



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

February 10, 2025

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: January 13, 2025
- B. Approval: Performance Against Organizational Goals – Fourth Quarter
- C. Ratify: January 2025 Bills

6. Discussion Items

- A. Foundation Scholarship Check Presentation
- B. Introduce Carlene Haavig
- C. Recommended Updates to the Board Policy Manual
- D. Capital Improvement Plan – Fourth Quarter 2024
- E. Evergreen Lakes Update
- F. Weekly Happenings

7. Action Items

- A. Ratify: Treasurers Report Fourth Quarter 2024
- B. Approval: Personnel Policy Manual Updates
- C. Approval : Pleasant Hill Final Design Services
- D. Approval: Remote Pump Room Emergency Repair

8. Closed Session

9. Action Pertaining to Closed Session

10. Adjournment



Board of Commissioners
Regular Meeting
January 13, 2025
6:00pm

Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.				
Roll Call/Pledge of Allegiance	<p>Present: Commissioners Jeffery, Gramann, Bird, Parisi, Powers, and Sokolowski. Commissioner Witteck was absent.</p> <p>Staff: Executive Director Rini, Directors Bachewicz, Quinn, and Scumaci, Superintendent Adamson, and Executive Assistant Greninger.</p>				
Public Hearing	<p>Budget and Appropriations Ordinance</p> <p>Commissioner Bird made a motion to move to Public Hearing at 6pm. Seconded by Commissioner Parisi. Voice Vote taken. None opposed. Motion passed 6-0-1.</p> <p>Director Scumaci addressed the Board regarding the 2025 Budget and Appropriation Ordinance in the amount of \$18,013,265; it represents the District’s plan for expenditures for the coming year. The Budget and Appropriation Ordinance was put on display on December 10, 2024 and a public hearing notice also appeared in the Daily Herald on December 30, 2024 as required under state statute. This public hearing is required as part of the process.</p> <p>Public Comment: None</p> <p>Commissioner Powers made a motion to adjourn from Public Hearing at 6:03pm. Seconded by Commissioner Gramann. Voice Vote taken. None opposed. Motion passed 6-0-1.</p>				
Listening Post	None				
Changes to the Agenda	Executive Director Rini reversed item 7A and 7B so Carlos Tiscareño will be first, followed by Dan Leahy.				
Consent Agenda	<p>Commissioner Powers made a motion to accept the consent agenda as read. Seconded by Commissioner Bird.</p> <p style="padding-left: 40px;">A. Approval: Regular Minutes: December 9, 2024 B. Ratify: December 2024 Bills</p> <p>Voice Vote. All in favor. None opposed. Motion Passes.</p> <p>Commissioner Sokolowski made a motion to approve the consent agenda as read. Seconded by Commissioner Powers.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Bird: Aye</td> <td style="width: 50%;">Commissioner Powers: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> </table>	Commissioner Bird: Aye	Commissioner Powers: Aye	Commissioner Gramann: Aye	Commissioner Sokolowski: Aye
Commissioner Bird: Aye	Commissioner Powers: Aye				
Commissioner Gramann: Aye	Commissioner Sokolowski: Aye				



	Commissioner Jeffery: Aye Commissioner Parisi: Aye Motion Passes 6-0-1 Commissioner Witteck: Absent
Discussion Items	<p>A. Introduce Carlos Tiscareño Carlos introduced himself, saying he graduated from North Central College in Naperville with a degree in Sports Management. He previously worked for the Village of Glendale Heights Recreation Department and seasonally for Chicago Fire. He has been a lifelong resident of Glendale Heights. He will oversee Soccer, Dodgeball, Volleyball, Softball/Baseball, Pickleball, GBN Camps, and supervise Recreation Attendants. The Board welcomed him to the staff and wished him success.</p> <p>B. WDSRA Update Dan Leahy presented the 2024 Gratitude Report (attached), emphasizing all the support the Carol Stream Park District provided during the time their offices were being repaired from the flood in October 2023. Everyone is back in the building now and programs are running smoothly. Commissioner Bird asked about the increase in inclusion needs. Dan believes it is due to more awareness and additional diagnosis of people with special needs.</p> <p>C. Weekly Happenings</p> <ul style="list-style-type: none"> • Commissioner Bird said he is having lunch with new Village Trustee Jim Guthrie to discuss some ideas he has suggested. • Commissioner Parisi said the Basketball Kick-Off Event at Fountain View was well done. The kids really enjoyed the parade and activities. • Commissioner Parisi also attended Dodgeball last week and said the new Simkus gym floor looks awesome. • Commissioner Sokolowski was pleased to hear our Pleasant Hill Park OSLAD Grant application was approved for \$600,000. • Commissioner Sokolowski said the gift baskets for the Relay for Life look great. Executive Director Rini added that the first basket includes a Coral Cove Water Park family membership and the second basket includes a Fountain View Fitness membership. Trustee McCarthy has been very generous in donating proceeds from Bags tournament to the Carol Stream Parks Foundation. • Commissioner Sokolowski thanked the Parks Department for putting up fishing line disposal receptacles at Evergreen Lakes. • Commissioner Sokolowski thanked Executive Director Rini for sharing the dates for the Memorial Park Bike Fix-it Station Dedication (April 26) and the Community Park event (May 8). • Commissioner Gramann thanked Executive Director Rini for answering her questions on Commissioner Expense budgets from surrounding park districts.



	<ul style="list-style-type: none"> • Commissioner Jeffery said the Park District will plant a Dedication Tree in memory of Barbara O’Rahilly at Volunteer Park this spring. • Executive Director Rini reminded the Board about the Parks Day for the Relay for Life Bags Tournament (February 6), The WDSRA Bash (March 1), and the Legislative Breakfast (March 7). • Executive Director Rini said the annexation ordinance for Judith and Riviera Courts will be presented at the February 24 Board Meeting. The Legal Notice will appear in the Daily Herald on January 17.
Action Items	<p>A. Ordinance 583, 2025 Budget and Appropriation in the amount of \$18,013,265 for the fiscal year January 1, 2025 to December 31, 2025.</p> <p>No discussion. Commissioner Sokolowski made a motion to adopt Ordinance No. 583, 2025 Budget and Appropriation Ordinance in the total amount of \$18,013,265 for the fiscal year January 1, 2025 to December 31, 2025. Seconded by Commissioner Powers.</p> <p>Roll Call Vote: Commissioner Bird: Aye Commissioner Gramann: Aye Commissioner Jeffery: Aye Commissioner Parisi: Aye Commissioner Powers: Aye Commissioner Sokolowski: Aye Commissioner Witteck: Absent</p> <p>Motion Passes 6-0-1</p>
Closed Session	None
Action Pertaining to Closed Session	None
Adjournment	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Gramann. Voice Vote taken. Motion passed 6-0-1. Meeting adjourned at 6:37 pm.

 President
 Jacqueline Jeffery

 Secretary
 Sue Rini

February 10, 2025
 Date



Enriching Lives • Connecting Communities • Creating Fun!
2023-2024 Gratitude Report

- Two Rec n' Roll sites – both housed at Fountain View for majority of 2024
- Programming at CSPD sites, special events, inclusion requests. High levels of satisfaction in service and requests being met in a timely manner.
- Foundation support partners in our Golf Outing and annual BASH fundraisers
- Summer Camp at Simkus, Coral Cove
- Administrative/business staff accommodated at Simkus

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Year in Review

- Building restoration (13 months total)
- Business interruption
- New programs, new partnerships
 - Lincoln-Way Special Recreation - Synergy Adaptive Sports
 - Day of Play with Northern Will County SRA
 - Marianjoy Rehab Center clinic
- Program registrations up 8%
- Inclusion all-time demand – 20% increase
- New financial software system implemented
- Stable staffing – 32 FTE, 300+ part-time

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Facts and Figures

WDSRA Seasonal Program Registrations

Location	Registrations	%
Carol Stream	550	8%
Gene Ryan	410	7%
Wheaton	1,030	14%
West Chicago	100	1%
Marionville	300	4%
Rollins	221	3%
Wheat Ridge	111	1%
Bloomington	151	2%
Marionville	2,811	37%

WDSRA Inclusion Program Registrations

Location	Registrations	%
Carol Stream	300	10%
Gene Ryan	100	3%
Wheaton	144	4%
West Chicago	100	3%
Marionville	400	13%
Rollins	41	1%
Wheat Ridge	100	3%
Bloomington	100	3%
Marionville	2,000	63%

Who We Serve

Category	Count
Total individuals served - Regular Programs	1,237
Programs offered in person	254
Programs offered virtually	71
Individual program locations	103
Total individuals served - Inclusion Programs	647

Age Group	Regular Programs		Inclusion Programs	
	% of Participants	% of Program Registrations	% of Participants	% of Program Registrations
Age 0-4	11%	<1%	0%	0%
Age 5-10	11%	0%	0%	0%
Age 11-15	23%	10%	7%	3%
Age 16-20	48%	64%	1%	<1%
Age 21-30	10%	14%	<1%	<1%
Age 31-40	8%	9%	1%	0%

Fiscal Year	WDSRA Seasonal Program Registrations	WDSRA Inclusion Registrations
FY 2020-21	7,048	642
FY 2021-22	6,091	1,498
FY 2022-23	6,015	2,204
FY 2023-24	6,565	2,824

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Western DuPage
Special Recreation Association

Spaces / Services / Staff



The WDSRA Foundation

We believe in building lasting relationships in our communities that will benefit participants and create long term impacts while furthering the WDSRA mission. There are many ways to support the WDSRA Foundation. We welcome your support however you feel comfortable.

Foundation Highlights
Fundraising and community partnership efforts continue to create greater awareness, reach new audiences, and bring in new donors.

- The number of donors increased by 18%
- The amount of donations increased by 25%
- The Foundation welcomed a 12% increase in major donors

Possibilities Society 11 Members Added FY23-24 42 Total Members	Scholarship Endowment 141 Hours \$50,060 raised	Foundation 988 Donors \$877,071 Financial and in-kind Donations	90 New Donors ↑72%
			340 Volunteer Hours ↑93%
			\$25,125 Unrestricted Revenue ↑38%

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Western DuPage
Special Recreation Association

Impact Story



Thriving with WDSRA

ERIN'S STORY



Erin Feeney, at 32, exemplifies resilience and achievement despite living with cerebral palsy. Her vibrant personality shines through her intelligence, humor, and sass. Erin is not only a college student but also an accomplished author and a credited Disney writer.

Erin's journey with WDSRA began eight years ago, following the passing of her mother. In search of a supportive environment and a sense of purpose, she found exactly what she needed in WDSRA. Joining a WDSRA social club became a transformative experience for her.

Today, WDSRA is an integral part of Erin's life. She regularly participates in special events, dances, social clubs, trips, and more. Erin thrives in the midst of all this activity, finding joy and connection.

WDSRA offers Erin the stimulation and social connections she values. The dedicated staff understand her physical needs, communicate easily with her, and appreciate her sense of humor, ensuring she feels supported and celebrated every step of the way.

"After that very first social club program, Erin was screaming with delight. I knew WDSRA was good for her! That was rare but it felt really good."
—Kevin Feeney, Dad

←

Western DuPage
Special Recreation Association

What's Next?

Final Thoughts

- IAPD Award Nominee
- Continued progress on our Strategic Plan – continuous improvement
- #WDSRA50 in 2026

Questions? Thank You!






Respect / Passion / Innovation / Integrity / Communication / Collaboration / Fun

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: February 10, 2025
Discussion: Performance Against 2024 Organizational Goals
Fourth Quarter **Agenda Item #: 5B**

Commissioners,

Attached is a Fourth Quarter update of Performance Against 2024 Organizational Goals.

This is the final report for 2024 goals. The next report will provide progress against the 2025 Organizational Goals.

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.*

Quarter 4:

- *On Schedule. Final Group session is planned for February 19.*

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.*

Quarter 4:

- *The District was awarded \$600,000 for an OSLAD Grant for the Pleasant Hill Park renovation.*
- *The District was notified of a DCEO grant for \$22,500 for safety improvements. The funds will be used to replace the camera system, and begin the first phase for an access control system at Simkus.*
- *The District was notified of a DCEO grant for \$25,000 for capital improvements. The funds will be used to offset the cost of the \$65,000 Simkus Gym Floor repair and restoration which was completed last month.*

- *The District was notified of a DCEO grant for \$75,000 which will be earmarked to replace all carpeting in Fountain View Fitness Center with vinyl flooring. The carpeting is original to the center's opening in 2013, and a high priority item from the Board.*

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.*

Quarter 4:

- *Consultant continues to work on populating the site, and adding functionalities. This project is late in its completion, but functionality and design enhancements are important. We now have a Late Spring/Early Summer projection for completion.*

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:

- **Complete.** *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.*

Strengthen short term and create long terms plans for shoreline maintenance at Evergreen 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:

- **Complete.** *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.

Quarter 4:

- **Complete.** The unit is installed and we are waiting for some staff to set up administrative protocols and notification settings. We will be functional by opening of the 2025 season.

ADDITIONAL DEPARTMENTAL GOALS

Administration

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.

Quarter 1:

- *The Village has filed the property transfer for Charger Court with the County. We are just waiting for copies of the paperwork.*
- *Papoose Tot Lot 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 Charger Court.*
- *Village has turned over the transfer of Papoose Tot 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 Charger Court 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.*
- *Papoose Tot Lot 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.*

Quarter 4:

- *The Charger Court transfer required a subsequent plat of survey to clarify unique property lines that include shoreline of a Village storm water pond. Once the new survey is received, the IGA will be presented to the Board in March, 2025. This should complete the transfer.*
- *The Papoose Property continues to challenge Village attorneys who must initiate action before Park District Attorneys can proceed. The challenge stems from an inaccurate legal description and plat from the original contractor who developed the property. We suspect this process will take up to another year to address.*

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 long-term 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.*

Quarter 4:

- **Complete:** *There are no other prospects for naming rights .*

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.*

Quarter 4:

- **Complete:** *Annexation complete. In progress with the VCS to finalize the liquor permit.*

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.*

Quarter 4:

- *Community Park project and grant process is **Complete**.*
- *Walter Park project is complete with the exception of the grant single audit and final paperwork submissions 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.*

Quarter 4:

- **Complete:** *The new procedures for promoting and managing hiring events has created a strong pool of applicants.*

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

- **Complete.** *Fun 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.*

Improve functionality and integration to other applications, to improve customer experience.

- *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

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

- **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.

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

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:

- **Complete.** 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.

Create a detailed plan to evaluate engineered wood fiber (playground mulch) depths, identify 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

Evaluate the demand for an additional summer camp to help meet the needs for full day 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.

Implement an onboarding program for fitness members, consisting of several timely, branded 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.

Quarter 4:

- **Complete:** Flyer complete and will be incorporated into the securing sponsor process.
- End of year transfer completed to Sponsorship R/R Fund.

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.

Quarter 4:

- **Complete.** A PowerPoint presentation for part time recreation staff with annual safety training and District topics is complete. A part time recreation new hire onboarding agenda is also complete.

Develop a repair and replacement plan for Fountain View Fitness Center and Concession 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.

Quarter 4:

- The concession repair and replacement plan is in progress. The team is actively prioritizing replacements and assessing the projected longevity of the equipment.

Additional Accomplishments:


- Completed the T-shirt RFP to help gain the best pricing on clothing purchases for part-time staff and participants.
- New flooring was installed in the gymnastics room on the spring floor.
- Rec Budget for 2024 allowed for a transfer to capital of \$400,000 (with \$150,000 from Corporate for a total of \$550,000).
- Rentals revenue exceeded \$500,000 for the first time and we will continue to look for ways to maximize our rental opportunities.
- Coyote Crossing celebrated its 20 year anniversary! With course décor, staff t-shirts, the highlight it the parade gave the course a lot of exposure. Coyote Crossing Mini Golf ended the 2024 season with a total gross revenue of \$107,701. This is the first year that CCMG has exceeded \$100,000 in revenue. New carpet at the course was a great add and gave the fresh look the course needed. Along with final upgrades to the sound system and the implementation of Spotify for themed music playlists have added to the overall experience at mini golf.

Motion:

Make a motion to ratify bills as presented in the Accounts Payable Voucher List for January 2025.



(Treasurer)



(Date)

Carol Stream Park District
Accounts Payable Voucher List
January 2025

Presented to the
Board of Commissioners
February 10, 2025

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
ACCESS ONE INC.	1/24/25	DATTO 1/25	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>1,250.00</u>
				TOTAL:	1,250.00
ACTIVE NETWORK, LLC	1/31/25	Q2/24 ANet Chargeback	RECREATION FUND	CONCESSIONS	<u>47.00</u>
				TOTAL:	47.00
ANCEL GLINK PC	1/17/25	LEGAL SVC 10/1-10/31	CORPORATE FUND	FINANCE/ADMINISTRATION	612.50
	1/17/25	LEGAL SVC 12/1-12/31	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>856.25</u>
				TOTAL:	1,468.75
AQUA PURE ENTERPRISES	1/31/25	POOL CHEMICALS	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>2,042.93</u>
				TOTAL:	2,042.93
AWARDS NETWORK	1/10/25	ANNIV AWARD GS	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>25.00</u>
				TOTAL:	25.00
BELLAS PIZZA LLC	1/03/25	Pizza for Meeting	RECREATION FUND	FACILITIES	55.00
	1/03/25	December Invoice	RECREATION FUND	RECREATION	<u>530.00</u>
				TOTAL:	585.00
JAMES JAY BITTER	1/31/25	1/20-1/25 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	240.00
	1/31/25	1/13-1/17 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	<u>240.00</u>
				TOTAL:	480.00
BLOOMINGDALE PARK DIST.	1/10/25	Meet fees	RECREATION FUND	RECREATION	<u>430.00</u>
				TOTAL:	430.00
BEVERLY R. BUCHINGER	1/03/25	EVENT PHOTOGRAPHY	CORPORATE FUND	MARKETING/COMMUNICATIO	<u>260.00</u>
				TOTAL:	260.00
CAROL STREAM LAWN & POWER	1/31/25	SPK PLUG/FILTER CART	CORPORATE FUND	PARKS	<u>56.60</u>
				TOTAL:	56.60
CAROL STREAM PARK DISTRIC	1/31/25	FLEX BENEFITS-MEDICAL	CORPORATE FUND	NON-DEPARTMENTAL	405.48
	1/31/25	FLEX BENEFITS-MEDICAL	CORPORATE FUND	NON-DEPARTMENTAL	405.47
	1/31/25	FLEX BENEFITS-MEDICAL	CORPORATE FUND	NON-DEPARTMENTAL	<u>405.46</u>
				TOTAL:	1,216.41
CAROL STREAM PARKS FOUNDATION	1/03/25	Donations 9-12/24	CORPORATE FUND	NON-DEPARTMENTAL	58.00
	1/03/25	Donations 9-12/24	CORPORATE FUND	NON-DEPARTMENTAL	2.00
	1/03/25	Donations 9-12/24	CORPORATE FUND	NON-DEPARTMENTAL	<u>655.00</u>
				TOTAL:	715.00
CAROL STREAM PARK DISTRIC	1/31/25	FLEX BENEFITS-MEDICAL	RECREATION FUND	NON-DEPARTMENTAL	157.00
	1/31/25	FLEX BENEFITS-MEDICAL	RECREATION FUND	NON-DEPARTMENTAL	157.01
	1/31/25	FLEX BENEFITS-MEDICAL	RECREATION FUND	NON-DEPARTMENTAL	157.02
	1/31/25	FLEX BENEFITS-MEDICAL	SPECIAL RECREATION	NON-DEPARTMENTAL	6.35
	1/31/25	FLEX BENEFITS-MEDICAL	SPECIAL RECREATION	NON-DEPARTMENTAL	6.35
	1/31/25	FLEX BENEFITS-MEDICAL	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>6.35</u>
				TOTAL:	490.08
CHICAGO BACKFLOW, INC.	1/03/25	3" RPZ Backflow Assembly	RECREATION FUND	CORAL COVE	<u>8,719.00</u>
				TOTAL:	8,719.00
COM ED	1/31/25	ELEC 11/20-12/17/24	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>17,288.98</u>
				TOTAL:	17,288.98

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
WALTER KUSNIERZ	1/17/25	GEARS GEARS GEARS	RECREATION FUND	RECREATION	<u>392.00</u>
				TOTAL:	392.00
CONSOLIDATED FLOORING OF CHICAGO, LLC	1/03/25	FV Locker Rm Stair Treads	RECREATION FUND	FOUNTAIN VIEW REC CENT	12,575.00
	1/17/25	SRC Gym Floor Repair/Ref	CAPITAL IMPROVEMEN	CAPITAL IMPROVEMENT FU	<u>31,802.50</u>
				TOTAL:	44,377.50
CITI CARDS	1/31/25	Swimathon supplies	RECREATION FUND	NON-DEPARTMENTAL	<u>122.07</u>
				TOTAL:	122.07
PADDOCK PUBLICATIONS, INC	1/17/25	Public Notice-B/A Ord '25	CORPORATE FUND	FINANCE/ADMINISTRATION	41.40
	1/31/25	ANNEXATION NOTICE	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>124.20</u>
				TOTAL:	165.60
DIRECT FITNESS SOLUTIONS LLC.	1/03/25	Equipment Repairs	RECREATION FUND	RECREATION	25.46
	1/03/25	Maintenance Visit	RECREATION FUND	RECREATION	150.00
	1/03/25	Equipment Repairs	RECREATION FUND	RECREATION	<u>723.14</u>
				TOTAL:	898.60
DUPAGE CONVENTION	1/10/25	2025 DCVB MEMBERSHIP DUES	CORPORATE FUND	MARKETING/COMMUNICATIO	<u>450.00</u>
				TOTAL:	450.00
EVF ACADEMIES, LLC	1/10/25	#30192	RECREATION FUND	RECREATION	594.00
	1/10/25	#30186	RECREATION FUND	RECREATION	495.00
	1/10/25	70/30 Split	RECREATION FUND	RECREATION	326.70-
	1/10/25	#31090	RECREATION FUND	RECREATION	495.00
	1/10/25	#30179	RECREATION FUND	RECREATION	792.00
	1/10/25	70/30 Split Credit	RECREATION FUND	RECREATION	<u>386.10-</u>
				TOTAL:	1,663.20
FLEXIBLE BENEFIT SRV CRP	1/24/25	FLEX JAN 2025	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>50.00</u>
				TOTAL:	50.00
VERNON J. GORMAN	1/31/25	1/24 ADULT VOLLEYBALL	RECREATION FUND	RECREATION	<u>90.00</u>
				TOTAL:	90.00
GUARDIAN	1/31/25	OPT LIFE PREMIUM-LC	CORPORATE FUND	NON-DEPARTMENTAL	24.75-
	1/31/25	OPT LIFE PREMIUM-CM	CORPORATE FUND	NON-DEPARTMENTAL	35.35-
	1/31/25	OPT LIFE PREMIUM-SR	CORPORATE FUND	NON-DEPARTMENTAL	32.98-
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	39.57
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	39.57
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	39.57
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	42.41
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	42.41
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	29.69
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	29.69
	1/31/25	VOLUNTARY LIFE PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	72.10
	1/31/25	OPT LIFE PREMIUM-MA	RECREATION FUND	NON-DEPARTMENTAL	2.66-
	1/31/25	OPT LIFE PREMIUM-LC	RECREATION FUND	NON-DEPARTMENTAL	10.61-
	1/31/25	OPT LIFE PREMIUM-SR	RECREATION FUND	NON-DEPARTMENTAL	14.13-
	1/31/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	17.32
	1/31/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	17.32
	1/31/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	17.32
	1/31/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	12.72
	1/31/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	12.72
	1/31/25	VOLUNTARY LIFE PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	12.72

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	OPT LIFE PREMIUM-MA	SPECIAL RECREATION	NON-DEPARTMENTAL	0.14-
	1/31/25	VOLUNTARY LIFE PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	3.00
	1/31/25	VOLUNTARY LIFE PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	3.00
	1/31/25	VOLUNTARY LIFE PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>3.00</u>
				TOTAL:	313.51
HALOGEN SUPPLY CO.	1/31/25	CCWP REMOTE PUMP REPR	RECREATION FUND	CORAL COVE	<u>1,707.16</u>
				TOTAL:	1,707.16
ETHAN HARVEY	1/17/25	Soccer Training	RECREATION FUND	RECREATION	<u>294.00</u>
				TOTAL:	294.00
ILL DEPT OF REV	1/03/25	STATE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	2,351.10
	1/17/25	STATE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	2,390.30
	1/31/25	STATE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	2,387.16
	1/03/25	STATE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	4,356.30
	1/17/25	STATE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	4,368.26
	1/31/25	STATE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	5,311.63
	1/03/25	STATE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	22.36
	1/17/25	STATE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	22.52
	1/31/25	STATE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>22.52</u>
				TOTAL:	21,232.15
ILL DEPT OF REVENUE	1/17/25	Dance Sales Tax	RECREATION FUND	NON-DEPARTMENTAL	26.00
	1/17/25	PGM Sales Tax	RECREATION FUND	NON-DEPARTMENTAL	51.50
	1/17/25	FV Conc Sales Tax	RECREATION FUND	NON-DEPARTMENTAL	64.72
	1/17/25	FV Conc Sales Tax Disc	RECREATION FUND	CONCESSIONS	0.72-
	1/17/25	PGM Sales Tax Disc	RECREATION FUND	RECREATION	0.50-
	1/17/25	Recital Sales Tax	RECREATION FUND	RECREATION	<u>2.00</u>
				TOTAL:	143.00
ILL MUNICIPAL RETIREMENT	1/31/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	NON-DEPARTMENTAL	2,179.47
	1/31/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	NON-DEPARTMENTAL	2,167.92
	1/31/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	NON-DEPARTMENTAL	2,174.08
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	CORPORATE FUND	NON-DEPARTMENTAL	1,056.46
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	CORPORATE FUND	NON-DEPARTMENTAL	1,044.09
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	CORPORATE FUND	NON-DEPARTMENTAL	1,038.92
	1/31/25	IMRF ROUNDING ADJ 1/25	CORPORATE FUND	ANCILLARY FUNDS	0.19-
	1/31/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	ANCILLARY FUNDS	12,038.33
	1/31/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	ANCILLARY FUNDS	12,234.86
	1/31/25	MONTHLY IMRF CONTRIBUTION	CORPORATE FUND	ANCILLARY FUNDS	12,435.81
	1/31/25	MONTHLY IMRF CONTRIBUTION	RECREATION FUND	NON-DEPARTMENTAL	2,846.56
	1/31/25	MONTHLY IMRF CONTRIBUTION	RECREATION FUND	NON-DEPARTMENTAL	2,940.37
	1/31/25	MONTHLY IMRF CONTRIBUTION	RECREATION FUND	NON-DEPARTMENTAL	3,018.46
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	RECREATION FUND	NON-DEPARTMENTAL	800.98
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	RECREATION FUND	NON-DEPARTMENTAL	788.99
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	RECREATION FUND	NON-DEPARTMENTAL	773.70
	1/31/25	MONTHLY IMRF CONTRIBUTION	SPECIAL RECREATION	NON-DEPARTMENTAL	22.67
	1/31/25	MONTHLY IMRF CONTRIBUTION	SPECIAL RECREATION	NON-DEPARTMENTAL	22.83
	1/31/25	MONTHLY IMRF CONTRIBUTION	SPECIAL RECREATION	NON-DEPARTMENTAL	22.83
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	SPECIAL RECREATION	NON-DEPARTMENTAL	16.95
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	SPECIAL RECREATION	NON-DEPARTMENTAL	16.95
	1/31/25	IMRF VOLUNTARY ADD'L CONT.	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>16.95</u>
				TOTAL:	57,657.99
INTERNAL REVENUE SERVICE	1/03/25	FEDERAL WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	4,644.88

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/17/25	FEDERAL WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	4,764.97
	1/31/25	FEDERAL WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	4,712.18
	1/03/25	FICA WITHHOLD	CORPORATE FUND	NON-DEPARTMENTAL	3,160.87
	1/17/25	FICA WITHHOLD	CORPORATE FUND	NON-DEPARTMENTAL	3,209.84
	1/31/25	FICA WITHHOLD	CORPORATE FUND	NON-DEPARTMENTAL	3,206.13
	1/03/25	MEDICARE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	739.23
	1/17/25	MEDICARE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	750.71
	1/31/25	MEDICARE WITHHOLDING	CORPORATE FUND	NON-DEPARTMENTAL	749.83
	1/03/25	FICA WITHHOLD	CORPORATE FUND	ANCILLARY FUNDS	9,212.73
	1/17/25	FICA WITHHOLD	CORPORATE FUND	ANCILLARY FUNDS	9,341.77
	1/31/25	FICA WITHHOLD	CORPORATE FUND	ANCILLARY FUNDS	10,601.84
	1/03/25	MEDICARE WITHHOLDING	CORPORATE FUND	ANCILLARY FUNDS	2,154.63
	1/17/25	MEDICARE WITHHOLDING	CORPORATE FUND	ANCILLARY FUNDS	2,184.81
	1/31/25	MEDICARE WITHHOLDING	CORPORATE FUND	ANCILLARY FUNDS	2,479.53
	1/03/25	FEDERAL WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	6,424.59
	1/17/25	FEDERAL WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	6,566.96
	1/31/25	FEDERAL WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	6,986.76
	1/03/25	FICA WITHHOLD	RECREATION FUND	NON-DEPARTMENTAL	6,021.16
	1/17/25	FICA WITHHOLD	RECREATION FUND	NON-DEPARTMENTAL	6,101.00
	1/31/25	FICA WITHHOLD	RECREATION FUND	NON-DEPARTMENTAL	7,364.78
	1/03/25	MEDICARE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	1,408.22
	1/17/25	MEDICARE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	1,426.87
	1/31/25	MEDICARE WITHHOLDING	RECREATION FUND	NON-DEPARTMENTAL	1,722.47
	1/03/25	FEDERAL WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	75.33
	1/17/25	FEDERAL WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	76.10
	1/31/25	FEDERAL WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	76.10
	1/03/25	FICA WITHHOLD	SPECIAL RECREATION	NON-DEPARTMENTAL	30.70
	1/17/25	FICA WITHHOLD	SPECIAL RECREATION	NON-DEPARTMENTAL	30.93
	1/31/25	FICA WITHHOLD	SPECIAL RECREATION	NON-DEPARTMENTAL	30.93
	1/03/25	MEDICARE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	7.18
	1/17/25	MEDICARE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	7.23
	1/31/25	MEDICARE WITHHOLDING	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>7.23</u>
				TOTAL:	106,278.49
IPDGC	1/31/25	Meet Fees	RECREATION FUND	RECREATION	<u>540.00</u>
				TOTAL:	540.00
JACOB & HEFNER ASSOCIATES, INC.	1/17/25	CCMG New Water Service	CAPITAL IMPROVEMEN	CAPITAL IMPROVEMENT FU	<u>5,900.00</u>
				TOTAL:	5,900.00
JEFF ELLIS MANAGEMENT LLC	1/10/25	FVRC POOL MAINT 1/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	3,994.48
	1/10/25	Aquatic Mgmt 1/25	RECREATION FUND	RECREATION	35,918.78
	1/10/25	12/2-12/6 Guards	RECREATION FUND	RECREATION	62.50
	1/10/25	Mngr 12/2-12/6	RECREATION FUND	RECREATION	75.00
	1/10/25	12/9-12/11 Mngr	RECREATION FUND	RECREATION	45.00
	1/10/25	12/9-12/11	RECREATION FUND	RECREATION	37.50
	1/10/25	12/13 Mngr	RECREATION FUND	RECREATION	15.00
	1/10/25	12/13 Guard	RECREATION FUND	RECREATION	12.50
	1/10/25	12/16-12/20 Mngr	RECREATION FUND	RECREATION	75.00
	1/10/25	12/16-12/20 guard	RECREATION FUND	RECREATION	62.50
	1/10/25	12/23 mngr	RECREATION FUND	RECREATION	15.00
	1/10/25	12/23 Guard	RECREATION FUND	RECREATION	12.50
	1/10/25	12/7 Rental	RECREATION FUND	RECREATION	60.00
	1/10/25	12/7 Rental	RECREATION FUND	RECREATION	100.00
	1/10/25	12/27 Swim Camp	RECREATION FUND	RECREATION	75.00
	1/10/25	12/27 Swim Camp	RECREATION FUND	RECREATION	62.50

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
				TOTAL:	<u>40,623.26</u>
JACKIE JEFFERY	1/31/25	JJ 25 IPRA EXP REIMB	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>153.96</u>
				TOTAL:	153.96
JOLIET PARK DISTRICT	1/17/25	Meet Fees- Joliet	RECREATION FUND	RECREATION	<u>430.00</u>
				TOTAL:	430.00
KONICA MINOLTA	1/03/25	FV COPIER 12/18-1/17/25	CORPORATE FUND	FINANCE/ADMINISTRATION	197.00
	1/03/25	COPIERS 11/20-12/19/24	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>655.14</u>
				TOTAL:	852.14
TRACY L. LAPSHIN	1/10/25	Adv #30121	RECREATION FUND	RECREATION	280.00
	1/10/25	Beg #30122	RECREATION FUND	RECREATION	140.00
	1/10/25	70/30 Credit	RECREATION FUND	RECREATION	<u>126.00</u>
				TOTAL:	294.00
GEORGIA LOCHRIDGE	1/03/25	EVENT PHOTOGRAPHY	CORPORATE FUND	MARKETING/COMMUNICATIO	<u>80.00</u>
				TOTAL:	80.00
MAGIC BY RANDY INC.	1/03/25	Magic show on 1/3/25	RECREATION FUND	RECREATION	<u>450.00</u>
				TOTAL:	450.00
MCMASTER-CARR	1/03/25	A/C Unit-Conc Storage Bld	RECREATION FUND	CONCESSIONS	<u>2,393.54</u>
				TOTAL:	2,393.54
MIDWEST INSTITUTE	1/17/25	2025 HAMILTON	CORPORATE FUND	PARKS	25.00
	1/17/25	2025 ANDERSON	CORPORATE FUND	PARKS	25.00
	1/17/25	2025 SLANKER	CORPORATE FUND	PARKS	<u>25.00</u>
				TOTAL:	75.00
MISC	1/17/25	SUNNY SHAH: REFUND	RECREATION FUND	NON-DEPARTMENTAL	375.00
	1/31/25	CRAIG RODRIGUEZ: REFUND	RECREATION FUND	NON-DEPARTMENTAL	220.00
	1/10/25	ANNMARIE NOWAK: REFUND	RECREATION FUND	NON-DEPARTMENTAL	40.00
	1/10/25	MICHAEL NOWAK: REFUND	RECREATION FUND	NON-DEPARTMENTAL	40.00
	1/17/25	CLAIRE LABELLE: REFUND	RECREATION FUND	NON-DEPARTMENTAL	251.10
	1/17/25	HARMIL PATEL: REFUND	RECREATION FUND	NON-DEPARTMENTAL	200.00
	1/24/25	BRIAN NABERHAUS: REFUND	RECREATION FUND	NON-DEPARTMENTAL	400.00
	1/24/25	LOURDES MORA: REFUND	RECREATION FUND	NON-DEPARTMENTAL	100.00
	1/03/25	PATRICIA TAGLIERE: REFUND	RECREATION FUND	NON-DEPARTMENTAL	<u>75.00</u>
				TOTAL:	1,701.10
NATIONWIDE RETIREMENT	1/03/25	DEFERRED COMPENSATION	CORPORATE FUND	NON-DEPARTMENTAL	280.00
	1/17/25	DEFERRED COMPENSATION	CORPORATE FUND	NON-DEPARTMENTAL	280.00
	1/31/25	DEFERRED COMPENSATION	CORPORATE FUND	NON-DEPARTMENTAL	280.00
	1/03/25	DEFERRED COMPENSATION	RECREATION FUND	NON-DEPARTMENTAL	75.00
	1/17/25	DEFERRED COMPENSATION	RECREATION FUND	NON-DEPARTMENTAL	75.00
	1/31/25	DEFERRED COMPENSATION	RECREATION FUND	NON-DEPARTMENTAL	75.00
	1/03/25	DEFERRED COMPENSATION	SPECIAL RECREATION	NON-DEPARTMENTAL	15.00
	1/17/25	DEFERRED COMPENSATION	SPECIAL RECREATION	NON-DEPARTMENTAL	15.00
	1/31/25	DEFERRED COMPENSATION	SPECIAL RECREATION	NON-DEPARTMENTAL	<u>15.00</u>
				TOTAL:	1,110.00
NCSI	1/10/25	STAFF BKGRND CHECKS	CORPORATE FUND	ANCILLARY FUNDS	142.50
	1/10/25	VOLUN BKGRND CHECKS	CORPORATE FUND	ANCILLARY FUNDS	<u>142.50</u>
				TOTAL:	285.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
OFFICIAL FINDERS LLC	1/10/25	Officials	RECREATION FUND	RECREATION	688.00
	1/24/25	Travel BB - Refs	RECREATION FUND	RECREATION	774.00
	1/24/25	Dodgeball - Refs	RECREATION FUND	RECREATION	180.00
	1/24/25	BBall - 2nd - Ref	RECREATION FUND	RECREATION	140.00
	1/24/25	BBall - 3-4th - Ref	RECREATION FUND	RECREATION	490.00
	1/24/25	Bball - 5-6th - Ref	RECREATION FUND	RECREATION	296.00
	1/24/25	BBall - 7-8th - Ref	RECREATION FUND	RECREATION	222.00
	1/24/25	BBall - Ref	RECREATION FUND	RECREATION	<u>640.00</u>
				TOTAL:	3,430.00
PCARD - FIFTH THIRD BANK	1/31/25	FIRE ALRM 1/1-3/31	CORPORATE FUND	ANCILLARY FUNDS	252.00
	1/31/25	FIRE ALRM 1/1-3/31	CORPORATE FUND	ANCILLARY FUNDS	252.00
	1/31/25	BARK PARK RULES SIGN	CORPORATE FUND	ANCILLARY FUNDS	587.38
	1/31/25	PREPL TESTING C HAAVIG	CORPORATE FUND	ANCILLARY FUNDS	93.00
	1/31/25	PREPL TESTING G GRANT	CORPORATE FUND	ANCILLARY FUNDS	127.00
	1/31/25	PREEMPL TESTING GG/JS	CORPORATE FUND	ANCILLARY FUNDS	170.00
	1/31/25	GOOGLE STE LAPTOPS 1/25	CORPORATE FUND	FINANCE/ADMINISTRATION	11.36
	1/31/25	IGFOA MEMBERSHIP 2025-LS	CORPORATE FUND	FINANCE/ADMINISTRATION	400.00
	1/31/25	LEGISLATIVE BALLOON ARCH K	CORPORATE FUND	FINANCE/ADMINISTRATION	13.98
	1/31/25	PHONE LOC E911 12/16-1/15	CORPORATE FUND	FINANCE/ADMINISTRATION	35.93
	1/31/25	AWS HOSTED DNS 1/25	CORPORATE FUND	FINANCE/ADMINISTRATION	1.52
	1/31/25	IPRA SNACK	CORPORATE FUND	FINANCE/ADMINISTRATION	5.41
	1/31/25	HR CONS CONTACT 12/24-1/24	CORPORATE FUND	FINANCE/ADMINISTRATION	44.00
	1/31/25	KW SHRM MEMBERSHIP	CORPORATE FUND	FINANCE/ADMINISTRATION	264.00
	1/31/25	KW SHRM ONLINE LEARNING	CORPORATE FUND	FINANCE/ADMINISTRATION	820.00
	1/31/25	KW SHRM ONLINE LEARN TAX	CORPORATE FUND	FINANCE/ADMINISTRATION	65.60
	1/31/25	KW-SHRM LEARN REFUND TAX	CORPORATE FUND	FINANCE/ADMINISTRATION	65.60-
	1/31/25	KW SHRM CERT EXAM	CORPORATE FUND	FINANCE/ADMINISTRATION	495.00
	1/31/25	HOLIDAY PARTY PRIZES	CORPORATE FUND	FINANCE/ADMINISTRATION	12.50
	1/31/25	GET WELL DAN W	CORPORATE FUND	FINANCE/ADMINISTRATION	72.98
	1/31/25	SYMPATHY-REWERTS FATHER	CORPORATE FUND	FINANCE/ADMINISTRATION	94.74
	1/31/25	SYMPATHY-OPEN CREDIT NO TA	CORPORATE FUND	FINANCE/ADMINISTRATION	74.95
	1/31/25	SYMPATHY FLOWERS FOR RA	CORPORATE FUND	FINANCE/ADMINISTRATION	86.95
	1/31/25	250 JIM AWARD POSTCARDS	CORPORATE FUND	FINANCE/ADMINISTRATION	38.43
	1/31/25	1/24 IPRA BREAKFAST	CORPORATE FUND	FINANCE/ADMINISTRATION	12.40
	1/31/25	3 NIGHT IPRA HOTEL JJ	CORPORATE FUND	FINANCE/ADMINISTRATION	468.39
	1/31/25	3 NIGHT IPRA HOTEL DB	CORPORATE FUND	FINANCE/ADMINISTRATION	468.39
	1/31/25	3 NIGHT IPRA HOTEL BG	CORPORATE FUND	FINANCE/ADMINISTRATION	555.39
	1/31/25	3 NIGHT IPRA HOTEL SR	CORPORATE FUND	FINANCE/ADMINISTRATION	660.85
	1/31/25	3 NIGHT IPRA HOTEL CQ	CORPORATE FUND	FINANCE/ADMINISTRATION	598.89
	1/31/25	2 NIGHT IPRA HOTEL TP	CORPORATE FUND	FINANCE/ADMINISTRATION	399.26
	1/31/25	OPEN MTG ACT GUIDE	CORPORATE FUND	FINANCE/ADMINISTRATION	59.50
	1/31/25	2 CASES BOARD MTG WATER	CORPORATE FUND	FINANCE/ADMINISTRATION	8.98
	1/31/25	SNACKS - STRATEGIC PLANNIN	CORPORATE FUND	FINANCE/ADMINISTRATION	10.99
	1/31/25	HOLIDAY PARTY PRIZES	CORPORATE FUND	FINANCE/ADMINISTRATION	55.00
	1/31/25	3 ADMIN IPRA DINNER	CORPORATE FUND	FINANCE/ADMINISTRATION	67.04
	1/31/25	7 REC IPRA DINNER	CORPORATE FUND	FINANCE/ADMINISTRATION	178.76
	1/31/25	LS/CQ/KW LUNCH MTG	CORPORATE FUND	FINANCE/ADMINISTRATION	42.72
	1/31/25	STRAT MTG-DIR/MGR LUNCH	CORPORATE FUND	FINANCE/ADMINISTRATION	117.86
	1/31/25	NOTARY - REJECTED	CORPORATE FUND	FINANCE/ADMINISTRATION	16.00
	1/31/25	REFUNDED FEE	CORPORATE FUND	FINANCE/ADMINISTRATION	16.00-
	1/31/25	2025-29 NOTARY RENEWAL	CORPORATE FUND	FINANCE/ADMINISTRATION	16.00
	1/31/25	BOND/COURSE/STAMP/JOURNAL	CORPORATE FUND	FINANCE/ADMINISTRATION	118.95
	1/31/25	REMRANCE-LEWIS SISTER	CORPORATE FUND	FINANCE/ADMINISTRATION	75.00
	1/31/25	30 PAPER/LABELS/TAPE/FOLDR	CORPORATE FUND	FINANCE/ADMINISTRATION	1,864.53
	1/31/25	6 BOARD IPRA LUNCH	CORPORATE FUND	FINANCE/ADMINISTRATION	202.39

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	3 ADMIN IPRA LUNCH	CORPORATE FUND	FINANCE/ADMINISTRATION	101.16
	1/31/25	2024FY FED/STATE 1099 FILI	CORPORATE FUND	FINANCE/ADMINISTRATION	181.50
	1/31/25	IPRA 1/23 UBER 1	CORPORATE FUND	FINANCE/ADMINISTRATION	17.45
	1/31/25	IPRA 1/23 UBER 2	CORPORATE FUND	FINANCE/ADMINISTRATION	16.95
	1/31/25	IPRA 1/24 UBER 1	CORPORATE FUND	FINANCE/ADMINISTRATION	4.00
	1/31/25	IPRA 1/24 UBER 2	CORPORATE FUND	FINANCE/ADMINISTRATION	16.37
	1/31/25	IPRA 1/25 UBER 1	CORPORATE FUND	FINANCE/ADMINISTRATION	22.15
	1/31/25	IPRA 1/25 UBER 2	CORPORATE FUND	FINANCE/ADMINISTRATION	14.60
	1/31/25	SR-LS-FH 12/8-1/7/25	CORPORATE FUND	FINANCE/ADMINISTRATION	156.88
	1/31/25	LICENSE FOR 2 USERS	CORPORATE FUND	MARKETING/COMMUNICATIO	179.98
	1/31/25	CANON ANNUAL MAINTENANCE	CORPORATE FUND	MARKETING/COMMUNICATIO	774.90
	1/31/25	TAX REFUNDED	CORPORATE FUND	MARKETING/COMMUNICATIO	44.04-
	1/31/25	TAX REFUNDED	CORPORATE FUND	MARKETING/COMMUNICATIO	46.99-
	1/31/25	TAX -REQUESTED REFUND	CORPORATE FUND	MARKETING/COMMUNICATIO	46.99
	1/31/25	2025 ANNUAL SUBSCRIPTION	CORPORATE FUND	MARKETING/COMMUNICATIO	72.99
	1/31/25	CM 12/8-1/7/25	CORPORATE FUND	MARKETING/COMMUNICATIO	52.30
	1/31/25	GOOGLE PIXEL 12/8-1/7/25	CORPORATE FUND	MARKETING/COMMUNICATIO	22.70
	1/31/25	SHIPPING CHARGE	CORPORATE FUND	MARKETING/COMMUNICATIO	19.95
	1/31/25	ELEC 11/18-12/17	CORPORATE FUND	PARKS	44.68
	1/31/25	PLOW REPAIR	CORPORATE FUND	PARKS	1,196.71
	1/31/25	12 PACK LEGAL PADS	CORPORATE FUND	PARKS	13.75
	1/31/25	COAT RACK	CORPORATE FUND	PARKS	21.99
	1/31/25	2 AIR FILTERS	CORPORATE FUND	PARKS	54.59
	1/31/25	AIR FILTER	CORPORATE FUND	PARKS	43.24
	1/31/25	AIR FILTER	CORPORATE FUND	PARKS	20.69
	1/31/25	AIR FILTER COMBO	CORPORATE FUND	PARKS	21.98
	1/31/25	AIR FILTER COMBO	CORPORATE FUND	PARKS	21.98
	1/31/25	BREAKFAST EN ROUTE TO MTG	CORPORATE FUND	PARKS	8.60
	1/31/25	ELEC 11/20-12/17/24	CORPORATE FUND	PARKS	22.56
	1/31/25	ELEC 11/19-12/18/24	CORPORATE FUND	PARKS	32.24
	1/31/25	ELEC 11/18-12/17/24	CORPORATE FUND	PARKS	283.09
	1/31/25	ELEC 11/25-12/16/24	CORPORATE FUND	PARKS	1,053.10
	1/31/25	ELEC 11/15-12/16/24	CORPORATE FUND	PARKS	29.36
	1/31/25	ELEC 11/18-12/16/24	CORPORATE FUND	PARKS	54.68
	1/31/25	ELEC 11/19-12/18/24	CORPORATE FUND	PARKS	26.34
	1/31/25	ELEC 11/15-12/16/24	CORPORATE FUND	PARKS	720.18
	1/31/25	ELEC 11/15-12/16/24	CORPORATE FUND	PARKS	229.67
	1/31/25	11 KNIT HATS-4 SHIRTS	CORPORATE FUND	PARKS	213.00
	1/31/25	NO E-SCOOTERS TRAIL STENCI	CORPORATE FUND	PARKS	136.98
	1/31/25	GARBAGE-PKS 010125	CORPORATE FUND	PARKS	576.47
	1/31/25	VEH 108 LAMP REPLACEMENT	CORPORATE FUND	PARKS	139.02
	1/31/25	COMM BENCHS-SHOP WALL	CORPORATE FUND	PARKS	335.94
	1/31/25	IPRA LUNCH SH - SR	CORPORATE FUND	PARKS	30.17
	1/31/25	3 NIGHT IPRA HOTEL SH	CORPORATE FUND	PARKS	468.39
	1/31/25	PSEP TRAINING COURSE	CORPORATE FUND	PARKS	70.00
	1/31/25	MS PLAYGRND INSPECTOR TRAI	CORPORATE FUND	PARKS	714.00
	1/31/25	BUS 125 REPAIR/INSPECTION	CORPORATE FUND	PARKS	392.94
	1/31/25	VEH 111 REPAIR	CORPORATE FUND	PARKS	80.23
	1/31/25	PAINT	CORPORATE FUND	PARKS	57.94
	1/31/25	WEEKS PARK/PAPWORTH CLOSUR	CORPORATE FUND	PARKS	152.22
	1/31/25	IPRA BREAKFAST SH	CORPORATE FUND	PARKS	7.36
	1/31/25	BARK PARK EQUIPMENT REPAIR	CORPORATE FUND	PARKS	45.90
	1/31/25	BATTERY W/TAX RETURNED	CORPORATE FUND	PARKS	148.75-
	1/31/25	BATTERY W/ TAX RETURNED	CORPORATE FUND	PARKS	148.75
	1/31/25	NEW BATTERY TRAILER 232	CORPORATE FUND	PARKS	137.73
	1/31/25	SMALL ENGINE REPAIR	CORPORATE FUND	PARKS	54.48

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	REFUND REQUESTED	CORPORATE FUND	PARKS	19.12
	1/31/25	SH-RA-MS-RC 12/8-1/7/25	CORPORATE FUND	PARKS	183.56
	1/31/25	PARKS JANITORIAL SUPPLIES	CORPORATE FUND	PARKS	2,561.88
	1/31/25	6 PACK URINAL SCREENS	CORPORATE FUND	MAINTENANCE FACILITY	48.00
	1/31/25	FIBER 12/11/24-1/10/25	CORPORATE FUND	MAINTENANCE FACILITY	599.50
	1/31/25	CABLE MB 1/9-2/8	CORPORATE FUND	MAINTENANCE FACILITY	114.14
	1/31/25	ELEC 11/18-12/17/24	CORPORATE FUND	MAINTENANCE FACILITY	472.10
	1/31/25	GARBAGE-MB 010125	CORPORATE FUND	MAINTENANCE FACILITY	144.12
	1/31/25	SHOP SUPPLIES	CORPORATE FUND	MAINTENANCE FACILITY	26.87
	1/31/25	SHOP SUPPLIES	CORPORATE FUND	MAINTENANCE FACILITY	44.84
	1/31/25	GAS 10/18/24-11/18/24	CORPORATE FUND	MAINTENANCE FACILITY	324.73
	1/31/25	MB JANITORIAL SUPPLIES	CORPORATE FUND	MAINTENANCE FACILITY	910.09
	1/31/25	CPRP EXAM AND STUDY GUIDE	CORPORATE FUND	REGISTRATION SERVICES	175.00
	1/31/25	7 REC IPRA LUNCH	CORPORATE FUND	REGISTRATION SERVICES	269.76
	1/31/25	7 REC-FIT-SOD 12/8-1/7/25	CORPORATE FUND	REGISTRATION SERVICES	104.60
	1/31/25	SUPPLIES FOR SWIM MEET	RECREATION FUND	NON-DEPARTMENTAL	29.98
	1/31/25	SUPPLIES FOR SWIM MEET	RECREATION FUND	NON-DEPARTMENTAL	7.99
	1/31/25	SECTINAL MEET SUPPLY & DEC	RECREATION FUND	NON-DEPARTMENTAL	77.88
	1/31/25	MERCH SUPPLIES FOR SECTION	RECREATION FUND	NON-DEPARTMENTAL	45.35
	1/31/25	CANON PAPER ROLLS (8)	RECREATION FUND	MARKETING/COMMUNICATIO	422.64
	1/31/25	GYMNASTICS PRIVACY FILM	RECREATION FUND	MARKETING/COMMUNICATIO	17.98
	1/31/25	AD BOOST - EVENTS	RECREATION FUND	MARKETING/COMMUNICATIO	44.96
	1/31/25	AIR FRESHENER	RECREATION FUND	FOUNTAIN VIEW REC CENT	25.98
	1/31/25	2 MOTION SENSORS	RECREATION FUND	FOUNTAIN VIEW REC CENT	279.54
	1/31/25	SPLASH HOG SCREENS	RECREATION FUND	FOUNTAIN VIEW REC CENT	49.50
	1/31/25	DOOR STOPPERS	RECREATION FUND	FOUNTAIN VIEW REC CENT	73.98
	1/31/25	FVRC WOMENS RR SENSOR	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,700.00
	1/31/25	FVRC POOL CLOSET MOTION SE	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,325.00
	1/31/25	FVRC LIGHTS IN ELECTRICAL	RECREATION FUND	FOUNTAIN VIEW REC CENT	2,325.00
	1/31/25	FVRC MECHANICAL RM SENSOR	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,745.00
	1/31/25	FIBER 12/11/24-1/10/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,183.65
	1/31/25	CABLE FVRC 12/26-1/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	256.03
	1/31/25	INTERNET FVRC 12/26-1/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	274.31
	1/31/25	GARBAGE-FVRC 010125	RECREATION FUND	FOUNTAIN VIEW REC CENT	700.49
	1/31/25	FVRC JANUARY PEST CONTROL	RECREATION FUND	FOUNTAIN VIEW REC CENT	175.00
	1/31/25	FVRC PARTITION REPAIR	RECREATION FUND	FOUNTAIN VIEW REC CENT	37.40
	1/31/25	NEXTIVA VOIP 2/25	RECREATION FUND	FOUNTAIN VIEW REC CENT	38.34
	1/31/25	GAS 11/20/24-12/19/24	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,500.00
	1/31/25	GAS 11/20/24-12/19/24	RECREATION FUND	FOUNTAIN VIEW REC CENT	262.35
	1/31/25	VARIOUS JANITORIAL SUPPLIE	RECREATION FUND	FOUNTAIN VIEW REC CENT	291.79
	1/31/25	DRAIN HOSE FOR SCRUBBER	RECREATION FUND	FOUNTAIN VIEW REC CENT	89.05
	1/31/25	VARIOUS JANITORIAL SUPPLIE	RECREATION FUND	FOUNTAIN VIEW REC CENT	562.54
	1/31/25	RESTROOM CLEANER	RECREATION FUND	FOUNTAIN VIEW REC CENT	205.11
	1/31/25	VARIOUS CUSTODIAL SUPPLIES	RECREATION FUND	FOUNTAIN VIEW REC CENT	924.88
	1/31/25	CARPET SHAMPOO MACHINE FV	RECREATION FUND	FOUNTAIN VIEW REC CENT	419.99
	1/31/25	CHEESE CUPS	RECREATION FUND	CONCESSIONS	38.29
	1/31/25	POPCORN	RECREATION FUND	CONCESSIONS	158.97
	1/31/25	LAMINATING SHEETS	RECREATION FUND	CONCESSIONS	22.13
	1/31/25	POPCORN	RECREATION FUND	CONCESSIONS	176.58
	1/31/25	FIBER 12/11/24-1/10/25	RECREATION FUND	CONCESSIONS	306.74
	1/31/25	PROPANE	RECREATION FUND	CONCESSIONS	92.00
	1/31/25	CANDY	RECREATION FUND	CONCESSIONS	164.84
	1/31/25	CANDY AND BUNS	RECREATION FUND	CONCESSIONS	159.88
	1/31/25	JD 12/8-1/7/25	RECREATION FUND	FACILITIES	52.30
	1/31/25	WINDOW FILM	RECREATION FUND	SIMKUS FACILITY	31.94
	1/31/25	SRC TRASH CAN MAT	RECREATION FUND	SIMKUS FACILITY	22.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	LEMON WINDOW CLEANER	RECREATION FUND	SIMKUS FACILITY	37.52
	1/31/25	SPLASH HOG SCREENS	RECREATION FUND	SIMKUS FACILITY	99.00
	1/31/25	PHONES PRI 12/7/24-1/6/25	RECREATION FUND	SIMKUS FACILITY	562.05
	1/31/25	FIBER 12/7/24-1/6/25	RECREATION FUND	SIMKUS FACILITY	1,318.05
	1/31/25	PHONES SIP 12/4/24-1/6/25	RECREATION FUND	SIMKUS FACILITY	949.62
	1/31/25	INTERNET SRC 12/24-1/23	RECREATION FUND	SIMKUS FACILITY	256.85
	1/31/25	CABLE SRC 1/1-1/31	RECREATION FUND	SIMKUS FACILITY	10.48
	1/31/25	ELEC 11/20-12/17/24	RECREATION FUND	SIMKUS FACILITY	2,873.62
	1/31/25	GARBAGE-SRC 010125	RECREATION FUND	SIMKUS FACILITY	547.77
	1/31/25	10 LED 2 FOOT LIGHTS	RECREATION FUND	SIMKUS FACILITY	275.79
	1/31/25	5 LED 6 FOOT LIGHTS	RECREATION FUND	SIMKUS FACILITY	79.90
	1/31/25	SRC JANUARY PEST CONTROL	RECREATION FUND	SIMKUS FACILITY	150.00
	1/31/25	SRC ADMIN UNDER DESK LIGHT	RECREATION FUND	SIMKUS FACILITY	14.48
	1/31/25	SRC ADMIN BULB REPAIR	RECREATION FUND	SIMKUS FACILITY	11.98
	1/31/25	GAS CR 9/19/24-10/21/24	RECREATION FUND	SIMKUS FACILITY	159.77-
	1/31/25	GAS CR 10/21-24-11/19/24	RECREATION FUND	SIMKUS FACILITY	176.10-
	1/31/25	GAS 10/21/24-11/19/24	RECREATION FUND	SIMKUS FACILITY	412.46
	1/31/25	GAS 10/21/24-11/19/24	RECREATION FUND	SIMKUS FACILITY	880.75
	1/31/25	CARPET CLEANER SERVICE	RECREATION FUND	SIMKUS FACILITY	85.00
	1/31/25	JANITORIAL SUPPLIES	RECREATION FUND	SIMKUS FACILITY	591.53
	1/31/25	CARPET SHAMPOO MACHINE SRC	RECREATION FUND	SIMKUS FACILITY	419.99
	1/31/25	ELEC 11/20-12/17/24	RECREATION FUND	CORAL COVE	355.16
	1/31/25	CCWP POD 1/13-2/12/25	RECREATION FUND	CORAL COVE	249.00
	1/31/25	SPONSOR PLAQUE	RECREATION FUND	RECREATION	33.00
	1/31/25	MILWAUKEE ART MUSEUM PAYME	RECREATION FUND	RECREATION	500.00
	1/31/25	LUNCH AT IPRA CONFERENCE	RECREATION FUND	RECREATION	17.12
	1/31/25	UBER TO TRAIN IPRA CONF	RECREATION FUND	RECREATION	19.66
	1/31/25	FIELD TRIP DOC 1.2.25	RECREATION FUND	RECREATION	229.00
	1/31/25	UBER TIP CONF	RECREATION FUND	RECREATION	3.00
	1/31/25	WHITE PINES DEPOSIT BEATLE	RECREATION FUND	RECREATION	300.00
	1/31/25	LUNCH - AK	RECREATION FUND	RECREATION	15.56
	1/31/25	CONFERENCE PER DIEM	RECREATION FUND	RECREATION	6.46
	1/31/25	BREAKFAST - JM/AK	RECREATION FUND	RECREATION	18.22
	1/31/25	DINNER - JR/AK	RECREATION FUND	RECREATION	20.14
	1/31/25	ASCAP SUBSCRIPTION	RECREATION FUND	RECREATION	1,403.00
	1/31/25	BLACK HISTORY BOOKS	RECREATION FUND	RECREATION	22.68
	1/31/25	100 DAY SUPPLIES	RECREATION FUND	RECREATION	19.98
	1/31/25	BDAY STICKERS NOT RECEIVED	RECREATION FUND	RECREATION	7.99-
	1/31/25	MLK BOOKS	RECREATION FUND	RECREATION	16.38
	1/31/25	ORANGE PAPER	RECREATION FUND	RECREATION	12.95
	1/31/25	COSTCO FEBRUARY SNACKS B &	RECREATION FUND	RECREATION	618.36
	1/31/25	R. B. CONFERENCE EXPENSE	RECREATION FUND	RECREATION	14.89
	1/31/25	R. B. CONFERENCE EXPENSE	RECREATION FUND	RECREATION	7.87
	1/31/25	R.B. CONFERENCE EXPENSE	RECREATION FUND	RECREATION	7.46
	1/31/25	METRA TRAIN	RECREATION FUND	RECREATION	6.75
	1/31/25	TRAIN IN	RECREATION FUND	RECREATION	6.75
	1/31/25	TRAIN FROM IPRA CONFERENCE	RECREATION FUND	RECREATION	6.75
	1/31/25	SCIENCE SUPPLIES	RECREATION FUND	RECREATION	49.77
	1/31/25	COACH SHIRTS	RECREATION FUND	RECREATION	237.00
	1/31/25	PRE/K BASKETBALL JERSEYS	RECREATION FUND	RECREATION	540.50
	1/31/25	BASKETBALL JERSEY	RECREATION FUND	RECREATION	7.00
	1/31/25	BASKETBALL JERSEYS	RECREATION FUND	RECREATION	69.57
	1/31/25	BASKETBALL JERSEYS	RECREATION FUND	RECREATION	16.00
	1/31/25	BASKETBALL JERSEYS	RECREATION FUND	RECREATION	8.00
	1/31/25	YOUTH BASKETBALL SHIRTS	RECREATION FUND	RECREATION	19.50
	1/31/25	BASKETBALL JERSEY	RECREATION FUND	RECREATION	7.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	BASKETBALL JERSEYS	RECREATION FUND	RECREATION	65.14
	1/31/25	BASKETBALL JERSEYS	RECREATION FUND	RECREATION	36.00
	1/31/25	BASKETBALL JERSEYS	RECREATION FUND	RECREATION	26.90
	1/31/25	JAN MEMBER CHALLENGE PRIZE	RECREATION FUND	RECREATION	50.00
	1/31/25	CONFERENCE PER DIEM	RECREATION FUND	RECREATION	9.22
	1/31/25	SPTFY012025	RECREATION FUND	RECREATION	19.99
	1/31/25	ADULT BBALL SCHEDULES	RECREATION FUND	RECREATION	119.00
	1/31/25	YOUTH BBALL SCHEDULES	RECREATION FUND	RECREATION	280.00
	1/31/25	YOUTH DBALL SCHEDULES	RECREATION FUND	RECREATION	217.00
	1/31/25	ADULT PICKLEBALL SCHEDULES	RECREATION FUND	RECREATION	105.00
	1/31/25	ADULT BBALL SCHEDULES	RECREATION FUND	RECREATION	119.00
	1/31/25	FLOOR HOCKEY SCHEDULE	RECREATION FUND	RECREATION	28.00
	1/31/25	ADULT PICKLEBALL SCHEDULES	RECREATION FUND	RECREATION	38.50
	1/31/25	TISSUE PAPER	RECREATION FUND	RECREATION	5.99
	1/31/25	HOTEL - AK	RECREATION FUND	RECREATION	312.26
	1/31/25	POOL TOYS FOR DOC	RECREATION FUND	RECREATION	44.12
	1/31/25	BREAKFAST - AK	RECREATION FUND	RECREATION	6.31
	1/31/25	BREAKFAST IPRA CONFERENCE	RECREATION FUND	RECREATION	14.00
	1/31/25	ROUND TABLE CLOTHES PLASTI	RECREATION FUND	RECREATION	35.17
	1/31/25	COFFEE IPRA CONFERENCE	RECREATION FUND	RECREATION	6.26
	1/31/25	CONFERENCE PER DIEM	RECREATION FUND	RECREATION	5.06
	1/31/25	CONFERENCE PER DIEM	RECREATION FUND	RECREATION	20.49
	1/31/25	IPRA CONFERENCE HOTEL	RECREATION FUND	RECREATION	312.26
	1/31/25	DINNER IPRA CONFERENCE	RECREATION FUND	RECREATION	237.56
	1/31/25	WIGGLY EYES & ZIPLOCK BAGS	RECREATION FUND	RECREATION	29.65
	1/31/25	DEPOSIT TITANIC	RECREATION FUND	RECREATION	300.00
	1/31/25	VALENTINES RING POPS	RECREATION FUND	RECREATION	48.93
	1/31/25	GYM WIPES	RECREATION FUND	RECREATION	484.85
	1/31/25	GYM WIPES	RECREATION FUND	RECREATION	484.85
	1/31/25	CONFERENCE HOTEL	RECREATION FUND	RECREATION	312.26
	1/31/25	SPRING MYSTERY DINNER DEP	RECREATION FUND	RECREATION	257.50-
	1/31/25	FIELD TRIP DOC 1.6.25	RECREATION FUND	RECREATION	525.25
	1/31/25	DEC 2024 CHALLENGE PRIZE	RECREATION FUND	RECREATION	50.00
	1/31/25	REFUND FOR PURCHASE 1/15/2	RECREATION FUND	RECREATION	125.16-
	1/31/25	REFUND FOR PURCHASE 1/15/2	RECREATION FUND	RECREATION	125.16
	1/31/25	TABLECLOTHES	RECREATION FUND	RECREATION	31.87
	1/31/25	REPLACEMENT ROLLER AND TRA	RECREATION FUND	RECREATION	131.70
	1/31/25	PCARD - FIFTH THIRD BANK	RECREATION FUND	RECREATION	36.99-
	1/31/25	JAN FUN CLASS DECORATIONS	RECREATION FUND	RECREATION	25.97
	1/31/25	EQUIPMENT NUMBERS	RECREATION FUND	RECREATION	17.26
	1/31/25	DD DECORATIONS	RECREATION FUND	RECREATION	170.87
	1/31/25	RENTALS	RECREATION FUND	RECREATION	44.99
	1/31/25	LAUNDRY DETERGENT	RECREATION FUND	RECREATION	27.98
	1/31/25	MEMBER CHALLENGE STICKERS	RECREATION FUND	RECREATION	5.99
	1/31/25	DAUGHTER DANCE SUPPLIES	RECREATION FUND	RECREATION	32.99
	1/31/25	SALES TAX - ERROR AMZN	RECREATION FUND	RECREATION	2.64
	1/31/25	DAUGHTER DANCE SUPPLIES	RECREATION FUND	RECREATION	73.37
	1/31/25	SALES TAX - ERROR AMZN	RECREATION FUND	RECREATION	5.88
	1/31/25	DAUGHTER DANCE SUPPLIES	RECREATION FUND	RECREATION	48.85
	1/31/25	FVRC RENTALS SUPPLIES	RECREATION FUND	RECREATION	13.67
	1/31/25	FLEXIBLE CLEANING DUSTER	RECREATION FUND	RECREATION	17.97
	1/31/25	DAUGHTER DANCE SUPPLIES	RECREATION FUND	RECREATION	82.94
	1/31/25	SALES TAX - AMZ ERROR	RECREATION FUND	RECREATION	6.64
	1/31/25	NINJA GYMNASTICS EQUIPMENT	RECREATION FUND	RECREATION	39.99
	1/31/25	BINDER - THEATRE SUPPLIES	RECREATION FUND	RECREATION	10.87
	1/31/25	GYMNASTICS - ICE PACKS	RECREATION FUND	RECREATION	32.99

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	COMPETITION SUPPLY-POSTERS	RECREATION FUND	RECREATION	26.59
	1/31/25	DESCENDANTS- COSTUME	RECREATION FUND	RECREATION	32.39
	1/31/25	DESCENDANTS FOLDERS	RECREATION FUND	RECREATION	43.98
	1/31/25	FORTE COSTUME RETURN	RECREATION FUND	RECREATION	35.96-
	1/31/25	DESCENDANTS COSTUMES	RECREATION FUND	RECREATION	32.38
	1/31/25	FORTE COSTUME 2025	RECREATION FUND	RECREATION	19.99
	1/31/25	FORTE RECITAL COSTUMES 202	RECREATION FUND	RECREATION	41.60
	1/31/25	FORTE COSTUME RETURN	RECREATION FUND	RECREATION	17.98-
	1/31/25	MARKERS- CLASS SUPPLY	RECREATION FUND	RECREATION	37.99
	1/31/25	THEATRE- HIGHLIGHTERS	RECREATION FUND	RECREATION	33.98
	1/31/25	DESCENDANTS- COSTUMES	RECREATION FUND	RECREATION	14.03
	1/31/25	FORTE RECITAL COSTUMES 202	RECREATION FUND	RECREATION	34.90
	1/31/25	FORTE COSTUME RETURN	RECREATION FUND	RECREATION	24.99-
	1/31/25	DESCENDANTS- COSTUMES	RECREATION FUND	RECREATION	58.98
	1/31/25	NINJA EQUIPMENT	RECREATION FUND	RECREATION	113.57
	1/31/25	FORTE RECITAL COSTUMES 202	RECREATION FUND	RECREATION	67.45
	1/31/25	FORTE COSTUME RETURN	RECREATION FUND	RECREATION	31.49-
	1/31/25	FORTE RECITAL COSTUMES 202	RECREATION FUND	RECREATION	146.88
	1/31/25	CRAZY SCIENCE SUPPLIES	RECREATION FUND	RECREATION	33.45
	1/31/25	CLEANING CADDY	RECREATION FUND	RECREATION	16.99
	1/31/25	SAFARI SUPPLIES	RECREATION FUND	RECREATION	9.99
	1/31/25	SUPER HERO SUPPLIES	RECREATION FUND	RECREATION	40.08
	1/31/25	CRAZY SCIENCE SUPPLIES	RECREATION FUND	RECREATION	12.58
	1/31/25	SAFARI SUPPLIES	RECREATION FUND	RECREATION	26.98
	1/31/25	ITUNES- JAN 2025	RECREATION FUND	RECREATION	16.99
	1/31/25	BAR-PWVING-DEP REF	RECREATION FUND	RECREATION	150.00-
	1/31/25	LUNCH IPRA 2025	RECREATION FUND	RECREATION	14.52
	1/31/25	IPRA CONF - LUNCH	RECREATION FUND	RECREATION	15.79
	1/31/25	CABLE FITNESS 12/26-1/25	RECREATION FUND	RECREATION	384.04
	1/31/25	IPRA CONF - TAXI	RECREATION FUND	RECREATION	10.75
	1/31/25	OPENING TIP OFF RAFFLE PRI	RECREATION FUND	RECREATION	169.94
	1/31/25	COMPETITION FEES- MEDIA	RECREATION FUND	RECREATION	2,099.58
	1/31/25	BREAKFAST IPRA 2025	RECREATION FUND	RECREATION	18.62
	1/31/25	IPRA CONFERENCE BREAKFAST	RECREATION FUND	RECREATION	11.99
	1/31/25	TSHIRTS FOR BDAY CHILD	RECREATION FUND	RECREATION	408.75
	1/31/25	DODGEBALL WINTER 2025 SHIR	RECREATION FUND	RECREATION	2,119.50
	1/31/25	C HAAVIG BUS CARDS 250	RECREATION FUND	RECREATION	24.82
	1/31/25	S WAGHORNE BUS CARDS 250	RECREATION FUND	RECREATION	24.82
	1/31/25	LUNCH IPRA 2025	RECREATION FUND	RECREATION	100.24
	1/31/25	DINNER IPRA 2025	RECREATION FUND	RECREATION	30.79
	1/31/25	IPRA CONFERENCE ROOM/PARKI	RECREATION FUND	RECREATION	399.26
	1/31/25	IPRA CONFERENCE - BREAKFAS	RECREATION FUND	RECREATION	14.25
	1/31/25	LUNCH IPRA 2025	RECREATION FUND	RECREATION	17.29
	1/31/25	HOTEL IPRA 2025	RECREATION FUND	RECREATION	468.39
	1/31/25	HOTEL IPRA 2025	RECREATION FUND	RECREATION	312.26
	1/31/25	IPRA CONF - BREAKFAST	RECREATION FUND	RECREATION	17.81
	1/31/25	IPRA CONF - PARKING LODGIN	RECREATION FUND	RECREATION	511.89
	1/31/25	HYATT LODGING-IPRA CONF 20	RECREATION FUND	RECREATION	156.13
	1/31/25	R. B. CONFERENCE LODGING	RECREATION FUND	RECREATION	199.63
	1/31/25	DODGEBALL MEDALS	RECREATION FUND	RECREATION	147.25
	1/31/25	PICKLEBALL PLAQUES	RECREATION FUND	RECREATION	98.00
	1/31/25	LYFT IPRA 2025	RECREATION FUND	RECREATION	25.94
	1/31/25	LINEN CLEANING	RECREATION FUND	RECREATION	316.35
	1/31/25	HAND SOAP FOR PREMIER ROOM	RECREATION FUND	RECREATION	4.09
	1/31/25	HTLCOOKIEDECORATESUPPLIES	RECREATION FUND	RECREATION	3.32-
	1/31/25	IPRA CONF - TRAIN	RECREATION FUND	RECREATION	6.75

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	ALICE IN WNDRLD-LISCENCE	RECREATION FUND	RECREATION	890.00
	1/31/25	CHINESE NEW YEAR CRAFT	RECREATION FUND	RECREATION	2.50
	1/31/25	FORTE RECITAL COSTUMES 202	RECREATION FUND	RECREATION	73.90
	1/31/25	DAUGHTER DANCE	RECREATION FUND	RECREATION	74.93
	1/31/25	LUNCH IPRA 2025	RECREATION FUND	RECREATION	16.73
	1/31/25	LUNCH IPRA 2025	RECREATION FUND	RECREATION	20.07
	1/31/25	IPRA CONFERENCE LUNCH	RECREATION FUND	RECREATION	17.41
	1/31/25	IPRA CONF - LUNCH	RECREATION FUND	RECREATION	14.22
	1/31/25	RECITAL COSTUMES 2025	RECREATION FUND	RECREATION	699.25
	1/31/25	PIZZA LUNCH FOR NEW STAFF	RECREATION FUND	RECREATION	134.96
	1/31/25	2024 GYMNASTIC CARPET CLEA	RECREATION FUND	RECREATION	309.00
	1/31/25	COMPETITION REGISTRATION	RECREATION FUND	RECREATION	5,535.00
	1/31/25	OPENING TIP OFF CANDY	RECREATION FUND	RECREATION	58.65
	1/31/25	UBER TIP	RECREATION FUND	RECREATION	3.00
	1/31/25	UBER TO HOTEL	RECREATION FUND	RECREATION	20.01
	1/31/25	UBER TO DINNER	RECREATION FUND	RECREATION	10.72
	1/31/25	UBER TO HOTEL	RECREATION FUND	RECREATION	8.86
	1/31/25	UBER IPRA CONFERENCE	RECREATION FUND	RECREATION	20.50
	1/31/25	UBER AT IPRA CONFERENCE	RECREATION FUND	RECREATION	4.00
	1/31/25	UBER AT IPRA CONFERENCE	RECREATION FUND	RECREATION	14.25
	1/31/25	UBER IPRA CONFERENCE	RECREATION FUND	RECREATION	12.58
	1/31/25	SHIPPING COSTUME RETURNS	RECREATION FUND	RECREATION	45.96
	1/31/25	METRA TICKET IPRA 2025	RECREATION FUND	RECREATION	6.75
	1/31/25	METRA TICKETS IPRA 2025	RECREATION FUND	RECREATION	13.50
	1/31/25	7 REC-FIT-SOD 12/8-1/7/25	RECREATION FUND	RECREATION	366.09
	1/31/25	2 REC-6 B/A 12/8-1/7/25	RECREATION FUND	RECREATION	418.38
	1/31/25	CONSTRUCTION PAPER	RECREATION FUND	RECREATION	140.80
	1/31/25	CRAZY SCIENCE SUPPLIES	RECREATION FUND	RECREATION	2.66
	1/31/25	FORTE RECITAL COSTUMES	RECREATION FUND	RECREATION	146.94
	1/31/25	RECITAL COSTUMES 2025	RECREATION FUND	RECREATION	143.98
	1/31/25	6 PK URINAL SCREEN	RECREATION FUND	MCCASLIN FIELDS	49.50
	1/31/25	ELEC 11/20-12/17/24	RECREATION FUND	MCCASLIN FIELDS	1,604.05
	1/31/25	ELEC 11/20-12/17/24	RECREATION FUND	MCCASLIN FIELDS	19.32
	1/31/25	LIFT STATION 02/25	RECREATION FUND	MCCASLIN FIELDS	20.00
	1/31/25	FIBER 12/11/24-1/10/25	RECREATION FUND	MINIATURE GOLF	306.75
	1/31/25	ELEC 11/20-12/17/24	RECREATION FUND	MINIATURE GOLF	309.22
	1/31/25	CCMG H20-SOFT JAN25	RECREATION FUND	MINIATURE GOLF	60.00
	1/31/25	CCMG JANUARY PEST CONTROL	RECREATION FUND	MINIATURE GOLF	350.00
	1/31/25	GAS 11/15/24-12/16/24	RECREATION FUND	MINIATURE GOLF	<u>137.72</u>
				TOTAL:	81,160.19
PDRMA	1/31/25	PDRMA Insurance 1/25	CORPORATE FUND	ANCILLARY FUNDS	5,286.65
	1/31/25	PDRMA Insurance 1/25	CORPORATE FUND	ANCILLARY FUNDS	3,012.22
	1/31/25	PDRMA Insurance 1/25	CORPORATE FUND	ANCILLARY FUNDS	956.00
	1/31/25	PDRMA Insurance 1/25	CORPORATE FUND	ANCILLARY FUNDS	41.33
	1/31/25	PDRMA Insurance 1/25	CORPORATE FUND	ANCILLARY FUNDS	5,343.39
	1/31/25	PDRMA Insurance 1/25	CORPORATE FUND	ANCILLARY FUNDS	<u>287.94</u>
				TOTAL:	14,927.53
PDRMA	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	14.00
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	14.00
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	14.00
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	79.70
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	79.70
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	79.70
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	46.82

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	45.81
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	45.04
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	96.20
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	96.20
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	96.20
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	257.15
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	257.15
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	257.14
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	222.59
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	222.59
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	222.59
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	136.41
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	131.67
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	128.11
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	53.06
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	53.06
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	53.06
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	111.36
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	111.36
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	111.36
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	3.94
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	3.94
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	3.94
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	19.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	19.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	19.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	5.65
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	5.53
	1/31/25	VISION PREMIUM	CORPORATE FUND	NON-DEPARTMENTAL	5.44
	1/31/25	1/25 PDRMA Health - CQ	CORPORATE FUND	ANCILLARY FUNDS	166.55-
	1/31/25	1/25 PDRMA Health - KW	CORPORATE FUND	ANCILLARY FUNDS	33.99-
	1/31/25	EAP PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.20
	1/31/25	EAP PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.20
	1/31/25	EAP PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.20
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	2.04
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	34.66
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	34.66
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	34.66
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	65.84
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	65.84
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	65.84
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	ANCILLARY FUNDS	0.44
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	ANCILLARY FUNDS	0.44
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	ANCILLARY FUNDS	0.44
	1/31/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	1/31/25	VISION PREMIUM	CORPORATE FUND	ANCILLARY FUNDS	0.29
	1/31/25	1/25 PDRMA Health - DG	CORPORATE FUND	FINANCE/ADMINISTRATION	238.15-

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	1/25 PDRMA Health - FH	CORPORATE FUND	FINANCE/ADMINISTRATION	527.13-
	1/31/25	1/25 PDRMA Health - LN	CORPORATE FUND	FINANCE/ADMINISTRATION	238.16-
	1/31/25	1/25 PDRMA Health - CQ	CORPORATE FUND	FINANCE/ADMINISTRATION	333.11-
	1/31/25	1/25 PDRMA Health - SR	CORPORATE FUND	FINANCE/ADMINISTRATION	30.17-
	1/31/25	1/25 PDRMA Health - LS	CORPORATE FUND	FINANCE/ADMINISTRATION	16.07-
	1/31/25	1/25 PDRMA Health - KW	CORPORATE FUND	FINANCE/ADMINISTRATION	237.95-
	1/31/25	EAP PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	5.10
	1/31/25	EAP PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	5.10
	1/31/25	EAP PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	5.10
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	57.00
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	57.00
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	57.00
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	28.50
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	28.50
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	28.50
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	14.25
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	724.07
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	724.06
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	724.02
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	460.91
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	460.91
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	460.91
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	FINANCE/ADMINISTRATION	12.60
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	FINANCE/ADMINISTRATION	12.60
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	FINANCE/ADMINISTRATION	12.60
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	486.54
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	486.54
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	486.54
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	7.99
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	7.98
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	7.98
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	4.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	4.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	4.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	2.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	2.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	FINANCE/ADMINISTRATION	2.00
	1/31/25	1/25 PDRMA Health - TE	CORPORATE FUND	MARKETING/COMMUNICATIO	660.81-
	1/31/25	1/25 PDRMA Health - CM	CORPORATE FUND	MARKETING/COMMUNICATIO	477.19-
	1/31/25	EAP PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.08
	1/31/25	EAP PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.08
	1/31/25	EAP PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.08
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	20.36
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	477.70
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	477.70
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	477.70
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	668.78
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	668.78
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	668.78

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	MARKETING/COMMUNICATIO	4.05
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	MARKETING/COMMUNICATIO	4.05
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	MARKETING/COMMUNICATIO	4.05
	1/31/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	1/31/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	1/31/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	1/31/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	1/31/25	VISION PREMIUM	CORPORATE FUND	MARKETING/COMMUNICATIO	2.85
	1/31/25	1/25 PDRMA Health - RAN	CORPORATE FUND	PARKS	693.92-
	1/31/25	1/25 PDRMA Health - RC	CORPORATE FUND	PARKS	340.36-
	1/31/25	1/25 PDRMA Health - SH	CORPORATE FUND	PARKS	334.73-
	1/31/25	1/25 PDRMA Health - ER	CORPORATE FUND	PARKS	665.14-
	1/31/25	1/25 PDRMA Health - JRAM	CORPORATE FUND	PARKS	319.45-
	1/31/25	1/25 PDRMA Health - AS	CORPORATE FUND	PARKS	340.23-
	1/31/25	1/25 PDRMA Health - MS	CORPORATE FUND	PARKS	340.26-
	1/31/25	1/25 PDRMA Health - BTHO	CORPORATE FUND	PARKS	2.22-
	1/31/25	1/25 PDRMA Health - DW	CORPORATE FUND	PARKS	169.99-
	1/31/25	EAP PREMIUM	CORPORATE FUND	PARKS	8.32
	1/31/25	EAP PREMIUM	CORPORATE FUND	PARKS	8.26
	1/31/25	EAP PREMIUM	CORPORATE FUND	PARKS	8.23
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	12.22
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	12.22
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	12.22
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	71.26
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	71.26
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	71.26
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	40.72
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	40.72
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	40.72
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	18.32
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	17.31
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	PARKS	16.54
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	282.19
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	282.19
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	282.19
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	1,531.50
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	1,531.50
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	1,531.50
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	679.31
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	679.31
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	679.31
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	619.81
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	585.38
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	PARKS	559.55
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	PARKS	15.07
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	PARKS	14.97
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	PARKS	14.89
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	1.71
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	1.71
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	1.71
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	9.98
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	9.98
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	9.98
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	5.70
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	5.70

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	5.70
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	2.57
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	2.42
	1/31/25	VISION PREMIUM	CORPORATE FUND	PARKS	2.32
	1/31/25	1/25 PDRMA Health - LC	CORPORATE FUND	REGISTRATION SERVICES	485.39-
	1/31/25	1/25 PDRMA Health - AKIN	CORPORATE FUND	REGISTRATION SERVICES	1.67-
	1/31/25	1/25 PDRMA Health - BS	CORPORATE FUND	REGISTRATION SERVICES	269.14-
	1/31/25	EAP PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.19
	1/31/25	EAP PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.19
	1/31/25	EAP PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.19
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	1/31/25	DENTAL PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	14.25
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	497.35
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	497.35
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	497.35
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	REGISTRATION SERVICES	3.32
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	REGISTRATION SERVICES	3.32
	1/31/25	GROUP LIFE INSURANCE PREMI	CORPORATE FUND	REGISTRATION SERVICES	3.32
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	251.99
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	251.99
	1/31/25	HEALTH PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	251.99
	1/31/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	1/31/25	VISION PREMIUM	CORPORATE FUND	REGISTRATION SERVICES	2.00
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	3.50
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	3.50
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	3.50
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	36.51
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	36.51
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	36.51
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	61.98
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	61.98
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	61.98
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	33.60
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	34.61
	1/31/25	DENTAL PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	35.38
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	25.90
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	25.90
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	25.90
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	373.11
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	373.11
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	373.12
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	87.91
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	87.91
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	87.91
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	31.37
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	36.11
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	39.67
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	148.57

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	148.57
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	148.57
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	232.38
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	232.38
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	232.38
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	227.40
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	227.40
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	227.40
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	47.73
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	47.73
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	47.73
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	155.39
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	155.39
	1/31/25	HEALTH PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	155.39
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	0.98
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	0.98
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	0.98
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	5.51
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	5.51
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	5.51
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	13.77
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	13.77
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	13.77
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	4.07
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	4.19
	1/31/25	VISION PREMIUM	RECREATION FUND	NON-DEPARTMENTAL	4.28
	1/31/25	1/25 PDRMA Health - DG	RECREATION FUND	ADMINISTRATION	102.06-
	1/31/25	1/25 PDRMA Health - FH	RECREATION FUND	ADMINISTRATION	225.92-
	1/31/25	1/25 PDRMA Health - LN	RECREATION FUND	ADMINISTRATION	102.07-
	1/31/25	1/25 PDRMA Health - CQ	RECREATION FUND	ADMINISTRATION	166.55-
	1/31/25	1/25 PDRMA Health - SR	RECREATION FUND	ADMINISTRATION	10.78-
	1/31/25	1/25 PDRMA Health - LS	RECREATION FUND	ADMINISTRATION	6.89-
	1/31/25	1/25 PDRMA Health - KW	RECREATION FUND	ADMINISTRATION	67.99-
	1/31/25	EAP PREMIUM	RECREATION FUND	ADMINISTRATION	1.93
	1/31/25	EAP PREMIUM	RECREATION FUND	ADMINISTRATION	1.93
	1/31/25	EAP PREMIUM	RECREATION FUND	ADMINISTRATION	1.93
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	22.40
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	22.40
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	22.40
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	10.18
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	10.18
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	10.18
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	5.09
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	5.09
	1/31/25	DENTAL PREMIUM	RECREATION FUND	ADMINISTRATION	5.09
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	275.67
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	275.68
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	275.72
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	131.69
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	131.69
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	131.69
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	ADMINISTRATION	4.72
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	ADMINISTRATION	4.72
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	ADMINISTRATION	4.72
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	208.51
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	208.51

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	HEALTH PREMIUM	RECREATION FUND	ADMINISTRATION	208.51
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	3.12
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	3.13
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	3.13
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	1.41
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	1.41
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	1.41
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	0.71
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	0.71
	1/31/25	VISION PREMIUM	RECREATION FUND	ADMINISTRATION	0.71
	1/31/25	1/25 PDRMA Health - JD	RECREATION FUND	FACILITIES	339.91-
	1/31/25	1/25 PDRMA Health - RD	RECREATION FUND	FACILITIES	340.06-
	1/31/25	1/25 PDRMA Health - SH	RECREATION FUND	FACILITIES	143.46-
	1/31/25	1/25 PDRMA Health - MK	RECREATION FUND	FACILITIES	339.65-
	1/31/25	1/25 PDRMA Health - DW	RECREATION FUND	FACILITIES	169.99-
	1/31/25	1/25 PDRMA Health - CW	RECREATION FUND	FACILITIES	339.86-
	1/31/25	EAP PREMIUM	RECREATION FUND	FACILITIES	5.20
	1/31/25	EAP PREMIUM	RECREATION FUND	FACILITIES	5.26
	1/31/25	EAP PREMIUM	RECREATION FUND	FACILITIES	5.29
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	8.14
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	8.14
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	8.14
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	91.62
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	91.62
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	91.62
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	2.04
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	3.05
	1/31/25	DENTAL PREMIUM	RECREATION FUND	FACILITIES	3.82
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	188.13
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	188.13
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	188.13
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	1,568.53
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	1,568.53
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	1,568.53
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	68.87
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	103.30
	1/31/25	HEALTH PREMIUM	RECREATION FUND	FACILITIES	129.13
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	FACILITIES	7.91
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	FACILITIES	8.01
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	FACILITIES	8.09
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	1.14
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	1.14
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	1.14
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	12.82
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	12.82
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	12.82
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	0.28
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	0.43
	1/31/25	VISION PREMIUM	RECREATION FUND	FACILITIES	0.53
	1/31/25	1/25 PDRMA Health - MA	RECREATION FUND	RECREATION	221.56-
	1/31/25	1/25 PDRMA Health - MA	RECREATION FUND	RECREATION	102.26-
	1/31/25	1/25 PDRMA Health - RA	RECREATION FUND	RECREATION	33.75-
	1/31/25	1/25 PDRMA Health - RB	RECREATION FUND	RECREATION	3.97-
	1/31/25	1/25 PDRMA Health - NB	RECREATION FUND	RECREATION	384.49-
	1/31/25	1/25 PDRMA Health - SDB	RECREATION FUND	RECREATION	665.14-
	1/31/25	1/25 PDRMA Health - AG	RECREATION FUND	RECREATION	1,146.13-

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	1/25 PDRMA Health - CH	RECREATION FUND	RECREATION	2.98-
	1/31/25	1/25 PDRMA Health - CH	RECREATION FUND	RECREATION	2.16-
	1/31/25	1/25 PDRMA Health - AK	RECREATION FUND	RECREATION	340.53-
	1/31/25	1/25 PDRMA Health - PK	RECREATION FUND	RECREATION	384.27-
	1/31/25	1/25 PDRMA Health - AL	RECREATION FUND	RECREATION	21.48-
	1/31/25	1/25 PDRMA Health - JM	RECREATION FUND	RECREATION	340.16-
	1/31/25	1/25 PDRMA Health - JREW	RECREATION FUND	RECREATION	752.45-
	1/31/25	1/25 PDRMA Health - JRIC	RECREATION FUND	RECREATION	339.91-
	1/31/25	1/25 PDRMA Health - KS	RECREATION FUND	RECREATION	0.86-
	1/31/25	1/25 PDRMA Health - KS	RECREATION FUND	RECREATION	1.66-
	1/31/25	1/25 PDRMA Health - GS	RECREATION FUND	RECREATION	384.67-
	1/31/25	1/25 PDRMA Health - BTAY	RECREATION FUND	RECREATION	785.12-
	1/31/25	1/25 PDRMA Health - CT	RECREATION FUND	RECREATION	339.86-
	1/31/25	1/25 PDRMA Health - SW	RECREATION FUND	RECREATION	2.79-
	1/31/25	EAP PREMIUM	RECREATION FUND	RECREATION	16.64
	1/31/25	EAP PREMIUM	RECREATION FUND	RECREATION	0.99
	1/31/25	EAP PREMIUM	RECREATION FUND	RECREATION	17.68
	1/31/25	EAP PREMIUM	RECREATION FUND	RECREATION	0.99
	1/31/25	EAP PREMIUM	RECREATION FUND	RECREATION	17.68
	1/31/25	EAP PREMIUM	RECREATION FUND	RECREATION	0.99
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	176.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	176.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	176.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	61.08
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	61.08
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	61.08
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	1/31/25	DENTAL PREMIUM	RECREATION FUND	RECREATION	20.36
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,599.35
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	100.78
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,599.35
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	100.78
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,599.35
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	100.78
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	679.31
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	679.31
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	679.31
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	28.38
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	2.09
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	29.91
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	2.09
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	29.91
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	RECREATION	2.09
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	705.57
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	705.57
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	705.57
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,097.73
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,097.73
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,097.73

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,079.96
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,079.96
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	1,079.96
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	737.97
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	737.97
	1/31/25	HEALTH PREMIUM	RECREATION FUND	RECREATION	737.97
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	24.65
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	0.86
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	24.65
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	0.86
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	24.65
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	0.86
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	5.70
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	5.70
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	5.70
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	1/31/25	VISION PREMIUM	RECREATION FUND	RECREATION	2.85
	1/31/25	1/25 PDRMA Health - LC	RECREATION FUND	REGISTRATION SERVICES	208.03-
	1/31/25	1/25 PDRMA Health - AKIN	RECREATION FUND	REGISTRATION SERVICES	0.72-
	1/31/25	1/25 PDRMA Health - BS	RECREATION FUND	REGISTRATION SERVICES	115.35-
	1/31/25	EAP PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.93
	1/31/25	EAP PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.93
	1/31/25	EAP PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.93
	1/31/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	1/31/25	DENTAL PREMIUM	RECREATION FUND	REGISTRATION SERVICES	6.11
	1/31/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	213.15
	1/31/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	213.15
	1/31/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	213.15
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	REGISTRATION SERVICES	1.42
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	REGISTRATION SERVICES	1.42
	1/31/25	GROUP LIFE INSURANCE PREMI	RECREATION FUND	REGISTRATION SERVICES	1.42
	1/31/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	108.00
	1/31/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	108.00
	1/31/25	HEALTH PREMIUM	RECREATION FUND	REGISTRATION SERVICES	108.00
	1/31/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	1/31/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	1/31/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	1/31/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	1/31/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	1/31/25	VISION PREMIUM	RECREATION FUND	REGISTRATION SERVICES	0.85
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		1.02
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		1.02
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		1.02
	1/31/25	HEALTH PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		2.31
	1/31/25	HEALTH PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		2.31
	1/31/25	HEALTH PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		2.31
	1/31/25	VISION PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		0.12
	1/31/25	VISION PREMIUM	SPECIAL RECREATION NON-DEPARTMENTAL		0.12

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	NON-DEPARTMENTAL	0.12
	1/31/25	1/25 PDRMA Health - MA	SPECIAL RECREATION	SPECIAL RECREATION	17.05-
	1/31/25	1/25 PDRMA Health - SR	SPECIAL RECREATION	SPECIAL RECREATION	2.16-
	1/31/25	EAP PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.10
	1/31/25	EAP PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.10
	1/31/25	EAP PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.10
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	1/31/25	DENTAL PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	1.02
	1/31/25	HEALTH PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	16.80
	1/31/25	HEALTH PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	16.80
	1/31/25	HEALTH PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	16.80
	1/31/25	GROUP LIFE INSURANCE PREMI	SPECIAL RECREATION	SPECIAL RECREATION	0.37
	1/31/25	GROUP LIFE INSURANCE PREMI	SPECIAL RECREATION	SPECIAL RECREATION	0.37
	1/31/25	GROUP LIFE INSURANCE PREMI	SPECIAL RECREATION	SPECIAL RECREATION	0.37
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
	1/31/25	VISION PREMIUM	SPECIAL RECREATION	SPECIAL RECREATION	0.14
				TOTAL:	41,368.48
RESERVE ACCOUNT	1/24/25	POST METER REFILL 1/15/25	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>800.00</u>
				TOTAL:	800.00
TIM POWERS	1/03/25	2025 CONF CASH ADVANCE	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>230.00</u>
				TOTAL:	230.00
REGIONAL LAND SERVICES LLC	1/17/25	Judith/Riviera Cts Plats	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>3,600.00</u>
				TOTAL:	3,600.00
SKYHAWKS SPORTS ACADEMY LLC	1/10/25	#30656	RECREATION FUND	RECREATION	810.00
	1/10/25	#30421	RECREATION FUND	RECREATION	654.00
	1/10/25	#30431	RECREATION FUND	RECREATION	900.00
	1/10/25	#30429	RECREATION FUND	RECREATION	540.00
	1/10/25	70/30 Splie	RECREATION FUND	RECREATION	<u>871.20-</u>
				TOTAL:	2,032.80
MATTHEW SLANKER	1/24/25	HAWK FORD #108 REP	CORPORATE FUND	PARKS	<u>293.28</u>
				TOTAL:	293.28
SPEAR CORPORATION	1/10/25	FV Pool Filter Diagnostic	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>1,820.00</u>
				TOTAL:	1,820.00
STERLING NETWORK INTEGRATION	1/17/25	12/24 Email Sec/Arch	CORPORATE FUND	FINANCE/ADMINISTRATION	539.00
	1/17/25	12/24 Duo Sec MFA	CORPORATE FUND	FINANCE/ADMINISTRATION	162.00
	1/17/25	12/24 Endpt Security	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>418.70</u>
				TOTAL:	1,119.70
SWEET HOME LAWN MAINTENANCE, INC	1/10/25	ARMSTRONG TURF REPAIR	CORPORATE FUND	PARKS	<u>1,630.00</u>
				TOTAL:	1,630.00

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
THE FITNESS CONNECTION	1/10/25	Incline Trainers	REC REPAIR & REPLA	REC REPAIR & REPLACEME	<u>29,670.00</u>
				TOTAL:	29,670.00
THE POWER OF DANCE	1/31/25	solos	RECREATION FUND	RECREATION	1,120.00
	1/31/25	Duo/Trio	RECREATION FUND	RECREATION	900.00
	1/31/25	Small Group	RECREATION FUND	RECREATION	2,450.00
	1/31/25	Large Group	RECREATION FUND	RECREATION	1,540.00
	1/31/25	early bird discount	RECREATION FUND	RECREATION	1,081.80-
	1/31/25	Pre-pay reserve	RECREATION FUND	RECREATION	<u>1,000.00-</u>
				TOTAL:	3,928.20
TUMBLING TIMES INC.	1/31/25	T SHIRT FEES	RECREATION FUND	NON-DEPARTMENTAL	<u>450.00</u>
				TOTAL:	450.00
TYLER TECHNOLOGIES, INC	1/17/25	Incode ERP Pro9 Maint '25	CORPORATE FUND	FINANCE/ADMINISTRATION	<u>23,554.90</u>
				TOTAL:	23,554.90
UNIVAR USA INC.	1/31/25	HYDROCHLORIC ACID	RECREATION FUND	FOUNTAIN VIEW REC CENT	<u>975.52</u>
				TOTAL:	975.52
VILLAGE OF CAROL STREAM	1/17/25	GBN Path Snow Removal '24	CORPORATE FUND	FINANCE/ADMINISTRATION	356.94
	1/24/25	WATER 11/4-12/2	CORPORATE FUND	PARKS	0.70
	1/24/25	WATER 11/4-12/2	CORPORATE FUND	PARKS	0.28
	1/24/25	WATER 11/4-12/2	CORPORATE FUND	PARKS	4.06
	1/24/25	WATER 11/4-12/2	CORPORATE FUND	PARKS	0.57
	1/24/25	WATER 11/4-12/2	CORPORATE FUND	PARKS	18.93
	1/24/25	WATER 11/4-12/2	CORPORATE FUND	MAINTENANCE FACILITY	17.07
	1/24/25	WATER 11/4-12/2	RECREATION FUND	FOUNTAIN VIEW REC CENT	1,745.53
	1/24/25	WATER 11/4-12/2	RECREATION FUND	SIMKUS FACILITY	20.29
	1/24/25	WATER 11/4-12/2	RECREATION FUND	CORAL COVE	182.57
	1/24/25	WATER 11/4-12/2	RECREATION FUND	MCCASLIN FIELDS	<u>46.99</u>
				TOTAL:	2,393.93
WBK ENGINEERING LLC	1/03/25	RH ENG-SETTLEMENT TAGG	CORPORATE FUND	PARKS	<u>5,224.50</u>
				TOTAL:	5,224.50
WDSRA	1/31/25	Inclusion 9/6-12/27/24	SPECIAL RECREATION	SPECIAL RECREATION	<u>31,845.95</u>
				TOTAL:	31,845.95
WDSRA FOUNDATION	1/17/25	2025 BASH SPONSORSHIP	SPECIAL RECREATION	SPECIAL RECREATION	<u>2,500.00</u>
				TOTAL:	2,500.00
RJ SISSON, INC.	1/03/25	DEC SINGALONG FALL 2024	RECREATION FUND	RECREATION	<u>243.20</u>
				TOTAL:	243.20
WEX BANK	1/24/25	WEX GASOLINE 12/1-12/31	CORPORATE FUND	PARKS	<u>1,152.08</u>
				TOTAL:	1,152.08
ePACT NETWORK, LTD	1/03/25	2025 EPACT PKG	RECREATION FUND	RECREATION	821.00
	1/03/25	2025 EPACT PKG	RECREATION FUND	RECREATION	812.00
	1/03/25	2025 EPACT PKG	RECREATION FUND	RECREATION	1,404.00
	1/03/25	2025 EPACT PKG	RECREATION FUND	RECREATION	<u>1,303.00</u>
				TOTAL:	4,340.00

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CAROL STREAM PARK DIST.
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/01/2025 THRU 1/31/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Vendor Sort
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: B O A R D R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: February 10, 2025
Discussion: Recommended Updates to the Board
Policy Manual

Agenda Item #: 6C

The Board of Commissioner Policy Manual serves as a roadmap for Board responsibilities and duties. With the recent addition of two new board members in the last two years and upcoming retirement of two tenured Commissioners, the Board has asked for the Policy Manual to be reviewed and amended for clarification of duties and to create the best opportunity for Board Members to successfully represent the residents of the Carol Stream Park District.

Staff has suggested the following amendments based on Board direction as well as ‘best practice’ for a successful, engaged, and efficient Board:

These are the Sections that contain proposed amendments:

- 1.8 Revisions
- 2.8 Qualifications
- 3.1 Practical Application of Ethics
- 3.7 Relationship to the Director
- 6.2 Standing Committees
- Exhibit D – Ord 375

These are the sections being amended; changed are highlighted in yellow:

1.8 Revisions

The Board will **adopt** the policies contained in this manual **at least** every three years, and revise or amend them as they deem appropriate at a regular meeting of the Board by a majority of its members, except whereby law or the provisions of the manual itself, a vote greater than a simple majority is required.

2.8 Qualifications

Candidates for Commissioner must be a resident of the Park District for at least one year prior to the election (7-ILCS 1205/2-11). Candidates must be registered voters within the Park District. **US Citizen and resident of IL. Not in arrears in the payment of any tax or other indebtedness to the park district. Free from convictions of infamous crimes, bribery, perjury or felony in any court in the US.**

3.1 Practical Application of Ethics

In accordance with this policy, Board members will educate themselves about and comply with all applicable federal, state and local laws, regulations, and ordinances governing the conduct of the Park District's elected officials. These include but are not limited to, the Public Officials Prohibited Activities Act, the Government Ethics Act, State Officials & Employee Ethics Act (and any related Park District ordinances), Official Misconduct, Bid Rigging Act, and the Illinois Human Rights Act.

In addition, Board members must:

- On an annual basis, file a statement of Economic Interests with the County Clerk of DuPage County.
- Always keep the best interests of the Carol Stream Park District in mind.
- Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff.
- Refrain from communication and/or involvement with outside groups and affiliates that can create a conflict of interest or interferes with ongoing administrative activity by staff.
- Be available and responsive to the residents of the District.
- Represent all the residents of the District and avoid partisanship based on special interests.
- Communicate with fellow Board members and the Executive Director.
- Understand and follow all provisions of the Illinois Open Meetings Act, including executive session confidentiality.
- Be properly prepared for Board Meetings and deliberation.
- Avoid public promises or statements regarding a vote or position on an issue prior to an official meeting.
- Publicly support the implementation of majority decisions of the Board while maintaining the right to disagree.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Recognize that an individual Commissioner has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.
- When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must observe all applicable ethical laws, rules, regulations and orders, including but not limited to, when applicable, disclosure of the interest, recusal from all discussion and deliberation, and abstention from any vote taking about the issue, or such other action as may be required by applicable state and federal law.
- Develop productive relationships with other elected officials at the federal, state and local level.
- Participate in the IAPD Board Development Program and other educational opportunities.

3.7 Relationship to the Director

Board members shall respect the delegation of authority and responsibility to the Director. Board members shall work directly with the Director rather than staff and shall not be involved in the day to day operations of the District. Requests for information concerning District operations and programs shall be posed to the Director. Suggestions for new policies shall be referred to the Director for study, appraisal and final recommendation.

Complaints and recommendations brought to the Board shall be turned over to the Director for investigation and disposition or for his recommendation as to disposition by the Board. Board members shall support approved actions of the administration.

Appointments to meet with the Executive Director will be set, preferably 24 hours or more in advance. Commissioners will announce their visit with the front desk and wait there to be welcomed into the Administrative Office.

6.2 Standing Committees

All standing committees shall consist of at least two commissioners with one serving as chairman. All committees are governed by the Open Meeting Act (5 ILCS 120/1-6). The Standing Committees shall include but are not limited to:

- Finance Committee
- Personnel & Policy Committee
- Parks & Facilities Committee

Exhibit D - ORDINANCE NO. 375 – Excerpt on Attendance/Absences

ORDINANCE FIXING LENGTH OF TIME A COMMISSIONER MAY BE ABSENT BEFORE THE BOARD SEAT IS DECLARED VACANT

SECTION ONE: *Absence from ~~12~~ 6 meetings during the course of 12 months, or absence from meetings for three (3) consecutive months will precipitate contact from the President requesting commissioner to resume regular attendance.*

SECTION TWO: *If the contact from the President does not produce regular attendance, the Board may declare the position abandoned and vacant, pursuant to Section 2-25 of the Park District Code (70 ILCS 1205/2-25).*

SECTION THREE: *Absence pertains to all posted meetings of the Board and its committees.*

Staff can answer any questions and provide reasons for these recommendations. We propose formal approval to amend the Board Policy Manual at the February 24, 2025 regular meeting.

To: Board of Commissioners

From: Lisa Scumaci, Director of Finance & IT

Date: February 10, 2025

Discussion: Capital Improvement Plan –
Fourth Quarter 2024

Agenda Item# 6D

The following is an updated Capital Improvement Plan for the Fourth Quarter of 2024. Capital projects are separated into two main categories - Board's Priorities, and General Maintenance/Staff Suggestions/Repair & Replacement Needs.

The current Capital Improvement Plan is funded by earned revenue; this has been a long-time goal. As the Corporate and Recreation Funds reached their target balances, the Board gave authority for the first transfer of funds from the Corporate Fund to the Capital Fund. We will evaluate fund balances annually with the intention of making annual transfers to meet the bulk of our capital needs. Additionally, needs associated with paving/lighting for parking lots, pathways and trails will be primarily funded by the Paving & Lighting Tax Levy thereby removing most of the burden from the capital budget. Many capital projects are also supported by the Special Recreation Tax Levy which provides for the removal of barriers so that individuals with varying levels of ability may enjoy parks and recreation facilities and amenities. Staff will continue to seek additional funding for capital improvements through grants and alternative revenue sources.

The 2023 Community Needs Assessment provided strong support of the District from the Community. It reinforced the community's desire for the Park District to "take care of what we have" and continue to provide recreational opportunities and outdoor space. After reviewing the Community Needs Assessment, and completing projects from the January 2024 rankings, the Park Board took part in a new prioritization exercise in November 2024 which resulted in the following ranking:

1. Fitness Center Flooring/Carpet
2. Coral Cove Water Park Bucket Feature Painting
3. Armstrong Baseball Hub
4. SRC Locker Rooms
5. Evergreen Shoreline Stabilization
6. CCWP Bathroom/Locker Rooms
7. Armstrong Park Pickleball Enhancement

P R I O R I T Y - Board Recommended

Priority 1 – Fountain View Recreation Center, Fitness Center Flooring

The hallway area to the Fitness Center locker rooms at Fountain View Recreation Center is a heavy traffic area that is starting to show its age, even with more frequent cleaning. Staff has recommended 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. Staff does not recommend a carpet replacement, but rather vinyl flooring, which is easier on feet and knees, is easier to clean and maintain, and has a longer life expectancy. We have set a \$85,000 budget for this project. A DCEO Senate Initiative Grant of \$75,000 is also expected to offset the cost of this project. Project will be completed when grant funding is received.

FV Fitness Flooring			
Budget/Estimate			85,000
Total			85,000

Priority 2 - Coral Cove Bucket Feature Painting

After the Coral Cover Water Park renovation in 2022/2023, the water slides were re-surfaced and re-painted, it became clear the bucket feature needed some attention. Mechanically the feature is in working condition, however, aesthetically the structure could use a refresh. Staff has obtained a quote for \$41,855 last year and will request an updated quote to repaint the entire structure this Spring.

Coral Cove Bucket Feature			
Budget/Estimate			41,855
Total			41,855

Priority 3 - Armstrong Park Baseball Hub

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 suggesting \$175,000. Scheduling for this work is currently pending.

Armstrong Baseball Hub			
Budget/Estimate			175,000
Total			175,000

Priority 4 – Simkus Recreation Center Locker Rooms

The Simkus Recreation Center bathrooms/locker rooms need 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. Staff has obtained an estimate for \$55,000 for this improvement. Scheduling for this work is currently pending.

SRC Locker Rooms			
Budget/Estimate			55,000
			-
Total			55,000

Priority 5 - Evergreen Shoreline Stabilization – Phase 1

Evergreen Lakes is owned by the Carol Stream Park District, but its primary purpose is for storm water management. It is connected via underground storm sewers to multiple other bodies of water in Carol Stream. Evergreen Lakes, in addition to the other bodies of water, are all managed by the Village of Carol Stream under the DuPage County Storm Water Commission. The lake's ancillary use is for recreational fishing and non-motorized boating. Because of the regular rise and fall of the water levels, shoreline erosion has occurred. The District initiated a native planting shoreline project several years ago which slows erosion and protects the shoreline through its deep rooting system. 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. This project will require substantial grant funding, and staff will work with Village engineers who have experience in that type of grant availability. The study has been completed with a total cost of \$1,600,000 in its entirety with Priority 1 areas totaling \$433,000. Funding has yet to be secured for this improvement.

Evergreen Lakes Shoreline			
Budget/Estimate		Phase 1	433,000
Total			433,000

Priority 6 – Coral Cove Water Park – Family Bathroom/Locker Room Renovations

The pool renovation in 2022/2023 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. Funding has yet to be secured for this improvement until an estimate is determined. Scheduling for this work is currently pending.

Coral Cove Bath/Locker Rms			
Budget/Estimate			TBD
Total			-

Priority 7 - Armstrong Park Pickleball Enhancement

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. Staff suggests \$40,000-55,000 for this improvement. Scheduling for this work is currently pending.

Armstrong Pickleball Enhancement			
Budget/Estimate			55,000
Total			55,000

Continuous Priority - Playground Replacement

Parks & Playgrounds:

All District playgrounds are inspected and evaluated regularly; recommendations for replacement are based on 'actual' condition. The District uses the 2020 Park Analysis Plan to guide replacement needs of its playgrounds.

The Plan includes suggested improvements and enhancements as well as estimated costs. As time passes, the District applies a cost of living increase to those cost estimates for budget purposes. The plan includes many suggestions that can be considered 'a la carte' amenities – in other words, the actual playground replacement plan will be adjusted based on capital funds available, grant opportunities, and special recreation funds. The plan creates a comprehensive roadmap for the District replacement needs with a goal of replacing one playground per year. Staff is working on securing funding for playgrounds beyond 2025.

Pleasant Hill Park is being added ahead of Appomattox Park to allow the District to work jointly with Community Consolidated School District 200 (CUSD200) on the renovation through an OSLAD Grant. The \$600,000 grant was awarded in December 2024. The current project estimate is \$1,243,200 all-in, to be funded by the \$600,000 OSLAD grant, a \$250,000 donation by CUSD200, \$90,000 by the Paving & Lighting fund, and \$303,200 by CIP, Cash-in-Lieu and Special Recreation funding.

Appomattox Park was the next playground renovation scheduled, but will be moved to 2026 (See Pleasant Hill Park). A contract for \$18,500 is in place for landscape architecture and design, civil engineering, cost estimate, permitting, bidding and construction. This small park is not a candidate for an OSLAD grant, and staff has budgeted an all-in amount of \$196,000 for the project. Up to 25% of the overall cost can be funded through the Special Recreation, and a new development at Fair Oaks/Lies could contribute \$50,000 in Cash-in-Lieu funding by the time we renovate this playground.

Parks & Playgrounds			
2023 YTD - Fund 42 \$	Appomattox		9,037
2024 YTD	Pleasant Hill		24,701
Encumbered			-
PER LIST	Total per Park	Spec Rec 25%	CIP Amount
Pleasant Hill '25	375,000	93,750	281,250
Funding=OSLAD, Cash in Lieu, Paving/Lighting, Spec Rec, D200			
Appomattox '26	186,963	43,750	143,213
Total \$196,000/\$9,037.34 was referendum funding			
Total			396,000

Special Priority - 39 Passenger Bus

The District currently owes a 39 passenger bus with a handicapped lift. Originally purchased in 2012, the bus has provided transportation for the Senior/Adult Trips, the youth summer camp program, and even served as emergency transportation in cooperation with the local Fire Protection District. Now at the end of its useful life, replacement of this vehicle will cost \$250,000. As a unique benefit that serves both our youth, adult, and senior populations, the Carol Stream Parks Foundation plans to take on a fundraising effort to help purchase a new bus. The District's 501(c)3 is hoping to raise \$100,000. The replacement bus will also be outfitted with a wheelchair lift to ensure accessibility for individuals with physical restrictions. With this accommodation, up to 50% of the cost can be covered by the Special Recreation Tax Levy. Because of the limits of the Special Recreation Fund, the District must accumulate those taxes over the next few years. We will also trade-in the old vehicle to offset part of the cost. Capital funds will pay for whatever is left; we have earmarked \$50,000 at this time.

39 Passenger Bus			
Budget/Estimate			50,000
Total			50,000

Other Repair & Replacement Plans ~ Staff Recommendations

Paths/Trails/Parking Lots/Lighting

Pathways/Trails ranked as the most popular park district provided amenity during the 2023 Community Needs Assessment. The same has been true for the past several Community Assessments making funding very important. The Park District annually levies taxes for the purposes of Paving and Lighting improvements. Our extensive trail system and multiple public parking lots require several years to accumulate funding to support our needs, therefore grant funding will be an important supplement to meet the repair and replacement plan for this category.

We budgeted to share the cost of a **pathway improvement near Spring Trails Elementary School**; we will only address the section of pathway on our property. We have budgeted \$55,000 for this project. After recent staffing changes at U-46, we are attempting to revisit this project with new staff.

Future funding of Paths/Trails/Parking Lots/Lighting will be done through the Paving & Lighting Tax Levy and grant funding; *therefore, projects will be shown here for information only.* We will continue to prioritize projects based on need.

Trails/Paths/ Lots/Lighting*	*Funded thru P/L Levy	
Budget/Estimate		85,000
Spring Trail Path	55,000	
Armstrong Lot Reseal/Stripe	30,000	
Total		85,000

Evergreen Gymnasium

In accordance with the intergovernmental agreement with Benjamin School District 25, the District shares costs to repair and maintain Evergreen Gymnasium and accompanying shared space.

District 25 is preparing to **replace the flooring in the shared gymnasium** in 2024-2025. The final bid for the floor was \$119,000, making the District's cost \$59,500. While this project came in well under budget, there has been a new issue with the masonry work on the outside of the gym building. The final repair costs came in at \$56,750; our share of the cost will be \$28,375. These two combined repairs will be \$87,875 which is slightly above what we originally budgeted for the flooring only. Work will be completed over the summer and winter breaks.

Evergreen Gymnasium		
2024-2025 Evergreen Gym Budget		87,875
EG Flooring 50%	59,500	
EG Masonry 50%	28,375	
Total		87,875

Vehicles and Capital Equipment

The **Fleet Replacement Schedule** is reviewed annually. When practical, replacements are deferred until necessary. Plans are also affected by the State's release of public bid values for fleet vehicles. The program saves significant money and typically justifies delaying purchase unless it becomes an emergency situation. The latest fleet replacement plan is listed below and does not account for any savings brought about through trade-in value of current equipment/vehicles:

No vehicles were scheduled to be purchased in 2024, however a John Deere tractor was replaced in lieu of repair due to cost and a 2024 Ford Escape was purchased when the 2009 Ford Escape hybrid battery replacement cost was over 60% of a new purchase price.

Next on the list for purchase in 2025/2026 is a bunker rake and a small gator. For 2027/2028, replacements of two 2012 pickup trucks for two F250 pickup trucks will take place. Vehicle purchases are ranked lower on the priority list, and therefore purchases will be based on condition and availability of funding.

Vehicles/Equipment			
2024 YTD			51,078
Encumbered			-
2024 JD 5050E Tractor		21,902.17	
2024 Ford Escape		29,176.03	
2025-2026 Bunker Rake			20,000
2025-2026 Small Gator			12,000
2027 F250 Pickup #1 (replacing 2012 Pickup)			57,500
2028 F250 Pickup #2 (replacing 2012 Pickup)			57,500
Total			198,078

2024 Completed Projects

As a recap of the final projects funded through the Referendum Bonds, subsequent grants and special recreation funds, the following projects have been completed.

2024 Projects	Total Spent	Grants \$	Spec Rec \$	CIP \$
Armstrong North Lot	185,000	40,396	29,000	115,604
Armstrong Pickleball	155,600	50,000	-	105,600
CCMG Course Turf	42,519	-	-	42,519
Community Park	2,133,893	1,000,000	450,000	683,893
FV Lower Locker Room Floors	71,050	-	-	71,050
SRC Marquee	26,573	-	-	26,573
Walter Park	888,226	400,000	200,000	288,226
2023 F150 Pickup	45,385	-	-	45,385
2024 JD 5050E Tractor	21,902	-	-	21,902
2024 Ford Escape	29,176	-	-	29,176
Completed in 2024	3,414,324	1,450,000	650,000	1,314,324

Summary

The Capital Improvement Plan is fluid and will adjust to accommodate the unexpected; project budgets may need to be reduced, increased, or put on hold.

This updated Plan now shows how we will spend our new Capital Improvement Fund dollars, sourced from Operational Fund transfers, allowing us to ‘taking care of what we have.’

Based on the values/estimates above, and assuming awarded grants/donations are received, there is a **current funding shortfall of (\$477,848)** for projects and vehicles through 2028. **Projects for 2025 are currently fully funded.**

Our future funding plans* will drive how and when we can accomplish any unfunded projects. We frequently review year end projections in order to anticipate future funding, which will allow us to schedule CIP projects each year.

*Funding Plans include:

- Seek grant opportunities and other alternative revenue resources.
- Use unbudgeted earnings on investments (at year end).
- Use unbudgeted Personal Property Replacement Taxes (at year end).
- Make transfers from Operating Funds whose balances are over target balances (at year end).
- Work with the Carol Stream Parks Foundation on funding campaigns for various CIP Projects.

To: Board of Commissioners

From: Shane Hamilton, Director - Parks & Facilities

Date: February 10, 2025

Discussion: Evergreen Lakes Update

Agenda Item #: 6E

Since our last discussion in regards to Evergreen Lakes, staff has continued to collect data in an attempt to create the best path forward for the Park District with the information we have. Below are bullet points detailing staff's research:

- Staff sent the plan put together by WBK Engineering to Bill Bedrosian, owner of Bedrock Earthscapes LLC, and Greg Ulreich, Village of Carol Stream engineer. The plan was sent to these gentlemen for feedback as leaders in their field.
- Staff met with Greg and Bill individually to further the conversations about Evergreen Lakes specifically.
- As with most things, there are multiple options to attack the shoreline(s) at Evergreen Lakes. Staff is tasked with recommending the best option for the Park District with a focus on need and funding.
- Due to the WBK Engineering study we now know there are no immediate dangers on the shoreline(s) at Evergreen Lakes. This allows staff to properly plan and make educated decisions.

Bedrock Earthscapes – Summary of Thoughts

- WBK report is a good assessment of the conditions.
- The pictures taken for the assessment were taken in the summer months when water levels were low allowing a great look at the areas in question; most of which would not have been visible otherwise.
- Bill agrees with the assessment in stating there are no areas of immediate need and that the District has time to plan accordingly.
- Bill believes the cost estimates included in the WBK assessment are high. He believes the costs to be closer to \$25-\$75/per linear foot depending on the type of repair specified. That is compared to \$500-\$700/per linear foot on the WBK assessment; a substantial cost savings.
- This is the type of work that Bedrock Earthscapes performs and they would be happy to be contracted if/when we decide to move forward.
- In short, Bill believes the solutions included in the WBK assessment are sound solutions. The work will require some regrading in certain areas, we could use the existing AJAX along the north shoreline and some potential core logs where necessary.
- One of the major hurdles will be access for equipment. There are various "pinch" points along the shoreline making it relatively impossible for large scale equipment to navigate into areas in need of improvement.

- The thought process is to divide the bodies of water into 4 parts, basically cutting each respective body of water into two parts creating 4 quadrants. These quadrants would then be tackled in order of importance and need.
- If we can keep each area under \$30,000 we can move forward without bidding. This solution makes sense for various reasons but mainly for continuity throughout our natural areas since Bedrock Earthscapes is already maintaining our natural areas on an annual basis.
- There is a chance no permits are necessary but more research will be done to ensure we are breaking no laws. The thought process is work considered repair/restoration work may not need to be permitted.

Moving Forward

- Staff is suggesting we use 2025 as a year of planning. We have significantly more knowledge and information than we did in 2022. The depth of information we have acquired allows us to make educated decisions and utilize our resources appropriately.
- Director Hamilton will meet with Bedrock Earthscapes in the Spring to begin putting true costs to each quadrant.
- Due to the WBK assessment, the southwest section of shoreline is the District's most immediate need.
- Perform work on the southwest section of shoreline in 2026.
- Evaluate the remaining 3 quadrants in the Fall of 2026. At that time staff can determine if we need to address another quadrant in 2027 or make the decision to defer additional work to 2028 or later.
- After discussion with the Village and Bedrock Earthscapes, we have decided to dedicate funding in the 2025 budget to treat lily pads in the northern most body of water. This has been a challenge because water upstream, managed by the Village, has been full of lily pads and the Village has decided they will not be treating lily pads. The Village has begun to treat lily pads upstream so it only makes sense the Park District does too. If not treated, both bodies of water will be full of lily pads in 3-5 years.

Overall, staff feels as if they finally have a grasp of Evergreen Lakes in totality, from the work needed to restore the shoreline and the budget dollars needed to accomplish the goal. Staff has done its' due diligence in every aspect of this project and finally has a clear vision and plan moving forward for the next 1-3 years.



Quarterly Treasurer's Report
Fiscal Year Ending December 31, 2024
Fourth 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 fourth quarter (October-December) of fiscal year ending December 31, 2024.

Current Fund Balance

Refer to Chart A

- 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 fourth quarter **Combined Fund Balance is \$6,731,744**. This includes all operating, restricted use funds, the balance of the bond proceeds, capital, and repair & replacement dollars.
 - The fourth quarter ending fund balance for all **Operating Funds is \$4,420,859**. This compares somewhat favorably to the 2023 fourth quarter ending balance of \$4,844,082. Operating funds include:

<i>Corporate/Corporate R&R</i>	<i>FICA</i>
<i>Recreation/Recreation R&R</i>	<i>Audit</i>
<i>Paving & Lighting</i>	<i>IMRF</i>
<i>Liability</i>	

- The **Year-to-Date (YTD) change in the Operating Fund Balance** from beginning balances reflects an intentional decrease of (\$429,228), which includes the budgeted and 'new' year end transfers into the new Capital Improvement Fund. Due to these new annual transfers, prior year information will be comparable within a couple years.
- Total **Capital Dollars** available reflect a positive balance of \$527,637 due to the new earned revenue fund transfers.



Carol Stream Park District

(Chart A)

Current Fund Balance

4th Quarter - Fiscal Year Ending 12/31/24

	Corporate Fund (Includes Corp R&R, and Ancillary Funds)							Recreation		Restricted Use / Cap Exempt Funds						Total
	Admin Fund 10	Corp R&R Fund 11	Paving Fund 21	FICA Fund 22	Audit Fund 23	Liability Fund 24	IMRF Fund 26	Rec R&R Fund 12	Recreation Fund 20	Spec Rec Fund 25	Working Cash Fund 29	Bond & Int Fund 30	Cap Impr Fund 32	Cash/Lieu Fund 35	Capital Fund 42	
1/1/24 Bal: By Fund	\$ 1,503,471	\$ 193,341	\$ 106,624	\$ 115,955	\$ 10,350	\$ 150,692	\$ 149,174	\$ 670,223	\$ 1,950,258	\$ 23,000	\$ 100,000	\$ 1,581,115	\$ -	\$ -	\$ 571,826	\$ 7,126,028
1/1/24 Bal: Combined Funds	\$ 2,229,606							\$ 2,620,480								
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	\$ (213,057)	\$ 1,143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,973	\$ (6,512)	\$ 68,615	\$ -	\$ (4,435,540)	\$ (6,500)	\$ -	\$ (179,328)	\$ (4,764,207)
Fund Balance 10/31	\$ 2,248,568	\$ 165,806	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 644,708	\$ 2,710,640	\$ 62,663	\$ 100,000	\$ 1,936,260	\$ 128,479	\$ 27,039	\$ (400,991)	\$ 7,623,172
November Net	\$ (251,970)	\$ (1,010)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,424	\$ (101,033)	\$ 27,297	\$ -	\$ 12,178	\$ -	\$ 14,604	\$ 149	\$ (289,361)
Fund Balance 11/30	\$ 1,996,599	\$ 164,797	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 655,132	\$ 2,609,607	\$ 89,959	\$ 100,000	\$ 1,948,439	\$ 128,479	\$ 41,642	\$ (400,842)	\$ 7,333,811
December Net	\$ (386,330)	\$ 759	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,037)	\$ (617,666)	\$ (50,784)	\$ -	\$ (346,008)	\$ 600,000	\$ -	\$ 200,000	\$ (602,066)
YTD Fund Balance	\$ 1,610,268	\$ 165,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 653,095	\$ 1,991,941	\$ 39,175	\$ 100,000	\$ 1,602,431	\$ 728,479	\$ 41,642	\$ (200,841)	\$ 6,731,744
YTD Combined Fund Balance:	\$ 1,775,823							\$ 2,645,035								
	Fund 10	Fund 11	Fund 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	
Budgeted Ending Bal - CORP	\$ 1,042,298	\$ 180,030	\$ 85,624	\$ 118,321	\$ 8,390	\$ 110,508	\$ 123,068	\$ 692,202	\$ 1,979,542	\$ (191,723)	\$ 100,000	\$ 1,558,245	\$ 458,645	\$ -	\$ (335,834.82)	\$ 5,929,314
Budgeted Ending Bal - CORP & ANCILLARY	\$ 1,668,238							\$ 2,671,743								
Target of 5/12	\$ 1,286,903	\$ 200,000	per 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	Capital Funds Beg Balance:	\$ 571,826.18	Cap Exempt Funds Beg Balance:	\$ 2,275,941.75	ALL Funds Beg Balance:	\$ 7,126,027.98
Operating Funds End Balance:	\$ 4,420,859	Capital Funds End Balance:	\$ 527,637.34	Cap Exempt Funds End Balance:	\$ 2,310,885.64	ALL Funds End Balance:	\$ 6,731,744.37
Change in Operating Balance:	\$ (429,228)	Change in Capital Balance:	\$ (44,188.84)	Change in Cap Exempt Balance:	\$ 34,943.89	Change in Fund Balance:	\$ (394,283.61)



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.
- **Fourth Quarter net performance including all funds (October-December) is (\$5,655,635.)**
 - Fourth quarter performance is typically negative.
 - Fourth quarter spending includes bond payments totaling \$4,878,600.00 (see also Chart E).
 - Performance is better than 2023, due to a decrease in the current year capital spending.
- **First-Fourth Quarter net performance including all funds (January-December) is (\$394,284.)**
 - First-fourth performance can be positive or negative, depending on capital spending and earned revenues.
 - First-fourth Quarter net performance in 2023 was (\$1,618,197.)
 - First-fourth Quarter net performance in 2022 was (\$284,942.)



Carol Stream Park District
YTD Revenue & Expense - Monthly Comparison
4th Quarter - Fiscal Year Ending 12/31/24

(Chart B)

ALL FUNDS - Corresponds to Chart B-1

Fiscal Year		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			YTD	
		Totals	Totals	Totals	October	November	December	Totals	TOTAL
2015	Revenue	\$ 1,581,176	\$ 5,604,998	\$ 4,806,492	\$ 582,171	\$ 277,752	\$ 419,368	\$ 1,279,291	\$ 13,271,957
	Expense	\$ 2,116,310	\$ 3,213,738	\$ 3,281,917	\$ 2,947,763	\$ 703,023	\$ 1,547,519	\$ 5,198,304	\$ 13,810,269
	Net	\$ (535,134)	\$ 2,391,260	\$ 1,524,575	\$ (2,365,592)	\$ (425,271)	\$ (1,128,151)	\$ (3,919,013)	\$ (538,312)
2016	Revenue	\$ 1,460,617	\$ 5,532,006	\$ 4,724,822	\$ 530,138	\$ 331,792	\$ 447,154	\$ 1,309,084	\$ 13,026,529
	Expense	\$ 1,979,005	\$ 3,297,933	\$ 3,577,429	\$ 3,216,861	\$ 599,969	\$ 1,752,602	\$ 5,569,431	\$ 14,423,798
	Net	\$ (518,388)	\$ 2,234,073	\$ 1,147,393	\$ (2,686,723)	\$ (268,177)	\$ (1,305,448)	\$ (4,260,347)	\$ (1,397,269)
2017	Revenue	\$ 992,937	\$ 5,948,022	\$ 5,396,347	\$ 561,464	\$ 344,067	\$ 337,724	\$ 1,243,254	\$ 13,580,560
	Expense	\$ 1,949,971	\$ 3,673,264	\$ 2,937,513	\$ 3,590,723	\$ 681,701	\$ 1,329,888	\$ 5,602,312	\$ 14,163,060
	Net	\$ (957,034)	\$ 2,274,759	\$ 2,458,834	\$ (3,029,259)	\$ (337,634)	\$ (992,164)	\$ (4,359,058)	\$ (582,500)
2018	Revenue	\$ 1,031,725	\$ 6,207,035	\$ 5,388,057	\$ 734,529	\$ 302,297	\$ 312,312	\$ 1,349,138	\$ 13,975,955
	Expense	\$ 1,797,510	\$ 3,347,702	\$ 2,598,391	\$ 3,836,293	\$ 886,387	\$ 1,294,280	\$ 6,016,961	\$ 13,760,564
	Net	\$ (765,785)	\$ 2,859,333	\$ 2,789,666	\$ (3,101,765)	\$ (584,090)	\$ (981,968)	\$ (4,667,823)	\$ 215,391
2019	Revenue	\$ 1,048,303	\$ 6,199,885	\$ 5,795,670	\$ 751,262	\$ 398,227	\$ 292,524	\$ 1,442,013	\$ 14,485,871
	Expense	\$ 1,679,997	\$ 3,831,956	\$ 2,852,295	\$ 4,054,186	\$ 987,234	\$ 1,313,561	\$ 6,354,980	\$ 14,719,228
	Net	\$ (631,694)	\$ 2,367,929	\$ 2,943,375	\$ (3,302,924)	\$ (589,007)	\$ (1,021,036)	\$ (4,912,967)	\$ (233,357)
2020	Revenue	\$ 1,018,997	\$ 4,990,270	\$ 4,939,804	\$ 444,638	\$ 170,983	\$ 210,698	\$ 826,318	\$ 11,775,390
	Expense	\$ 1,648,893	\$ 2,332,723	\$ 1,748,726	\$ 4,560,897	\$ 540,815	\$ 1,038,855	\$ 6,140,567	\$ 11,870,908
	Net	\$ (629,896)	\$ 2,657,547	\$ 3,191,078	\$ (4,116,259)	\$ (369,832)	\$ (828,157)	\$ (5,314,248)	\$ (95,518)
2021	Revenue	\$ 510,793	\$ 9,500,949	\$ 5,675,819	\$ 433,491	\$ 282,091	\$ 237,230	\$ 952,812	\$ 16,640,373
	Expense	\$ 1,198,200	\$ 2,705,855	\$ 2,450,729	\$ 4,190,373	\$ 1,095,623	\$ 1,124,271	\$ 6,410,267	\$ 12,765,051
	Net	\$ (687,407)	\$ 6,795,094	\$ 3,225,090	\$ (3,756,882)	\$ (813,531)	\$ (887,042)	\$ (5,457,455)	\$ 3,875,322
2022	Revenue	\$ 741,740	\$ 7,759,627	\$ 6,031,371	\$ 622,736	\$ 366,326	\$ 340,805	\$ 1,329,867	\$ 15,862,604
	Expense	\$ 1,524,154	\$ 3,489,412	\$ 2,908,450	\$ 5,540,936	\$ 1,404,792	\$ 1,279,802	\$ 8,225,530	\$ 16,147,546
	Net	\$ (782,414)	\$ 4,270,215	\$ 3,122,920	\$ (4,918,200)	\$ (1,038,466)	\$ (938,997)	\$ (6,895,663)	\$ (284,942)
2023	Revenue	\$ 1,174,944	\$ 7,475,911	\$ 6,867,687	\$ 610,320	\$ 353,930	\$ 689,598	\$ 1,653,849	\$ 17,172,391
	Expense	\$ 1,962,275	\$ 3,858,327	\$ 3,420,975	\$ 5,190,991	\$ 935,704	\$ 3,422,316	\$ 9,549,012	\$ 18,790,589
	Net	\$ (787,331)	\$ 3,617,585	\$ 3,446,712	\$ (4,580,671)	\$ (581,774)	\$ (2,732,718)	\$ (7,895,163)	\$ (1,618,197)
2024	Revenue	\$ 1,619,146	\$ 8,236,679	\$ 7,097,505	\$ 650,699	\$ 423,063	\$ 1,249,320	\$ 2,323,082	\$ 19,276,412
	Expense	\$ 1,455,086	\$ 5,966,424	\$ 4,270,468	\$ 5,414,907	\$ 712,424	\$ 1,851,386	\$ 7,978,717	\$ 19,670,696
	Net	\$ 164,060	\$ 2,270,254	\$ 2,827,036	\$ (4,764,207)	\$ (289,361)	\$ (602,066)	\$ (5,655,635)	\$ (394,284)



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 103.75% of the annual budget, with expenses at 99.47% of the annual budget.
 - 2023 Year-to-Date revenue was 103.01% of the annual budget, with expenses at 97.55% of the annual budget.



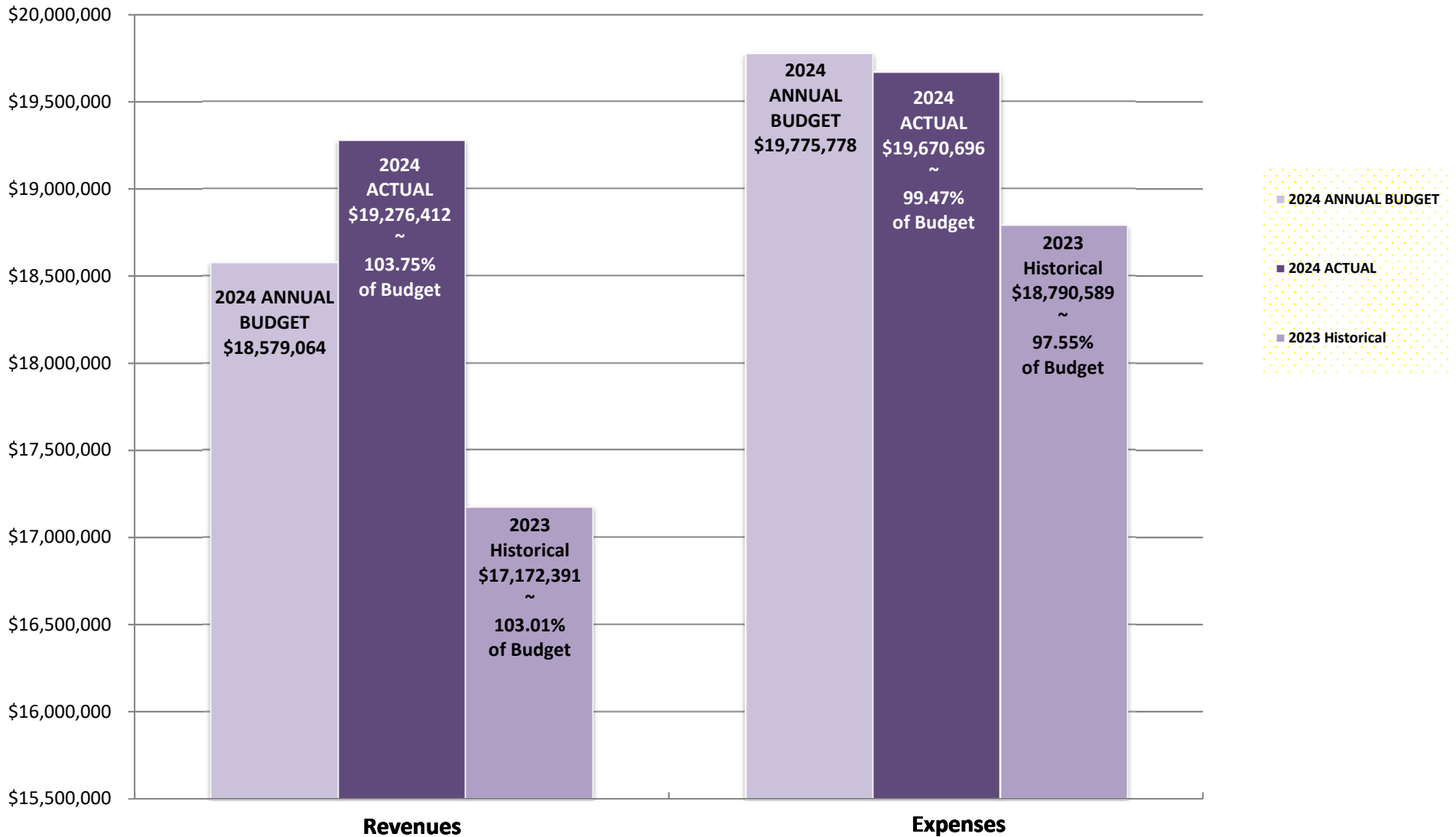
Carol Stream Park District

YTD Revenue & Expense as % of Budget

4th Quarter - Fiscal Year Ending 12/31/24

ALL FUNDS

(Chart B-1)



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:**
 - Corporate
 - Corporate Repair & Replacement
 - Recreation Repair & Replacement
 - Recreation
 - Paving & Lighting
 - FICA
 - Audit
 - Liability
 - IMRF

- **Fourth Quarter net performance for Operating Funds (October-December) is (\$1,560,318)**
 - The fourth quarter typically nets negative performance.
 - Strong operating net performance in 2024 allowed for the first year-end earned revenue transfers to the Capital Improvement Fund, which are included in this amount.
 - Fourth quarter performance is less than 2023, but typical before the year-end transfer.

- **First-Fourth Quarter net performance for Operating Funds (January-December) is (\$429,228.)**
 - First-fourth quarter net performance is less than 2023's net performance of \$904,376, when we were still building our fund balances to their targets.
 - Excluding the transfers to CIP out of the Corporate/Recreation Funds, fourth quarter net performance is \$620,772.
 - ✓ With future year-end transfers continuing, net performance overall will present lower than past history, but will be more comparable within a couple years.
 - ✓ Strong performance of key revenue generating areas
 - ✓ Continued stringent cost control measures.
 - ✓ Additional repairs and small projects were done due to strong year end projections.



Carol Stream Park District

(Chart C)

YTD Revenues & Expense - Monthly Comparisons

4th Quarter - Fiscal Year Ending 12/31/2024

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

Fiscal Year		1st Quarter Totals	2nd Quarter Totals	3rd Quarter Totals	October	November	December	4th Quarter Totals	YTD Total	YTD % of Annual Budget	Annual Operating Budget
2015	Revenue	\$ 1,580,635	\$ 3,379,033	\$ 2,808,561	\$ 346,043	\$ 92,513	\$ 182,483	\$ 621,039	\$ 8,389,269	99.8%	\$ 8,404,925
	Expense	\$ 1,787,216	\$ 2,139,735	\$ 2,457,156	\$ 618,250	\$ 564,141	\$ 743,866	\$ 1,926,258	\$ 8,310,366	99.0%	\$ 8,393,568
	Net	\$ (206,581)	\$ 1,239,298	\$ 351,405	\$ (272,207)	\$ (471,628)	\$ (561,383)	\$ (1,305,218)	\$ 78,903		\$ 11,357
2016	Revenue	\$ 1,455,155	\$ 3,114,762	\$ 2,637,240	\$ 413,851	\$ 290,927	\$ 273,039	\$ 977,817	\$ 8,184,973	96.8%	\$ 8,452,124
	Expense	\$ 1,665,103	\$ 1,803,999	\$ 2,556,806	\$ 605,861	\$ 547,603	\$ 781,577	\$ 1,935,041	\$ 7,960,948	94.2%	\$ 8,448,387
	Net	\$ (209,948)	\$ 1,310,764	\$ 80,434	\$ (192,010)	\$ (256,676)	\$ (508,538)	\$ (957,225)	\$ 224,025		\$ 3,737
2017	Revenue	\$ 985,131	\$ 3,366,856	\$ 3,063,935	\$ 484,328	\$ 310,199	\$ 301,675	\$ 1,096,203	\$ 8,512,125	99.9%	\$ 8,524,852
	Expense	\$ 1,708,453	\$ 2,096,096	\$ 2,345,189	\$ 633,745	\$ 584,640	\$ 823,748	\$ 2,042,134	\$ 8,191,871	95.1%	\$ 8,614,925
	Net	\$ (723,322)	\$ 1,270,761	\$ 718,746	\$ (149,417)	\$ (274,440)	\$ (522,074)	\$ (945,931)	\$ 320,254		\$ (90,073)
2018	Revenue	\$ 1,023,845	\$ 3,407,818	\$ 3,115,869	\$ 527,692	\$ 278,587	\$ 288,351	\$ 1,094,630	\$ 8,642,163	101.3%	\$ 8,530,595
	Expense	\$ 1,665,262	\$ 2,165,679	\$ 2,205,213	\$ 629,091	\$ 770,017	\$ 724,289	\$ 2,123,397	\$ 8,159,551	93.3%	\$ 8,746,759
	Net	\$ (641,417)	\$ 1,242,139	\$ 910,657	\$ (101,399)	\$ (491,429)	\$ (435,938)	\$ (1,028,766)	\$ 482,612		\$ (216,164)
2019	Revenue	\$ 1,031,330	\$ 3,438,917	\$ 3,154,418	\$ 510,352	\$ 334,409	\$ 285,368	\$ 1,130,129	\$ 8,754,795	99.8%	\$ 8,770,170
	Expense	\$ 1,560,257	\$ 2,291,653	\$ 2,289,592	\$ 635,242	\$ 857,961	\$ 725,935	\$ 2,219,138	\$ 8,360,641	98.4%	\$ 8,494,828
	Net	\$ (528,927)	\$ 1,147,264	\$ 864,826	\$ (124,890)	\$ (523,552)	\$ (440,567)	\$ (1,089,009)	\$ 394,154		\$ 275,342
2020	Revenue	\$ 1,005,907	\$ 2,114,520	\$ 2,379,617	\$ 237,574	\$ 138,861	\$ 173,274	\$ 549,709	\$ 6,049,752	66.4%	\$ 9,114,321
	Expense	\$ 1,589,896	\$ 1,115,594	\$ 1,457,462	\$ 638,799	\$ 518,521	\$ 565,743	\$ 1,723,063	\$ 5,886,016	66.0%	\$ 8,911,720
	Net	\$ (583,989)	\$ 998,925	\$ 922,155	\$ (401,225)	\$ (379,661)	\$ (392,469)	\$ (1,173,355)	\$ 163,736		\$ 202,601
2021	Revenue	\$ 483,818	\$ 3,096,471	\$ 3,134,603	\$ 393,472	\$ 255,121	\$ 216,036	\$ 864,629	\$ 7,579,520	110.9%	\$ 6,832,856
	Expense	\$ 1,071,398	\$ 1,776,161	\$ 1,881,839	\$ 694,079	\$ 533,381	\$ 679,025	\$ 1,906,484	\$ 6,635,882	98.1%	\$ 6,766,380
	Net	\$ (587,580)	\$ 1,320,310	\$ 1,252,765	\$ (300,607)	\$ (278,260)	\$ (462,989)	\$ (1,041,856)	\$ 943,639		\$ 66,476
2022	Revenue	\$ 848,554	\$ 3,797,981	\$ 3,266,837	\$ 577,366	\$ 309,177	\$ 288,499	\$ 1,175,042	\$ 9,088,414	111.9%	\$ 8,121,516
	Expense	\$ 1,405,363	\$ 2,248,082	\$ 2,481,771	\$ 659,546	\$ 570,417	\$ 699,866	\$ 1,929,830	\$ 8,065,046	101.7%	\$ 7,930,019
	Net	\$ (556,809)	\$ 1,549,898	\$ 785,066	\$ (82,180)	\$ (261,240)	\$ (411,367)	\$ (754,787)	\$ 1,023,368		\$ 191,497
2023	Revenue	\$ 1,138,577	\$ 4,177,316	\$ 3,754,164	\$ 550,833	\$ 313,050	\$ 431,091	\$ 1,294,975	\$ 10,365,032	109.7%	\$ 9,444,278
	Expense	\$ 1,827,944	\$ 2,394,193	\$ 2,936,014	\$ 730,525	\$ 693,651	\$ 878,329	\$ 2,302,504	\$ 9,460,656	103.0%	\$ 9,183,818
	Net	\$ (689,367)	\$ 1,783,123	\$ 818,149	\$ (179,692)	\$ (380,600)	\$ (447,238)	\$ (1,007,530)	\$ 904,376		\$ 260,460
2024	Revenue	\$ 1,277,607	\$ 4,423,275	\$ 3,980,782	\$ 580,923	\$ 365,794	\$ 411,841	\$ 1,358,559	\$ 11,040,222	106.8%	\$ 10,337,230
	Expense	\$ 2,568,472	\$ 2,769,592	\$ 3,212,509	\$ 792,378	\$ 709,383	\$ 1,417,116	\$ 2,918,876	\$ 11,469,450	105.7%	\$ 10,847,335
	Net	\$ (1,290,865)	\$ 1,653,683	\$ 768,273	\$ (211,454)	\$ (343,589)	\$ (1,005,275)	\$ (1,560,318)	\$ (429,228)		\$ (510,105)



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.
 - YTD revenues are \$11,040,222 and represent 106.8% of the annual budget.
 - YTD expenses are \$11,469,450 and represent 105.7% 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 Fourth 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 (4th Quarter vs. 1st- 4th Quarter)

Refer to Chart C-3

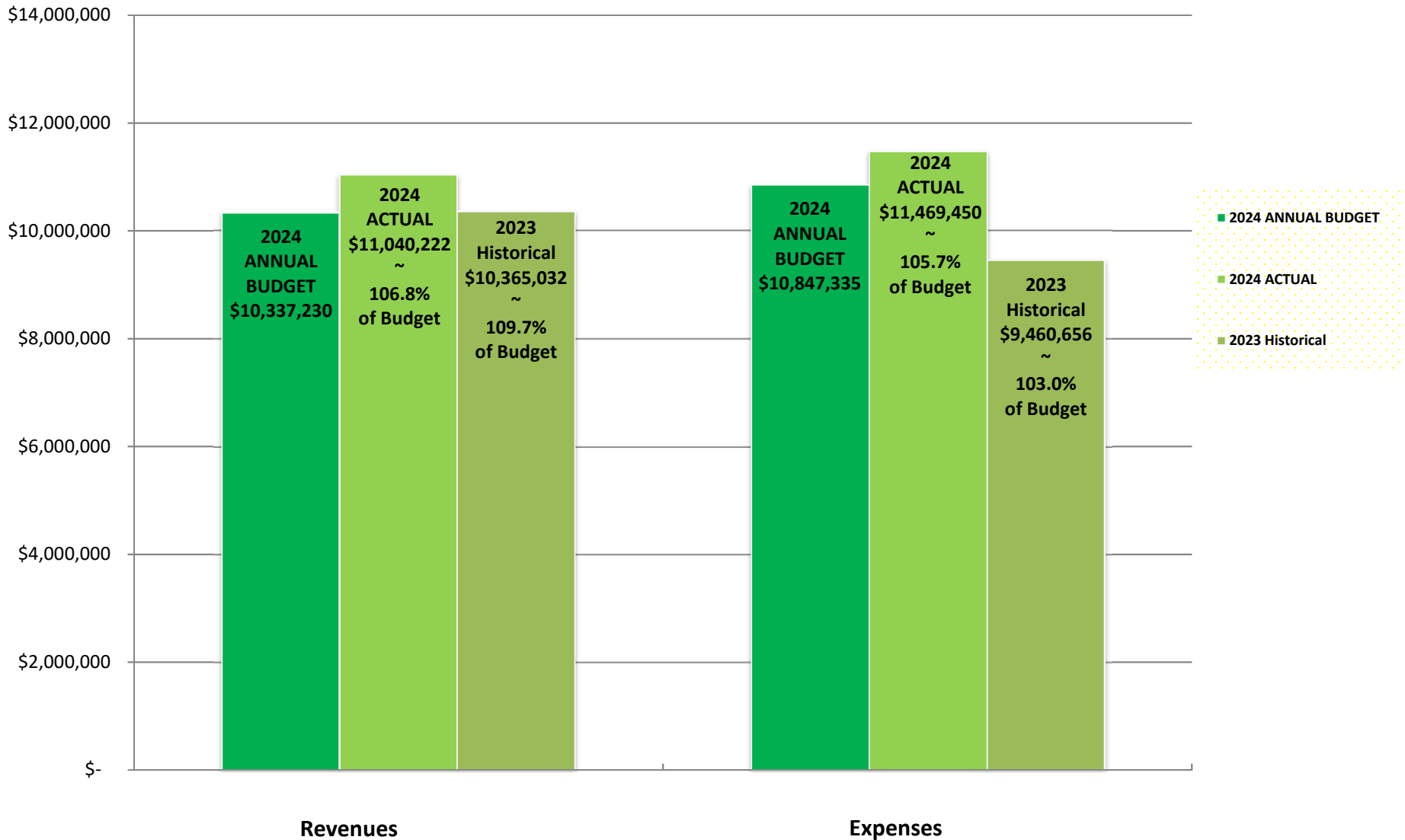
This chart reflects NET performance for Operating Funds.

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



Carol Stream Park District
YTD Revenue & Expense as a % Budget
4th Quarter - Fiscal Year Ending 12/31/24
OPERATING FUNDS

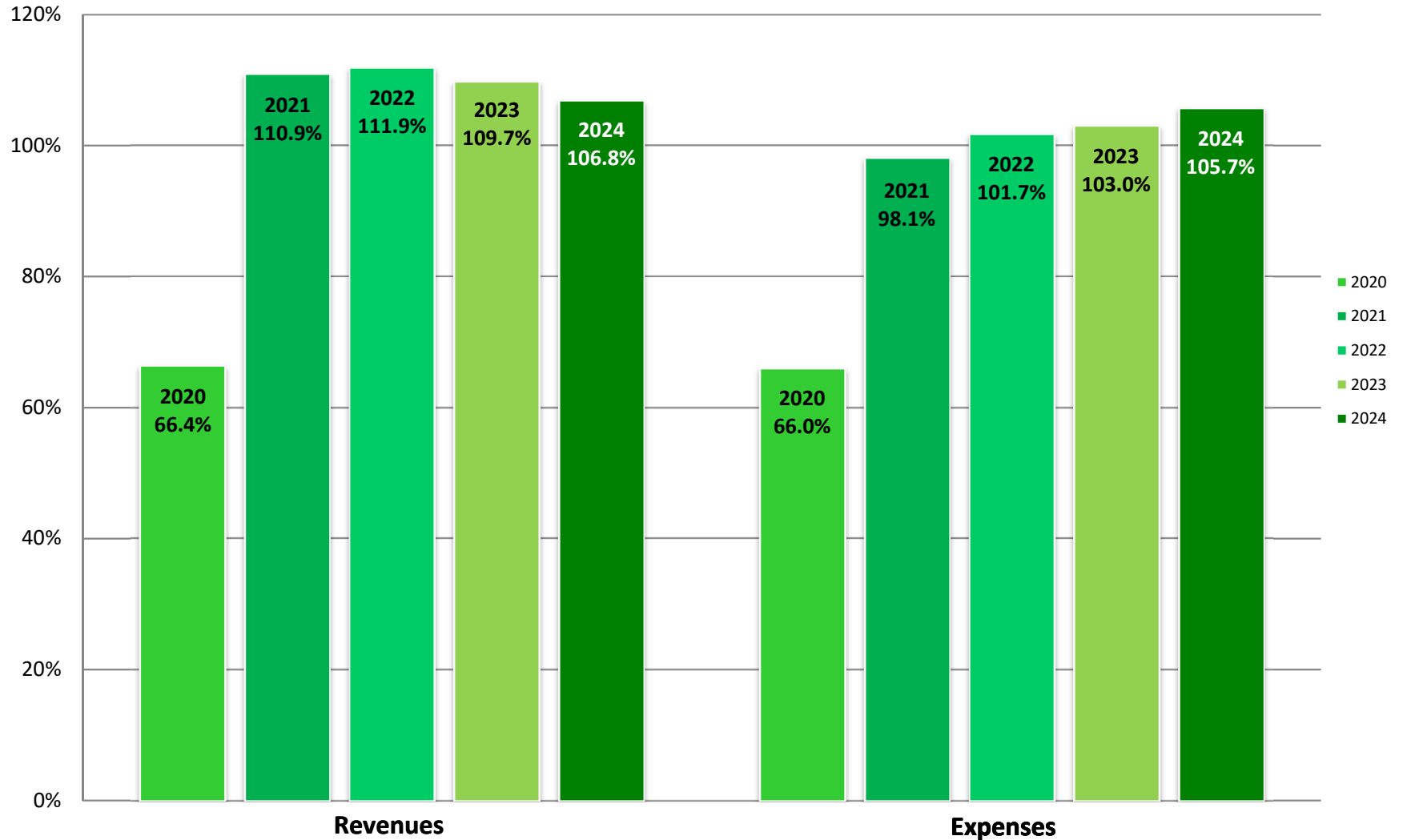
(Chart C-1)





Carol Stream Park District
YTD Revenue & Expense as a % of Budget
4th Quarter - Fiscal Year Ending 12/31/24
OPERATING FUNDS - 5-Year History

(Chart C-2)



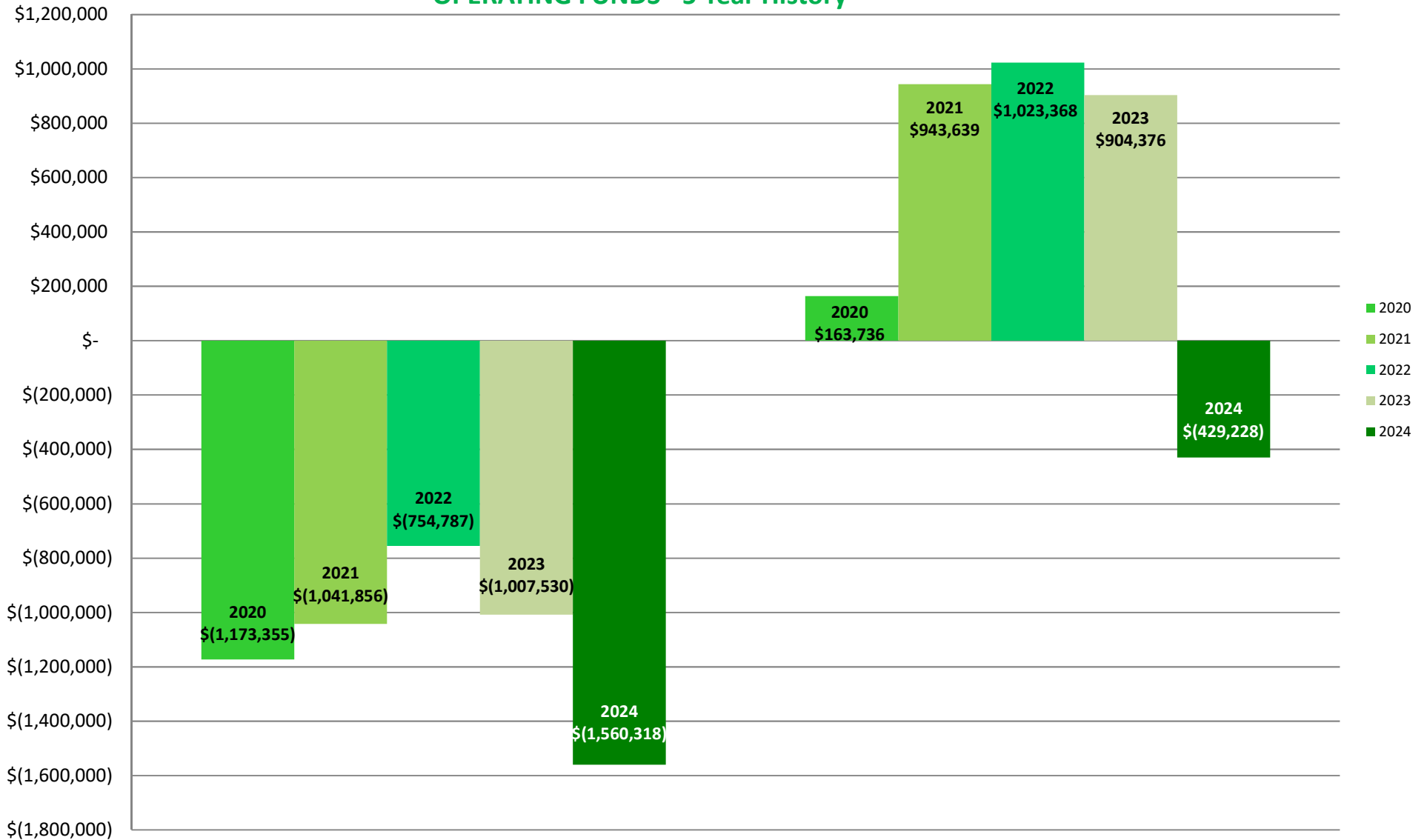


Carol Stream Park District Net Performance

(Chart C-3)

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

OPERATING FUNDS - 5 Year History



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.

- **Fourth Quarter net performance of the Recreation Fund (October-December) is (\$725,212).**
 - Fourth quarter net performance is typically negative.
 - The final tax allocations were received during the fourth quarter.
 - We continue to utilize a deferred revenue charting system.
 - Strong net performance allowed for the first year-end earned revenue transfer of \$400,000 to the Capital Improvement Fund, which is included.
 - This quarter reflects somewhat more favorable performance compared to the same quarter in 2023, but typical before the year-end transfer.

- **Forecasts show that a number of programs are trending ‘at’ or ‘better than budgeted’ revenue levels:**
 - Youth Theater has reached 100% of budget.
 - Gym Rentals have reached 149% of budget.
 - Field Rentals have reached 94% of budget.
 - Youth Dodgeball has reached 99% of budget.
 - Sports Instructional has reached 123% of budget.
 - Fitness memberships have reached 102% of budget.
 - Gymnastics Private Lessons have reached 135% of budget.

- **First-Fourth Quarter net performance of the Recreation Fund (January-December) is \$41,683.**
 - This is the fourth strongest first-fourth quarter net performance in the past ten years when excluding the earned revenue transfer of \$400,000 to the Capital Improvement Fund.
 - Revenues of \$6,942,811 for the first-Fourth quarter are the highest in the past ten years.
 - Expenses of \$6,901,128 for the first-Fourth quarter are typical as a percent of budget.



Carol Stream Park District

(Chart D)

YTD Revenues & Expenses - Monthly Comparisons

4th Quarter - Fiscal Year Ending 12/31/24

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

Fiscal Year	1st Quarter Totals	2nd Quarter Totals	3rd Quarter Totals	October	November	December	4th Quarter Totals	4th Qtr % of Annual Budget	1st-4th Qtr YTD Totals	YTD % of Annual Budget	Annual Recreation Budget	
2015	Revenue	\$ 1,320,736	\$ 1,851,249	\$ 1,681,110	\$ 247,910	\$ 198,533	\$ 146,972	\$ 593,415	10.3%	\$ 5,446,509	94.2%	\$ 5,783,771
	Expense	\$ 1,210,282	\$ 1,333,404	\$ 1,751,828	\$ 444,366	\$ 361,441	\$ 492,652	\$ 1,298,459	22.5%	\$ 5,593,972	96.8%	\$ 5,778,387
	Net	\$ 110,454	\$ 517,845	\$ (70,718)	\$ (196,456)	\$ (162,908)	\$ (345,680)	\$ (705,044)		\$ (147,463)		\$ 5,385
2016	Revenue	\$ 1,391,430	\$ 1,829,597	\$ 1,494,005	\$ 323,466	\$ 261,844	\$ 243,959	\$ 829,269	14.3%	\$ 5,544,301	95.4%	\$ 5,813,394
	Expense	\$ 1,165,618	\$ 1,234,977	\$ 1,797,042	\$ 398,072	\$ 367,839	\$ 508,852	\$ 1,274,763	22.2%	\$ 5,472,399	95.4%	\$ 5,738,668
	Net	\$ 225,812	\$ 594,620	\$ (303,037)	\$ (74,606)	\$ (105,995)	\$ (264,893)	\$ (445,494)		\$ 71,902		\$ 74,726
2017	Revenue	\$ 918,039	\$ 1,984,181	\$ 1,899,594	\$ 402,602	\$ 277,140	\$ 264,825	\$ 944,567	16.0%	\$ 5,746,381	97.6%	\$ 5,887,257
	Expense	\$ 1,191,900	\$ 1,441,211	\$ 1,648,279	\$ 435,630	\$ 385,547	\$ 545,697	\$ 1,366,874	23.7%	\$ 5,648,265	97.8%	\$ 5,774,176
	Net	\$ (273,861)	\$ 542,970	\$ 251,315	\$ (33,029)	\$ (108,406)	\$ (280,872)	\$ (422,307)		\$ 98,117		\$ 113,081
2018	Revenue	\$ 945,957	\$ 1,992,503	\$ 1,959,525	\$ 436,221	\$ 252,309	\$ 259,188	\$ 947,719	16.2%	\$ 5,845,704	99.8%	\$ 5,856,681
	Expense	\$ 1,087,307	\$ 1,494,465	\$ 1,628,465	\$ 443,460	\$ 496,595	\$ 474,572	\$ 1,414,627	24.6%	\$ 5,624,865	97.8%	\$ 5,751,202
	Net	\$ (141,350)	\$ 498,038	\$ 331,060	\$ (7,238)	\$ (244,286)	\$ (215,384)	\$ (466,908)		\$ 220,839		\$ 105,479
2019	Revenue	\$ 964,168	\$ 2,017,508	\$ 1,915,839	\$ 415,238	\$ 297,707	\$ 257,790	\$ 970,735	16.3%	\$ 5,868,250	98.7%	\$ 5,946,852
	Expense	\$ 1,041,681	\$ 1,563,435	\$ 1,675,741	\$ 440,490	\$ 538,447	\$ 491,182	\$ 1,470,119	25.2%	\$ 5,750,976	98.7%	\$ 5,825,193
	Net	\$ (77,513)	\$ 454,074	\$ 240,098	\$ (25,251)	\$ (240,741)	\$ (233,392)	\$ (499,384)		\$ 117,274		\$ 121,659
2020	Revenue	\$ 949,904	\$ 580,324	\$ 1,028,889	\$ 182,306	\$ 120,301	\$ 93,180	\$ 395,788	6.6%	\$ 2,954,905	49.5%	5,974,574
	Expense	\$ 1,058,794	\$ 560,300	\$ 813,275	\$ 356,995	\$ 274,948	\$ 138,222	\$ 770,165	13.0%	\$ 3,202,534	54.2%	5,908,337
	Net	\$ (108,890)	\$ 20,024	\$ 215,614	\$ (174,689)	\$ (154,647)	\$ (45,042)	\$ (374,378)		\$ (247,629)		\$ 66,237
2021	Revenue	\$ 407,741	\$ 1,711,044	\$ 1,863,931	\$ 332,872	\$ 234,914	\$ 195,045	\$ 762,831	18.8%	\$ 4,745,546	117.3%	4,047,331
	Expense	\$ 551,933	\$ 1,102,643	\$ 1,233,146	\$ 429,874	\$ 325,233	\$ 417,704	\$ 1,172,810	29.2%	\$ 4,060,533	101.1%	4,014,876
	Net	\$ (144,193)	\$ 608,401	\$ 630,785	\$ (97,002)	\$ (90,318)	\$ (222,659)	\$ (409,980)		\$ 685,013		\$ 32,455
2022	Revenue	\$ 765,815	\$ 2,136,488	\$ 1,896,144	\$ 453,824	\$ 273,001	\$ 235,837	\$ 962,662	19.1%	\$ 5,761,109	114.3%	5,040,613
	Expense	\$ 817,452	\$ 1,460,457	\$ 1,629,588	\$ 414,242	\$ 336,379	\$ 422,181	\$ 1,172,802	23.6%	\$ 5,080,299	102.3%	4,965,582
	Net	\$ (51,637)	\$ 676,031	\$ 266,555	\$ 39,582	\$ (63,378)	\$ (186,344)	\$ (210,140)		\$ 680,810		\$ 75,032
2023	Revenue	\$ 985,075	\$ 2,388,006	\$ 2,173,904	\$ 434,479	\$ 280,066	\$ 283,905	\$ 998,450	17.0%	\$ 6,545,435	111.3%	5,880,335
	Expense	\$ 1,099,258	\$ 1,540,046	\$ 1,966,863	\$ 431,201	\$ 392,219	\$ 529,916	\$ 1,353,336	23.3%	\$ 5,959,503	102.6%	5,808,083
	Net	\$ (114,183)	\$ 847,960	\$ 207,041	\$ 3,278	\$ (112,153)	\$ (246,011)	\$ (354,887)		\$ 585,932		\$ 72,252
2024	Revenue	\$ 1,016,418	\$ 2,554,167	\$ 2,269,468	\$ 473,508	\$ 309,705	\$ 319,544	\$ 1,102,757	16.8%	\$ 6,942,811	105.7%	6,566,906
	Expense	\$ 1,244,331	\$ 1,713,733	\$ 2,115,095	\$ 480,020	\$ 410,738	\$ 937,210	\$ 1,827,969	28.0%	\$ 6,901,128	105.6%	6,537,622
	Net	\$ (227,912)	\$ 840,434	\$ 154,373	\$ (6,512)	\$ (101,033)	\$ (617,666)	\$ (725,212)		\$ 41,683		\$ 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 \$6,942,811 and represent 105.7% of the annual budget.
- YTD expenses are \$6,901,128 and represent 105.6% 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 (4th Quarter vs. 1st- 4th Quarter)

Refer to Chart D-3

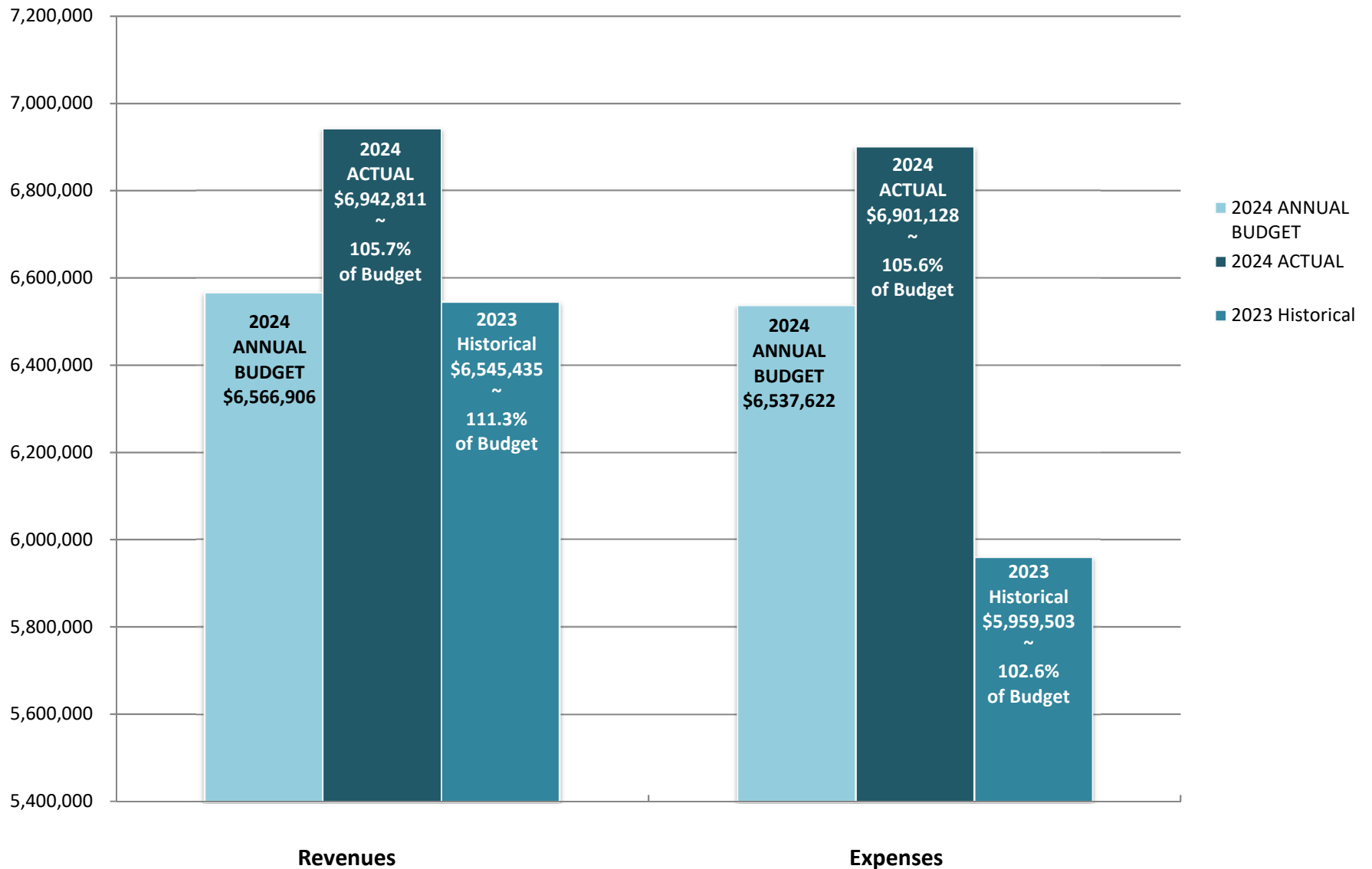
This chart reflects NET performance for the Recreation Fund.

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



Carol Stream Park District
YTD Revenue & Expenses as a % of Budget
4th Quarter - Fiscal Year Ending 12/31/24
RECREATION FUND

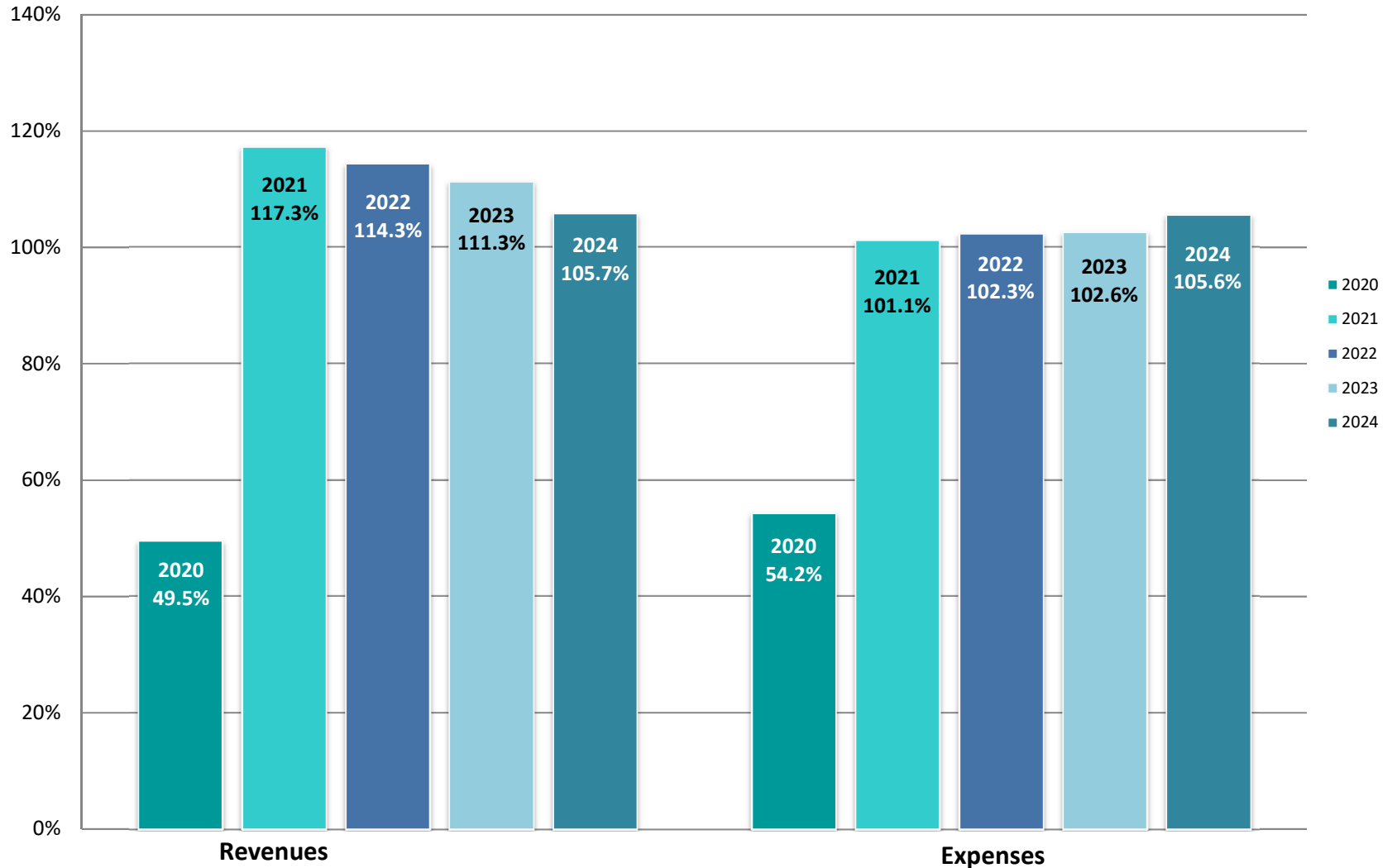
(Chart D-1)





Carol Stream Park District
YTD Revenue & Expense as a % of Budget
4th Quarter - Fiscal Year Ending 12/31/24
RECREATION FUND - 5-Year History

(Chart D-2)





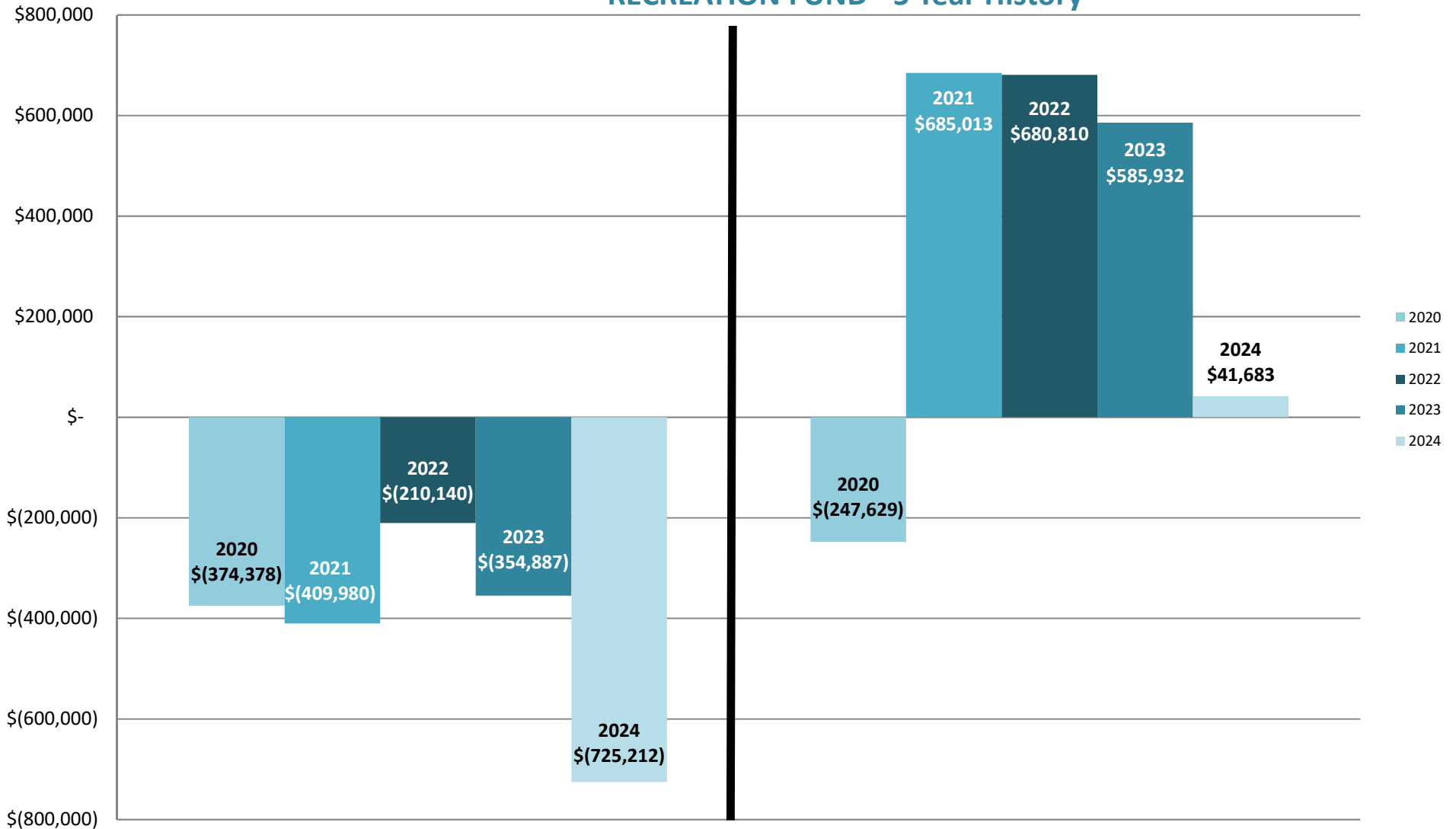
Carol Stream Park District

(Chart D-3)

Net Performance

4th 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:

- Special Recreation
- Working Cash
- Bond & Interest
- Capital Improvements
- 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:

- Eight bond and interest payments were made in the fourth quarter totaling \$4,878,600.00:
 - 2011 \$2,725,000.00
 - 2016 \$379,250.00
 - 2020A \$2,900.00
 - 2020B \$234,373.75
 - 2020C \$1,070,875.00
 - 2020D \$152,976.75
 - 2021A \$81,492.00
 - 2021B \$231,732.50



Carol Stream Park District

(Chart E)

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

4th Quarter - Fiscal Year Ending 12/31/2024

Fiscal Year		1st Quarter Totals	2nd Quarter Totals	3rd Quarter Totals	October	November	December	4th Quarter Totals	YTD TOTAL
2015	Revenue	\$ 541	\$ 2,225,965	\$ 1,997,931	\$ 236,128	\$ 185,239	\$ 236,885	\$ 658,252	\$ 4,882,688
	Expense	\$ 329,094	\$ 1,074,003	\$ 824,760	\$ 2,329,512	\$ 138,881	\$ 803,653	\$ 3,272,047	\$ 5,499,903
	Net	\$ (328,552)	\$ 1,151,962	\$ 1,173,170	\$ (2,093,384.64)	\$ 46,357.55	\$ (566,768.07)	\$ (2,613,795)	\$ (617,215)
2016	Revenue	\$ 5,462	\$ 2,417,244	\$ 2,087,583	\$ 116,286.89	\$ 40,865.31	\$ 174,114.89	\$ 331,267	\$ 4,841,556
	Expense	\$ 313,902	\$ 1,493,934	\$ 1,020,624	\$ 2,610,999.35	\$ 52,365.78	\$ 971,024.91	\$ 3,634,390	\$ 6,462,850
	Net	\$ (308,440)	\$ 923,310	\$ 1,066,959	\$ (2,494,712.46)	\$ (11,500.47)	\$ (796,910.02)	\$ (3,303,123)	\$ (1,621,294)
2017	Revenue	\$ 7,805	\$ 2,581,166	\$ 2,332,412	\$ 77,136	\$ 33,867	\$ 36,049	\$ 147,052	\$ 5,068,435
	Expense	\$ 241,518	\$ 1,577,168	\$ 592,324	\$ 2,956,978	\$ 97,061	\$ 506,140	\$ 3,560,179	\$ 5,971,189
	Net	\$ (233,713)	\$ 1,003,998	\$ 1,740,088	\$ (2,879,842)	\$ (63,194)	\$ (470,091)	\$ (3,413,127)	\$ (902,754)
2018	Revenue	\$ 7,880	\$ 2,799,217	\$ 2,272,188	\$ 206,837	\$ 23,709	\$ 23,961	\$ 254,507	\$ 5,333,792
	Expense	\$ 132,247	\$ 1,182,023	\$ 393,179	\$ 3,207,202	\$ 116,370	\$ 569,991	\$ 3,893,564	\$ 5,601,013
	Net	\$ (124,367)	\$ 1,617,194	\$ 1,879,009	\$ (3,000,366)	\$ (92,661)	\$ (546,030)	\$ (3,639,057)	\$ (267,221)
2019	Revenue	\$ 16,972	\$ 2,760,968	\$ 2,641,252	\$ 240,910	\$ 63,818	\$ 7,156	\$ 311,884	\$ 5,731,076
	Expense	\$ 119,739	\$ 1,540,303	\$ 562,703	\$ 3,418,944	\$ 129,273	\$ 587,626	\$ 4,135,842	\$ 6,358,587
	Net	\$ (102,767)	\$ 1,220,665	\$ 2,078,549	\$ (3,178,034)	\$ (65,455)	\$ (580,470)	\$ (3,823,958)	\$ (627,511)
2020	Revenue	\$ 13,090	\$ 2,875,751	\$ 2,560,187	\$ 207,063	\$ 32,122	\$ 37,424	\$ 276,610	\$ 5,725,638
	Expense	\$ 58,997	\$ 1,217,129	\$ 291,263	\$ 3,922,097	\$ 22,294	\$ 473,112	\$ 4,417,503	\$ 5,984,892
	Net	\$ (45,907)	\$ 1,658,622	\$ 2,268,924	\$ (3,715,034)	\$ 9,829	\$ (435,688)	\$ (4,140,893)	\$ (259,254)
2021	Revenue	\$ 26,976	\$ 6,404,478	\$ 2,541,216	\$ 40,018	\$ 26,971	\$ 21,194	\$ 88,183	\$ 9,060,852
	Expense	\$ 126,802	\$ 929,694	\$ 568,890	\$ 3,496,294	\$ 562,242	\$ 445,247	\$ 4,503,782	\$ 6,129,169
	Net	\$ (99,826)	\$ 5,474,784	\$ 1,972,325	\$ (3,456,276)	\$ (535,271)	\$ (424,053)	\$ (4,415,599)	\$ 2,931,684
2022	Revenue	\$ (106,814)	\$ 3,961,646	\$ 2,764,534	\$ 45,370	\$ 57,149	\$ 52,306	\$ 154,825	\$ 6,774,191
	Expense	\$ 118,791	\$ 1,241,329	\$ 426,679	\$ 4,881,389	\$ 834,375	\$ 579,936	\$ 6,295,701	\$ 8,082,500
	Net	\$ (225,605)	\$ 2,720,317	\$ 2,337,855	\$ (4,836,020)	\$ (777,226)	\$ (527,630)	\$ (6,140,876)	\$ (1,308,309)
2023	Revenue	\$ 36,367	\$ 3,298,595	\$ 3,113,523	\$ 59,487	\$ 40,880	\$ 258,507	\$ 358,874	\$ 6,807,359
	Expense	\$ 134,332	\$ 1,464,133	\$ 484,960	\$ 4,460,466	\$ 242,053	\$ 2,543,988	\$ 7,246,507	\$ 9,329,933
	Net	\$ (97,965)	\$ 1,834,461	\$ 2,628,563	\$ (4,400,979)	\$ (201,173)	\$ (2,285,480)	\$ (6,887,633)	\$ (2,522,573)
2024	Revenue	\$ 341,540	\$ 3,813,404	\$ 3,116,723	\$ 69,776	\$ 57,269	\$ 837,479	\$ 964,524	\$ 8,236,190
	Expense	\$ (1,113,386)	\$ 3,196,832	\$ 1,057,959	\$ 4,622,529	\$ 3,041	\$ 434,271	\$ 5,059,841	\$ 8,201,246
	Net	\$ 1,454,926	\$ 616,572	\$ 2,058,764	\$ (4,552,753)	\$ 54,228	\$ 403,208	\$ (4,095,317)	\$ 34,944

Capital & Cap-Exempt Funds Include: Special Recreation, Working Cash, Bond & Interest, Cash in Lieu & Capital



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 fourth quarter. All liquid funds held at PMA from referendum and subsequent referendum grant funds received have been completely spent down and accounts are now closed. Fund Balance investments, now including earned revenue transfers for new future Capital Improvements, consist of certificates of deposit, term investments and treasury bills.
- The 2024 market allowed for additional operational fund investments to earn 40% more than the budget amount for the year.
- Average interest earned during the fourth quarter is **4.856%**.
 - The cumulative average for interest earned in 2023 was 3.381%
 - The cumulative average for interest earned in 2022 was 0.252%
 - The cumulative average for interest earned in 2021 was 0.500%
 - The cumulative average for interest earned in 2020 was 1.670%
 - The cumulative average for interest earned in 2019 was 2.342%
 - The cumulative average for interest earned in 2018 was 1.999%
 - The cumulative average for interest earned in 2017 was 1.083%
 - The cumulative average for interest earned in 2016 was 0.504%
 - The cumulative average for interest earned in 2015 was 0.403%
- Investments are scheduled in line with statutory limitations, the District's investment policy, spending needs and project schedules.



(Chart F)

**Carol Stream Park District
Investments
4th Quarter - Fiscal Year Ending 12/31/24**

Illinois Trust	Fund Balance Investments	TERM	RATE	2024 YTD BALANCE INVESTED/LIQUID	2024 ACTUAL INTEREST RECEIVED
Operating \$	Total Illinois Trust [Operating/Fund Balance]	Q4/24	5.020%	\$ 1,104,894.52	\$ 25,857.19
5/3 Securities	Fund Balance Investments	TERM	RATE	2024 YTD BALANCE INVESTED/LIQUID	2024 ACTUAL INTEREST RECEIVED
Operating \$	Total 5/3 Securities [Operating/Fund Balance]	Q4/24	4.939%	\$ -	\$ 198,176.05
	TOTAL INVESTMENTS			\$ 1,104,894.52	\$ 224,033.24
12/31/2024	iPRIME Funds (Liquid \$-R/R)	avg qtr rate	4.610%	\$ 136,428.46	\$ 1,615.82
12/31/2024	iPRIME Funds (Liquid \$-Capital)	avg qtr rate	4.610%	\$ 1,666,541.89	\$ 38,065.81
	TOTAL CAPITAL + FUND BALANCE \$			\$ 2,907,864.87	\$ 263,714.87
		Q4	4.856%	2024 YTD BALANCE INVESTED/LIQUID	2024 ACTUAL INTEREST 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 \$165,555.16.
 - Balance of the Recreation Operational R&R Fund is \$653,094.54.



4th Quarter - Fiscal Year Ending 12/31/24

(Chart G)

**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		12/31/2024
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
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	Revenues
Expenditures	(2,643.85)	-	-	-	-	-	-	-	(4,624.82)	-	-	-	(7,268.67)	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	Revenues
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
Revenues	12,114.50	-	22,329.92	16,160.07	35,000.00	4,565.01	49,313.61	5,104.69	29,330.68	2,126.48	21,267.98	15,160.01	212,472.95	Revenues
Expenditures	(10,931.00)	-	-	-	(189,000.00)	-	(29,670.00)	-	-	-	-	-	(229,601.00)	Expenditures
12/30/2024	51,304.35	32,000.00	55,281.96	29,709.74	128,277.30	7,903.67	177,744.37	17,358.98	54,122.61	8,411.12	47,835.82	43,144.62	653,094.54	EB 2024



4th Quarter - Fiscal Year Ending 12/31/24

(Chart H)

Carol Stream Park District Corporate Operational Repair & Replacement					
Account Description Fund GL #	General 11-7XX	Bark Park 11-724	IT Replace / Summary 11-713	ENDING BALANCE	AS OF 12/31/2024
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	2,809.82	960.00	54,694.23	58,464.05	Revenues
Expenditures	(10,500.00)	-	(75,749.58)	(86,249.58)	Expenditures
12/30/2024	65,706.45	8,998.73	90,849.98	165,555.16	EB 2024



**ALL Operational Repair & Replacement Funds - SNAPSHOT YTD
4th Quarter - Fiscal Year Ending 12/31/24**

(Chart I)

**Carol Stream Park District
Corporate Operational Repair & Replacement**

Account Description Fund GL #	General 11-7XX	Bark Park 11-724	IT Replace / Summary 11-713	ENDING BALANCE	AS OF 12/31/2024
12/31/2023	73,396.63	8,038.73	111,905.33	193,340.69	EB 2023
Revenues	2,809.82	960.00	54,694.23	58,464.05	Revenues
Expenditures	(10,500.00)	-	(75,749.58)	(86,249.58)	Expenditures
12/30/2024	65,706.45	8,998.73	90,849.98	165,555.16	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 12/31/2024
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	12,114.50	-	22,329.92	16,160.07	35,000.00	4,565.01	49,313.61	5,104.69	29,330.68	2,126.48	21,267.98	15,160.01	212,472.95	Revenues
Expenditures	(10,931.00)	-	-	-	(189,000.00)	-	(29,670.00)	-	-	-	-	-	(229,601.00)	Expenditures
12/30/2024	51,304.35	32,000.00	55,281.96	29,709.74	128,277.30	7,903.67	177,744.37	17,358.98	54,122.61	8,411.12	47,835.82	43,144.62	653,094.54	EB 2024

To: Board of Commissioners
From: Christine Quinn, Director of HR and Admin. Services
Date: February 10, 2025
Approval: Personnel Policy Manual Updates **Agenda Item # 7B**

Issue:

Should the Board approve the updates to the Personnel Policy Manual as outlined in this Summary.

Background/Reasoning

Due to several significant changes to employment laws for 2025, we have revised the policies included with this summary to ensure compliance with the updated Illinois State laws.

Supporting Documents:

- Revised policy 1.11.1 Position Vacancies
- Revised policy 1.18 Personnel Files
- Revised policy 1.19 Child Labor Laws
- New policy 1.27 Captive Audience Meetings and Communications
- Revised policy 2.3 Payment of Salary
- Revised policy 6.8 Attendance, Punctuality and Dependability
- “Reproductive health decisions” added to the list of protected classes included in policies 1.1 and 1.2

Cost:

N/A

Public/Customer Impact:

Having a Personnel Policy Manual that is up to date with the changes to employment laws not only ensures that our policies align with Federal and State laws but is also important in reducing the District’s exposure to legal risks, penalties and lawsuits.

Recommendation

That the Board approve the updates to the Personnel Policy Manual as outlined in this Summary.

SUPPORTING DOCUMENTS

CURRENT POLICY 1.11.1 Position Vacancies

1-11.1 Position Vacancies

A list of open positions will be maintained by HR. The Park District may post vacancies on its website or through other practical avenues. The Park District may recruit applicants from both current staff, and from outside of the District.

NEW POLICY 1-11.1 Position Vacancies and Pay Transparency

1-11.1 Position Vacancies and Pay Transparency

The Carol Stream Park District will attempt to post full-time position vacancies on its intranet and/or external websites. When the Carol Stream Park District posts vacancies externally for any position, it will also post the position internally within 14 days or less. If available, employees can obtain a list of these positions from the Human Resources Department or external websites. The Carol Stream Park District may also recruit applicants for position vacancies from outside of the organization.

In compliance with amendments to the Illinois Equal Pay Act, the Carol Stream Park District will provide the pay scale and benefits in any job posting, as well as to any applicant for employment, prior to any offer being made or discussion of compensation. In addition, the Carol Stream Park District will announce, post or otherwise make known all opportunities for promotion to all current employees no later than 14 calendar days after the Carol Stream Park District makes an external job posting for the position. "Pay scale and benefits" means the wage or salary, or the wage or salary range, and a general description of the benefits and other compensation including, but not limited to, bonuses, stock options or other incentives the employer reasonably expects in good faith to offer for the position, set by reference to any applicable pay scale, the previously determined range for the position, the actual range of others currently holding equivalent positions or the budgeted amount for the position, as applicable. Nothing in this policy shall require the Carol Stream Park District to use job postings, however.

CURRENT POLICY 1.18 Personnel Files

1.18 PERSONNEL FILES

The Carol Stream Park District will create a personnel file for each employee that contains all pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions and other employment records. The Carol Stream Park District will maintain a separate, confidential file for employees' medical and benefit records, as well as any other confidential personnel records.

The Carol Stream Park District will not release or disclose any information contained in personnel (and confidential medical or benefit) files without an employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The Carol Stream Park District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the Carol Stream Park District's organization (except in the event of union representation) without first providing written notice to the employee mailed first-class mail to the employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the Carol Stream Park District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government Carol Stream Park District requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such Carol Stream Park District.

Employees may review their personnel files in accordance with applicable law and established Carol Stream Park District procedures. If employees wish to review their personnel files, they should contact the Human Resources Department to complete the appropriate forms.

It is to an employee's advantage to ensure all personnel records are accurate and up to date. Employees are responsible for and must promptly advise the Carol Stream Park District of any changes in their:

- Name and/or marital status.
- Address and/or telephone number
- Number of eligible dependents.
- W-4 deductions.

- Person(s) to contact in case of emergency.
- Other personal information the Carol Stream Park District needs to know to contact an employee or properly administer Carol Stream Park District benefits programs or general operational concerns.
- An employee's immigration status (if eligibility for employment in the United States is affected).

IMPORTANT: Employees should immediately notify the Human Resources Department of any changes in pertinent information.

REVISED POLICY 1.18 Personnel Files and Requests for Personnel Records

1.18 Personnel Files and Requests for Personnel Records

The Carol Stream Park District will create a personnel file for each employee that contains all pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions and other employment records. The Carol Stream Park District will maintain a separate, confidential file for employees' medical and benefit records, as well as any other confidential personnel records.

The Carol Stream Park District will not release or disclose any information contained in personnel (and confidential medical or benefit) files without an employee's written consent, except as required by law and/or to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The Carol Stream Park District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the Carol Stream Park District's organization (except in the event of union representation) without first providing written notice to the employee mailed first-class mail to the employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the Carol Stream Park District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government Agency requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such Carol Stream Park District.

It is to an employee's advantage to ensure all personnel records are accurate and up to date. Employees are responsible for and must promptly advise the Carol Stream Park District of any changes in their:

- Name and/or marital status.
- Address, email and/or telephone number.
- Number of eligible dependents.
- W-4 deductions.
- Person(s) to contact in case of emergency.
- Other personal information the Carol Stream Park District needs to know to contact an employee or properly administer Carol Stream Park District benefits programs or general operational concerns.
- An employee's immigration status (if eligibility for employment in the United States is affected).

IMPORTANT: Employees should immediately notify the Human Resources Department of any changes in pertinent information.

Upon written request (including via electronic communications, like email, text, etc.), employees (and former employees separated from the Carol Stream Park District within the last 12 months) have a right to inspect, copy and/or receive their personnel records pursuant to the Illinois Personnel Records Review Act (IPRRA). An employee may only make two requests per calendar year, spaced at reasonable intervals. They must make the request in writing to the Carol Stream Park District's Human Resources Department, as well as (1) identify what personnel records the employee is requesting (or identify if the employee is requesting all records allowed under the IPRRA), (2) specify whether they want to inspect, receive or copy the records, (3) specify whether the records should be in hard copy or a reasonable and commercially available electronic format, (4) specify whether inspection, copying or receipt of copies will be performed by that employee's representative and (5) if the records being requested include medical information and medical records, include a signed waiver to release medical information and medical records to that employee's specific representative.

Personnel records employees may request include:

- Any personnel documents that are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, benefits, discharge or other disciplinary action, except as exempted by Section 10 of the IPRRA.
- Any employment-related contracts or agreements the Carol Stream Park District maintains and are legally binding on the employee.

- Any employee handbooks the Carol Stream Park District made available to the employee or the employee acknowledged receiving.
- Any written employer policies or procedures the Carol Stream Park District contends the employee was subject to and concern qualifications for employment, promotion, transfer, compensation, benefits, discharge or other disciplinary action.

The Carol Stream Park District shall comply with the request within seven working days of its receipt; if the Carol Stream Park District can reasonably show such a deadline cannot be met, the Carol Stream Park District shall have an additional seven calendar days to comply. If the Carol Stream Park District does not maintain records in one or more of the categories requested, the Carol Stream Park District may respond in writing to that effect but will still permit inspection, copying or receipt of records that the Carol Stream Park District does maintain. If the Carol Stream Park District maintains the records requested in a manner and fashion already accessible by the employee, the Carol Stream Park District will provide the employee with instructions on how to access the records. The Carol Stream Park District reserves the right to charge an employee for the actual costs of duplication of records.

CURRENT POLICY 1.19 Child Labor Laws

1.19 CHILD LABOR LAWS: EMPLOYMENT OF MINORS

It is a preference of the Carol Stream Park District to hire employees who are 16 years of age and older. In rare cases where an exception is made, the Carol Stream Park District will comply with all Federal and Illinois Child Labor Laws regarding the employment of minors.

All minors under age 16 must have an Employment Certificate (Work Permit) before they will be allowed to work for the District. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.

For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.

Federal and Illinois Child Labor Laws mandate that a minor cannot work the following hours:

1. When school is in session, children 14 and 15 years of age may work:
 - Up to 3 hours per day;
 - Up to 24 hours per week; and
 - The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work:

- More than 8 hours per day;
 - More than 6 days per week; nor
 - More than 48 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
 4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Employees under age 16 are not permitted to supervise any part of the transportation of camp, field trips, or other Park District sponsored program participants to or from Park District sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Any Supervisor in violation of this policy will be subject to disciplinary action up to and including termination.

NEW POLICY 1.19 Child Labor Laws

1.19 CHILD LABOR LAWS: EMPLOYMENT OF MINORS

The Carol Stream Park District complies with all applicable federal, state and local child labor laws regarding employment of minors including, but not limited to, the Fair Labor Standards Act (FLSA) (which applies to minors under the age of 18 years old) and the Illinois Child Labor Act of 2024 (which applies to minors under the age of 16 years old). This policy does not seek to list all those laws but to highlight key provisions generally.

All minors under age 16 must have an employment certificate before the Carol Stream Park District will allow them to work. The Regional or District Superintendent of Schools or a duly authorized agent issues employment certificates and must give the certificate to the Carol Stream Park District for employment purposes, so the Carol Stream Park District can produce the certificate upon request to the Illinois Department of Labor.

For purposes of this policy, “School Day” means any day when school is in session and “School Week” means any week where one or more days are school days.

Federal and Illinois child labor laws mandate a minor under the age of 16 cannot work the following hours:

- During school hours when school is in session.
- More than six consecutive days in a calendar week.
- More than 40 hours in a calendar week when school is not in session.
- More than eight hours in any 24-hour period.
- Over three hours a day when school is in session.
- Over eight hours a day combining school and work hours when school is in session.
- Over 18 hours in a calendar week when school is in session.
- Earlier than 7 a.m. and later than 7 p.m., except:
 - From Labor Day to June 1, the minor may work up to 9 p.m. if the minor works no more than 3 hours per day, no more than 2 school days in the week, and no more than 24 hours total in the week outside school time.
 - From June 1 to Labor Day, when the minor may work up to 10 p.m.

The Carol Stream Park District will provide an unpaid meal period of at least 30 minutes to minors under the age of 16 no later than the fifth consecutive hour of work. The Carol Stream Park District will provide an adult **21 years of age or older***, on-site, to supervise minors under the age of 16 at all times while the minors are working. **(*NOTE: Legislation is in the process of being implement to change the age of the adult supervisor to 18. As soon as the Governor officially signs off on this change, we will change the age accordingly in this policy.)**

Employees under age 16 cannot supervise any part of the transportation of camp, field trips or other Carol Stream Park District-sponsored program participants to or from Carol Stream Park District-sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Under applicable federal, state and local laws, certain duties or positions may be prohibited for certain age groups, such as those under the age of 16 or under the age of 18. The Carol Stream Park District complies with all such limitations and may put relevant age restrictions in applicable job descriptions and/or postings for clarity.

NEW POLICY 1.27 Captive Audience Meetings and Communication

1.27 CAPTIVE AUDIENCE MEETINGS AND COMMUNICATIONS

In compliance with the amendments to the Illinois Worker Freedom of Speech Act, as well as other laws applicable to public employers, the Carol Stream Park District will not discharge,

discipline or otherwise penalize an employee or threaten to do so: (1) for declining to attend or participate in an employer-sponsored meeting or declining to receive or listen to communications from the employer or the agent, representative or designee of the employer, if the meeting or communication is to communicate the opinion of the employer about religious matters or political matters; (2) as a means of inducing employees to participate in such meetings or receive/listen to such communications; or (3) for their good-faith report of such a violation.

For the purposes of this policy and the Act, "political matters" means "matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulations, proposals to change public policy and the decision to join or support any political party or political, civic, community, fraternal or labor organization." "Religious matters" means "matters relating to religious belief, affiliation and practice, and the decision to join or support any religious organization or association."

Nothing in this policy or the Act limits the Carol Stream Park District's ability to:

- Communicate information required to be communicated to employees by law.
- Conduct voluntary meetings on religious or political matters, or communicate on the same, so long as receipt of and listening to the communication is voluntary. "Voluntary" means the action is not (1) incentivized by a positive change in any employment condition including, but not limited to, any form of compensation or any other benefit of employment; and (2) taken under threat of a negative change in any employment condition for nonattendance, including but not limited to, any negative performance evaluation or any other adverse change in any form of compensation or any other benefit of employment.
- Communicate information necessary for employees to do their job.
- Train employees on topics intended to foster a civil and collaborative workplace or reduce workplace harassment or discrimination.
- Any other exemptions listed under the Act.

For more information on the Act, please see the Carol Stream Park District's workplace posters located at all Park District Facilities.

CURRENT POLICY 2.3 Payment of Salary

2.3 PAYMENT OF SALARY

Salary payment is made biweekly for base salary due up to the pay date.

Paydays usually are biweekly on every other Friday.

*Failure of non-exempt employees to submit time records as outlined in the Park District's Pay Period Schedule may result in delay of payment.

Overtime payment, which is included with the non-exempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior pay-period. (For additional explanations see section on overtime compensation.)

It is the Park District's policy that employee paychecks or direct deposit statements be mailed to their home, unless an employee has provided an email address for electronic delivery of direct deposit statements.

If the normal payday falls on a Park District-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. Under no circumstances will the Park District release any paychecks prior to the announced schedule.

A statement of earnings is given each pay period to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes, home address changes, or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Business Office.

Except for extreme emergencies and PTO pay, no salary advances will be made.

2-3.1 Lost Paycheck

In the event of a lost paycheck, the Finance & Administration Office must be notified as soon as possible by an employee's Supervisor before a replacement check can be issued. In the event the lost paycheck is recovered and the Park District identifies the endorsement as that of an employee, an employee must remit the amount of the replacement check to Carol Stream Park District within 24 hours of the time it is demanded. Repeated instances of lost paychecks may result in an employee being responsible for bank fees, and/or disciplinary action.

2-3.2 Overpayment and Underpayment (Paycheck Errors)

In the event that an error is made in an employee's paycheck resulting in an underpayment, a correction will be made on the pay period following the identification of the error. In cases where

this delay in compensation would result in financial hardship to an employee, the correction to the underpayment will be paid to an employee on the following business day.

Similarly, in event that an error is made in an employee's paycheck resulting in an overpayment, it will be an employee's responsibility to immediately notify the Finance & Administration Office.

- If an employee is paid by check, they will be given the option of returning the incorrect paycheck and receiving a corrected replacement check.
- If an employee is paid through Direct Deposit, they must write a check to the District representing the refund of the overpayment.

Intentionally withholding information regarding overpayment may result in disciplinary action up to and including termination of employment.

2-3.3 Time Records

The attendance of all employees is recorded daily and is submitted to the Finance & Administration Office bi-weekly in accordance with deadlines outlined in the District's Pay Period Schedule. Attendance records are Park District records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including termination of employment.

- All employees must record the time they arrive/depart, each day, on his/her time record. Each employee is responsible only for his/her own record keeping.
- An employee's failure to submit a timecard in accordance with the deadlines outlined in the District's Pay Period Schedule may result in delayed payment of wages.
- Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against Park District rules and is grounds for disciplinary action, up to and including dismissal.
- Lunchtime is one hour unless otherwise indicated in the space provided on the time register (subject to your Supervisor's approval on a daily basis).
- Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.
- If an employee forgets to clock or sign in or out, they must notify their Supervisor immediately so the time may be accurately recorded for payroll.
- An employee's Supervisor must approve overtime; employees with overtime entries that do not have prior approval will be subject to disciplinary action.

Exempt employees are not required to sign in or out; however exempt employees must keep track of hours worked including lunch breaks.

REVISED POLICY 2.3 Payment of Salary

2.3 PAYMENT OF SALARY

Salary payment is made biweekly for base salary due up to the pay date.

Paydays usually are biweekly on every other Friday.

*Failure of non-exempt employees to submit time records as outlined in the Park District's Pay Period Schedule may result in delay of payment.

Overtime payment, which is included with the non-exempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior pay-period. (For additional explanations see section on overtime compensation.)

It is the Park District's policy that employee paychecks or direct deposit statements be mailed to their home, unless an employee has provided an email address for electronic delivery of direct deposit statements.

If the normal payday falls on a Park District-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. Under no circumstances will the Park District release any paychecks prior to the announced schedule.

A statement of earnings is given each pay period to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes, home address changes, or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Business Office.

Except for extreme emergencies and PTO pay, no salary advances will be made.

2-3.1 Paycheck Statement

The Carol Stream Park District will provide employees with a statement each pay period. This statement reflects an employee's hours worked, rate of pay, overtime pay and overtime hours worked, gross wages earned, deductions made from the employee's wages and the total of wages and deductions year to date.

Employees will have the right to inspect (or request in physical or electronic form, at their election) their paycheck statement within 21 days of a request twice per 12-month period and this request must be made in writing. Similarly, former employees will have a right to inspect (or request in physical or electronic form, at their election) their paycheck statements within 21 days of a request twice in the 12-month period following separation of employment. Requests for paystubs should be to the Human Resources Department, which maintains the employer's payroll information. The Carol Stream Park District will retain the paystubs for at least three years from the date of payment.

The Carol Stream Park District furnishes and maintains electronic paystubs. Therefore, upon an employee's separation, the Carol Stream Park District will offer to provide the outgoing employee with a record of all their paystubs from one year preceding the separation date. The offer will be made to the outgoing employee by the end of their final pay period, and the Carol Stream Park District will record, in writing, the date on which this offer was made and how the outgoing employee responded.

2-3.2 Lost Paycheck

In the event of a lost paycheck, the Finance & Administration Office must be notified as soon as possible by an employee's Supervisor before a replacement check can be issued. In the event the lost paycheck is recovered and the Park District identifies the endorsement as that of an employee, an employee must remit the amount of the replacement check to Carol Stream Park District within 24 hours of the time it is demanded. Repeated instances of lost paychecks may result in an employee being responsible for bank fees, and/or disciplinary action.

2-3.3 Overpayment and Underpayment (Paycheck Errors)

In the event that an error is made in an employee's paycheck resulting in an underpayment, a correction will be made on the pay period following the identification of the error. In cases where this delay in compensation would result in financial hardship to an employee, the correction to the underpayment will be paid to an employee on the following business day.

Similarly, in event that an error is made in an employee's paycheck resulting in an overpayment, it will be an employee's responsibility to immediately notify the Finance & Administration Office.

- If an employee is paid by check, they will be given the option of returning the incorrect paycheck and receiving a corrected replacement check.
- If an employee is paid through Direct Deposit, they must write a check to the District representing the refund of the overpayment.

Intentionally withholding information regarding overpayment may result in disciplinary action up to and including termination of employment.

2-3.4 Time Records

The attendance of all employees is recorded daily and is submitted to the Finance & Administration Office bi-weekly in accordance with deadlines outlined in the District's Pay Period Schedule. Attendance records are Park District records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including termination of employment.

- All employees must record the time they arrive/depart, each day, on his/her time record. Each employee is responsible only for his/her own record keeping.
- An employee's failure to submit a timecard in accordance with the deadlines outlined in the District's Pay Period Schedule may result in delayed payment of wages.
- Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against Park District rules and is grounds for disciplinary action, up to and including dismissal.
- Lunchtime is one hour unless otherwise indicated in the space provided on the time register (subject to your Supervisor's approval on a daily basis).
- Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.
- If an employee forgets to clock or sign in or out, they must notify their Supervisor immediately so the time may be accurately recorded for payroll.
- An employee's Supervisor must approve overtime; employees with overtime entries that do not have prior approval will be subject to disciplinary action.

Exempt employees are not required to sign in or out; however exempt employees must keep track of hours worked including lunch breaks.

CURRENT POLICY 6.8 Attendance, Punctuality and Dependability

6.8 ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

The Carol Stream Park District depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected to work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify their Supervisor as far in advance as possible, but not later than one hour before their scheduled starting time if they expect to be late or absent. This policy applies for each day of their absence unless there is a pre-approved PTO involved. An employee who fails to contact their immediate Supervisor may be considered as having voluntarily resigned. An accurate record of attendance will be maintained by the Human Resources Office. A record of absenteeism and lateness may also be kept by an employee's Supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in disciplinary action up to and including termination of employment.

REVISED POLICY 6.8 Attendance, Punctuality, and Dependability

6.8 ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY

Attendance is an essential part of each job position and an employee's overall job performance, and is critical to the smooth and efficient operation of the Carol Stream Park District. Absenteeism and tardiness are expensive, disruptive and place an unfair burden on fellow employees and immediate supervisors. It is imperative that employees report to work regularly, promptly and be ready to perform their assigned duties at the beginning of the workday. To the extent permitted by law, excessive absenteeism and tardiness lessen an employee's chances for advancement and may result in discipline, up to and including dismissal.

If employees are going to be late or absent for any reason (whether for all or part of the workday), they or someone else on their behalf must telephone the employee's immediate supervisor at least thirty (30) minutes prior to the employee's scheduled starting time. If the immediate supervisor is not available, employees must contact the supervisor at the succeeding level of authority in their department. If employees are unable to contact supervisors directly, they may leave a voice mail. It is each employee's personal responsibility to ensure that they give proper notification.

If employees must leave work early because of illness or personal emergency, they must make every reasonable effort to advise their immediate supervisor promptly or, if the immediate supervisor is not available, the supervisor at the succeeding level of authority in their department prior to leaving work.

Unless prohibited by the Illinois Paid Leave for All Workers Act and/or the Cook County Paid Leave Ordinance, an employee's notice must include a reasonable explanation for the absence or tardiness (or need to leave early) and a statement as to when the employee expects to arrive at or return to work. The Carol Stream Park District may require an employee to present a note from their treating healthcare provider or other documentation substantiating the length of, and reasons for, the absence or tardiness (or need to leave early).

The foregoing notice requirements apply to each day of absence or tardiness (or need to leave early), including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or disciplinary action, up to and including dismissal. Moreover, if employees fail to report to work on three consecutive working days without notifying their supervisor(s), the Carol Stream Park District will consider them to have abandoned their employment with the Carol Stream Park District voluntarily, resulting in dismissal. The Carol Stream Park District will require employees who are absent for three or more consecutive shifts for the employee's own medical condition (and notify their supervisor such that they have not voluntarily abandoned their employment) to submit a note from a treating healthcare provider indicating the employee is fit to return to work with or without a reasonable accommodation.

Attendance is an essential function of every job at the Carol Stream Park District. On-site attendance is an essential function of all or most jobs at the Carol Stream Park District. Even if employees provide proper notice of their absences or tardiness (or need to leave early), continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the Carol Stream Park District, constitutes unsatisfactory performance and will subject employees to disciplinary action, up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the FMLA, approved military leave, approved Paid Leave for All Workers Act and/or Cook County Paid Leave Ordinance time, ADA or pregnancy accommodations and other legally protected leaves.

REPRODUCTIVE HEALTH DECISIONS

A woman's right to choose whether to birth a child has been added as a protected class to the Illinois Human Rights Act. Upon approval of Board, we will add the phrase "reproductive health decisions" to the list of protected classes that are included in Personnel Policy 1.1 Equal Employment Opportunity and Policy 1.2 Non-Discrimination and Anti-harassment.

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: February 10, 2024
Approval: Pleasant Hill – Final Design Services **Agenda Item # 7C**

Issue

Should the Board approve a contract with Hitchcock Design Group, Naperville, IL, for final design services, construction documents and construction oversight, and grant reporting for Pleasant Hill Park totaling \$119,000.

Background/Reasoning

- Professional Services are exempt from the competitive bid process.
- Hitchcock Design Group has performed various projects for the District including McCaslin Park.
- Staff has utilized their services in the past and have found their work to be satisfactory and of the highest quality and staff has a great working relationship with Hitchcock Design Group.
- The proposal includes final design, construction document preparation, bidding, construction administration, and grant reporting.
- Reimbursable expenses, if incurred, (printing, travel, and courier) will be invoiced in addition to the professional service fees, not to exceed \$2,500.

Supporting Documents

- Hitchcock Design Group Pleasant Hill Park Final Design Contract

Cost

- The proposal cost is \$119,000.
- Budget source: Capital Fund Account #42-5-00-00-723.

Public/Customer Impact

Pleasant Hill Park is the next park due for renovation. The District received an OSLAD grant in the 2025 grant cycle and has partnered with School District 200 on this project to deliver a play space for Park District residents and the school alike. When local bodies of government work together our residents reap the rewards and this project will be no different.

Recommendation (enter type of vote)

That the Board approve a contract with Hitchcock Design Group, Naperville, IL, for final design services, construction documents and construction oversight, and grant reporting for Pleasant Hill Park totaling \$119,000.



February 5, 2025

Sue Rini
Executive Director
Carol Stream Park District
849 W Lies Road
Carol Stream, Illinois 60188

RE: Pleasant Hill Park Final Design

Dear Sue,

Congratulations on the award of your OSLAD grant and thank you for asking Hitchcock Design Group (HDG) to submit this proposal for Pleasant Hill Park Final Design. We appreciate the opportunity to continue our work with you and the Carol Stream Park District.

PROJECT UNDERSTANDING

Based on our discussions, we understand that Carol Stream Park District was awarded an Open Space Land Acquisition and Development (OSLAD) Grant from the Illinois Department of Natural Resources (IDNR) to provide funding for improvements to Pleasant Hill Park. The final design will be based on the approved master plan in the application. Final design of the project is allowed to be prepared in advance of an OSLAD grant award for the project in accordance with IDNR requirements, but construction will not be allowed to proceed until after grant award and grant contract execution between the Park District and the State of Illinois. Improvements include a playground, pickleball courts, basketball half courts, game tables, baggo games, parking lot renovation, and rain garden.

The total cost to deliver these improvements is estimated to be \$1,243,200. Carol Stream Park District would like to bid the project in spring/early summer 2025 and complete the project by end of 2025. We understand that the playground is to be completed first within the construction timeline and preferably prior to August 15th. The permitting and play equipment manufacturing timelines may require the bidding and construction schedule to extend to the fall of 2025 and through summer of 2026. The schedule will be evaluated following kick-off of the project. The grant agreement allows for the project to extend into 2027 if needed. HDG will prepare and submit the periodic reporting and reimbursement requests to the IDNR.

SCOPE OF SERVICES

We will first conduct a comprehensive kick-off discussion with you to discuss the details that will guide the process and to set the schedule for the project.

We will then begin the Design Development Phase for the elements identified in the approved Schematic Design, meeting with the project team periodically for input and review of the progress documents, budget, and submittals from various manufacturers' representatives. We will meet with the required regulatory agencies during design to confirm permitting requirements and timelines, and adjust the schedule as needed.

Following the completion of Design Development, we will advance the Construction Documentation Phase to prepare documents that are suitable for permitting, bidding, and construction. We will represent you during bidding and, following the award of construction contract to a general contractor, we will administer the construction process.

Please see the Scope of Services for our step-by-step approach.



PROFESSIONAL FEES

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

Final Design Services

Design Development Phase	Fixed Fee	\$36,000
Interpretive Signage Design Phase	Fixed Fee	\$5,000
Construction Documentation Phase	Fixed Fee	\$37,700
Permitting Phase	Hourly Estimate	\$6,500
Bidding Phase	Fixed Fee	\$4,000
Final Design Total Professional Fee Estimate:		\$89,200

Construction Phase Services

Construction Administration	Hourly Estimate	\$26,800
Construction Phase Services Total Professional Fee Estimate:		\$26,800

Grant Reporting Services

Grant Reporting Phase	Hourly Estimate	\$3,000
Grant Reporting Services Total Professional Fee Estimate:		\$3,000

Total Professional Fee Estimate:		\$119,000
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Reimbursable expenses (printing, travel, and courier) will be invoiced in addition to the professional service fees **not to exceed \$2,500**.

Optional Services:

IDNR Site Walk Through	Fixed Fee	ADD \$975
Additional site or Board meetings		Hourly



February 5, 2025
Carol Stream Park District – Pleasant Hill Park Final Design
Page 3

PROJECT TEAM

I will manage our work under the supervision of our Recreation Studio leader, Steve Konters. Other members of our Recreation Studio will participate as needed in order to advance the work in a timely way.

We can begin work upon your authorization and anticipate completing our work by the grant application due date.

Thank you, again, for the opportunity to continue working with you and Carol Stream Park District. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Lara Barnas
Senior Associate

To authorize this work, please sign and return this Agreement to Hitchcock Design Group. A countersigned agreement will be returned to you. Thank you for your business!

Accepted: _____
Sue Rini, Executive Director **Date**

Accepted: _____
Steve Konters, Senior Principal **Date**

Attached: Hitchcock Design Group Standard Terms and Conditions and Scope of Services, which are made part of this agreement



Scope of Services

Pleasant Hill Park Final Design

FINAL DESIGN SERVICES

A. Design Development Phase

Objective: The objective is to reach consensus with the Park District on the final design, probable cost and construction strategy for the proposed improvements.

Process: Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff]** Conduct a **Kick-off** with Park District representatives and the other project team members confirming:
 - a. Project area
 - b. OSLAD Grant inclusions
 - c. Project team structure and responsibilities
 - d. Approved Park Schematic Design
 - e. Permitting requirements
 - f. Budget and schedule
2. Assist you to obtain a **Geotechnical Investigation Report** from qualified geotechnical firms to a depth range of 5' to 30' at the locations of the proposed improvements to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials
3. Assist you to obtain a **Topographic Survey and Boundary** from qualified professional land surveyors, establishing horizontal and vertical ground control and locating natural features and manmade improvements including:
 - a. Property lines
 - b. Rights-of-way
 - c. Easements
 - d. Property ownership
 - e. Bench marks visible from project
 - f. Contours at one foot intervals
 - g. Tagged and numbered trees, 4" caliper and larger
 - h. Aboveground and underground water, storm and sanitary utilities including size, type, structures, grates and inverts (based on available utility atlases)
 - i. Aboveground and underground power and communication utilities
 - j. Buildings and other structures
 - k. Curbs, walks, roadways, drives, lights, signals and fencing
4. **Confirm Results and Recommendations** for final design from the **Geotechnical Investigation Report**.
5. Update the **Base Maps** for final design using the inventoried data and the boundary and topographic survey prepared during preliminary design.
6. Prepare **Project Program Summary** that includes:
 - a. Final design program
 - b. Grant requirements



- c. Jurisdictional factors
 - d. Budget and cost information
 - e. Project schedule
7. **Finalize the Design** including size, horizontal and vertical geometry, structure, materials and finishes, as appropriate, for the proposed improvements including:
 - a. Parking lot renovation
 - b. Playground
 - c. Pickleball courts
 - d. Basketball half courts
 - e. Game tables
 - f. Baggo games
 - g. Concrete multi-sport play area
 - h. Native planting restoration
 - i. Native area seating overlook
 - j. Interpretive signage (with selected vendor)
 - k. Landscaping and restoration
 - l. Site furnishings
 8. **Prepare the Preliminary Engineering** including:
 - a. Preliminary stormwater management and grading plan
 9. **Coordinate with Selected Playground Vendor** for the layout and selection of play equipment. Utilize their CAD files with equipment and use zones for the layout and materials plans.
 10. **Prepare the Design Development Documents** including:
 - a. Existing conditions information
 - b. Plan view drawings
 - c. Outline specifications
 - d. Product data
 11. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
 12. **[Meetings #2 and #3: Virtual, Staff]** Review the Design Development Documents with you at the 50% and 70% completion milestones. Prepare written summaries of discussions following each meeting.

Deliverables: **Base Maps, Meeting Summaries, Written Project Program, Schedule, Design Development Documents**

B. Interpretive Signage Design Phase (1 Sign)

Objective: The objective is to build consensus on learning outcomes and storytelling techniques and to prepare final layout and graphics to build consensus on the interpretive experience.

Process: The Hitchcock Design Group team will:

1. Conduct programming discussion with you to determine:
 - a. Desired programmatic uses of the interpretive elements
 - b. Relevant topics
 - c. Learning approaches (contextual, chronological, historical)



- d. Learning outcomes
2. Prepare a **Conceptual Write-up** for each sign including; written topic statements (and sub-topics, if applicable), a list of content expansion points, points of emphasis and learning outcome specifics for each sign.
3. Prepare **Conceptual Sign Sketch** to define shape, base and graphic layout.
4. Prepare **Draft Content** including headlines, narrative bodies and interpretive image list for the topics (and sub-topics, if applicable) for each sign and conduct In-House Internet Research or contact institutions to find suitable images as needed.
5. Assemble Low-Resolution **Preliminary Layouts** of each sign including borders and backgrounds, arrangement of text and graphics and electronic file assembly.
6. Print Color Draft Originals of each sign and meet with you for a layout review as part of the other indicated meetings.
7. Prepare High-Resolution **Final Layouts** following receipt of your final comments, for each signs.
8. Coordinate with a Selected Sign Manufacturer to provide manufacturing services.
9. Send Sign Manufacturer the Print-Ready Files and request sign material color samples of each sign. Conduct internal design intent review and forward to you for your review, comment and approval.

Deliverables: **Conceptual Write-up, Sign Sketches, Draft Content, Preliminary Layouts, Final Layouts, Print-Ready Files**

C. Construction Documentation Phase

Objective: The objective is to produce the final drawings, specifications, quantity schedules, project manual and other bid documents that will be used to competitively bid and construct the improvements.

Process: Following approval of the Design Development Phase, the Hitchcock Design Group team will:

1. **Finalize the Graphic Documentation** that will be used to bid and construct the improvements including:
 - a. Digital construction drawings
 - i. Cover sheet, notes and legend
 - ii. Existing conditions plans
 - iii. Site preparation plans
 - iv. Grading and drainage plans
 - v. Utility plans
 - vi. Layout and materials plans
 - vii. Landscape plans
 - viii. Site construction details



10. Finalize the **Written Documentation** that will be used to bid and construct the improvements including:
 - i. General and Supplementary Conditions
 - ii. Technical specifications
11. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
12. **[Meetings #4: Staff, 1 in Person]** Review the Construction Documents with you at 100% completion milestone. Prepare written summaries of discussions and update the Project Program following each meeting.
13. Perform internal Quality Management Review of the Construction Documents.

Deliverables: **Construction Drawings, Construction Specifications, Construction Cost Opinion, Meeting Summaries, updated Project Program**

D. Permitting Phase

Objective: The objective is to obtain the required permits.

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Prepare and assemble **Permit Documents** including:
 - a. Site Development Permit with local Municipality and their respective engineer
 - b. Permitting through DuPage County (if required)
 - c. IEPA/SWPPP and NOI permit (if required)
2. Submit Permit Documents as required to the respective regulatory agencies.
3. Communicate with you as necessary to Discuss Review Letter(s) received from regulatory agencies.
4. Make One (1) Set of Authorized Revisions to the appropriate Permit Documents and resubmit to the respective regulatory agencies.

Deliverables: **Permit Documents**

E. Bidding and Negotiation Phase

Objective: The objective is to help the client select a qualified contractor to construct the improvements.

Process: Following your approval, the Hitchcock Design Group team will:

1. Place **Bid Documents** in Online Digital Plan Room for bidding distribution and Management.
2. Recommend Reputable Contractors for your consideration.
3. Help you advertise the bid letting by preparing Legal Notice for your use in publicizing the bid.
4. Answer Questions and Issue Written Addenda, when appropriate, to all bidders regarding changes to or clarifications of the Contract Documents.



5. **[Meeting #5: Staff / Prospective Bidders]** Attend the bid opening and record the results.
6. Prepare a **Bid Tabulation** spreadsheet.
7. Perform Reference Checks for the apparent low bidder's references.
8. Issue a Bid Results Summary Letter.

Deliverables: **Bidding Documents, Legal Notice, Addenda, Bid Tabulation, Results Summary Letter, Meeting Summaries**

CONSTRUCTION PHASE SERVICES

The goal for this part of the engagement is to help the client get the improvements constructed. Following award of the work to a Contractor, Hitchcock Design Group will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

A. Construction Administration

Objective: The objective is to help you finalize and administer your construction contract with the Contractor and become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

Process: Following your award of the work to a Contractor, the Hitchcock Design Group team will provide these Construction Services until Final Acceptance of the work, or until 60 days after Substantial Completion of the work, whichever occurs first:

1. Help you prepare an **AIA Owner / Contractor Agreement**.
2. **[Construction Meeting #1: Staff / Contractor]** Conduct a **Pre-Construction Meeting** with you and the Contractor to review:
 - a. Contractor mobilization and staging
 - b. Contractor schedules
 - c. Contractor submittals
 - d. Responsibilities
 - e. Communications
 - f. Payment procedures
3. Issue Interpretations or **Clarifications** of the Contract Documents when requested by: you or the Contractor.
4. Prepare recommendations for construction **Change Orders**, as requested by:
 - a. You, because of a change that you wish to make to the scope of the Contractor's work
 - b. The Contractor because of the discovery of job site conditions that were concealed or unknown when the Owner / Contractor Agreement was executed, as approved by you
5. Review **Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.



6. Review **Testing Procedures** and data provided by independent testing services.
7. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.
8. [**Construction Meetings #2 - #9: Staff / Contractor**] Participate (8) eight site meetings with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.
9. **Prepare Field Reports** of the progress meetings at the site with you and the Contractor.
10. [**Construction Meeting #10: Staff / Contractor**] Participate in one (1) site visit to conduct a walk through and **prepare a Punch List** upon substantial completion of the construction of the work documented by us.
11. **Review Contract Close-out Submittals** required as provided by the Contractor, such as but not limited to:
 - c. Operating and maintenance manuals
 - d. As-built record drawings
 - e. Labor and material lien waivers
 - f. Payment applications
12. [**Construction Meeting #11: Staff / Contractor**] Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and **Establish Final Acceptance**.
13. **Prepare Final Payment Recommendations** regarding the Contractor's request for acceptance of substantially and finally completed work.

Deliverables: **Owner / Contractor Agreement, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations, Field Reports, Punch List, Closeout Submittal Review, Final Payment Recommendation**

GRANT REPORTING SERVICES

The goal for this part of the engagement is to help the client with Illinois Department of Natural Resources Open Space Land Acquisition and Development Grant (IDNR OSLAD) quarterly reporting.

A. Grant Administration Phase: IDNR OSLAD

Objective: Meet the requirements of the IDNR OSLAD grant reporting.

Process: Following your approval of the Master Plan Phase, the Hitchcock Design Group team will:

1. **Prepare quarterly reporting** documentation (9 maximum) and submit to IDNR as required for grant compliance.
2. Assist with final grant reimbursement request as led by Carol Stream Park District and your CPA per the grant requirements.

Deliverables: **IDNR Quarterly Reports**



GENERAL PROJECT ADMINISTRATION

We will manage the performance of our own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties
4. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously-completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
9. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement
10. Services rendered after Final Acceptance of the Contractor's work or services rendered more than 60 days after Substantial Completion of the Contractor's work

AUTHORIZATION

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.



HITCHCOCK DESIGN GROUP STANDARD TERMS AND CONDITIONS

1. **CONTRACT** – These Standard Terms and Conditions, and the accompanying Proposal Letter and Scope of Services constitute the full and complete Agreement (Agreement) between the Client (Client) and Hitchcock Design, Inc., dba Hitchcock Design Group (HDG), and may be amended, added to, superseded, or waived only if both parties agree in writing. The Project title is identified in the Proposal Letter.
2. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents prepared by HDG (“Documents”) are **instruments of HDG’S services that shall remain HDG’S property**. The Client agrees not to use the Documents for future additions or alterations to this Project or for other projects without HDG’S express written consent. Any unauthorized use of the Documents will be at the Client’s sole risk and without liability to HDG’S or its subconsultants. Accordingly, Client shall defend, indemnify, and hold harmless HDG from and against any and all losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized use.
3. **CONSTRUCTION PHASE SERVICES** – When construction-phase services are included in HDG’s scope, HDG will visit the site periodically to determine in general whether construction is proceeding in a manner consistent with the intent of the Documents. HDG is not responsible for the contractor’s construction means, methods, techniques, sequencing, or procedures, or for safety or programs in connection with the Project.

In the event that HDG’S scope of services does not include construction phase services and our work is used for construction by the Client, HDG shall not be responsible for the interpretation, accuracy, or completeness of the Documents. Client agrees to defend, indemnify, and hold harmless HDG from and against losses, claims, demands, liabilities, suits, actions, and damages arising out of or resulting from the design Documents.
4. **STANDARD OF CARE** – HDG and its subconsultants (if applicable) will exercise that degree of care and skill ordinarily exercised by other landscape architects and planners on similar projects at the time and locations such services are rendered. Client agrees that services provided will be rendered without warranty, express or implied.
5. **OPINION OF PROBABLE COSTS** – When required as part of HDG’s services, HDG will furnish opinions of probable cost, but does not guarantee, warrant or represent the accuracy of such estimates. Opinions of probable cost prepared by HDG hereunder will be made based on HDG’s experience and qualifications and will represent HDG’s judgment as an experienced and qualified design professional. Client agrees that HDG does not have control over the cost of labor, materials, equipment, or services furnished by others, or over market conditions, or contractors’ methods of determining prices, or performing the work.
6. **SUSPENSION/TERMINATION OF WORK** – The Client may, upon seven (7) days written notice, suspend or terminate the Agreement with HDG. The Client shall remain liable for and shall promptly pay HDG for all services performed to the date of suspension or termination. HDG may suspend or terminate the Agreement with Client upon seven (7) days written notice if the Client fails to perform in accordance with this Agreement.
7. **LIABILITY** – HDG will furnish general and professional liability insurance certificates upon request. The Client agrees that HDG’S total aggregate liability to the Client for injuries, claims, losses, expenses, or damages, including attorney’s fees, arising out the Project or this Agreement, including, but not limited to, HDG’s negligence, errors, omissions, strict liability, breach of contract, or breach of warranty shall be limited to the compensation actually paid to HDG under this Agreement.
8. **BILLING AND PAYMENT** – Client shall pay HDG in accordance with the professional service fees identified in the Proposal Letter, plus expenses at 115% of actual cost. HDG will submit to Client, on a monthly basis, an invoice for services performed and expenses incurred during the previous period. **Payment will be due within thirty (30) days of the invoice date, or 10-business days from the Client’s prime agreement payment terms.** In the event Client fails to pay HDG within thirty (30) days of the due date, Client agrees that HDG shall have the right to consider that event a breach of this Agreement, and upon seven (7) days written notice, HDG’s services and responsibilities may be either suspended or terminated. Client agrees to compensate HDG for services performed regardless of Client’s ability to secure loans, mortgages, additional equity, grants, payment from Client’s client, or other supplementary financing for the project. Client agrees to pay HDG with ACH digital check. Instructions will be sent with the invoice(s). If Client requires HDG to receive payment by mailed-check, Client agrees to mail check payments to the PO Box Payment Remittance Address below.
9. **Permits** - Unless specifically described in this Agreement, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.
10. **CONSEQUENTIAL DAMAGES** – HDG and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues and loss of business of business opportunities, for claims, disputes or other matters in question arising out of this Agreement.
11. **MISCELLANEOUS**
 - Governing Law:** The substantive laws of **Illinois** shall govern any disputes between HDG and the Client arising out of the interpretation and performance of this Agreement.
 - Mediation:** HDG and the Client agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings.
 - HDG Reliance:** Unless otherwise specifically indicated in writing, HDG shall be entitled to rely, without liability, on the accuracy and completeness of information provided by Client, Client’s consultants and contractors, and information from public records, without the need for independent verification.
 - Certifications:** HDG will not sign documents requiring HDG to certify, guaranty, or warrant existence of conditions that would require knowledge, services or responsibilities beyond this Agreement.
 - Third Parties:** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or HDG. HDG’s services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against HDG because of this Agreement or HDG’s performance of services hereunder.
 - Waiver of Subrogation** - Both parties to this Agreement waive all rights of subrogation and for damages during construction except to the extent covered by property insurance or other insurance applicable to the work or the project.
 - Authorization** - If HDG is authorized to provide these services, either orally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement and agrees to compensate HDG for such services in accordance with the payment terms outlined herein.



Standard Billing Rates and Expenses

BILLING RATES

Senior Principal	\$265
Principal	\$235
Senior Associate	\$195
Associate	\$160
Junior Associate	\$145

Reimbursable Expenses

In addition to our standard hourly rates, we invoice qualified sub-consultant fees, travel, and reproduction expenses per the terms of our agreement with mileage invoiced at the current IRS reimbursement rate.

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: February 10, 2025
Approval: Remote Pump Room Emergency Repair **Agenda Item # 7D**

Issue

Should the Board approve an invoice from Gatlin Plumbing and Heating, Griffith, IN, in the amount of \$38,174.50.

Background/Reasoning

- Emergency Services are exempt from the competitive bid process.
- Late November 2024, a power outage caused the furnace to fail, allowing freezing temperature to break water pipes in both domestic and fire depression water supply lines.

Supporting Documents

- Job# 24H1006

Cost

- Budget source: 20-5-24-00-562

Public/Customer Impact

Coral Cove Water Park is a highly desirable amenity within the District. The pump room is a necessity to operate the water park. Immediate repair would reduce any further damage and allow the water park to open on time in the spring.

Recommendation (enter type of vote)

That the Board approve an invoice from Gatlin Plumbing and Heating, Griffith, IN, in the amount of \$38,174.50.

GATLIN PLUMBING & HEATING, INC.

IN PLUMBING LICENSE #81009039

Phone
(219) 924-6972

Equal Employment Opportunity Employer

1111 E. Main Street
Griffith, IN 46319

TERMS: NET 30 DAYS. 1 1/2% MONTHLY SERVICE CHARGE ON ALL PAST ACCOUNTS

DATE 1/31/2025

CUSTOMER'S ORDER NO. _____ JOB NO. 24H1006

M Carol Stream Park District

ADDRESS 910 N. Gary Ave

CITY/STATE/ZIP Carol Stream, IL 60188

TERMS	COD	CHARGE X	ON ACCT. X	MDSE. RETD.	PAID OUT	SERVICE TICKET # 4900
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QUAN.	DESCRIPTION	PRICE	AMOUNT
	Remote Pump House - Description of work completed can be found on attached service ticket.		
		Labor	11,833.50
		Materials	6,690.00
		Subcontractor	19,451.00
		Truck Charge	200.00
S.R. #			
INVOICE No. 96913		TAX	
All claims and returned goods MUST be accompanied by this bill. RECEIVED BY _____		TOTAL 38,174.50	

Jacqueline Jeffery, President

Sue Rini, Executive Director

Shane Hamilton, Director of Parks & Facilities

SERVICE TICKET

GATLIN PLUMBING & HEATING, INC.
 1111 E. Main Street
 Griffith, Indiana 46319
 (219) 924-6972

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
JOB NAME/NUMBER 24H1006	
JOB LOCATION Remote Pump house	
JOB PHONE	STARTING DATE

CUSTOMER NAME Carol Stream	NAME OF EQUIPMENT	MODEL NO.	SERIAL NO.	CUSTOMER NO.
STREET NO. 849	STREET hies Rd	CITY Carol	ZIP	
CUSTOMER REQUEST Repair of Frozen piping	INVOICE NO.	INVOICE DATE	YOUR ORDER NO.	
WORK PERFORMED Performed necessary repairs of piping due to frozen pipes & breakage.				

WE RECOMMEND:

QUANTITY	MATERIAL	SOURCE:	V	T	PURCHASED FROM
					P.O.#
					PURCHASED FROM
					P.O.#
					PURCHASED FROM
					P.O.#
					PURCHASED FROM
					P.O.#
					DISPOSITION
					<input type="checkbox"/> COMPLETE
					<input type="checkbox"/> INCOMPLETE
					<input type="checkbox"/> PARTS ORDER

By Initialing here, I acknowledge that this service call was safe and accident free: _____

DATE	LABOR USED - SERVICE TECHNICIAN	REG HRS.	O. T. HRS.	TOTAL

WORK & CHARGE ACCEPTED AS SATISFACTORY	HOURS TO BE BILLED:	INVOICE TOTAL:	TBD
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IF YOU DEFAULT IN PAYMENT, YOU AGREE TO PAY THE HOLDER OF THIS JOB INVOICE ALL COSTS OF COLLECTION INCLUDING REASONABLE ATTORNEY FEES, COURT COSTS, AND INTEREST AT THE RATE OF 1.5% PER MONTH, ANNUAL PERCENTAGE RATE 18% FROM THE DATE OF DEFAULT, WITHOUT RELIEF FROM VALUATION AND APPRAISEMENT LAWS.

PLEASE NOTE WE DO NOT ASSUME RESPONSIBILITY FOR DAMAGE INCURRED WHEN MOVING EQUIPMENT. OUR WARRANTY APPLIES TO THE WORK ITEMIZED ABOVE AND DOES NOT COVER THE ENTIRE EQUIPMENT. ALL WARRANTY WORK IS SUBJECT TO THE MANUFACTURER'S ACCEPTANCE OF THE CLAIM.