this will remain on the radar should local installation of system no longer be supported.

Follow up with an updated IT replacement plan following the Windows 11 change over.

Quarter 1:

• In Progress; as new computers are being installed as part of the Windows 11 upgrade (Windows 10 end of life by 2025), inventory listing is being updated on the IT Replacement Plan. Out of service computers are being removed.

Quarter 2:

Complete.

Complete the next phase of Fountain View Facility public announcement system.

• **Completed** Phase 3 of the public announcement system. This section included pool hallway, and pool area.

Human Resources and Administrative Services

Expand reach and success of Hiring Events

Quarter 1:

• Interdepartmental team consisting of Recreation and Human Resources staff has been created. The hiring events continue to draw a good number of applicants, but with busiest season coming, they are brainstorming on new ways to draw applicants including food items and free, inexpensive giveaways. To date, we have had 62 applicants attend the January and April events and 21 of those applicants have been hired.

Quarter 2:

• 23 individuals were interviewed at the July 17 hiring event; this is a good increase from last July when we only had 11 applicants. To date we have drawn 85 applicants. We are currently in the process of extending some job offers so don't have final 'real hire' numbers available.



Quarter 3:

• There were four hiring events in 2024 that brought us 121 potential applicants. Of these applicants, 30 were hired. We will continue hiring events in 2025.

Refresh Fun Squad (similar to Safety Committee) to get more engagement from members and staff

- **Complete.** Fund Squad is our staff led motivation team! They are reviewing fun staff activities and events to refocus the group, engage staff from across departments, and maintain strong working relationships. In addition to hosting some annual events, they have brought back "Sack Lunch Superstars Group" as a way to encourage staff to get away from their desks and enjoy some time outdoors with their co-workers.
- They are also trying out "pop up" events this year where they will show up at a building with a quick 5-10-minute game or activity. The first one is being scheduled in May.

Explore HRIS systems to look for products that will assist in streamlining the onboarding process as well as provide a more organized way to delivery training to staff.

Quarter 1:

 Human Resources and Finance staff are working together on this project as it crosses both functions. We are requesting a meeting with our current financial software provider INCODE who also has a HRIS module. This could provide a simple and fully compatible solution.

Quarter 2:

• No Update.

Quarter 3:

• **Complete:** HR Staff have identified an HRIS Module that is part of the District's current Financial Software (INCODE). It will be more economical and allow for a smooth transition. Therefore, staff is recommending looking at an HRIS system in conjunction with the next Financial Software version upgrade. We will be exploring this option further in 2025.

<u>Improve functionality and integration to other applications, to improve customer experience.</u>

• This will coincide with the upgrade to the CSPD Website, and is being used as a guideline for changes and improvements.



Rebrand the Dolphins Swim Team – (part of overall brand alignment)

• **Completed** in February

<u>Convert all waivers to electronic signature vs. paper format; covers all programs, memberships, rentals, etc.</u>

- **Complete**. All waivers have currently been converted to allow electronic signatures and online agreements. Recently fitness has added additional assessment forms for personal training that are all fillable and accessible online. Any printed forms that we collect are for the benefit of the supervisor having the customer's information and the customer's requests but all waivers are collected in Active Net. Examples: Rental and birthday paperwork, Activkids schedule updates, Bark Park memberships (sent to village), and adult trips.
- Since we started using ePACT for our programs it has allowed us to eliminate many of our emergency forms and has required customers to fill those forms out online.

Streamline and enhance staff training for Registration & Membership Services Staff.

Quarter 1:

- Active Net has recently added many new training videos that are useful in the Registration training process. Staff are working together to update the customer service training that will be presented at the April Registration staff meeting.
- We are working on updating training binders and creating a new training plan for new hires and refresher training for current staff.

Quarter 2:

No Update.

Quarter 3:

- **Complete:** Registration staff have been attending quarterly department meetings. This year Safety Trainings were added to the agendas.
- With First Amendment Auditors coming to government agencies throughout the Country, staff
 was trained on how to handle these Auditors and many of our public documents were added to
 the Municipal binders at Fountain View and Simkus.



Parks & Facilities

Complete Walter Park Renovation.

Quarter 1:

 Walter Park renovation is successfully underway. The site has been demolished with fences removed, player benches removed, a portion of the parking lot removed, berms removed, playground removed and ballfield material removed. Additionally, concrete work has begun on the site and the playground has been delivered. Anticipated completion date is Memorial Day Weekend.

Quarter 2:

• **Complete.** The renovations at Walter Park are finished including: new playground with synthetic turf safety surfacing, new dugout/backstop fencing, pickle ball court, re-graded ball field and soccer field, and a new crushed limestone walking trail around the perimeter of the park. The grand opening was held in June 2024 with the close to 100 residents in attendance with staff and the Board of Commissioners.

Complete Community Park Renovation.

Quarter 1:

 Work resumed earlier this month and now that asphalt plants are open, it will result in completion of a large majority of unfinished tasks. We have received a grant extension for July 1, and still believe all work will be done before that time. Construction meetings are being held weekly with Contractor, Landscape Engineer and CSPD Staff.

Quarter 2:

• At this time the actual construction of Community Park is complete minus the seeding of the native area adjacent to the parking lot. Renovations include: new walking trails throughout the park, three new shelters, bathroom improvements, new playground, futsal court, updated basketball courts and sand volleyball court, new parking lot with additional parking spaces, re-grading of a soccer field, raised garden plots and new parking lot lighting. Due to Community Park being grant funded it is a multi-faceted project. The construction is one clear component; however, another major portion of the project is the behind the scenes paperwork for reimbursement of those grant funds. The paperwork portion of the project is not completed at this time. All parties involved with the project are working on completing the paperwork for reimbursement for our deadline of September 6, 2024.



Quarter 3:

• **Complete.** The project is 100% complete including all paperwork associated with the project. The District has received the reimbursement check from the County, a grand opening ceremony was held in August and the park site is being used daily by guests and residents alike.

Complete construction of New Maintenance Barn at Kuhn Road Facility.

• **Complete**. Staff are utilizing the building. The District received a reimbursement payment from the Village in the amount of \$120,000 per the IGA.

<u>Seek creative funding sources for smaller playground improvements in an attempt to stretch our existing Capital Budget.</u>

Quarter 1:

• Staff is headed to Springfield for the Parks Day in the Capitol to reinforce our message and funding needs.

Quarter 2:

• The Department's goal was to seek creative funding sources for smaller scale projects, however, in 2024 we have found a unique way to fund a larger scale project at Pleasant Hill Park. When neighboring local government entities work together the community wins. That is exactly what is happening at Pleasant Hill Park. School District 200 and CSPD have begun discussions and subsequent planning to work cooperatively to deliver a new play environment at Pleasant Hill Park. This new play environment will be funded through both entities Capital Improvement programs and an OSLAD Grant through the State of Illinois will be applied for. If an OSLAD Grant is obtained for this particular project the District hopes to be under construction in 2025.

Quarter 3:

• The new playground and multi-user swing at Armstrong Park was installed by parks staff late Summer/early Fall 2024 reducing the overall cost. This playground was funded by a grant from the Mainstreet Relators Association via the recommendation of one of our Parks Foundation members.



<u>Create a detailed plan to evaluate engineered wood fiber (playground mulch) depths, identify</u> and install mulch to maintain safety surfacing levels.

• **Complete**. Staff has completed the evaluation of each playground's needs, secured the necessary quotes and scheduled installation for the week of April 29.

Recreation

<u>Evaluate the demand for an additional summer camp to help meet the needs for full day</u> childcare in the summer.

• **Complete**. Demand continues to be strong, and summer outdoor camp is being maximized. Additional sport and specialty camps were added to the 2024 summer camp season to provide additional options – that includes a cooking camp and a sports training camp.

<u>Implement an onboarding program for fitness members, consisting of several timely, branded</u> email communications.

• **Complete**. A new automated email communication system has been implemented for all new memberships. So far response has been positive.

Revamp the sponsorship process including management of revenues and expenses, targeted programs, and promotional tools.

Quarter 1:

- The financial accounting and distribution of sponsorship revenues and expenses has been completed. Similar to the District's Repair and Replacement funds, the Sponsorship funds will now roll over from year to year and allow us to maintain a running accounting of available sponsorship funds.
- The development of a 'Sponsorship' takeaway marketing piece is in progress.

Quarter 2:

• No Update.

Quarter 3:

- An updated selling process was developed, to be implemented by January 2025.
- A new sell sheet was requested to be designed by marketing.



- The internal exposure opportunities document was reviewed and updates are in progress.
- The sponsor/advertiser agreement was reviewed and updates are in progress.

In cooperation with Human Resources, develop a recreation part-time staff onboarding plan to improve communication, staff development and build consistency between program areas.

Quarter 1:

• Not yet started.

Quarter 2:

No Update.

Quarter 3:

• The annual training topics have been compiled into a presentation and are being reviewed and revised as necessary to meet recreation's onboarding needs.

<u>Develop a repair and replacement plan for Fountain View Fitness Center and Concession</u> Operations.

Quarter 1:

 In progress; staff is creating a comprehensive inventory that will include relevant information, life expectancy, replacement cost, and priority level.

Quarter 2:

- Concession staff will begin this fall on a R/R plan for larger equipment in progress.
- Fitness staff has compiled a full inventory, and exploring some equipment replacement with leased ones in lieu of purchase.

Quarter 3:

- Fitness repair and replacement plan is complete, and has been implemented and will continue in 2025. Equipment replacements are projected out for the next 12 years. Options for purchasing all equipment versus leasing plus purchasing are being reviewed.
- Concession staff have created Excel document that lists current concession equipment. Finance assisted with purchasing dates and costs of some of the items. Staff is continuing to research missing information.



Board Memo

To: Board of Commissioners

From: Senior Leadership Team

Date: October 28, 2024

Discussion: Suggested Organizational Goals for 2025 Agenda Item #: 6D

Commissioners,

Aligning District direction through Board approved Organizational Goals is considered best practice. Goals set our direction for the fiscal year and establishing them during the budget process allows for any funding that may be necessary to accomplish them. Since we are currently in the process of developing our next Strategic Plan, staff has made these recommendations for the 2025 goals based on current trends and observations.

Staff seeks Board feedback and will finalize these goals for approval at the next Board Meeting, and again as part of the adoption of the 2025 Budget.

In the meantime, we are happy to offer any clarification.

PROPOSED ORGANIZATIONAL GOALS FOR 2025

- Complete the New Strategic Plan
- Acquire leased park parcels from Village of Carol Stream to allow for future Grant Opportunities.
 - ✓ Charger Court
 - ✓ Papoose Park
- Complete annexation of McCaslin Park
- Pursue Grant opportunities for both large and small projects
- Coordinate a best practice for operational fund transfers to the capital improvements fund to continue funding with earned revenues.
- Complete a park renovation to deliver an updated play environment to our community. The project selected will be contingent on results of OSLAD Grant
 - ✓ Pleasant Hill Park
 - ✓ Appomattox Park
- Create detailed plan for enhancing the overall aesthetics of McCaslin Park ball fields and Armstrong ball fields.
- Address program areas with waitlists by exploring opportunities to meet demand and adjust registration processes as necessary.
- Enhance the staff responsibilities at outdoor sport fields to improve cleanliness, oversight, and lifespan of the fields and equipment.



Board Memo

This is the full list of departmental goals that was used to create the Proposed Organizational Goals:

Administration:

- Acquire leased park parcels from Village of Carol Stream to allow for future Grant Opportunities.
 - ✓ Charger Court
 - ✓ Papoose Park
- Annexation of McCaslin Park
- Complete the New Strategic Plan
- Pursue Grant opportunities for both large and small projects

Finance

- Explore benefits of a financial software conversion to cloud based solution
 - ✓ Be prepared for end of life on local application version
 - ✓ Work with Human Resources team to add HRIS module to software
- Coordinate a best practice for operational fund transfers to the capital improvements fund based on year end results to continue funding with earned revenues.

Information Technology

- Continue repair & replacement plans to ensure network functionality and security.
- Introduce an IT intern for the busy summer season to assess for improvements to customer service – especially for point-of-sale transactions for concession operations and technology needs during rentals.

Human Resources

- Explore the possibility of adding the HRIS module to Incode.
 - ✓ This module would include more robust reports, application tracking, paperwork processing, scheduling and time and attendance features. Having all of these features in one module would allow us to eliminate our current application, time and attendance, and scheduling software.

Marketing

- Develop communication boards for six additional parks to continue with our goal to bring enhanced accessibility to the community.
- Create marketing tools to capitalize on the thousands of people visiting McCaslin Park for sporting events through the creation of enhanced sponsorship ads, documents and website page.



Board Memo

Parks & Facilities

- Evaluate, create and Implement an exterior maintenance plan for the District's recreation facilities (FVRC/SRC).
- Create detailed plan for enhancing the overall aesthetics of McCaslin Park ball fields and Armstrong ball fields.
- Integrate and evaluate the new Parks & Facilities organizational chart as it pertains to distribution of work to related employees.
- Complete a park renovation to deliver an updated play environment to our community. The project selected will be contingent on results of OSLAD Grant
 - o Pleasant Hill Park
 - Appomattox Park

Recreation

- Address program areas with waitlists by exploring opportunities to meet demand and adjust registration processes as necessary.
- Enhance the staff responsibilities at outdoor sport fields to improve cleanliness, oversight, and lifespan of the fields and equipment.
- Work with facilities department to identify improvements to be implemented in the facility cleaning process and annual maintenance closures.
- Maximize room, gym, field, and facility rentals to increase usage and revenue.

Registration & Membership Services

• Creation of a year-round training manual to assist the Registration Team with a variety of customer service and ActiveNet registration scenarios.

Risk Management

 Review of Risk Management roles and responsibilities due to Parks and Facilities Manager shift to part time status.



To: Board of Commissioners

From: Shane Hamilton, Director – Parks & Facilities

Date: October 28, 2024

Approval: Intergovernmental Agreement with Village of

Carol Stream for a Vermeer Chipper Agenda Item # 7A

Issue

Should the Board of Commissioners approve an Intergovernmental Agreement with the Village of Carol Stream to assume possession of a Vermeer BC 1800 XL chipper.

Background/Reasoning

The Village of Carol Stream has recently purchased a new chipper for the Public Works Department and declared their older model, a Vermeer BC 1800 XL with a winch, as surplus property. Once the unit was declared surplus property, the Village Public Works contacted staff regarding entering into an IGA giving the Vermeer chipper to the Parks Department free charge. The agreement is written with the understanding they would have rights to the chipper in the event of an emergency where the Village would need to have two chippers operating throughout the community to clear roads and restore essential functions to Village residents.

Supporting Documents

Intergovernmental Agreement between the District and the Village of Carol Stream.

Cost

There are no costs associated with the approval of this particular IGA. The only costs associated with the chipper will be routine maintenance costs absorbed in the District's Vehicle Repair/Maintenance account(s).

Public/Customer Impact

When local governmental agencies work together, the residents of this community win. The District will not have to purchase a dedicated chipper and this alleviates all labor costs for all future maintenance and repairs. The only potential negative to this agreement will arise if/when we have a major storm hit the community the chipper will be used to resume essential Village functions before we can begin clearing our park system of damaged trees and down limbs.

Recommendation

That the Board of Commissioners approve an Intergovernmental Agreement with the Village of Carol Stream to assume possession of a Vermeer BC 1800 XL chipper.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF CAROL STREAM AND THE CAROL STREAM PARK DISTRICT FOR TRANSFER AND SHARED USE OF VERMEER BC1800 XL

THIS AGREEMENT ("Agreement"), is made and entered into as of the 28th day of October 2024 ("Effective date") by and between the VILLAGE OF CAROL STREAM, ILLINOIS, an Illinois municipal corporation, ("Village") and the CAROL STREAM PARK DISTRICT, an Illinois park district, DuPage Country, Illinois, ("District"). In consideration of the foregoing and the mutual promises contained in this Agreement, the District and the Village agree to the terms of this Agreement.

RECITALS

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 encourages and provides for units of local government to contract or otherwise associate among themselves to obtain or share services; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. further authorizes intergovernmental cooperation; and

WHEREAS, the Village and the District are "units of local government" as defined by Article VII, Section 1, of the Constitution of the State of Illinois and are authorized to contract and agree with one another on matters of mutual concern; and

WHEREAS, the Village has agreed to declare a Vermeer BC 1800 XL chipper (the "Chipper") surplus and to transfer ownership to the District as provided in Section 5-8-15(B)(2)(d) of the Carol Stream Code of Ordinances, subject to the condition that the Village shall have the right to use the Chipper from time to time, to be used in the service of the Village's residents; and

WHEREAS, the District has agreed to accept ownership of the Chipper and to allow the Village the use of the Chipper from time to time, as provided in this Agreement.

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the Village and District do hereby agree as follows:

- 1. The above recitals are hereby incorporated into this Agreement as it fully set forth in this paragraph 1.
- The Village shall pursuant to the provisions of Section 5-8-15 of the Carol Stream
 Code of Ordinances adopt an ordinance declaring the Chipper surplus property and transferring ownership of the Chipper to the District.
- 3. The District shall make the Chipper available for use by the Village in the manner and on the terms and conditions provided for herein.
- 4. The Chipper shall be provided to the Village upon the request during time of emergency work for the purpose of aiding in the removal of debris that may be blocking streets, culverts, and other crucial public infrastructure, or for such other emergency use as the Village deems appropriate. Any use of the Chipper during any emergency shall take precedence over use by the District
- 5. The Chipper shall be serviced twice a year by the Village to inspect and complete all manufacturer's recommended maintenance and/or defects at the District's expense.
 Within thirty (30) days of the receipt of an invoice from the Village for all maintenance and repairs to the Chipper, the District shall remit payment to the Village. It is understood that the costs associated with labor provided by the Village shall not be included in the total invoiced amount. Specifically, the Village will

- absorb these labor costs and will not invoice the Park District for any labor-related expenses incurred in the execution of this agreement.
- 6. The Village shall be solely responsible, at its own cost and expense for any damage and/or repairs to the Chipper occurring while in the Village's possession.
- 7. At such time as the Village needs the use of the Chipper, consumable supplies (diesel) will be filled to capacity by the District. Once the Village has concluded the use of the Chipper, the Village shall return the Chipper with the consumable supplies at the level at which the Chipper was received.
- 8. In no event shall the District be responsible in any manner for an injury to the Village's employees during use or operation of the equipment under any theory or statue whatsoever.
- 9. The Village shall, to the' extent permitted by law, indemnify, hold harmless and defend the District, its officers, employees, and agents from and against all liability, claims, suits, demands, proceedings and action, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the negligent or willful acts, errors or omissions of the Village, its officers, agents or employees in the use of Chipper. The Village does not hereby waive any defenses or immunity available to it with respect to third parties.
- 10. The District shall, to the extent permitted by law, indemnify, hold harmless and defend the Village, its officers, employees, and agents from and against all liability, claims, suits, demands, proceedings and action, including costs, fees and expense of defense, arising from, growing out of, or related to, any loss, damage, injury, death, or loss or damage to property resulting from, or connected with, the negligent or willful

acts, errors or omissions of the District, its officers, agents or employees in the use of Chipper. The District does not hereby waive any defenses or immunity available to it with respect to third parties.

11. This Agreement will not be subject to amendment unless made in writing and signed by the Village and District. Notices shall be addressed to the parties as followed:

Village Manager Village of Carol Stream 500 N Gary Avenue Carol Stream, IL 60188

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on or as of the day and year first about written.

VILLAGE OF CAROL STREAM	CAROL STREAM PARK DISTRICT
	President
ATTEST:	ATTEST:
Village Clerk	Secretary



To: Board of Commissioners

From: Chris Quinn, Director of Human Resources and Administrative Svcs.

Date: October 28, 2024

Approval: Update to Ordinance No. 411 Section 21 – Engine Powered,

Radio Control Models and Unmanned Aircraft Systems

(Drones) Agenda Item # 7B

Issue

Shall the Board approve the updates to Section 21 of the Carol Stream Park District Park Rules and Regulations Ordinance No. 411 to regulate the use of unmanned aircraft systems at District parks and properties.

Background/Reasoning

On August 12, 2024, Illinois Passed <u>Public Act 103-0925/SB 2849</u>, a new law which amends Section 42.1 of the Illinois Aeronautics Act, 620 ILCS *5, et seq.*, to allow local governments to adopt "reasonable rules and regulations" concerning operation by private parties of unmanned aircraft (drones) above ground level on portions of their property intended or permitted for use for recreational and conservation purposes.

We have sought guidance from PDRMA, and IAPD, in regards to regulating, and in some cases, prohibiting, the use of unmanned aircraft on District property to ensure the safety of park district staff and guests.

Supporting Documents

Draft copy of the current and proposed Section 21 of the Park Rules and Regulations Ordinance.

Cost

n/a

Public/Customer Impact

Adopting this updated section of the Park Rules will help protect patron safety by limiting unwanted effects (noise, etc.), address privacy/non-harassment concerns and help prevent interference with designated uses and limit disruption of outdoor recreation activities including ball fields, aquatic facilities, sports courts, outdoor events and other areas.



Recommendation

That the Board approve the updates to Section 21 of the Carol Stream Park District Park Rules and Regulations Ordinance No. 411 to regulate the use of unmanned aircraft systems at District parks and properties.

CURRENT RULE:

SECTION 21: ENGINE POWERED, RADIO CONTROL MODELS AND UNMANNED AIRCRAFT SYSTEMS (DRONES)

- a) The operation of battery-powered model RC boats is permissible in designated park ponds. Adult supervision is required at all times. The model boat may not be driven in a reckless manner which may damage Park District property or endanger wildlife or native plantings. No one is allowed to enter into any lake, pond or waterway to launch or retrieve a model boat.
- b) The operation of battery-powered RC airplanes, model airplanes weighing 2 pounds or less, Category F5 based on the FAI Sporting Code are permissible in designated park areas. All Federal Aviation Administration or other governmental authority rules and regulation must be obeyed. Adult supervision is required at all times. Only one model airplane may be flown in a designated area at one time. Flying over private property adjacent to park property is prohibited. Only two people can enter the designated park area at one time, the plane operator and one observer. The pilot must maintain control of their airplane at all times and fly in a safe manner.
- c) No person shall unless a permit has first been obtained start, ignite, fly, or use any fuel powered model rocket in any park areas. All rockets must fall into the category of Model Rocketry, comply with the National Fire Protection Association (NFPA code 1122) and must be launched within a designated park area.
- d) No person shall fly, cause to be flown, or permit or authorize the flying of any manned aircraft, unmanned aircraft systems (drones), ultralight or glider at any time over District property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, or in a manner which endangers the safety of any person or District property. No person shall land or cause to be landed or permit or authorize the landing of any manned aircraft or unmanned aircraft systems (drones)on Park District property

PROPOSED RULE:

SECTION 21: ENGINE POWERED, RADIO CONTROL MODELS AND UNMANNED AIRCRAFT SYSTEMS (DRONES)

- a) The operation of battery-powered model RC boats is permissible in designated park ponds. Adult supervision is required at all times. The model boat may not be driven in a reckless manner which may damage Park District property or endanger wildlife or native plantings. No one is allowed to enter into any lake, pond or waterway to launch or retrieve a model boat.
- b) The operation of battery-powered RC airplanes, model airplanes weighing 2 pounds or less, Category F5 based on the FAI Sporting Code are permissible in designated park areas. All Federal Aviation Administration or other governmental authority rules and regulation must be obeyed. Adult supervision is required at all times. Only one model airplane may be flown in a designated area at one time. Flying over private property adjacent to park property is prohibited. Only two people can enter the designated park

- area at one time, the plane operator and one observer. The pilot must maintain control of their airplane at all times and fly in a safe manner.
- c) No person shall unless a permit has first been obtained start, ignite, fly, or use any fuel powered model rocket in any park areas. All rockets must fall into the category of Model Rocketry, comply with the National Fire Protection Association (NFPA code 1122) and must be launched within a designated park area.
- d) Aircraft/Model Aircraft/Drone
 - No person shall fly, cause to be flown or permit or authorize the flying of Aircraft of any kind at any time over District property at an elevation lower than the minimum safety requirement established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any person on District property.
 - No person shall parachute or make an ascend or descend in an Aircraft into or onto
 District property or cause, permit or authorize another person to parachute or
 otherwise ascend/descend from an Aircraft into or onto District property unless a
 permit has first been obtained from the District, except when necessitated by an
 unavoidable emergency.
 - 3. The District asserts jurisdiction over its properties, including the first 150 feet above ground level. Accordingly, no person shall, upon or in connection with any property of the District: start, fly or use any fuel-powered, battery-powered or electric-powered model or toy or any radio-controlled aircraft, rocket or any like controlled or powered toy or model or drone subject to FAA Part 101 for special events, instruction classes or other functions on a case-by-case basis. A permit shall only be denied to prevent conflicts with other users or facilities or where such activity would be contrary to the guidelines or regulation of the FAA
 - 4. No person shall operate, launch, take off, land, cause to launch, take off or land unmanned aircraft systems (drones) subject to FAA Part 107 or any kind from or or over Park District property without a permit. This restriction does not apply to any operation of a Drone at altitudes greater than 150 feet above ground level.
 - 5. No person shall operate, launch, take off, land cause to launch unmanned aircraft systems (drones) subject to FAA Part 101 unless such activity is conducted within an area and at times that the Park District has designated for such activities either by policy or permit and in no case;
 - i. in violation of the Federal Aviation Administration rules, regulations and safety guidelines governing such flight;
 - ii. over or within fifty (50) horizontal feet of the property line of the following facilities: playgrounds, athletic courts or fields, aquatic facility, mini golf facility, dog park or skate park;
 - iii. directly over any person, group of people or occupied space;
 - iv. for the purpose of conducting surveillance (which is defined as the gathering of images, sounds, data or other information in a manner that intrudes upon the solitude, privacy or seclusion of a person or their private affairs or concerns), unless expressly permitted by law;

- v. that is equipped with a firearm or other weapon or with the intent to use the Drone or anything attached to the Drone to cause harm to persons or property;
- vi. whenever weather conditions would impair the operator's ability to do so safely; or
- vii. in a reckless or careless manner. The restrictions set forth herein on the operation of drones shall not apply to operations at altitudes greater than 150 feet above ground level.
- 6. To the limited extent that this policy conflicts with regulations promulgated by the Illinois Department of Transportation, said regulations supersede this policy.



To: Board of Commissioners

From: Chris Quinn, Director of Human Resources and Administrative Svcs.

Date: October 28, 2024

Approval: Update to Ordinance No. 411 Section 33 – First Amendment

Activities Agenda Item # 7C

Issue

Shall the Board approve the addition of Section 33 to the Carol Stream Park District Park Rules and Regulations Ordinance No. 411 as it pertains to First Amendment Activities.

Background/Reasoning

The creation of this rule is to address the criteria for engaging in activities protected by the First Amendment of the United States Constitution while on property owned or controlled by the Carol Stream Park District.

We have sought guidance from Corporate Counsel on the creation of this policy and it is their opinion that we add this to Ordinance 411.

Supporting Documents

Draft copy of the newly created Section 33 of the Park Rules and Regulations Ordinance.

Cost

n/a

Public/Customer Impact

Adopting this new section of the Park Rules will allow us to designate areas within the District as public forums while ensuring that we continue to provide facilities and opportunities for active and passive recreational activities. Further, it will allow us to esure that we prohibit areas within the District's park system that are incompatible with First Amendment Activities due to safety conerns.

Recommendation

That the Board approve the addition of Section 33 to the Carol Stream Park District Park Rules and Regulations Ordinance No. 411 as it pertains to First Amendment Activities.

SECTION 33: FIRST AMENDMENT ACTIVITIES

I. Policy Statement

This Policy is intended to address the criteria for engaging in activities protected by the First Amendment of the United States Constitution while on property owned or controlled by the Carol Stream Park District.

The District is aware that its mission includes providing public spaces for the peaceable and reasonable performance of First Amendment activities on Park District property. The spaces designated as public forums are in addition to traditional public forums that are under the jurisdiction of others such as the Village of Carol Stream (e.g., sidewalks, the public right of way) and that are not within the control of the District. However, the District also recognizes that its primary mission is to provide facilities and opportunities for active and passive recreational activities and that the use of District properties for that mission can limit or prevent First Amendment Activities. There are also areas within the District's park system that are used for operations and which are incompatible with First Amendment Activities due to safety concerns. As a result of these competing interests and safety concerns, the types of First Amendment activities allowed on Park District property must be balanced against the nature and size of the property and the other intended or permitted uses thereof so that the conduct of First Amendment Activities does not result in a direct conflict with the Park District's intended or permitted use of the property, the risk of damage to Park District property, or the risk of injury.

II. Definitions and Designations

- A. "First Amendment Activities" shall mean, and include, the following activities performed by or on behalf of a resident or Resident Organization:
 - 1. One or more persons engaging in charitable, religious or political speech or expressive conduct, or gathering or associating for those purposes;
 - 2. Engaging in the commercial sale and distribution of merchandise for charitable, religious, or political purposes;
 - 3. Conducting parades or public assemblies;
 - 4. Distributing non-commercial printed or written material; or
 - 5. Erecting unattended, seasonal displays representing a charitable, religious or political message, which may occupy an area no larger than 30 square feet.

B. Designated First Amendment Forums:

- 1. The following locations are hereby designated as Public Forums for the purpose of First Amendment Activities:
 - Fountain View Recreation Center: Limited to grass area at the South and West of the Facility.
 - Simkus Recreation Center: Limited to grass areas at the Lies Road entrance of the Facility.
 - Armstrong Park: Limited to grass area at the Red Caboose when entering the park at the Illini Drive entrance.
 - Redhawk Park: Limited to grass area to the South of the parking lot at the St. Charles Road entrance.
- 2. In addition, for First Amendment Activities described in items A(1) and (4), an open and unimproved area no larger than 10' x 10' adjacent to and outside the parking lot at any District Property which has a parking area, provided that such First Amendment Activity, in consideration of all other contemporaneous Park District activities occurring there, does not obstruct any public sidewalk or ingress or egress to any place or building on District property by hindering or impeding or tending to hinder or impede the free and uninterrupted passage pedestrians thereon or therein.
- 3. All District Property or parts thereof not expressly described above shall be not be considered a public forum and therefore First Amendment Activities are not permitted.
- 4. Due to their unique characteristics or inherent concerns for safety of persons and properties, the following locations are hereby expressly designated as protected from First Amendment Activities of any and every kind. Staff and the Village of Carol Stream are authorized and directed to take such reasonable action as necessary to end any attempted First Amendment Activities at these locations:
 - Park District Maintenance Facility
 - McCaslin Park
 - Coyote Crossing Mini Golf

III. Restriction on Solicitation

Any person engaging in solicitation activity pursuant to a permit in or in close proximity to a parking lot, highway or street must wear a high visibility vest and must obtain any necessary permits as may be required by the Village of Carol Stream or DuPage County.

IV. Permit Requirement

- A. No person or organization, other than the District, shall, without a permit:
 - 1. Conduct a public assembly or parade involving more than fifteen (15) individuals

or vehicles;

- 2. Place, paste, glue, tack or otherwise affix or post any sign, placard, advertisement, or inscription whatsoever, nor erect or cause to be erected any permanent or temporary sign whatsoever, on any structure, fence or tree on District property, except to the extent temporary signs are allowed by the Illinois Election Code for polling places during the electioneering period. Nothing herein shall be construed to prohibit the carrying of signs in the course of performing a First Amendment Activity in a First Amendment Location;
- 3. Circulate or distribute, in any indoor District property, any leaflets, handbills, notices, pamphlets, books, documents, or papers of any kind, except on bulletin boards expressly provided for such purpose, or cause them to be attached to vehicles and equipment parked on District property;
- 4. Engage in solicitation from persons on District property, except for First Amendment Activities in areas specifically described as First Amendment Locations; and
- 5. Erect unattended seasonal displays, which may occupy an area no larger than 30 square feet nor be displayed for greater than fourteen (14) days.
- B. Permits are subject to the District's priority of use Ordinances and Policies. By issuing a permit the Park District does not relinquish the right to control the management of the District property and enforce all necessary and proper rules for the safe operation of District property.

V. Indemnification and Reimbursement Agreement

No permit for any activity described in Article IV shall be granted unless the applicant shall have executed an agreement with the District, on a form to be prescribed by the District staff, in which the applicant shall promise and covenant to bear all costs of policing, cleaning up and restoring the District property upon which the permitted event or activity occurs upon conclusion of the event or activity; to reimburse the District for any such costs incurred by the District; and to indemnify the District and hold the District harmless from any liability to any person resulting from any damage or injury proximately caused by the action or omission of the permittee, the sponsoring organization, its officers, employees or agents or any person under their control insofar as permitted by law. Such an agreement may be executed contemporaneously with the issuance of the permit.

VI. Security Deposit

For any activity described in Article IV.A.1, 3, 4 or 5, no application for permit shall be granted unless the same shall be accompanied by the deposit of a sum of money equal to the estimated cost of policing, cleaning up and restoring the park upon conclusion of the use or activity, as set

by the schedule of fees set by the District staff and approved by the Board. Promptly after the conclusion of a permitted activity, the District shall inspect the premises and equipment used by the permittee. If it is determined by such inspection, that the sponsor or participants in the permitted event proximately caused damage to District property in excess of normal wear and tear and which requires repairs in excess of routine maintenance, the District shall retain the security deposit or any portion thereof necessary to pay for the cost of repair. The District staff shall give written notice of the assessment of damages and retention of the security deposit to the permittee by personal delivery or by deposit in the United States mail, with proper postage prepaid to the name and address set forth in the application for permit.

VII. Insurance

For any activity described in Article IV.A.1, 3, 4 or 5, Applicant shall procure and maintain at all times during its use of District property, insurance in such amounts and with such coverages as shall reasonably be required by the District and shall name District as an additional insured thereunder. The amounts and type of insurance required shall be reasonably determined by the Executive Director, based upon the nature of the activity, the estimated number of participants, and the risk of personal injury or property damage involved. The Executive Director shall prepare a uniform schedule of insurance guidelines for particular types of activities. Applicant shall provide District with a certificate from its insurer evidencing such coverage prior to applicant's use of District property. The certificate shall also provide that the insurer shall give the District reasonable advance notice of insurer's intent to cancel the insurance coverage provided.

VIII. Processing of Application for Permits

A. Order

Applications must be filed during regular business hours, or shall not be deemed filed until the next business day. Applications shall be filed no later than forty-eight hours prior to the activity for which a permit is sought. Applications may be obtained from the Park District website or the Administrative Office. Applications for permits shall be processed in order of receipt (e.g. first come, first serve); and the use of a particular First Amendment Location or part thereof shall be allocated preference in order of receipt of fully executed applications.

B. Preliminary Approval

Applicants must agree that participants of events will abide by and comply with federal, state, municipal laws and policies as well as the rules and regulations of the Park District. Applications for permits for activities or events which require insurance, approval or permits from other governmental entities, or compliance with other terms or conditions, will be reviewed and, if the application otherwise conforms to all other requirements, a preliminary approval will be issued. If, within fourteen days of the issuance of the preliminary approval, but in no event later than the day prior to the date of the event or activity, an insurance certificate evidencing the

requisite insurance is not filed with the Executive Director, or the approval or permit of other governmental entities has not been received, or the other terms and conditions have not been met, the preliminary approval will expire, the application for permit will be deemed denied and no written notice of denial will be required. Please note that the Park District may terminate the permit at any time if it determines the applicant and/or the participants have violated the rules set forth in this Code.

C. Written Denials

Except for applications for permits for which preliminary approvals have been issued, applications for permits shall be deemed approved, subject to insurance requirements as provided in Section VII, above, if no written denial is issued before the date of the event, but in no case later than fourteen days of the date on which the application is fully completed, executed and filed with the appropriate officer or employee, as designated by the Executive Director; provided, however, the District may extend the period of review for an additional fourteen days by issuance of a written notice of extension describing such additional relevant information required by the District to identify if the application and proposed activity complies with this Code. If, prior to the expiration of the extended review period, no written denial is issued, the application for permit shall be deemed approved.

D. Notice of Extended Review or Denial or Issuance of Permit

Written or electronic notice of denial or notice of extension shall be served on the applicant by e-mail, personal delivery, or by deposit in United States mail, with proper postage prepaid, to the name and address on the application for permit.

E. Contents of Notice; Grounds for Denial

Notice of denial of an application for permit shall clearly set forth the grounds upon which the permit was denied together with a citation to the sections of this Policy with which the application fails to comply and, where feasible, shall contain a proposal by the District for measures by which the applicant may cure any defects in the application for a permit or otherwise procure a permit. Where an application or permit has been denied because a fully executed prior application for the same time and place has been received, and a permit has been or will be granted to the prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular area, the District shall propose an alternate place, if available for the same time, or an alternate time, if available for the same place. The District may deny an application for permit on any of the following grounds:

- 1. the application for permit is not fully completed and executed;
- 2. the applicant has not timely tendered the applicable application fee, user fee, indemnification and reimbursement agreement, or security deposit;

- 3. the application for permit contains a material falsehood or misrepresentation;
- 4. the applicant is legally incompetent to contract or to sue and be sued;
- 5. the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged District property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District;
- 6. a fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant (or higher-ranking applicant) authorizing uses or activities which do not reasonably permit multiple occupancy of the particular park or part thereof;
- 7. the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the District and previously scheduled for the same time and place;
- 8. the proposed use or activity is prohibited by or inconsistent with the recognized and accepted uses of the park or part thereof;
- 9. the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the park, of District employees or of the public, despite reasonable accommodations designed to mitigate such risks;
- the applicant has not complied or cannot comply with applicable licensure requirements, policies or regulations concerning the sale or offering for sale of any food, goods or services;
- 11. the use or activity intended by the applicant is prohibited by law, by the policies or policies of the District, or by the regulations of the District staff;
- 12. the applicant has not secured the requisite insurance; or
- 13. the applicant or the person on whose behalf the application for permit was made has on prior occasions made material misrepresentations regarding the nature or scope of the event or activity previously permitted or has violated the terms of prior permits issued to the applicant.

F. Amendment or Revision of Applications

Any amendment of an application or permit shall, for purposes of determining the priority of the application for permit, relate back to the original filing thereof, but the time in which the District shall grant or deny the application for permit and serve notice of such shall be computed from the date of the amendment or revision.

IX. Procedures for Review; Waivers

A. Review by Executive Director

- 1. Any applicant who is denied a permit or a permittee who is assessed damages pursuant to this Policy may, within seven days of the service of notice of such determination, file a written appeal from such determination with the Executive Director. If the Executive Director's decision is being appealed, the appeal shall be filed with the Board President:
- 2. The Executive Director shall have two (2) business days from the date on which the appeal was filed in which to serve upon the applicant a notice that he/she has affirmed, modified or reversed the denial;
- 3. Such notice shall be deemed served upon the applicant or permittee when it is personally delivered or when it is sent by United States mail, with proper postage prepaid, to the name and address set forth on the application for permit;
- 4. If such notice is not served upon the applicant or permittee within two (2) business days of the date upon which the appeal was filed, then the decision shall be deemed reversed.

B. Form of Appeals

Any appeals filed shall state succinctly the grounds upon which it is asserted that the decision should be modified or reversed and shall be accompanied by copies of the application for permit, the written notice of the determination of the supervisor and/or the Executive Director and any other papers material to the determination.

C. Waiver of Requirements

Any requirements for or limitation upon a permit or the requirement of a permit may be waived by the Executive Director if the activity is protected by the First Amendment of the United States Constitution and/or the condition would be so financially burdensome that it would preclude the applicant from using District property for the proposed activity. Fees for equipment and services may not be waived pursuant to this subsection. Application for a waiver shall be made on a form prescribed by the Executive Director.

X. Severability

If any provision be held invalid, the remainder shall not be affected thereby. The District reserves the power to amend or repeal at any time without notice; and all rights, privileges and immunities conferred or by acts done pursuant hereto shall exist subject to such power.