

Berwyn Park District
Monthly Board Meeting
Proksa Park Activity Center
3001 Wisconsin Ave. Berwyn, IL
May 16, 2023, at 6:00pm

Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda (action)
- IV. Swearing in of Officers
- V. Voting of Positions
- VI. Acceptance of Minutes (action)
 - a. April 4, 2023, Committee Meeting Minutes
 - b. April 4, 2023, Budget Hearing Minutes
 - c. April 18, 2023, Board Meeting Minutes
 - d. May 2, 2023, Committee Meeting Minutes
- VII. Public Comments
- VIII. Correspondence
- IX. Financial Report
- X. Agency Report
- XI. West Suburban Special Recreation Association (WSSRA)
- XII. Unfinished Business
 - a. DCEO Grant
 - b. Approval of Purchasing Policy
- XIII. New Business
 - a. Local Government Efficiency Act
- XIV. Commissioners Comments
- XV. Executive Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
 - b. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 - c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
 - d. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

BOARD OF COMMISSIONERS

Brian Brock, President
Zachary Taylor, Treasurer
Gretchen Kostelny, Commissioner

Ana Espinoza, Vice President
Mario Manfredini, Secretary

XVI. Adjournment

(action)

The next regular scheduled meeting of the Board of Commissioners is June 20, 2023, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is June 6, 2023, at 4:30pm at Freedom Park Administration Building.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.



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Berwyn Park District
Monthly Committee Meeting
Freedom Administration Center Building
3701 Scoville Ave. Berwyn, IL
April 4, 2023, at 4:30pm

Minutes

- I. Call to Order – The meeting was called to order at 4:40pm. Roll Call of Commissioners: Commissioners in attendance, Commissioner Brock, Commissioner Espinoza, Commissioner Taylor, Commissioner Kostelny, Commissioner Manfredini. Commissioners absent: None.
- II. Adoption of Agenda: Motion made by Commissioner Brock, Second by Commissioner Taylor
- III. Public Comments: None
- IV. Correspondence: Commissioner Manfredini reported that the BDC was awarded a grant and the Park District will be a recipient of 4 party wagons including tables, chairs, tents and bag sets. An IGA will need to be signed.
- V. Finance
 - a. Treasure’s report: Included was the treasure’s report as traditionally presented. Director Fallon asked for 2 weeks to present at the Board Meeting an updated treasure report with suggestions to update financial reporting. Commissioner Taylor agreed.
 - b. Accounts Payables
 - c. Budget: Director Fallon and Superintendent Hayes presented the budget to the Board of Commissioners. The Board asked questions for clarification.
- VI. Policy and Personnel: Director Fallon informed the Board the Policy Manual will be updated. Staff where appropriate will have input, and the Board will be presented with the changes for approval.
- VII. Recreation: The brochure was published and shared online. There are 70 participants registered for soccer. The Egg Hunt will be held on April 8th at 11 am.
- VIII. Building and Grounds: Information was presented to the Board about Hessler Water Fountain as well as district wide. All water fountains are being run for a period and then new water samples will be taken and retested to determine if lead exists. Commissioner Taylor suggested applying for a grant through the EPA for lead service grant funding.
- IX. Technology Update: Barracuda email filter has gone live. Multifactor Authentication will be administered through DUO and will go live in mid-April.
 - a. 2023 Budget Ordinance
- X. Other: The Committee Meeting calendar will be included on the website. Staff will work towards a plan to communicate which park components are inclusive, and highlight amenities at the different play grounds. The DCEO Grant will be evaluated. Discussion about the Urban Tree Management program and a tree planting budget, to ensure the Park

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District is managed appropriately. A discussion about hosting an annual review of the Board/Board Retreat.

- XI. Adjournment: Was motioned at 6:03pm by Commissioner Manfredini, second by Commissioner Brock.

The next regular scheduled meeting of the Board of Commissioners is May 16, 2023, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is May 2, 2023, at 4:30pm at Freedom Park Administration Building.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes



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Minutes of Budget Hearing Meeting
Berwyn Park District
April 4th, 2023
Freedom Administration Building

The budget hearing meeting of the Berwyn Park District Board of Commissioners was called to order at 6:04pm by President Brian Brock.

Commissioners in attendance: President Brian Brock, Ana Espinoza, Gretchen Kostelny, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Cathy Fallon (Executive Director), and Cindy Hayes (Superintendent of Finance and HR), Debbi Gayon (Superintendent of Recreation and Experiential Programming) and John Roberts (Superintendent of Parks).

Budget Hearing Presentation: Commissioner Kostelny would like the district to spend down the surplus in funds. Commissioner Manfredini would like to see a replacement plan for the Maintenance Department.

Public Comments: No one from the public attended. One email was received on April 4th from Tim Gonzalez- Smith. Hayes read the email during public comments. Gonzalez- Smith is looking for improvements to the disc golf course: Reinstallation of hole 1 and 3 tee signs, Updated course welcome sign, more prominent cautionary signage around park, Wind flags for top of baskets, Mulch (or access to it) for placement around baskets, Commitment to keep tee boxes level over time.

Adjournment: A motion was made by Kostelny, seconded by Manfredini to adjourn at 6:20pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

Minutes of Monthly Board Meeting
Berwyn Park District
April 18th, 2023
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:06pm by President Brian Brock.

Commissioners in attendance: President Brian Brock, Ana Espinoza, Gretchen Kostelny, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Cathy Fallon (Executive Director), and Cindy Hayes (Superintendent of Finance and HR).

Agenda: A motion made by Kostelny, seconded by Manfredini to approve the agenda. Motion unanimously carried.

Minutes: A motion made by Manfredini, seconded by Kostelny to approve the minutes from March 20th, 2023. Motion unanimously approved.

Public Comments: Director Fallon received an email from Kelly Noble. She would like updates to Smirz Park: more mulch added to the playground, a dog park to be created at Smirz Park, a splash pad to be added, remove the bathrooms at the park, and add picnic tables and benches.

Treasurer's Report: The new monthly financial report given by Director Fallon. The total investments as of March 31st, 2023, are \$1,299,900.65. A motion was made by Taylor, seconded by Manfredini to approve April's payables \$127,904.68 and March's payroll \$90,235.15 for a total of \$218,139.83. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

Agency Report: Director Fallon presented a draft of the new Treasurer's report. Fallon is also proposing modifications to which bank account tax dollars should go to. Then on a quarterly basis, transfer money to the operating account. Fallon and Roberts met with Novotny and a structural engineer- an evaluation of Liberty is needed to decide how to proceed. The recreation department hosted an egg hunt on April 8th. There are 183 children currently signed up for soccer. A new employee, Favian, started April 17th in the maintenance department. Director Fallon has begun discussions with companies to give a presentation on a Master Plan to the board.

West Suburban Special Recreation Association (WSSRA): Updates from March 15-March 31 are included in the packet. WSSRA's Annual Derby Gala is May 6th. A flyer was included in the packet.

Unfinished Business: DCEO grant -finding out more information for the committee meeting.
CDS Technology update-working on a replacement plan.

New Business: A motion was made by Kostelny, seconded by Espinoza to waive the reading of O-23-01 Declaration of 2023 Budget Appropriations. Motion unanimously carried. A motion was made by Kostelny, seconded by Manfredini to approve O-23-01 Declaration of 2023 Budget Appropriations. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

A motion was made by Manfredini, seconded by Espinoza to remove Gerald Sebesta from the Illinois Funds account and all other financial institutions where the Berwyn Park District has accounts with due to Gerald Sebesta's retirement. Motion unanimously carried.

A motion was made by Manfredini, seconded by Kostelny to add Cynthia Hayes as the primary principal person on the Illinois Funds account. Motion unanimously carried.

A motion was made by Manfredini, seconded by Espinoza to add Zachary Taylor to the Illinois Funds account. Motion unanimously carried.

Commissioners' Comments: Commissioner Taylor commented that he is seeing too many motorized bikes at Proksa- concerned about safety. Director Fallon responded that we need to update a general use for parks ordinance. President Brock stated the board needs to complete a triannual review of the bylaws and the board needs to have an annual retreat. Next meeting- election of officers. Brock also gave an update of his visit to Gerald Sebesta (former treasurer) along with Manfredini. They presented the retirement plaque to Sebesta. Commissioner Manfredini commented on the program "Tot Time" was great. Commissioners are questioning if Brewfest should be advertised now. Commissioners asking if there is a type of Rubrik to have when deciding on which company to hire for master plan,

Meeting Dates: May 2nd, 2023-Committee meeting at the Freedom Admin Building at 4:30pm. May 16th, 2023-Regular Board Meeting at Proksa Park Activity Center at 6:00pm.

Adjournment: A motion was made by Manfredini, seconded by Espinoza to adjourn at 7:04pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

Committee Meeting Minutes
Berwyn Park District
May 2, 2023
Freedom Admin Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:37pm by President Brian Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, and Mario Manfredini arrived at 4:40pm. Via phone: Gretchen Kostelny, and Zachary Taylor.

A motion was made by Brock, seconded by Espinoza to allow Gretchen Kostelny and Zachary Taylor to attend via phone. Motion unanimously approved.

Staff in attendance: Cathy Fallon (Executive Director), Debbi Gayon (Superintendent of Recreation and Experiential Programming), Cindy Hayes (Superintendent of Finance and HR), and John Roberts (Superintendent of Parks).

Agenda: A motion made by Espinoza, seconded by Brock to approve the agenda as presented. Motion unanimously carried.

Public Comments: Kelly Noble would like to see upgrades to Smirz Park. Since the bathrooms have not been open in years, she would like them removed. She would like mulch added to the children's playground area. Noble would like benches and picnic tables be added near the playground. She also wants to see upgrades to the skate park.

Correspondence: none

Treasurer's Report: The new version of the Treasurer's report was included in the packet. We are still working on the final details of the report. Director Fallon recommends that the account at Byline Bank be changed to an interest-bearing account to be used for unemployment purposes. The suggested balance should be about \$32,000.00. Fallon also suggested setting up another interest-bearing account for future grant money.

Policy and Personnel:

Director Fallon presented a draft of the purchasing policy for employees. This policy will provide structure and guidance to staff when making purchases on behalf of the agency. Commissioner Taylor would like employees to obtain at least two estimates if the purchase price will be \$10,000 and up.

Recreation:

Superintendent Gayon's report is included in the packet. Director Fallon discussed the differences between Community Events (free events for the community) and Special Events (monetary charges) with the board. Director Fallon asked for feedback on events they would like to happen or retired. The commissioners would like to see the Halloween event from previous years brought back and also Fiesta. Other suggestions include: All night camp out in Proksa Park and Mario Cart in Proksa Park. Also, maybe partnering with the group Kidical Mass (bike riding).

Director Fallon has started the planning of the Back to School Picnic with Mary Havis from BSD100 and Jamie Swicionis from the YMCA

Building and Grounds: Liberty Center- structural engineer, Jonathan Robinson, came to assess short- and long-term solutions for the kitchen floor/basement walls and ceiling. The refrigerator was moved from the kitchen to the blue room. A lock was put on the door leading to the kitchen to prevent anyone from entering the area. The doorway going from the kitchen to the stage was also blocked off. The pool house bathrooms have been temporarily closed due to a leaky pipe. The board would like the agency to proceed with repairs to the bathrooms. Berwyn Western will be doing the repairs at a cost of \$1680.00. Port-O-Lets have been ordered until the repairs are completed. Water samples were collected and sent out for lead content evaluation. Still waiting for results. LR Landscaping has been contracted to cut the grass at the parks May-September.

Technology Update: The park district is working with CDS Technologies on a replacement plan for out IT needs.

Other: Master Plan-Fallon has recommended two companies to the board. The Hitchcock Design Firm and Planning Resources, Inc. will be invited to come to the June Committee Meeting to give presentations to the board.

Cell Tower Lease- The proposed lease with AT&T is being reviewed by the district's lawyer. The proposed amount still needs to be evaluated.

Committee Meeting dates for 2023: June 6, August 1, September 5, October 3, November 7 and December 5. The July Committee Meeting is to be determined. The meetings will be held at Freedom Administration Building, 3701 Scoville Ave. at 4:30pm, unless otherwise noted.

Scholarship report was included in the packet. Two families have been awarded scholarship money as of April 2023.

Adjournment: A motion was made by Manfredini, seconded by Taylor to adjourn at 5:59pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

DATE: 05/16/2023
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

- A. May 2023 Payables / Payroll and Payroll Liabilities (Action Roll Call)
- B. Treasure's Report
- C. General Ledger (GL) Report
- D. Schedule of Investments
- E. Scholarship Report

DATE: 05/10/2023
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

May 2023 Payables:

\$87,083.93

Payroll/Payroll Liabilities:

4/14/2023 \$32,301.72

4/28/2023 \$35,026.70

total: \$67,328.42

I motion to approve the May 2023 payables in the amount of \$87,083.93 and April 2023 Payroll in the amount of \$67,328.42 for a total of \$154,412.35.

FROM 04/25/2023 TO 05/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	May 23 - LL								
	01	Liberty lot - Electric	20020052638	04/27/23		24646	05/11/23	887.08	23.60 23.60
	May 23 -FP								
	01	Freedom Electric	10020052638	04/14/23		24631	04/25/23	1,548.63	1,068.89 1,068.89
								VENDOR TOTAL:	2,435.71
DIAMOND	0102831692								
	01	business cards	20010055761	05/11/23		24647	05/11/23	280.00	280.00 280.00
								VENDOR TOTAL:	280.00
FITZ	36850								
	01	installed antenna & fixtures	10020053660	05/04/23		24648	05/11/23	886.74	886.74 886.74
								VENDOR TOTAL:	886.74
FSS	514104								
	01	Freedom burglar and access	10020052640	04/14/23		24632	04/25/23	314.82	110.94 110.94
	514105								
	01	Sunshine access control	10020052640	04/14/23		24632	04/25/23	314.82	22.47 22.47
	514106								
	01	Liberty Access Control	20020052640	04/14/23		24632	04/25/23	314.82	29.97 29.97
	514107								
	01	Proksa burglar and access	20020052640	04/14/23		24632	04/25/23	314.82	103.44 103.44
	514108								
	01	Karban access control	20020052640	04/14/23		24632	04/25/23	314.82	48.00 48.00
								VENDOR TOTAL:	314.82
Groot	10592242T098								
	01	Sunshine - trash service	10020052630	05/01/23		24649	05/11/23	1,585.56	895.24 895.24
	10592890T098								
	01	Freedom - trash service	10020052630	05/01/23		24649	05/11/23	1,585.56	373.55 373.55

FROM 04/25/2023 TO 05/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
10593163T098	01	Liberty - trash service	20020052630	05/01/23		24649	05/11/23	1,585.56	316.77 316.77
MART AIR	Martin-Aire							VENDOR TOTAL:	1,585.56
009560	01	HVAC repair at Proksa	20020053666	05/05/23		24650	05/11/23	210.00	210.00 210.00
NCSI	NCSI							VENDOR TOTAL:	210.00
# 32802	01	4 background checks	23000052629	05/12/23		24668	05/12/23	74.00	74.00 74.00
NG	Next Generation							VENDOR TOTAL:	74.00
19808	01	Winter Futsal Uniforms	20090055785	04/19/23		24633	04/25/23	2,652.25	725.00 725.00
20009	01	Spring Soccer Uniforms	20090055785	04/19/23		24633	04/25/23	2,652.25	1,696.00 1,696.00
20093	01	Spring soccer uniforms	20090055785	04/19/23		24633	04/25/23	2,652.25	231.25 231.25
20151	01	Tan Maint. shirts	10020055785	05/08/23		24652	05/11/23	299.50	299.50 299.50
NICOR	Nicor Gas							VENDOR TOTAL:	2,951.75
May 23 - FP	01	Freedom - Natural Gas	10020052637	04/19/23		24634	04/25/23	1,262.48	323.29 323.29
May 23 - LC	01	Liberty - Natural Gas	20020052637	04/19/23		24634	04/25/23	1,262.48	769.68 769.68
May 23 - LL	01	Liberty Lot - Natural Gas	20020052637	04/19/23		24634	04/25/23	1,262.48	169.51 169.51
NOVOTNY	FRANK NOVOTNY & ASSOCS, INC							VENDOR TOTAL:	1,262.48
#2	01	building assessment for ICC	43000051592	05/10/23		24653	05/11/23	1,093.75	175.00 175.00

FROM 04/25/2023 TO 05/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
4				05/08/23		24653	05/11/23	1,093.75	918.75 918.75
		01 prep/coordination of MWRD	41000056830						
		VENDOR TOTAL: 1,093.75							
OFFICE D	ODP BUSINESS SOLUTIONS, LLC								
306092101001		01 green copy paper	10010055790	04/24/23		24635	04/25/23	202.77	25.79 25.79
306588154001		01 Dell Monitor	10010055750	04/19/23		24635	04/25/23	202.77	129.99 129.99
306994577001		01 case of copy paper	10010055790	04/19/23		24635	04/25/23	202.77	46.99 46.99
309660834001		01 ethernet cord	10010055790	05/01/23		24654	05/11/23	18.99	18.99 18.99
		VENDOR TOTAL: 221.76							
PDRVA	Park District Risk Management								
0423066H		01 April Contribution	10010050510	04/28/23		24655	05/11/23	15,787.59	15,787.59 7,893.80 7,893.79
		02	20010050510						
		VENDOR TOTAL: 15,787.59							
PEST PRE	Pest Prevent Inc.								
423		01 pest control freedom & sunshine	10020053665	04/14/23		24636	04/25/23	300.00	300.00 150.00 150.00
		02 pest control LCC & Proksa	20020053665						
		VENDOR TOTAL: 300.00							
PFM Fina	PFM Financial Services								
	Gayon - May 23								
		01 dropbox storage	20010052610	05/08/23		24656	05/11/23	6,328.72	1,495.62 19.99 31.98 115.75 35.96 29.99 115.00 75.00 204.99 100.00 73.96 546.00
		02 zoom	20010052610						
		03 camera supplies	20010055761						
		04 yellow/green/white paper	20100055795						
		05 laminating pouches	20030055799						
		06 CHI WILS organization	20010054700						
		07 CHI WILS organization	20010054700						
		08 Summer Camp FT	20050052608						
		09 IPRA volunteer night	20010054700						
		10 Sports Balls for camp	20050055750						
		11 EIG constant contact	20010052610						

FROM 04/25/2023 TO 05/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P. O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
		Gayon - May 23							
		12 summer camp FT	20050052608	05/08/23		24656	05/11/23	6,328.72	1,495.62 147.00
		Hayes - May 23							
		01 Anker 4-port USB	10010055790	05/09/23		24656	05/11/23	6,328.72	496.43 18.73 477.70
		02 labor law posters	10010054720						
		Roberts - May 23							
		01 Freedom sink repair	10020053665	05/10/23		24656	05/11/23	6,328.72	4,336.67 139.37
		02 Freedom sink repair	10020053665						5.21
		03 refund for coupling	10020053665						-6.56
		04 extra outdoor keys	10020053660						12.17
		05 Memorial Trees	42000056810						395.20
		06 woodchipper repair/maint	10020053655						1,042.36
		07 lawn mower repair/maint	10020053655						2,512.39
		08 gardening supplies	10020053660						137.93
		09 repair material for LCC kitch	10020053665						30.60
		10 chains for chainsaw	10020055800						68.00
								VENDOR TOTAL:	6,328.72
R0003594	Esperanza Huerta								
	86199	01 sec deposit for Proksa MPR	20130043453	05/08/23		24657	05/11/23	100.00	100.00 100.00
								VENDOR TOTAL:	100.00
R0003595	Giovanni Enriquez								
	86238	01 refund for spring soccer	20090041411	05/08/23		24658	05/11/23	125.00	125.00 125.00
								VENDOR TOTAL:	125.00
R0003596	Judith Vlack								
	86219	01 refund for MJ musical	20120041421	05/08/23		24659	05/11/23	65.00	65.00 65.00
								VENDOR TOTAL:	65.00
RLCSOUND	RLC SOUND AND LIGHTS								
	3265-1	01 concert in the park 06/08/23	20100052614	05/11/23		24665	05/11/23	600.00	600.00 600.00
	3265-2	01 concert in the park 07/13/23	20100052614	05/11/23		24666	05/11/23	600.00	600.00 600.00

DATE: 05/12/2023
TIME: 15:29:40
ID: AP450000

BERWYN PARK DISTRICT
PAID INVOICE LISTING

PAGE: 8

FROM 04/25/2023 TO 05/31/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
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VENDOR TOTAL: 2,520.00
TOTAL --- ALL INVOICES: 87,083.93

Berwyn Park District Treasurer Report

<u>Republic Bank Operating Account</u>		
Beginning Balance		\$395,579
<u>Deposits</u>		
GL's	Corp: Taxes	\$ 645,909.65
10-00-00-40-400	Corp: Replacement Taxes	\$ -
10-00-00-40-405	Corp: Cook County Voting Use	\$ 100.00
10-00-00-43-455	Corp: Fines and Fees	\$ -
10-00-00-45-470	Corp: Picnic Permits	\$ 200.00
10-00-00-45-471	Corp: Donations	\$ -
10-00-00-46-480	Corp: Interest Income	\$ -
10-00-00-48-491	Corp: Miscellaneous Income	\$ 182.04
10-00-00-49-492	Corp: Recycling/Salvage	\$ -
10-00-00-49-493	Corp: Cell Tower Lease	\$ 3,151.27
10-00-00-49-647	PDRMA loss incentive	\$ 500.00
23-00-00-49-492	Rec: Taxes	\$ -
20-00-00-40-400	Rec: Brochure Ad Fees	\$ -
20-00-00-41-474	Rec: Cook County Voting Use	\$ 100.00
20-00-00-43-455	Rec: Dog Park Permits	
20-00-00-45-470	Rec: Donations	\$ -
20-00-00-46-480	Rec: Transfer from Other Funds	\$ -
20-00-00-47-490	Rec: Interest Income	\$ -
20-00-00-48-491	Rec: Miscellaneous Income	\$ -
20-00-00-49-492	Rec: Cell Tower Lease	\$ 2,660.22
20-00-00-49-647	Rec: Program Fees	\$ 100.00
20-03-00-41-410	Rec: ECRLP	\$ 2,709.00
20-04-00-41-410	Rec: Tuition	
20-04-00-41-412	Rec: Day Camp Fees	
20-05-00-41-412	Rec: ECRLP Mini Programs	\$ -
20-04-00-41-413	Rec: Adult Sports Fee	\$ -
20-09-00-41-410	Rec: Youth Sports Fee	\$ 1,027.50
20-09-00-41-421	Rec: Sponsor-Soccer	\$ -
20-09-00-46-489	Rec: Spring Events	\$ -
20-10-00-41-419	Rec: Brew Fest	\$ -
20-10-00-46-476	Rec: Community Events	\$ -
20-10-00-46-477	Rec: Safely Spooky	\$ -
20-10-00-46-481	Rec: Summer Events	\$ 25.00
20-10-00-46-482	Rec: Concert Donations	\$ -
20-10-00-46-483	Rec: Back to School	\$ -
20-10-00-46-485	Rec: Easter Egg Hunt	\$ -
20-10-00-46-486	Rec: Fall Events	\$ -
20-10-00-46-487	Rec: Senior Activity Fees	\$ 425.00
20-12-00-41-421	Rec: Senior Social Events	\$ -
20-12-00-41-609	Rec: Proksa Activity Center Rentals	
20-13-00-43-450	Rec: Liberty Center Rentals	
20-13-00-43-451	Rec: Facility Deposits	
20-13-00-43-453	Rec: Athletic Use Permits	
20-13-00-43-455	Rec: Program Fees Adults	\$ 30.00
20-15-00-41-410	Rec: Program Fees	\$ 90.00
20-16-00-41-410	Rec: Program Fees Teens	\$ -
20-16-00-41-415	Tree Memorial	750.00
42-00-00-46-484		
<u>Credit Card (P-Card) Bill</u>		
BMO Harris Mastercard		(\$4,618.60)
<u>Bond and Interest Payment</u>		
Bond Principal		\$0
Bond Interest		-
Bank Fees		(\$162.65)
Outstanding Checks Cleared/ACH		(\$124,457.37)
Transfer to other accounts		(\$500,000.00)
Ending Balance		\$424,300

Berwyn Park District Treasurer Report

BMO Harris Credit Card Account		
Beginning Balance	\$194,064.00	
<u>Deposits</u>		
GL's		
10-00-00-40-400	Corp: Taxes	
10-00-00-40-405	Corp: Replacement Taxes	
10-00-00-43-455	Corp: Cook County Voting Use	
10-00-00-45-470	Corp: Fines and Fees	
10-00-00-45-471	Corp: Picnic Permits	\$440
10-00-00-46-480	Corp: Donations	
10-00-00-48-491	Corp: Interest Income	
10-00-00-49-492	Corp: Miscellaneous Income	
10-00-00-49-493	Corp: Recycling/Salvage	
10-00-00-49-647	Corp: Cell Tower Lease	
20-00-00-40-400	Rec: Taxes	
20-00-00-41-474	Rec: Brochure Ad Fees	
20-00-00-43-455	Rec: Cook County Voting Use	
20-00-00-45-470	Rec: Dog Park Permits	\$70
20-00-00-46-480	Rec: Donations	
20-00-00-47-490	Rec: Transfer from Other Funds	
20-00-00-48-491	Rec: Interest Income	
20-00-00-49-492	Rec: Miscellaneous Income	
20-00-00-49-647	Rec: Cell Tower Lease	
20-03-00-41-410	Rec: Program Fees	
20-04-00-41-410	Rec: ECRLP	\$33.00
20-04-00-41-412	Rec: Tuition	
20-04-00-41-413	Rec: ECRLP Mini Programs	
20-05-00-41-412	Rec: Camp Fees	\$9,095.00
20-09-00-41-410	Rec: Adult Sports Fee	
20-09-00-41-421	Rec: Youth Sports Fee	\$4,590.00
20-09-00-46-489	Rec: Sponsor-Soccer	
20-10-00-41-419	Rec: Spring Events	
20-10-00-46-476	Rec: Brew Fest	
20-10-00-46-477	Rec: Community Events	
20-10-00-46-481	Rec: Safely Spooky	
20-10-00-46-482	Rec: Summer Events	\$200.00
20-10-00-46-483	Rec: Concert Donations	
20-10-00-46-485	Rec: Back to School	
20-10-00-46-486	Rec: Easter Egg Hunt	
20-10-00-46-487	Rec: Fall Events	
20-12-00-41-421	Rec: Senior Activity Fees	\$510.00
20-12-00-41-609	Rec: Senior Social Events	
20-13-00-43-450	Rec: Proksa Activity Center Rentals	\$ 1,415.00
20-13-00-43-451	Rec: Liberty Center Rentals	\$950.00
20-13-00-43-453	Rec: Facility Deposits	\$1,000.00
20-13-00-43-455	Rec: Athletic Use Permits	\$4,632.50
20-15-00-41-410	Rec: Program Fees Adults	\$260.00
20-16-00-41-410	Rec: Program Fees	\$ 5,006.50
20-16-00-41-415	Rec: Program Fees Teens	\$ 170.00
Bank Fees	\$ 934.24	
amount not processed	-1,725.00	
Transfer to other accounts		
Ending Balance	221,645.24	

Berwyn Park District Treasurer Report

<u>Republic Bank Property Tax Money Market Account</u>	
Beginning Balance	\$487,857
Interest	\$1,317
Transfer in	\$500,000
Transfer to other accounts	(\$567,328.42)
Ending Balance	\$421,846

<u>Republic Bank Payroll Account</u>	
Beginning Balance	\$14,834
Transfer from Operating Account	67,328.42
<i>Payroll/Employee Compensation</i>	(\$39,751.00)
<u><i>Payroll Liabilities</i></u>	
Federal, State and FICA Exp	(\$18,423.00)
<u><i>IMRF Payments</i></u>	
Employee Contributions	
Employer Contributions	(\$20,551.00)
Ending Balance	\$3,437

<u>Republic Bank Petty Cash Account</u>	
Beginning Balance	\$4,813
Transfer from Operating Account	305.00
<i>Checks Cleared</i>	(\$250)
Ending Balance	\$4,868

Berwyn Park District Treasurer Report

Byline Unemployment Account

Beginning Balance	\$28,000
Interest	\$0
Transfer in	\$0
Transfer to other accounts	\$0.00
Ending Balance	\$28,000

ABC Bank Capital Account

Beginning Balance

Interest

Transfer in

Transfer to other accounts

Ending Balance

FOR FUND: `Corporate
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental Administration	796,335.00	0.00	100.0	796,335.00	796,335.00	211,158.62	(73.4)
	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	796,335.00	0.00	100.0	796,335.00	796,335.00	211,158.62	(73.4)
EXPENSES							
Non Departmental Administration	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Buildings & Grounds	378,488.95	18,531.00	95.1	379,555.91	381,423.20	147,233.50	61.3
	197,058.00	16,213.35	91.7	273,089.88	406,146.00	115,365.19	71.5
TOTAL EXPENSES	575,546.95	34,744.35	93.9	652,645.79	787,569.20	262,598.69	66.6
TOTAL FUND REVENUES	796,335.00	0.00	100.0	796,335.00	796,335.00	211,158.62	(73.4)
TOTAL FUND EXPENSES	575,546.95	34,744.35	93.9	652,645.79	787,569.20	262,598.69	66.6
SURPLUS (DEFICIT)	220,788.05	(34,744.35)	(115.7)	143,689.21	8,765.80	(51,440.07)	(686.8)

FOR FUND: Scholarship Fund
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	10,102.00	0.00	100.0	10,102.00	10,102.00	108.38	(98.9)
TOTAL REVENUES	10,102.00	0.00	100.0	10,102.00	10,102.00	108.38	(98.9)
EXPENSES							
Non Departmental	17,100.00	0.00	100.0	17,100.00	17,100.00	50.00	99.7
TOTAL EXPENSES	17,100.00	0.00	100.0	17,100.00	17,100.00	50.00	99.7
TOTAL FUND REVENUES	10,102.00	0.00	100.0	10,102.00	10,102.00	108.38	(98.9)
TOTAL FUND EXPENSES	17,100.00	0.00	100.0	17,100.00	17,100.00	50.00	99.7
SURPLUS (DEFICIT)	(6,998.00)	0.00	100.0	(6,998.00)	(6,998.00)	58.38	(100.8)

FOR FUND: Recreation
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	533,092.00	0.00	100.0	533,092.00	533,092.00	146,601.53	(72.4)
General Recreation	125.00	0.00	100.0	625.00	1,500.00	100.00	(93.3)
Early Childhood	1,541.67	0.00	100.0	7,708.31	18,500.00	8,145.00	(55.9)
Day Camp	5,750.00	0.00	100.0	28,750.00	69,000.00	9,980.00	(85.5)
Concessions	0.24	0.00	100.0	1.20	3.00	0.00	100.0
Sports Leagues	4,458.34	(125.00)	(102.8)	22,291.62	53,500.00	24,091.37	(54.9)
Special Events	3,041.76	0.00	100.0	15,208.60	36,501.00	300.00	(99.1)
Volunteers	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Active Adults 50+	416.67	(65.00)	(115.5)	2,083.31	5,000.00	1,430.00	(71.4)
Facility Rentals	5,833.33	(100.00)	(101.7)	29,166.61	70,000.00	23,301.00	(66.7)
Adult Programs	416.67	0.00	100.0	2,083.31	5,000.00	540.00	(89.2)
Youth Programming	950.00	0.00	100.0	4,749.96	11,400.00	7,280.00	(36.1)
TOTAL REVENUES	555,625.68	(290.00)	(100.0)	645,759.92	803,496.00	221,768.90	(72.3)
EXPENSES							
Administration	334,968.60	19,827.48	94.0	340,704.56	350,742.60	119,300.24	65.9
Building & Grounds	131,649.99	2,682.41	97.9	163,529.91	219,320.00	39,325.12	82.0
General Recreation	15,109.77	6,173.44	59.1	75,548.69	181,317.20	49,529.96	72.6
Early Childhood	3,301.91	1,187.50	64.0	16,509.35	39,623.00	9,918.04	74.9
Day Camp	4,741.85	425.95	91.0	23,708.93	56,902.00	875.80	98.4
Concessions	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Sports Leagues	4,583.75	199.50	95.6	22,918.71	55,005.00	6,026.42	89.0
Special Events	4,816.66	1,835.96	61.8	24,083.22	57,800.00	3,306.72	94.2
Volunteers	183.33	0.00	100.0	916.65	2,200.00	0.00	100.0
Active Adults 50+	547.92	0.00	100.0	2,739.52	6,575.00	531.00	91.9
Facility Rentals	2,615.34	619.53	76.3	13,076.58	31,384.00	2,005.55	93.6
Adult Programs	283.33	0.00	100.0	1,416.65	3,400.00	1,410.00	58.5
Youth Programming	624.57	0.00	100.0	3,122.81	7,495.00	1,184.40	84.1
TOTAL EXPENSES	503,427.02	32,951.77	93.4	688,275.58	1,011,763.80	233,413.25	76.9
TOTAL FUND REVENUES	555,625.68	(290.00)	(100.0)	645,759.92	803,496.00	221,768.90	(72.3)
TOTAL FUND EXPENSES	503,427.02	32,951.77	93.4	688,275.58	1,011,763.80	233,413.25	76.9
SURPLUS (DEFICIT)	52,198.66	(33,241.77)	(163.6)	(42,515.66)	(208,267.80)	(11,644.35)	(94.4)

FOR FUND: Social Security
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
Non Departmental	7,877.91	0.00	100.0	39,389.55	22,831.02	(75.8)
TOTAL REVENUES	7,877.91	0.00	100.0	39,389.55	22,831.02	(75.8)
EXPENSES						
Non Departmental	6,250.00	2,340.70	62.5	31,250.00	19,468.48	74.0
TOTAL EXPENSES	6,250.00	2,340.70	62.5	31,250.00	19,468.48	74.0
TOTAL FUND REVENUES	7,877.91	0.00	100.0	39,389.55	22,831.02	(75.8)
TOTAL FUND EXPENSES	6,250.00	2,340.70	62.5	31,250.00	19,468.48	74.0
SURPLUS (DEFICIT)	1,627.91	(2,340.70)	(243.7)	8,139.55	3,362.54	(82.7)

BERWYN PARK DISTRICT
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: IMRF
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	8,580.08	0.00	100.0	42,900.40	24,922.90	(75.7)
TOTAL REVENUES	8,580.08	0.00	100.0	42,900.40	24,922.90	(75.7)
EXPENSES						
Non Departmental	7,500.00	2,660.63	64.5	37,500.00	22,077.53	75.4
TOTAL EXPENSES	7,500.00	2,660.63	64.5	37,500.00	22,077.53	75.4
TOTAL FUND REVENUES	8,580.08	0.00	100.0	42,900.40	24,922.90	(75.7)
TOTAL FUND EXPENSES	7,500.00	2,660.63	64.5	37,500.00	22,077.53	75.4
SURPLUS (DEFICIT)	1,080.08	(2,660.63)	(346.3)	5,400.40	2,845.37	(78.0)

BERWYN PARK DISTRICT
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Liability
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	4,863.75	0.00	100.0	24,318.71	13,744.82	(76.4)
TOTAL REVENUES	4,863.75	0.00	100.0	24,318.71	13,744.82	(76.4)
EXPENSES						
Non Departmental	4,750.02	74.00	98.4	23,749.86	16,177.18	71.6
TOTAL EXPENSES	4,750.02	74.00	98.4	23,749.86	16,177.18	71.6
TOTAL FUND REVENUES	4,863.75	0.00	100.0	24,318.71	13,744.82	(76.4)
TOTAL FUND EXPENSES	4,750.02	74.00	98.4	23,749.86	16,177.18	71.6
SURPLUS (DEFICIT)	113.73	(74.00)	(165.0)	568.85	(2,432.36)	(278.1)

FOR FUND: Audit
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	2,086.75	0.00	100.0	10,433.71	6,217.54	(75.1)
TOTAL REVENUES	2,086.75	0.00	100.0	10,433.71	6,217.54	(75.1)
EXPENSES						
Non Departmental	3,083.33	3,600.00	(16.7)	15,416.61	24,400.00	34.0
TOTAL EXPENSES	3,083.33	3,600.00	(16.7)	15,416.61	24,400.00	34.0
TOTAL FUND REVENUES	2,086.75	0.00	100.0	10,433.71	6,217.54	(75.1)
TOTAL FUND EXPENSES	3,083.33	3,600.00	(16.7)	15,416.61	24,400.00	34.0
SURPLUS (DEFICIT)	(996.58)	(3,600.00)	261.2	(4,982.90)	(18,182.46)	52.0

BERWYN PARK DISTRICT
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Police
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	1,470.50	0.00	100.0	7,352.46	4,310.65	(75.5)
TOTAL REVENUES	1,470.50	0.00	100.0	7,352.46	4,310.65	(75.5)
EXPENSES						
Non Departmental	2,250.00	0.00	100.0	11,249.96	6,515.00	75.8
TOTAL EXPENSES	2,250.00	0.00	100.0	11,249.96	6,515.00	75.8
TOTAL FUND REVENUES	1,470.50	0.00	100.0	7,352.46	4,310.65	(75.5)
TOTAL FUND EXPENSES	2,250.00	0.00	100.0	11,249.96	6,515.00	75.8
SURPLUS (DEFICIT)	(779.50)	0.00	100.0	(3,897.50)	(2,204.35)	(76.4)

FOR FUND: Special Recreation
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	15,508.33	0.00	100.0	77,541.65	47,513.76	(74.4)
TOTAL REVENUES	15,508.33	0.00	100.0	77,541.65	47,513.76	(74.4)
EXPENSES						
Non Departmental	12,916.66	0.00	100.0	64,583.30	71,780.00	53.6
TOTAL EXPENSES	12,916.66	0.00	100.0	64,583.30	71,780.00	53.6
TOTAL FUND REVENUES	15,508.33	0.00	100.0	77,541.65	47,513.76	(74.4)
TOTAL FUND EXPENSES	12,916.66	0.00	100.0	64,583.30	71,780.00	53.6
SURPLUS (DEFICIT)	2,591.67	0.00	100.0	12,958.35	(24,266.24)	(178.0)

BERWYN PARK DISTRICT
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Debt Service
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	25,162.33	0.00	100.0	125,811.65	301,948.00	75,635.93 (74.9)
TOTAL REVENUES	25,162.33	0.00	100.0	125,811.65	301,948.00	75,635.93 (74.9)
EXPENSES						
Non Departmental	22,670.83	0.00	100.0	113,354.11	272,050.00	35,525.00 86.9
TOTAL EXPENSES	22,670.83	0.00	100.0	113,354.11	272,050.00	35,525.00 86.9
TOTAL FUND REVENUES	25,162.33	0.00	100.0	125,811.65	301,948.00	75,635.93 (74.9)
TOTAL FUND EXPENSES	22,670.83	0.00	100.0	113,354.11	272,050.00	35,525.00 86.9
SURPLUS (DEFICIT)	2,491.50	0.00	100.0	12,457.54	29,898.00	40,110.93 34.1

FOR FUND: Capital Projects 2019
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	ANNUAL BUDGET	% VARI-ANCE
REVENUES							
Non Departmental	0.16	0.00	100.0	0.80	242.06	2.00	2003.0
TOTAL REVENUES	0.16	0.00	100.0	0.80	242.06	2.00	2003.0
EXPENSES							
Non Departmental	11,166.66	918.75	91.7	55,833.30	123,738.86	134,000.00	7.6
TOTAL EXPENSES	11,166.66	918.75	91.7	55,833.30	123,738.86	134,000.00	7.6
TOTAL FUND REVENUES	0.16	0.00	100.0	0.80	242.06	2.00	2003.0
TOTAL FUND EXPENSES	11,166.66	918.75	91.7	55,833.30	123,738.86	134,000.00	7.6
SURPLUS (DEFICIT)	(11,166.50)	(918.75)	(91.7)	(55,832.50)	(123,496.80)	(133,998.00)	(7.8)

FOR FUND: Capital Development Fund
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	2,375.02	0.00	100.0	11,874.82	94,768.99	232.5
TOTAL REVENUES	2,375.02	0.00	100.0	11,874.82	94,768.99	232.5
EXPENSES						
Non Departmental	1,400.00	395.20	71.7	6,999.88	87,090.20	(418.3)
TOTAL EXPENSES	1,400.00	395.20	71.7	6,999.88	87,090.20	(418.3)
TOTAL FUND REVENUES	2,375.02	0.00	100.0	11,874.82	94,768.99	232.5
TOTAL FUND EXPENSES	1,400.00	395.20	71.7	6,999.88	87,090.20	(418.3)
SURPLUS (DEFICIT)	975.02	(395.20)	(140.5)	4,874.94	7,678.79	(34.3)

FOR FUND: Liberty Capital Development
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
Non Departmental	8.33	0.00	100.0	41.65	14.45	(85.5)
TOTAL REVENUES	8.33	0.00	100.0	41.65	14.45	(85.5)
EXPENSES						
Non Departmental	916.67	175.00	80.9	4,583.27	625.50	94.3
TOTAL EXPENSES	916.67	175.00	80.9	4,583.27	625.50	94.3
TOTAL FUND REVENUES	8.33	0.00	100.0	41.65	14.45	(85.5)
TOTAL FUND EXPENSES	916.67	175.00	80.9	4,583.27	625.50	94.3
SURPLUS (DEFICIT)	(908.34)	(175.00)	(80.7)	(4,541.62)	(611.05)	(94.3)

FOR FUND: Working Cash
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
Non Departmental	8.33	0.00	100.0	41.65	372.50	272.5
TOTAL REVENUES	8.33	0.00	100.0	41.65	372.50	272.5
EXPENSES						
Non Departmental	833.33	0.00	100.0	4,166.65	0.00	100.0
TOTAL EXPENSES	833.33	0.00	100.0	4,166.65	0.00	100.0
TOTAL FUND REVENUES	8.33	0.00	100.0	41.65	372.50	272.5
TOTAL FUND EXPENSES	833.33	0.00	100.0	4,166.65	0.00	100.0
SURPLUS (DEFICIT)	(825.00)	0.00	100.0	(4,125.00)	372.50	(103.7)

FOR FUND: General Fixed Assets
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0

BERWYN PARK DISTRICT
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: General Long Term Debt
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
EXPENSES						
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0

MUNICIPAL REPORT TOTALS
 FOR 5 PERIODS ENDING MAY 31, 2023

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
TOTAL MUNICIPAL REVENUES	1,430,004.17	(290.00)	(100.0)	1,791,903.97	2,425,231.00	(70.1)
TOTAL MUNICIPAL EXPENSES	1,169,811.47	77,860.40	93.3	1,726,708.31	2,701,283.00	66.5
SURPLUS (DEFICIT)	260,192.70	(78,150.40)	(130.0)	65,195.66	(276,052.00)	(34.8)

**Schedule of Investments Berwyn Park District
April 30, 2023**

Description	Yield	Rating	Date Invested	Maturity Date	Maturity Value
IPTIP-MM	4.871%	N/A	01/29/16	open	\$645,322.21
Republic Bank MM	3.340%	LOC	08/05/21	open	\$421,845.31
ISC Account	4.901%	N/A	open	open	\$325,830.57
BMO Harris CD	1.468%	FDIC	08/14/22	08/14/23	\$145,156.01
High Plains Bank, OK	4.647%	FDIC	01/18/23	07/18/23	\$100,000.00
Financial Federal Bank, TN	4.800%	FDIC	01/18/23	01/18/24	\$200,000.00
Total Investments:					\$1,838,154.10

Interest Earned 4/1/23 to 4/30/23 \$5,581.87

Interest Earned 1/1/23 to 12/31/23 \$11,044.11

DATE: 05/11/2023
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Info

FINANCE

Scholarship Report

April 2023

	<u>Program</u>	<u>Amount Awarded</u>
Family A:	sports program	\$142.50
Family B	summer camp	\$277.50
		Total: \$420.00

May 2023

	<u>Program</u>	<u>Amount Awarded</u>
Family C:	Summer camp	\$925.00 (pending)
		Total: \$925.00

2023 Scholarship Total: \$1345.00

The above recipients were awarded scholarship money from fund 15 to participate in programs of the Berwyn Park District.

The Berwyn Park District Scholarship Assistance Guidelines. 1. Scholarships are for Berwyn residents only, proof of residency required. 2. Scholarships are for low-income families 3. Scholarships are based on need and availability of funds. 4. Must be able to show proof of income- latest 1040 tax forms as filed. The reward amount of the scholarship is 50% or less of fee of each program 6. The balance of the program must be paid in full before the end of the program.

DATE: 05/16/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Agency Report

Recreation

- Touch a Truck is on Wednesday May 18, 2023, at the Liberty Center from 4:30-6:30pm. This is a free community event.
- There is an adult bus trip with 8 registered participants to Tradycja Polish Fusion restaurant in Orland Park. This is under the "Let's Eat Out" program category.
- Tiny Tot Tuesdays have been well attended with an average of 4-6 participants per Tuesday.
- Tumbling and Gymnastics is also running this session. The 4-5 age group has 20 participants the 1st-3rd graders also have 20 participants.

Parks and Facilities

- Berwyn Western has come out to repair the women's bathroom in the pool house. Upon repairing the pipe and turning the water back on we are now having problems with the faucets. Berwyn Western will be back to repair the faucets. The port-o-lets are still at Freedom until the bathrooms are completely repaired and operational.
- The horticulturalist has been working in the parks and weeding and cleaning up the flower beds.
- Mowing season has been contracted and the work has begun.

Finance and HR

- Staff have been given their budget calendar and the information of when drafts are due.

West Suburban Special Recreation Association

March 14, 2023

WSSRA

2915 Maple St, Franklin Park, IL

DRAFT MINUTES

Attachment A

I. Chairman Jackie Iovinelli called the **meeting to order** at 4:05pm those present included:

Mike Sletten, River Forest Park District
Jan Arnold Park District of Oak Park
Jackie Iovinelli, Park District of Forest Park
Dan LoCascio, Park District of Franklin Park
Ted Gruber, Elmwood Park
Ron Malchiodi, Village of Riverside

Colleen Broderick, Village of N Riverside
Cynthia Hayes, Berwyn Park District
Annemarie Flaherty, Norridge Park District
Greg Stanczyk, Veterans Park District
Anna Wegrecki, Village of HH

Others in Attendance:

WSSRA staff: Annie Hart, April Michalski, Marianne Birko,

Excused Absence: North Berwyn Park District

II. **Approval of Agenda Iovinelli/Gruber to approve the agenda. The motion was unanimously approved.**

III. **Approval of the Consent Agenda Iovinelli/Hayes motioned to approve the Consent Agenda including the January 10, 2023, Minutes, January & February Financial Report, and Disbursements for January, February & March 2023. Roll call vote showed 11 yes votes, and the motion was approved**

IV. **No Public Comment**

V. **Under the Foundation Birko reported on behalf of the Foundation Board, The Foundation hosted their 2023 budget planning and goal meeting on February 1, 2023. They are excited to bring back the Family Bowl-a-thon this Saturday March 18 at Circle lanes from 1:00 – 3:00pm. Participants will bowl 2 games and raise money through sponsors. Planning has begun for the Annual Derby Gala on Saturday, May 6 to be held at D'Agostino's in River Grove. The Solicitation letter has gone out and donations and sponsorships have started to come in. Please consider donating and/being a sponsor and joining us at the event. The WSSRF will also host the John Lannefeld Bocce Tournament in September, Fall in for Our Stars in early November, the Holiday Concert is set for December 8, 2023, and will close the year with Giving Tuesday and the Holiday Solicitation. The group is also focusing on recruiting some new members and just had a new member join this last week, Betsy Lopez. A new WSSRA parent who wants to continue to support those who support her daughter in services! Thank you for your continued support of their ongoing efforts in supporting the WSSRA mission.**

VII. **Under Committee Reports**

A. **LoCascio reported the WSSRA Finance Committee headed by Jan Arnold met on Monday, March 6 to discuss the WSSRA hiring of the Finance Manager position and the WSSRA Re-organization plan. Staff reviewed in detail the progressive plan that will help WSSRA prepare for the current and future demands of the organization. The Committee approved the hiring and Re-organization plan as presented.**

B. **The Policy Committee headed by Annemarie Flaherty will meet in the next month to begin the process of reviewing the current Personnel and Board Policies.**

VIII. **Unfinished Business**

A. **Park District of Forest Park Building & Land purchase updates** Iovinelli reported the Park District of Forest Park 2023 will be the planning year for the Harrison project. More information to come.

B. **No other**

IX. **Under New Business:**

A. **Approval of WSSRA Finance Manager Hire and Re-organization**

Birko reported that with the assistance of Jeff Murphy the Superintendent of Business with the Park District of Forest Park WSSRA posted and completed interviews and through this process WSSRA is recommending the hiring of WSSRA's Superintendent of Operations Annie Hart to the Finance Manager role. She has successfully been completing many aspects of the job since our previous Finance Managers departure, and we believe she is best suited for the role and will prepare us best for the future of WSSRA. To make this successful transition 40% of Hart's current job will be shifted to other staff and some of their responsibilities will then shift as well.

As a result, WSSRA is planning forward with a re-organization for this transition of responsibilities. Through this process WSSRA plans to hire a FT Driver to take over all aspects of Transportation from driving routes, hiring & training drivers and planning routes, all current responsibilities of Hart's. The expenses of this will be covered by the 2023 Finance Manager salary with a savings of \$5,357. Note, WSSRA's current FT Driver retires in December 2023 where the future cost of the position will be covered going forward. In January 2024 WSSRA will combine the salary of the Finance Manager position and PT Recreation Specialist position to create the FT Recreation Specialist. This transition will help manage the trickle down of responsibilities and offer more staffing stability as we plan forward for approximately \$10k.

➤ **lovinelli/Lentz motioned the WSSRA Board of Directors approve by roll call vote the Re-organization plan to fill the Superintendent of Business (previously Finance Manager) position and complete the staffing changes as described for an additional cost of approximately \$10k which will be included in the 2024 budget.**

B. No Other

X. Under Correspondence No Comments

XI. Under Board Reports: Gruber reported the Village of Elmwood Park's Basketball season finished with 113 kids participating. Indoor pickleball starts in April and they are currently working on pool repairs. lovinelli reported for the Park District of Forest Park "Where every day is a walk in the park..." and they are expanding walks through town through their four pocket park projects that they began leasing in late 2020. They just received an OSLAD grant for the second park and are expecting their first playground delivery in June. They will be awarding the bid for Reiger Park in April and are opening the Splash pad as soon as it is operational. They will have Easter events coming up and pool repairs as well. They are also excited to announce they hired a summer intern and their new Recreation Supervisor is doing great! Wegrecki reported the Village of Harwood Heights is taking part in "Kindness Day" by project "Playpen" and are collecting all baby care items including diapers, wipes, and all things babies. On April 13 they will be planting 40 new trees and the Recreation department is hosting a flower arrangement class, weekly Zumba and Flex and Stretch classes. Hayes reported the Berwyn Park District is excited to announce they have a new Executive Director, Cathy Fallon, formerly the Executive Director of Oakbrook Terrace. They are currently on a hiring spree and as a result the Recreation Department is finally fully staffed. They are finalizing their spring summer brochure with the help of their new Marketing Manager. Their Indoor Futsal program has 103 participants and they will host their Egg hunt on April 8th. Lentz reported the Park District of Oak Park is doing a deep dive searching for lifeguards. They currently have hired about 50% so far, spring pool pass sales are going well, they have 3 seats up for election that are uncontested and they are excited to announce the official opening of the CRC will be Sunday, May 21st including a ribbon cutting at 2:00pm. They are currently busy hiring and training staff. All of you are invited! Broderick reported the Village of North Riverside is conducting a spring break camp coming up at the end of the month. They are also busy planning summer camps, field trips and are making great strides in the hiring for summer camp. Sletten reported the River Forest Park District approved the playground installation bid of \$600,000 for the all-inclusive playground at Washington Park. They expect it to be a July 1st install. The Keystone project is ongoing, and the board is in the middle of the strategic planning process and will conduct a survey based on the plan. Their basketball session is wrapping up and baseball and soccer begin soon. Stanczyk reported the Veterans Park District is finalizing their summer program guide. They surrendered their DCFS license for Bulger Park and recently hosted an Open House in preparation for the 2023-2024 school year and recently hired the Full-Time lead instructor for early childhood.

Flaherty reported the Norridge Park District is totally immersed in all things pool as they have 3.5 weeks to finalize the pool plans and go out to bid by April 7th. The pool will open this summer and close on August 15 and they have contracted out the Aquatic Services this summer with Chicagoland Aquatics. **LoCascio reported the Park District of Franklin Park** staff are immersed in there 2023-2024 budget planning. They are replacing a walkway in front of the Center at North Park Banquet Hall and are getting ready for the Ice show on May19th – 21st as well as getting ready for summer. **Malchiodi reported the Village of Riverside's** basketball is ending, soccer is starting, and their day camp registration started in February and is full and they are looking to expand if they can secure a location. They are hosting an egg hunt coming up and are finalizing plans for a 9-hole disc golf course. They recently hosted for the first time "The Great Puzzle Race". Teams of five competed by completing a 500-piece puzzle within the 2-hour time frame. The first team finished in 44 minutes out of 11 teams who competed.

XII. **Executive Director's Report- Birko Reported**

- A. **Byline Banking Updates** Staff have updated bank signatures to the WSSRA account to include the new Chairperson, Ron Malchiodi and Past Chairperson, Jackie Iovinelli for 2023 as required by the WSSRA Board Policies.
- B. **Staff attend IAPD Financial Sustainability Workshop** Based on the pending transition of Business Manager Annie Hart will be attending the IAPD sponsored Financial Sustainability workshop coming up at the end of March.
- C. **WSSRA will Co-Host the In-person Legislative Breakfast/Brunch on Friday, March 17, 2023, with the Park District of Forest Park.** This event is scheduled to begin at 11:00am. A formal invite was sent via e-mail to local Legislators & WSSRA Board Members and local town officials. Please extend this invitation to your board members and RSVP your attendance to Birko by March 10th. The Legislators that have committed to attend are as follows: **Senate President Harmon & Eileen Lynch, Chief of Staff, House Speaker Representative Chris Welch, Senator Kimberly Lightford, Senator Robert Martwick, Representative Elizabeth Hernandez, Representative Camille Lilly, Representative Abdelnasser Rashid**
- D. **WSSRA Derby Gala 2023** Mark your calendars for Saturday, May 6, 2023, when the WSSRA/WSSRF will host the 22nd year of this very successful event. We plan to once again be at D'Agostino's in River Grove from 4:00 – 7:00pm. Mark your calendars and plan on attending!
- E. **Bi-monthly WSSRA Updates** Per your request for more information WSSRA has been sending Bi-monthly WSSRA Updates. Please share feedback if this is meeting your needs.
- F. **Partner Annual Presentations** Birko is scheduling Annual presentations to meet with your boards and share the Annual report and WSSRA updates. Call or email Birko with dates and times that work for you in 2023.
- G. **WSSRA Quarterly Board Training** As discussed in Birko will be presenting four training topics for the WSSRA Board Representatives and Alternates. These topics will include the following: WSSRA Program Structure and Staffing, Behavior Management and WSSRA Budget Planning. The first meeting will be conducted in early April via Zoom. All Board members are welcome to attend.
- H. **Staff Report: April Michalski, Superintendent of Recreation reported**
 - 1. **Winter 2023 Programs** Winter programs are going well. Several programs have waitlists due to staffing shortages; staff are working hard to hire additional seasonal part-time staff to add to programs. We added a second Track and Field program to accommodate the long waitlist. We also offered a second Powerlifting class to try to accommodate the waitlist, unfortunately the day and time did not work for most families, so we did not run the second class. Our Bobcats Gold basketball team is competing in the Special Olympics State Basketball Tournament on March 11-12 at Illinois State University

2. Day Camp Registration is underway. We currently have 81 participants registered for Summer Day Camp and 17 participants registered for our adult Community Cruisers Camp. Camp will be broken into two sessions running June 12-July 29. We are working on securing facility space for camp. So far, we have been approved to use space at the Park District of Forest Park, Cheney Mansion in Oak Park, Heritage School in Berwyn, Forest Park Middle School, and Kahl Park in Northlake and Irving School in Oak Park.

3. Hiring Updates WSSRA is working hard to recruit additional seasonal part-time staff. In February we presented to the Best Buddies group at OPRF High School in hopes to recruit staff and volunteers. Additionally, staff hosted a mini job fair at Ridgeland Commons on February 21- we had 5 individuals attend. Staff have attended several job fairs at local high schools. We appreciate everyone's support sharing our hiring posts on social media, please continue to spread the word. Applicants can apply online at wssra.net.

4. Inclusion WSSRA is currently supporting 36 participants in 35 inclusive programs. Our Inclusion Manager has been doing several program observations and is working to fill staffing requests in a timely manner. We appreciate your continued patience and support as we work through staffing challenges.

5. Imaginarium Sensory Room Participation in our Imaginarium Sensory Room is picking up. We are offering private family play sessions 3 days per week. Sessions can be booked on our website at wssra.net.

6. Upcoming Events:

- **Recognition Banquet** WSSRA held our Annual Recognition Banquet on Saturday, February 25 at Centre at North Park in Franklin Park. It was great to be back in person! We had 88 staff, participants, and family members in attendance. Thank you to the Park District of Franklin Park for hosting the event.
- **Flap Jack Bunny Hop-** WSSRA is hosting a pancake breakfast on Saturday, March 25 at the Carroll Center in Oak Park. Families will enjoy a visit with the bunny, crafts, games, an egg hunt, and a pancake breakfast.

I. Staff Report: Annie Hart, Superintendent of Safety & Operations reported

1. WSSRA Marketing WSSRA PR Coordinator, Nicole Walsh hosted a round table in February for all partners Marketing staff to attend. The main objective for this meeting was to inform of how our partners can help with communicating the importance of WSSRA to the families in each community and how we can better promote our programs and services. Seven individuals attended from six different partner districts. The meeting went well, and good discussions were had amongst the attendees.

2. Office WSSRA has successfully transitioned from the QuickBooks Desktop version to QuickBooks online. Hart spent time with the WSSRA accountant to learn a few new features that the online version has to offer. This will allow our accountant to do his monthly reconciliation remotely and come into the office on a quarterly basis. Our Front Office Assistant, Jenna Laskowski, has returned from her maternity leave. Jenna has modified her schedule to be in the office Mondays, Wednesdays, and Fridays from 12 – 5p. Ellen has agreed to stay with WSSRA continuing to work Tuesdays and Thursdays.

3. Transportation With Day Camp registration underway, WSSRA has another year left on the contract with Rich Lee. We currently have approximately 50 participants signed up for some form of Day Camp transportation.

XIII. Adjournment Gruber/lovinelli motioned to adjourn the meeting at 4:57pm. Motion was unanimously approved

Respectfully submitted,



Marianne Birko, Executive Director
mb/ March 23 minutes

DATE: 05/16/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Unfinished Business

- DCEO Grant: We have started the reapplication process for the remaining open grants.
- Purchasing Policy: The language has been amended in the "Purchase Justification Section" the language now includes the requirement for two quotes for any purchases over \$10,000.
 - Recommendation: The staff recommends the approval of the purchasing policy.

Section 5: Park District Property & Facilities

5.draft Purchasing Policy

Introduction

The purpose of this policy is to provide procedures for soliciting, processing, and awarding bids, proposals, and quotations. These guidelines are for purchases of equipment, supplies, materials, and services for the operational requirements of the Park District and are created to ensure competitive and unbiased selection of qualified and cost effective vendors and suppliers. This policy applies to all Park District purchases and any additional purchase procedures as may be required for capital improvements.

Purchasing decisions generally involve the Director, Superintendents, other authorized employees and the Board of Commissioners. Generally, the Director or appropriate Superintendent will review the purchases to confirm that they are in compliance with Park District's fiscal and budgetary parameters. The Park District's legal counsel will also review all legal documents. In addition, the Director will review purchases to confirm that they are consistent with the goals and objectives that will be accomplished through the purchase. This information is also referenced in the Financial Policies and Procedures manual.

Purchasing Procedures

In general, Park District purchasing procedures for operational purposes is a cooperative effort involving the input and assistance of the Board of Commissioners, the Director, Superintendent and other authorized Park District employees. Although the Director will administer and coordinate Park District purchasing procedures, the Director may delegate authority to other Park District officers or employees regarding specific purchasing decisions. The Board of Commissioners has the duty to maintain responsible purchase practices Park District-wide.

The Director will work with the Board of Commissioners and staff members to provide assistance and direction, and to answer questions regarding Park District-wide purchasing procedures. In reviewing and approved purchases, the Director will focus on compliance with fiscal issues, applicable laws, accounting procedures, and the approved budget.

Methods of Purchase Procurement

1. **Written Quotations:** a written response by a vendor to a Park District inquiry on a specific product or service
2. **Requests for Proposals (RFPs):** a Park District created outline of a specific Park District service or need. The vendor proposes a way to meet the Park District defined service or need and outlines the costs associated with the proposal. A proposal may, in the discretion of the Park District, be subject to further negotiations, modifications and rejections until the Park District accepts the proposal.
3. **Bids:** a written response to a vendor to a Park District created list of specified products or services.

Methods of Purchase Procurement

1. **Preference for Economical Purchasing**

Where a competitive market exists for a particular purchase, the Park District shall endeavor to select the vendor with the lowest responsible bid, proposal or quote, as the case may be, for goods and services.

2. **Preference for Local Vendors**

Purchase recommendations are to be made using vendors located within the corporate limits of the Park District where two or more bids, quotes or proposals are substantially equal in quality, other material elements and price.

3. **Product Specifications Based on Function**

Product designation or specification must be reasonably related to the function or purpose to be served by the item selected. Specifications shall not limit the selection to a particular brand or vendor, either expressly or by effect, or exclude the use of recycled materials, unless required to serve a particular need or objective. When a brand is used as a reference, such as compatibility, the phrase “or equivalent” will be included in the specifications.

4. **Standardized Forms**

The Director or designee may develop and periodically update forms and materials for use in Park District-wide purchasing, including bidding and RFP checklists, documents, as well as electronic documents that will be stored on the Park District’s computer network. The primary form that will be used to facilitate purchases will be the purchase order request form.

5. Fiscal Review and Recommendations

The Director will review purchase orders and Board action items prior to submission for final approval for compliance with the Park District purchasing policy, grant requirements, budget considerations and accounting procedures. The Park District's attorney will review all legal documents prior to submission to the Board of Commissioners. The Director may request additional information and offer suggestions and modifications related to any purchase to ensure that the purchase complies with all the above. The Director has the authority to reject any proposed purchase that he/she determines is not in conformance with this directive, applicable laws, grant requirements, or approved budgetary limits.

6. Purchase Justifications

The Director or his/her designee will provide purchase justifications for any purchase in excess of \$10,000.00. A "purchase justification" is defined as a description of the purchase, including budget information, a description of the material or service sought, information regarding any bids or proposals and the basis for the recommended vendor or product, and two quotes. The form of justification will depend on the level of approval needed.

7. Approval Process

The approval of the Park District's Board of Commissioners must be given for any purchase of \$29,999.99 or more. The Park District's Board of Commissioners must approve any change order that would cause the total cost of a purchase contract to exceed 105% of the original contract. The Director or his/her designee will coordinate presentation of such purchasing matters to the Board of Commissioners in conjunction with meetings of the Board of Commissioners.

8. Approval Limits/Authorization Levels

Superintendents are authorized to purchase a singular item (or group of items) or service of up to \$10,000.00 without pre-approval for Park District needs unless the Director has granted additional expense authority for various maintenance, upkeep or operational expenditures.

Supervisors are authorized to purchase a singular item (or group of items) or service of up to \$4,000.00 without pre-approval for District needs unless the Director has granted additional expense authority for various maintenance, upkeep or operational expenditures.

Full Time Staff are authorized to purchase a singular item (or group of items) or service for their area of up to \$4000.00 without pre-approval as long as the purchase is assigned to their designated

budget line. Expenses exceeding \$4000.00 must be approved by the Director, or designee, through a Purchase Order Request or Payment Voucher Form.

The Director authorizes purchases up to and not exceeding \$29,999.99. The Director is further authorized to exceed \$29,999.99 in the case of immediate concern for public health, safety or welfare and when required to maintain the operational integrity of the Park District.

After the purchase is completed, a receipt and/or invoices and a completed payment voucher form shall be completed and turned into the Park District's Superintendent of Finance and HR.

Standard Competitive Purchasing

1. Generally

Except as otherwise provided by law, the Board of Commissioners of the Park District maintains the sole discretion to determine whether purchases will be subject to a formal competitive bidding process.

2. Purchasing Assistance

The Director and his/her designee will provide administrative support when requested by the area or operating areas for obtaining quotes, preparing and/or reviewing bids and requests for proposals (RFPs), arranging for appropriate advertising, conducting pre-bid conferences and bid openings.

3. Bids

The Park District recognizes the value of the public bidding process. When and if the Board of Commissioners determines that it is necessary or advantageous for the Park District to engage in a competitive bidding process for the purchase of goods or services, the Board of Commissioners shall ensure that all necessary legal bidding requirements are complied with, including adhering to written specifications, advertising, and awarding bids to the lowest responsible bidder as defined by Illinois law.

Mandatory Competitive Purchasing

1. Generally

Except as otherwise required by law, the Board of Commissioners shall engage in a competitive bidding process that complies with Section 8-1(c) of the Illinois Park District Code (70 ILCS 1205/8-1(c)) for all contracts for supplies, materials, or work involving an expenditure in excess of \$30,000.

2. Notice Requirement

The Park District shall publish a newspaper notice for all proposals to award contracts subject to mandatory competitive bidding at least 10 days, excluding Sundays and legal holidays, in advance of the date announced for receiving bids. The notice shall describe the proposed contract and shall identify the date, time and place assigned for the opening of bids. The notice shall state that the Park District reserves the right to reject any and all bids.

3. Contract Specifications

Prior to advertising for proposals, the Board shall establish specifications, terms of delivery, quality and serviceability requirements for the supplies, materials or work being sought. The Board is not required to accept a bid that does not meet its specifications, terms of delivery, quality and serviceability requirements.

4. Exceptions to Competitive Bidding

The Board shall not be required to engage in competitive bidding for the following:

- i) The purchase of personal property, supplies and services jointly with one or more other governmental units, as provided for under the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.);
- ii) Contracts for emergency expenditures, when the emergency expenditure is approved by a vote of at least three-fourths of the Board; and
- iii) Contracts which, by their nature, are not adapted to award by competitive bidding, including, but not limited to:
 - a. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;

- b. Contracts for the printing of finance committee reports and departmental reports;
- c. Contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- d. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent, or which involve proprietary parts or technology not otherwise available;
- e. Purchases and contracts for the use, purchase, delivery, movement, installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- f. Contracts for duplicating machines and supplies;
- g. Contracts for utility services such as water, light, heat, telephone, or telegraph;
- h. Contracts for goods or services procured from another governmental agency;
- i. Purchases of equipment previously owned by some entity other than the Park District itself;
- j. Contracts for goods or services which are economically procurable from only one source;
- k. Contracts for the purchase of magazines, books, periodicals, pamphlets, and reports; and
- l. All other contracts which, by their nature, are not adapted to award by competitive bidding.

Ineligibility

1. Ineligibility due to a conviction. No Business shall be eligible to do business with the Park District if the Business or controlling person of such Business has ever been convicted, under parole or under any other non-custodial supervision resulting from a conviction in a court of any jurisdiction for the commission of a felony of any kind, or of a criminal offense of whatever degree, involving:
 - a. bribery or attempted bribery, or its equivalent under any local, state or federal law, of any public officer or government employee; or
 - b. theft, fraud, forgery, perjury, dishonesty or deceit, or attempted theft, fraud, forgery, perjury, dishonestly or deceit, or its equivalent under any local, state of federal law, against any government agency; or
 - c. conspiring to engage in any of the acts set forth in items (a) or (b) of this subsection (1).
2. Ineligibility due to an admission of guilt. No Business shall be eligible to do business with the Park District if the Business or controlling person of such Business has made in any civil or criminal proceeding an admission of guilt of any of the conduct set forth in items (a) through (c) inclusive, of subsection (1) of this section, under circumstances where such admission of guilt is a matter of record but has not resulted in criminal prosecution for such conduct.
3. Ineligibility due to filing of charges or indictment. No Business shall be eligible to do business with the Park District if the Business or controlling person of such Business is charged with or indicted for any felony or criminal offense set forth in items (a) through (c), inclusive, of subsection (1) of this section. Such ineligibility shall remain in effect until final adjudication is made with respect to such felony or criminal offense.
4. Successor business entities. Notwithstanding anything to the contrary in the section, if a Business seeking to do business with the Park District (“the applicant entity”) acquires or is merged with a Business that is ineligible under this section to do business with the Park District (“prohibited entity”) such applicant entity shall be eligible to do business with the Park District if all of the following apply:
 - a. no controlling person or agent of such applicant entity has made an admission of guilt or been convicted, charged or indicted for any of the criminal conduct forming the basis of the prohibited entity’s ineligibility to do business with the Park District; and
 - b. no person who was a controlling person of the prohibited entity at the time such criminal conduct occurred is a controlling person of the applicant entity; and
 - c. all other eligibility requirements of this section have been met by the applicant entity and all controlling persons thereof.

Credit Card Purchasing

Park District credit cards are maintained to allow for limited, specific purchase situations where providing a credit card to a vendor speeds, or otherwise facilitates the purchase. The Park District will allow the Director and other authorized members to make purchases using Park District credit cards or through “charge” accounts only on a limited basis.

1. All credit card purchases are subject to the same approval limits as other purchases. These purchases are capped at the staff’s credit limit based on hierarchy:
 - a. Superintendents are authorized to purchase a singular item (or group of items) or service of up to \$10,000.00 without pre-approval for Park District needs unless the Director has granted additional expense authority for various maintenance, upkeep or operational expenditures. Credit card limit \$5,000.
 - b. Supervisors are authorized to purchase a singular item (or group of items) or service of up to \$4,000.00 without pre-approval for District needs unless the Director has granted additional expense authority for various maintenance, upkeep or operational expenditures. Credit card limit \$5,000.
 - c. Full Time Staff are authorized to purchase a singular item (or group of items) or service for their area of up to \$4000.00 without pre- approval as long as the purchase is assigned to their designated budget line. Expenses exceeding \$4000.00 must be approved by the Director, or designee, through a Purchase Order Request or Payment Voucher Form. Credit card limit \$5,000.
 - d. The Director authorizes purchases up to and not exceeding \$29,999.99. The Director is further authorized to exceed \$29,999.99 in the case of immediate concern for public health, safety or welfare and when required to maintain the operational integrity of the Park District. by employees other than the Director must be verbally authorized in advance by the Director or his/her designee. All proposed purchases by the Director in an amount of \$29,999.99 or greater shall be preauthorized by the Board of Commissioners. Credit card limit \$8,000.

2. After the purchase is completed, a receipt and/or invoices and a completed payment voucher form shall be completed and turned into the Park District's Superintendent of Finance and HR.
3. Park District employees shall not utilize the Park District credit card for personal purchases, whether reimbursable or not.

DATE: 05/16/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: New Business

- Local Government Efficiency Act: Attached is the information from IAPD on the requirements the Park District must follow to be in compliance with the "Local Government Efficiency Act". The Park District is required to form a committee to ensure that the Park District is being as efficient with the resources as possible.

Overview

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1, *et seq.*, requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local government efficiencies and issue a report to the county board in which the unit of local government is situated. The Act does not apply to municipalities and counties.

IAPD worked with state legislators and other stakeholders to relieve the most costly and burdensome provisions of this legislation before it became law. Although still an unfunded mandate, the law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

As one resource to our members, IAPD has prepared this fact sheet to assist in meeting the requirements of this new law.

Committee Formation

Units of local government are required to form a committee no later than June 10, 2023, which is one year after the effective date of the Act, and at least once every ten years thereafter.

Committee Composition

Each committee must include:

- The elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the board president and approved by the board; and,
- The chief executive officer or other officer of the governmental unit, if any.

The board president or their designee shall chair the committee. The chair may appoint additional members to the committee as they believe appropriate. Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

The committee may, but is not required to, employ or use the services of specialists in public administration and governmental management, and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

The committee is considered a public body to which the Freedom of Information Act and the Open Meetings Act applies.

Duties of the Committee

The duties of each committee include, but are not limited to, the following activities:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois.
- Collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency.
- Provide a written report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee.

Committee Meetings

The committee is required to meet at least three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental units if:

1. Separate notice is given in conformance with the Open Meetings Act;
2. The committee meeting is listed as part of the board of the governmental unit's agenda; and,
3. At least a majority of the members of the committee are present at the committee's meeting.

However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee if it chooses to meet on the same day as a regularly scheduled meeting.

Each meeting of the committee must be public and held in accordance with the Open Meetings Act. The committee must provide an opportunity for any person to be heard at each meeting for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Although not the required method, a survey conducted by email to all residents who attended the meeting and provided a valid email address is one way to satisfy this survey requirement. Pursuant to the Open Meetings Act, all public bodies must keep written minutes for each meeting of the committee.

Committee Report

Each committee must provide its report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee. If a governmental unit is located in multiple counties, it should provide the report to the administrative office of each county board in all counties in which the governmental unit is located. If the committee is formed on the last possible date (June 10, 2023), then the report would need to be provided no later than December 10, 2024. After the report is issued, the committee is dissolved until it is reestablished with newly appointed members in 10 years.

IAPD requests that member agencies provide a copy of the final report to IAPD so that we can utilize this information in future advocacy efforts.

Questions of Concerns

As always, for more information, please feel welcome to contact IAPD by phone at (217) 523-4554, or by email at janselment@ilparks.org or mremmert@ilparks.org.



Jason Anselment
General Counsel

Upcoming Efficiency Report Presents a Unique Opportunity

During the past decade, IAPD has spent countless hours on the issue of local government consolidation. In addition to serving on the 2012-13 Local Government Consolidation Commission, attending every meeting of the 2015 Task Force on Local Government Consolidation and Unfunded Mandates, and closely monitoring and attending hearings on local government consolidation that were a focus of the General Assembly's 2019 Property Tax Task Force, we have also been actively engaged in a variety of legislative proposals on this important issue.

In recent years, a primary legislative threat has been the continued reintroduction of the so-called Citizens' Empowerment Act, which would allow just 5% of voters to initiate a referendum to dissolve any unit of local government and transfer all its property and other assets to another unit of government. IAPD was one of the only organizations to consistently oppose these bills and to testify against them on multiple occasions in committee hearings because we recognize the dangerous, long-term implications they could have for Illinois communities. Contrary to the title, the legislation provides no protections for citizens when it comes to their long-term investments in facilities, programs, and services and would instead place public assets and services at risk without providing citizens with any safeguards to protect those assets. Moreover, the claimed savings are purely hypothetical, as nothing in the legislation requires or guarantees savings to taxpayers; in fact, such initiatives could end up costing taxpayers more in the long run.

During the current 102nd General Assembly, we worked behind the scenes on another legislative proposal that was initially introduced as a local government consolidation bill. Originally proposed in 2021 as the Decennial Committees on Local Government Consolidation Act, HB 162 (Keicher, J. / Morrison, J.) was primarily focused on local government consolidation as its original title suggests. The bill required local governments to create committees to make recommendations on consolidation, allowed counties to appoint committee members, and imposed many burdens and other costs on local governments, including a mandatory public survey of at least 10% of residents to inquire about consolidation. Last year, IAPD worked with state legislators and another stakeholder organization to make several important changes to alleviate the most concerning portions

of the bill, shift the focus from consolidation to efficiency, and eliminate costly provisions such as the mandatory community survey. That bill passed the House but not the Senate in 2021, but it was then refiled this year by the Senate sponsor with our negotiated language.

Now known as the Decennial Committees on Local Government Efficiency Act, SB 3789 / Public Act 102-1088 (Morrison, J. / Carroll, J.) was passed by both chambers during the Spring Session with near unanimous approval and was signed into law this past June. As its new name suggests, the bill is now more appropriately focused on local government efficiency rather than consolidation. Although still an unfunded mandate, this law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

To assist member agencies, IAPD has been working with members of the Joint Legislative Committee during the past several months to develop resources that member park districts, forest preserve districts, and conservation districts can use to formulate their reports.

The first of those resources is a list of frequently asked questions and answers about the new law.

Q: Who must form an Efficiency Committee?

A: Public Act 102-1088, also known as the Decennial Committees on Local Government Efficiency Act, requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local efficiencies. Municipalities and counties are exempt from the Act.

Q: When do we have to form a committee?

A: Units of local government must form a committee within one year after the Act's effective date. Because the Act took effect on June 10, 2022, each governmental unit must form its committee no later than June 10, 2023, and at least once every ten years thereafter.

Q: Who serves on the committee?

A: Each committee must include: (1) the elected or appointed members of the governing board of the governmental unit, (2) at least two residents of the governmental unit appointed by the board president and approved by the board, and (3) the chief executive officer or other officer of the governmental unit. The chairperson may also appoint additional members to the committee as he or she believes appropriate.

Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

Q: Who chairs the committee?

A: The committee will be chaired by the board president or their designee.

Q: What are the duties of the committee?

A: Each committee must: (1) study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the county board in which the governmental unit is located.

Q: What is the deadline for completing the report?

A: Each committee must provide a report to the county board in which the governmental unit is located no later than eighteen months after the formation of the committee. If a committee is formed on the last possible date (June 10, 2023), then the report would need to be provided to the county board no later than December 10, 2024.

Q: What other State laws apply to the committee?

A: Each committee is considered a public body to which provisions of the Freedom of Information Act and the Open Meetings Act (OMA) apply.

Q: How often must the committee meet?

A: The committee is required to meet at least three times. The committee may, but is not required to, meet during the regularly scheduled meeting of the governmental unit if the following conditions are met: (1) separate notice is given in conformance with the OMA, (2) the committee meeting is listed as part of the board of the governmental unit's regular meeting agenda, and (3) at least a majority of the members of the committee are present at the committee's meeting. However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee.

Q: What are the requirements for each meeting of the committee?

A: Each meeting of the committee must be public and held in accordance with the OMA. The committee must provide an opportunity for any person to be heard at each meeting

for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Pursuant to the OMA, all public bodies must keep written minutes of the meeting.

Q: What resources will IAPD provide to assist with the Act?

A: In addition to these FAQs and a corresponding fact sheet, IAPD is also preparing tools such a model resolution to form the committee and a comprehensive template that agencies may use as they prepare their report.

Although each agency will need to adapt the IAPD template to incorporate its own specific details, we will provide model language to complete some sections such as a General Overview of Governing Statutes, Ordinances, Rules, Procedures, Powers, and Jurisdiction. Even where specific examples may vary depending on a district, the template will provide lists of examples an agency may wish to include.

For example, to demonstrate its best practices we will provide a list of examples of policies, manuals, plans, and reports that an agency may want to cite. To demonstrate efficiency of operations, the template will offer descriptive language and also identify items such as intergovernmental agreements and other partnerships that illustrate how your agency avoids duplication of services and saves taxpayer dollars. A separate section on transparency will provide similar examples. The template even offers recommendations for increased accountability and efficiency that you may consider as your agency prepares its report.

As always, IAPD will also be available to answer questions from the membership.

Finally, the new law permits, but does not require, a committee to employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

Q: What happens once the report is provided to the county?

A: After the report is provided, the committee is dissolved until it is reestablished with newly appointed members in 10 years.

This new requirement offers park districts, forest preserve districts, and conservation districts a unique opportunity to demonstrate that their agency operates more efficiently and effectively than any other unit of government within the community. IAPD will provide resources that will not only help your agency satisfy its statutory obligations, but also help document the numerous reasons why your agency is the absolute best form of local government to deliver your services to the community. Ultimately, your report may provide a solid response to any future shortsighted proposal that suggests another form of local government could provide the same services at a lower cost.

RESOLUTION NO. _____

**A RESOLUTION FORMING A COMMITTEE ON
LOCAL GOVERNMENT EFFICIENCY**

_____ [NAME OF] **PARK DISTRICT,**
_____ [NAME OF] **COUNTY, ILLINOIS**

WHEREAS, the _____ [NAME OF] Park District (“Park District”) is required to form a Committee on Local Government Efficiency (“Efficiency Committee”) pursuant to 50 ILCS 70/1 *et seq.* (the Act); and

WHEREAS, pursuant to the Act, the Efficiency Committee shall: (1) study the Park District’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of each county board of the county in which the governmental unit is located; and

WHEREAS, the Efficiency Committee shall consist of the elected or appointed members of the Board of Commissioners of the Park District, at least two residents from the district appointed by the President of the Board of Commissioners and approved by the Board of Commissioners, and the chief executive officer or other officer of the Park District, if any; and

WHEREAS, The President desires to appoint _____ [NAME] and _____ [NAME] as the two resident members of the Efficiency Committee, with the advice and consent of the Board of Commissioners; and

WHEREAS, the Efficiency Committee shall meet at least three times and shall operate as a public body pursuant to the Open Meetings Act and Freedom of Information Act; and

WHEREAS, the Efficiency Committee shall provide a written report to the administrative office of the _____ [NAME OF] County Board no later than eighteen months after the day of the Efficiency Committee’s formation; and

WHEREAS, the Efficiency Committee will be dissolved after it has made a written report to the _____ [NAME OF] County Board and all other statutory requirements have been satisfied;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE _____ [NAME OF] PARK DISTRICT, _____ [NAME OF] COUNTY, ILLINOIS as follows:

SECTION 1: That the Board of Commissioners hereby forms its Committee on Local Government Efficiency consisting of the following individuals:

- _____ [NAME OF BOARD PRESIDENT]

- _____ [NAME OF COMMISSIONER]
- _____ [NAME OF COMMISSIONER]
- _____ [NAME OF COMMISSIONER]
- _____ [NAME OF COMMISSIONER]
- _____ [NAME OF COMMISSIONER IF APPLICABLE]
- _____ [NAME OF COMMISSIONER IF APPLICABLE]
- _____ [NAME OF RESIDENT MEMBER]
- _____ [NAME OF RESIDENT MEMBER]
- _____ [NAME OF CHIEF EXECUTIVE OFFICER OR OTHER OFFICER AS APPLICABLE]

SECTION 2: That _____ [NAME] shall serve as the chairperson of the Efficiency Committee; and

SECTION 3: That the Park District’s Board Secretary, Open Meetings Act Officer, and Freedom of Information Act Officer shall serve the Efficiency Committee in those respective roles; and

SECTION 4: That the Efficiency Committee shall perform its duties in accordance with 50 ILCS 70/1 *et seq.*; and

SECTION 5: That the Board of Commissioners shall provide a written report to the _____ [NAME OF] County Board no later than _____ [MONTH, DAY], 2024, which is eighteen months after the day of the Efficiency Committee’s formation.

DATED this ____ day of _____, 2023.

[SEAL] _____ [NAME OF] **PARK DISTRICT**

By: _____
Board President

ATTEST:

Board Secretary