

Berwyn Park District
Board Meeting
Proksa Park Activity Center
3701 S. Scoville Ave, Berwyn, IL
February 18, 2025, at 6:00pm
Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda
- IV. Acceptance of Minutes (action)
 - a. January 21, 2025, Board Meeting
 - b. February 4, 2025, Committee Meeting
- V. Public Comments
- VI. Correspondence
- VII. Financial Report
 - a. Superintendent of Finance & HR Report (action)
- VIII. Agency Report
- IX. West Suburban Special Recreation Association (WSSRA)
- X. Unfinished Business
 - a. Board Manual
- XI. New Business
 - a. PMA Municipal Advisor Disclosure Statement
 - b. Proksa Park RTP Grant Application (Hitchcock)
- XII. Commissioners Comments
- XIII. 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.
- XIV. Action from Executive Session (action)
- XV. Approval of Executive Director Contract (action)
- XVI. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is March 18, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is March 4, 2025, 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.

BOARD OF COMMISSIONERS

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



Ana Espinoza, Vice President
Mario Manfredini, Secretary

Committee Meeting Minutes
Berwyn Park District
February 4th, 2025, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:32pm by President Brian Brock

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

Absent: Ana Espinoza.

Staff in attendance: Cathy Fallon (Executive Director), Cindy Hayes (Superintendent of Finance and HR), John Roberts (Superintendent of Parks and Facilities), and Nicole Collier (Superintendent of Recreation).

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

Public Comments: none.

Correspondence: The Animal Care League sent a thank you note to the district for hosting and helping with their annual Christmas Bazaar.

Financial Report: a motion was made by Kostelny, seconded by Taylor to approve February 2025 payables in the amount of \$31,099.50. Roll call: Brock- aye, Espinoza- absent, Kostelny-aye, Manfredini- Aye, and Taylor- aye. Motion carried. We are waiting on a cash flow analysis from PMA financials. The money received from the county for taxes is about \$70,000 short of the final levy report.

Policy and Personnel: Commissioners are still reviewing the board policy manual.

Recreation: report included in the packet. The new Athletics manager started today; his name is Nicolas Rummell. Commissioner Kostelny shared information from the IPRA Conference regarding recreation software.

Parks and Facilities: report in packet.

Other Business: Director Fallon reached out to a representative of the Morton Arboretum Grant. Currently the arboretum is still in line to receive funding for this grant. The district will continue with the process given by the Arboretum. The Recreation department is meeting with the Library to discuss cooperative ideas. Director Fallon met with Hitchcock Designs. They will put a proposal together for the OSLAD funding of Proksa Park. There will be some type of community engagement on the design of the children's playground. Details are being discussed. Hitchcock suggested that Aquascape come take a look at the ponds at Proksa Park. The park district will change the logo each month to reflect the awareness of each month.

Commissioners' Comments: Commissioner Kostelny would like to review closed minutes in executive session. Director Fallon's will be voted on at the next meeting.

Adjournment: A motion was made by Manfredini, seconded by Taylor to adjourn at 5:08pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

Minutes of Monthly Board Meeting
Berwyn Park District
January 21st, 2025, at 6pm
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:02pm by President Brock.

Commissioners in attendance: 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 Manfredini seconded by Taylor to approve the agenda as presented. Motion approved. (Kostelny stepped out of the meeting- did not vote)

Minutes: A motion made by Manfredini, seconded by Taylor to approve the minutes from December 17, 2024, Board Meeting. Motion carried. (Kostelny stepped out of the meeting- did not vote)

Public Comments: no comments

Correspondence: no correspondence.

Financial Report: A motion made by Taylor, seconded by Espinoza, to approve January's payables in the amount of \$101,341.43 and December's payroll \$73,827.10 for a total of \$175,168.53. Roll call: Brock-aye, Espinoza- aye, Kostelny-absent, Manfredini- Aye, and Taylor- aye. Motion carried. The Schedule of Investments Report was reviewed. The Bank 7 CD matured on December 17, 2024. A CD from Western Alliance Bank was purchased for \$140,000.00 and will mature on 9/16/25. A CD was purchased from Gbank for \$130,000.00 and will mature on 9/16/25.

Agency Report: The report is in the packet. Director Fallon went over the programs and enrollment numbers. Then went over the progress of projects in the maintenance department. Commissioner Brock described his issues with trying to register for programs. Director Fallon will take a look at his profile. Commissioner Espinoza would like to see our scholarship program promoted more.

West Suburban Special Recreation Association (WSSRA): draft minutes from January 14th, 2025, meeting is included in the packet. WSSRA is working with the park district of Forest Park, to obtain permanent space.

Unfinished Business: The board policy manual is still being developed. The 2024 audit has begun. The commissioners had questions regarding what happens if the current administration dissolves FDIC regulations. Included in the packet are answers to these concerns from First American Bank of Riverside.

New Business: none.

Commissioners' Comments: Commissioner Taylor asked what the cost of the design fee will be for the redevelopment of Proksa Park. He also asked if the construction part will go out for bid. Director Fallon does not have a quote for the design fee yet. The construction project will go out to bid. He also encouraged lobbying legislators for funding. Possibly at the breakfast with legislators. Commissioner

Espinoza would like a spring outing planned with the new commissioners to see what projects are needed. Commissioner Taylor asked what the plans for the Children's Garden area would be. The district will work with Julie Roth for the reconfiguration of the space. He also wants to see sidewalk connectivity at that corner of Proksa Park. Taylor asked if concerts or other events could be held at other parks instead of always at Proksa Park.

Executive Session: A motion made by Brock, seconded by Kostelny to go into executive session at 6:05pm for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Motion unanimously carried.

A motion made by Manfredini, seconded by Kostelny to go into open session at 7:05pm. Motion unanimously carried.

Meeting Dates: February 4th, 2025-Committee Meeting at Freedom Park Administration Building at 4:30pm. February 18th, 2025- Regular Board Meeting at Proksa Park Activity Center at 6pm.

Adjournment: A motion made by Manfredini, seconded by Kostelny to adjourn at 7:06pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

DATE: 2/18/2025
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

- A. Statement of Economic Interest
- B. Schedule of Investments
- C. February 2025 Payables / January 2024 Payroll and Payroll Liabilities (Action Roll Call)
Check Reconciliation Report and
Paid Invoice Listing Report included
- D. Treasurer's Report
- E. Scholarship Report
- F. General Ledger (GL) Report

Berwyn Park District Schedule of Investments January 2025

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DATE: 2/18/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

February 2025 Payables:

Checks 25606-25629

\$ 48,657.11

Payroll/Payroll Liabilities:

1/03/2025 \$ 35,764.30

1/17/2025 \$ 34,433.21

1/31/2025 \$ 35,888.61

total: \$ 106,086.12

I motion to approve the February 2025 payables in the amount of \$ 48,657.11 and January 2025 Payroll in the amount of \$ 106,086.12 for a total of \$ 154743.23

DATE: 02/13/25
TIME: 16:23:31
ID: AP460000

BERWYN PARK DISTRICT
CHECK RECONCILIATION REPORT

PAGE: 1

DATED FROM 02/05/2025 TO 02/18/2025
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
25606	ALTA	ALTA CONSTRUCTION EQUIPMENT	OUT	02/13/25	02/13/25	
25607	BER-WATE	City of Berwyn	OUT	02/13/25	02/13/25	5,629.36
25608	Bowlero	Bowlero Lyons	OUT	02/13/25	02/13/25	18.26
25609	Brady	BradyIFS	OUT	02/13/25	02/13/25	179.85
25610	CDS	CDS Office Technologies	OUT	02/13/25	02/13/25	3,441.60
25611	COMCAST	COMCAST BUSINESS	OUT	02/13/25	02/13/25	12,809.27
25612	COMCAST2	COMCAST BUSINESS	OUT	02/13/25	02/13/25	1,060.56
25613	COMED	Com. Ed.	OUT	02/13/25	02/13/25	235.68
25614	Enchante	Enchanted Castle	OUT	02/13/25	02/13/25	609.61
25615	FSS	FSS Technologies LLC	OUT	02/13/25	02/13/25	269.50
25616	Groot	GROOT INDUSTRIES, iNC.	OUT	02/13/25	02/13/25	1,098.78
25617	JCLICHT	JC Licht Ace	OUT	02/13/25	02/13/25	1,909.48
25618	Konica	Konica Minolta	OUT	02/13/25	02/13/25	135.26
25619	MissAlli	Miss Allison's Music	OUT	02/13/25	02/13/25	8.00
25620	Mystic	Prairie Lakes Aquatic Center	OUT	02/13/25	02/13/25	273.00
25621	NCSI	NCSI	OUT	02/13/25	02/13/25	50.00
25622	NG	Next Generation	OUT	02/13/25	02/13/25	55.50
25623	NICOR	Nicor Gas	OUT	02/13/25	02/13/25	3,895.45
25624	ORKIN	Orkin	OUT	02/13/25	02/13/25	2,237.21
25625	PFM Fina	PFM Financial Services	OUT	02/13/25	02/13/25	151.00
25626	PRODPARK	Productive Parks	OUT	02/13/25	02/13/25	10,100.67
25627	Record	Record-A-Hit Entertainment	OUT	02/13/25	02/13/25	2,804.00
25628	Roth	Roth Legal LLC	OUT	02/13/25	02/13/25	550.00
25629	TMobile	T-Mobile	OUT	02/13/25	02/13/25	900.00
						235.07
					TOTAL---ALL CHECKS	48,657.11

DATE: 02/13/2025
TIME: 16:30:43
ID: AP450000

BERWYN PARK DISTRICT
PAID INVOICE LISTING

PAGE: 1

FROM 02/05/2025 TO 02/18/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ALTA	ALTA CONSTRUCTION EQUIPMENT								
	SWA754683			02/12/25		25606	02/13/25	5,629.36	5,629.36
	01	Equipment Repair	10020053655						5,629.36
								VENDOR TOTAL:	5,629.36
BER-WATE	City of Berwyn								
	400486-2/25			02/13/25		25607	02/13/25	18.26	18.26
	01	Utilities water LLC	50020052639						18.26
								VENDOR TOTAL:	18.26
Bowlero	Bowlero Lyons								
	16523265			02/03/25		25608	02/13/25	179.85	179.85
	01	Summer Camp Field Trips dep.	51160052430						179.85
								VENDOR TOTAL:	179.85
Brady	BradyIFS								
	9735067			02/07/25		25609	02/13/25	3,441.60	3,441.60
	01	Logo Mats	10020053665						3,441.60
								VENDOR TOTAL:	3,441.60
CDS	CDS Office Technologies								
	INV1659537-1			02/07/25		25610	02/13/25	12,809.27	12,809.27
	01	Final IT cleanup	41000056832						12,809.27
								VENDOR TOTAL:	12,809.27
COMCAST	COMCAST BUSINESS								
	232580842			02/05/25		25611	02/13/25	1,060.56	1,060.56
	01	Phones and Internet	10010052641						530.28
	02	Phones and Internet	50010052641						530.28
								VENDOR TOTAL:	1,060.56
COMCAST2	COMCAST BUSINESS								
	Feb 25			02/03/25		25612	02/13/25	235.68	235.68
	01	Phone & Internet	10010052641						235.68
								VENDOR TOTAL:	235.68
COMED	Com. Ed.								
	Jan 25- LCC green			02/04/25		25613	02/13/25	609.61	31.89
	01	Elec LCC- green space	50020052638						31.89

BERWYN PARK DISTRICT
PAID INVOICE LISTING

FROM 02/05/2025 TO 02/18/2025

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	42090	01 Adapter PVC 02 CAP PVC	10020055762 10020055762	02/04/25		25617	02/13/25	135.26	4.38 2.39 1.99
	42103	01 Sanding Sponge 02 Sandsponge 4 side	10020053665 10020053665	02/04/25		25617	02/13/25	135.26	10.43 4.74 5.69
	42105	01 BEN paint 4x QT	10020053665	02/04/25		25617	02/13/25	135.26	23.39
	42106	01 Paintbrush	10020053665	02/04/25		25617	02/13/25	135.26	23.39 6.29 6.29
Konica	Konica Minolta							VENDOR TOTAL:	135.26
	9010300769	01 Paper Usage 1/1-1/31	10010052617	02/05/25		25618	02/13/25	8.00	8.00 8.00
MissAlli	Miss Allison's Music							VENDOR TOTAL:	8.00
	6	01 Instructor-Early Childhood	51160052415	02/13/25		25619	02/13/25	273.00	273.00 273.00
Mystic	Prairie Lakes Aquatic Center							VENDOR TOTAL:	273.00
	July-Aug 25	01 Summer camp field trip deposit	51160052430	02/13/25		25620	02/13/25	50.00	50.00 50.00
CSI	NCSI							VENDOR TOTAL:	50.00
	53807	02 Background check	23000052629	02/05/25		25621	02/13/25	55.50	55.50 55.50
G	Next Generation							VENDOR TOTAL:	55.50
	212742	01 Staff Apparel	50010055785	01/31/25		25622	02/13/25	3,895.45	1,573.60 1,573.60
	212743	01 Next Generation Wear	10020055785	02/12/25		25622	02/13/25	3,895.45	2,321.85 2,321.85

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BERWYN PARK DISTRICT
PAID INVOICE LISTING

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

NICOR	Nicor Gas							VENDOR TOTAL:	3,895.45
	Feb 25- SP								
	01	Natural Gas Sunshine	10020052637	02/10/25		25623	02/13/25	2,237.21	591.78 591.78
	Feb 25-FP								
	01	Natural Gas Freedom	10020052637	02/10/25		25623	02/13/25	2,237.21	363.51 363.51
	Feb 25-LCC								
	01	Natural gas LCC	50020052637	02/12/25		25623	02/13/25	2,237.21	832.64 832.64
	Feb 25-LCC Gen								
	01	Natural gas-LCC Generator	50020052637	02/12/25		25623	02/13/25	2,237.21	155.91 155.91
	Feb 25-PP								
	01	Natural Gas Proksa	50020052637	02/10/25		25623	02/13/25	2,237.21	293.37 293.37

ORKIN	Orkin							VENDOR TOTAL:	2,237.21
	273727664								
	01	Feb Pest Cotrol FP	10020052624	02/05/25		25624	02/13/25	151.00	69.00 69.00
	273727665								
	01	Feb Pest Control Proksa	10020052624	02/05/25		25624	02/13/25	151.00	82.00 82.00

PFM Fina	PFM Financial Services							VENDOR TOTAL:	151.00
	Jan 25- Garcia								
	01	Amazon face mask	10020055757	02/10/25		25625	02/13/25	10,100.67	1,753.75
	02	CPSI Training	10020054715						18.80
	03	Amazon work gloves	10020055757						45.00
	04	truck side step rails	10020055757						164.95
	05	wall calendar	10020055789						294.99
	06	electric perforator	10020053665						49.99
	07	hooks	10020053665						439.00
	08	dish soap	10020055762						3.47
	09	map pro fuel	10020053665						1.00
	10	door jamb	10020053665						14.97
	11	dialectic union	10020053665						19.93
	12	drain pan	10020053665						9.54
	13	foam pipe wrap	10020053665						11.98
	14	acid brushes	10020053665						6.98
	15	paste flux	10020053665						1.98
	16	fitting brush	10020053665						5.43 10.47

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BERWYN PARK DISTRICT
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VENDOR # INVOICE #

ITEM DESCRIPTION		ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Jan 25-Kell								
13	Return-Refund	51160055415	02/10/25		25625	02/13/25	10,100.67	1,405.18
14	Swifter	55130055795						-19.97
15	Early Childhood	51160055415						29.99
16	Refunded amount	50010054700						38.15
17	Hyatt Lunch-Breakfast	50010054700						-90.15
18	Hyatt- Hotel stay	50010054700						60.29
19	Field Trip-Winter Break Escape	51160055420						370.96
Jan 25-Maintenance								407.00
01	lawn and garden battery	10020053655	02/10/25		25625	02/13/25	10,100.67	2,957.50
02	steamer	10020055800						55.99
03	putty knife	10020055800						64.98
04	Menards ext. chord	10020055789						2.94
05	wall maintainer	10020053650						107.04
06	CPSI Training	10020054715						69.93
07	hook	10020053665						1,428.00
08	corner brace	10020053665						3.47
09	plastic wood	10020053665						24.74
10	anchor	10020053665						7.98
11	primed board	10020053665						25.98
12	plastic anchor	10020053665						21.96
13	pesticide exam	10020054715						10.64
14	staff appreciation	10010055796						45.00
15	LED Canopy	10020053665						164.85
Jan 25-Nepomuck								924.00
01	Adobe Annual Subscription	50010054720	02/10/25		25625	02/13/25	10,100.67	1,842.49
02	Coffee at Conference	50010054700						1,079.88
03	Conference Lunch	50010054700						7.09
04	Lunch at Conference	50010054700						48.00
05	Coffee and water at conference	50010054700						19.74
06	Team Dinner at Conference	50010054700						18.55
07	Lyft to conference	50010054700						181.67
08	Starbucks	50010054700						32.13
09	Refreshments at conference	50010054700						14.07
10	Team Breakfast at conference	50010054700						10.36
11	Hyatt stay for conference	50010054700						92.00
12	Lyft from conference	50010054700						312.26
PRODPARK Productive Parks								26.74
INV-1601								
01	annual software license	10010052610	02/12/25		25626	02/13/25	2,804.00	2,804.00
VENDOR TOTAL:								10,100.67

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BERWYN PARK DISTRICT
PAID INVOICE LISTING

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FROM 02/05/2025 TO 02/18/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Record	Record-A-Hit Entertainment								
	251183							VENDOR TOTAL:	2,804.00
		01 Deposit for summer camp in	51160052430	02/13/25		25627	02/13/25	550.00	550.00
		02 house field trip	** COMMENT **						550.00
									0.00
Roth	Roth Legal LLC							VENDOR TOTAL:	550.00
	25-02								
		01 Legal Consult	10010051570	02/07/25		25628	02/13/25	900.00	900.00
									900.00
TMobile	T-Mobile							VENDOR TOTAL:	900.00
	Feb 25								
		01 Cell Phones	10010052644	01/30/25		25629	02/13/25	235.07	235.07
		02 Cell Phones	50010052644						117.54
									117.53
								VENDOR TOTAL:	235.07
								TOTAL --- ALL INVOICES:	48,657.11

Berwyn Park District Treasurer Report		
January 2025		
	Republic Bank Operating Account	
	Beginning Balance	\$137,824.74
GL's	<u>Deposits</u>	
	Taxes (divided up among the funds)	\$8,917.97
10-00-00-40-405	Replacement Taxes	
10-00-00-43-455	Cook County Voting Use	
10-00-00-46-480	Sponsorships	
10-00-00-48-491	Interest Income	
10-00-00-49-647	Corp: Cell Tower Lease	\$6,083.20
10-02-00-49-493	Recycling/Salvage	
10-02-00-53-650	reimbursement	
10-00-00-49-494	PDRMA Incentive/Reimbursement	
10-02-00-45-470	Dog Park Fees	
10-02-00-46-486	Garden Plots	
23-00-00-49-494	PDRMA Safety Rebate	
50-01-00-46-477	Community Event Fees- vending machine commission	
50-01-00-49-494	PDRMA Incentive/Reimbursement	
50-10-00-46-485	Back to School	
51-16-00-41-415	Early Childhood Programs	\$215.00
51-16-00-41-420	Youth Programs	
51-16-00-41-425	Teen Programs	
51-16-00-41-430	Summer Day Camp	
51-16-00-41-435	New Programs	
52-09-00-41-420	Youth Soccer	
52-09-00-41-435	Athletic Camps	
52-09-00-41-440	Youth Athletic Contract. Programs	
52-09-00-41-470	Youth Athletic Special Event	
53-12-00-41-600	Adult Programs	\$95.00
53-12-00-41-610	Active Adult Programs	
53-12-00-41-615	Adult Day Trips	\$350.00
53-12-00-41-620	Extended Adult Trips	\$16,996.00
53-12-00-41-625	Adult Lunches	\$45.00
53-12-00-41-630	New Programs	
53-12-00-52-618	refund transportation	
53-12-00-52-620	overpayment of Italy trip	
54-10-00-46-410	Brewfest	
54-10-00-46-420	Fall Events	
54-10-00-46-430	Winter Event	
54-10-00-46-440	Sponsorship	
54-10-00-46-450	Summer Event	
55-13-00-43-450	Proksa Center Rentals	\$125.00
55-13-00-43-451	Liberty Center Rentals	
55-13-00-43-455	Athletic Fields	
55-13-00-43-471	Park Rentals (Outdoors)	
	<u>Credit Card (P-Card) Bill</u>	
	BMO Harris Mastercard	-\$7,319.87
	Costco Credit Card Bill	-\$76.32
	<u>Bond and Interest Payment</u>	
	Bond Payment	
	transfer in from BMO to Republic	
	transfer in from Money Market to Operating	\$100,000.00
	Bank Fees	-\$164.34
	Outstanding Checks Cleared/ACH	-\$91,697.48
	Deposits Credited to February Statement	-\$8,584.93
	Deposits credited to December GL	\$1,645.86
	Transfer to payroll	
	Transfer to money market	
	Ending Balance	\$164,454.83

Berwyn Park District Treasurer Report		
January 2025		
BMO Harris Credit Card Account		
	Beginning Balance	\$79,827.83
GL's	<u>Deposits</u>	
10-02-00-45-470	Dog Park Fees	\$35.00
10-02-00-46-485	Memorial Bricks/Benches	
10-02-00-46-486	Garden Plots	
51-16-00-41-410	Preschool	\$543.00
51-16-00-41-415	Early Childhood Programs	\$1,371.00
51-16-00-41-420	Youth Programs	\$1,327.00
51-16-00-41-425	Teen Programs	
51-16-00-41-430	Summer Day Camp	
51-16-00-41-435	New Programs	
52-09-00-41-420	Youth Soccer	
52-09-00-41-425		\$800.00
52-09-00-41-430	Youth Baseball	
52-09-00-41-435	Athletic Camps	
52-09-00-41-440	Youth Athletic Contract. Programs	\$1,509.00
52-09-00-41-470	Youth Athletic Special Event	
53-12-00-41-600	Adult Programs	\$80.00
53-12-00-41-610	Active Adult Programs	
53-12-00-41-615	Adult Day Trips	\$810.00
53-12-00-41-620	Extended Adult Trips	\$1,599.00
53-12-00-41-625	Adult Lunches	\$60.00
53-12-00-41-630	New Programs	
54-10-00-46-420	Fall Events	
54-10-00-46-430	Winter Events	
54-10-00-46-450	Summer Events	\$150.00
55-13-00-43-450	Proksa Center Rentals	\$1,871.75
55-13-00-43-451	Liberty Center Rentals	\$225.00
55-13-00-43-455	Athletic Fields Rentals	
55-13-00-43-471	Park (Outdoor) Rentals	
	Card Connect Fees (December)	-\$559.53
	Bank Fees	-\$216.89
	Refunds	-\$1,138.00
	Withdrawal: Money deposited to Republic Operating Acct. credited to March Bank statement	-\$591.00
	Sales from the December GL control account	\$145.00
		-\$1,015.00
	Ending Balance	\$86,833.16

Berwyn Park District Treasurer Report

January 2025

<u>Republic Bank Property Tax Money Market Account</u>		
Beginning Balance		\$442,949.60
Interest		\$1,040.75
Property Tax Revenue		\$2,901.06
DCEO Grant		
Transfer to Operating Account	operating	-\$100,000.00
Transfer out to IPTP account		
Deposit from Illinois Funds Account		
Transfer to other accounts	payroll	-\$70,321.82
Ending Balance		\$276,569.59

<u>Republic Bank Payroll Account</u>		
Beginning Balance		\$27,661.29
Transfer in from Money Market Account		\$70,321.82
Transfer from Operating Account		
<i>Payroll/Employee Compensation-direct deposit</i>		-\$42,605.59
<i>Payroll/Employee Compensation-paper checks</i>		
<u>Payroll Liabilities</u>		
Federal, State and FICA Exp		-\$27,268.76
<u>IMRF Payments</u>		
Employer/Employee Contributions		-\$10,333.03
Ending Balance		\$17,775.73

<u>Republic Bank Petty Cash Account</u>		
Beginning Balance		\$4,478.16
Deposit from Operating Account		\$931.19
<i>Checks Cleared</i>		-\$300.00
1069, 1070		
Ending Balance		\$5,109.35

Berwyn Park District Treasurer Report
January 2025

<u>Byline Unemployment Account</u>	
Beginning Balance	\$32,484.95
Interest	\$81.63
Maintenance Fee Unemployment	-\$20.00
Ending Balance	\$32,546.58

<u>First American Bank Money Market-Capital Account</u>	
Beginning Balance	\$2,874,182.42
Interest	\$9,365.78
Transfer in	
Transfer to other accounts	
Ending Balance	\$2,883,548.20

<u>First American Bank Checking Account-Capital Account</u>	
Beginning Balance	\$5,010.91
Interest	\$1.12
Account Analysis Fee	-\$31.00
Transfer in	
Transfer to other accounts	
Ending Balance	\$4,981.03

DATE: 2/18/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
RE: Superintendent of Finance and HR
Scholarship Information

FINANCE

2025 Scholarship Report Year-to -Date

<u>Accepted Scholarships</u>	<u>Amount Awarded</u>
Year-to-Date Total:	\$0

Pending Scholarships

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

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 1
F-YR: 25

FOR FUND: `Corporate
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	76,434.64	0.00	100.0	152,869.28	917,216.00	0.00	100.0
Administration	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Buildings & Grounds	34,080.81	0.00	100.0	68,161.62	408,970.00	0.00	100.0
TOTAL REVENUES	110,515.45	0.00	100.0	221,030.90	1,326,186.00	0.00	100.0
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Administration	41,210.85	26,483.18	35.7	82,421.70	494,531.00	69,547.94	85.9
Buildings & Grounds	59,312.68	39,918.41	32.6	118,625.36	711,754.00	87,110.43	87.7
TOTAL EXPENSES	100,523.53	66,401.59	33.9	201,047.06	1,206,285.00	156,658.37	87.0
TOTAL FUND REVENUES	110,515.45	0.00	100.0	221,030.90	1,326,186.00	0.00	100.0
TOTAL FUND EXPENSES	100,523.53	66,401.59	33.9	201,047.06	1,206,285.00	156,658.37	87.0
SURPLUS (DEFICIT)	9,991.92	(66,401.59)	(764.5)	19,983.84	119,901.00	(156,658.37)	(230.6)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 2
F-YR: 25

FOR FUND: Scholarship Fund
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	625.00	0.00	100.0	1,250.00	7,500.00	0.00	100.0
TOTAL EXPENSES	625.00	0.00	100.0	1,250.00	7,500.00	0.00	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	625.00	0.00	100.0	1,250.00	7,500.00	0.00	100.0
SURPLUS (DEFICIT)	(625.00)	0.00	100.0	(1,250.00)	(7,500.00)	0.00	100.0

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Social Security
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
TOTAL REVENUES	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
EXPENSES							
Non Departmental	6,829.75	2,492.47	63.5	13,659.50	81,957.00	9,471.20	88.4
TOTAL EXPENSES	6,829.75	2,492.47	63.5	13,659.50	81,957.00	9,471.20	88.4
TOTAL FUND REVENUES	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
TOTAL FUND EXPENSES	6,829.75	2,492.47	63.5	13,659.50	81,957.00	9,471.20	88.4
SURPLUS (DEFICIT)	(6,746.42)	(2,492.47)	(63.0)	(13,492.84)	(80,957.00)	(9,471.20)	(88.3)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: IMRF
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
TOTAL REVENUES	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
EXPENSES							
Non Departmental	8,330.75	3,268.08	60.7	16,661.50	99,969.00	12,516.21	87.4
TOTAL EXPENSES	8,330.75	3,268.08	60.7	16,661.50	99,969.00	12,516.21	87.4
TOTAL FUND REVENUES	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
TOTAL FUND EXPENSES	8,330.75	3,268.08	60.7	16,661.50	99,969.00	12,516.21	87.4
SURPLUS (DEFICIT)	(8,247.42)	(3,268.08)	(60.3)	(16,494.84)	(98,969.00)	(12,516.21)	(87.3)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Liability
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	166.66	0.00	100.0	333.32	2,000.00	0.00	100.0
TOTAL REVENUES	166.66	0.00	100.0	333.32	2,000.00	0.00	100.0
EXPENSES							
Non Departmental	4,954.13	55.50	98.8	9,908.26	59,450.00	14,715.24	75.2
TOTAL EXPENSES	4,954.13	55.50	98.8	9,908.26	59,450.00	14,715.24	75.2
TOTAL FUND REVENUES	166.66	0.00	100.0	333.32	2,000.00	0.00	100.0
TOTAL FUND EXPENSES	4,954.13	55.50	98.8	9,908.26	59,450.00	14,715.24	75.2
SURPLUS (DEFICIT)	(4,787.47)	(55.50)	(98.8)	(9,574.94)	(57,450.00)	(14,715.24)	(74.3)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Audit
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	2,007.00	0.00	100.0	4,014.00	24,084.00	0.00	100.0
TOTAL REVENUES	2,007.00	0.00	100.0	4,014.00	24,084.00	0.00	100.0
EXPENSES							
Non Departmental	2,000.00	0.00	100.0	4,000.00	24,000.00	0.00	100.0
TOTAL EXPENSES	2,000.00	0.00	100.0	4,000.00	24,000.00	0.00	100.0
TOTAL FUND REVENUES	2,007.00	0.00	100.0	4,014.00	24,084.00	0.00	100.0
TOTAL FUND EXPENSES	2,000.00	0.00	100.0	4,000.00	24,000.00	0.00	100.0
SURPLUS (DEFICIT)	7.00	0.00	100.0	14.00	84.00	0.00	100.0

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Security and Safety
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
TOTAL REVENUES	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
EXPENSES							
Non Departmental	1,499.98	0.00	100.0	2,999.96	18,000.00	0.00	100.0
TOTAL EXPENSES	1,499.98	0.00	100.0	2,999.96	18,000.00	0.00	100.0
TOTAL FUND REVENUES	83.33	0.00	100.0	166.66	1,000.00	0.00	100.0
TOTAL FUND EXPENSES	1,499.98	0.00	100.0	2,999.96	18,000.00	0.00	100.0
SURPLUS (DEFICIT)	(1,416.65)	0.00	100.0	(2,833.30)	(17,000.00)	0.00	100.0

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Special Recreation
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	12,500.00	0.00	100.0	25,000.00	150,000.00	0.00	100.0
TOTAL REVENUES	12,500.00	0.00	100.0	25,000.00	150,000.00	0.00	100.0
EXPENSES							
Non Departmental	16,601.57	0.00	100.0	33,203.14	199,219.00	37,734.75	81.0
TOTAL EXPENSES	16,601.57	0.00	100.0	33,203.14	199,219.00	37,734.75	81.0
TOTAL FUND REVENUES	12,500.00	0.00	100.0	25,000.00	150,000.00	0.00	100.0
TOTAL FUND EXPENSES	16,601.57	0.00	100.0	33,203.14	199,219.00	37,734.75	81.0
SURPLUS (DEFICIT)	(4,101.57)	0.00	100.0	(8,203.14)	(49,219.00)	(37,734.75)	(23.3)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Debt Service
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	22,433.33	0.00	100.0	44,866.66	269,200.00	0.00	100.0
TOTAL REVENUES	22,433.33	0.00	100.0	44,866.66	269,200.00	0.00	100.0
EXPENSES							
Non Departmental	22,554.15	0.00	100.0	45,108.30	270,650.00	0.00	100.0
TOTAL EXPENSES	22,554.15	0.00	100.0	45,108.30	270,650.00	0.00	100.0
TOTAL FUND REVENUES	22,433.33	0.00	100.0	44,866.66	269,200.00	0.00	100.0
TOTAL FUND EXPENSES	22,554.15	0.00	100.0	45,108.30	270,650.00	0.00	100.0
SURPLUS (DEFICIT)	(120.82)	0.00	100.0	(241.64)	(1,450.00)	0.00	100.0

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Capital Projects
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	31,666.66	12,809.27	59.5	63,333.32	380,000.00	12,809.27	96.6
TOTAL EXPENSES	31,666.66	12,809.27	59.5	63,333.32	380,000.00	12,809.27	96.6
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	31,666.66	12,809.27	59.5	63,333.32	380,000.00	12,809.27	96.6
SURPLUS (DEFICIT)	(31,666.66)	(12,809.27)	(59.5)	(63,333.32)	(380,000.00)	(12,809.27)	(96.6)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 12
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FOR FUND: Liberty Capital Development
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.0

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Recreation Administration
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	33,333.33	0.00	100.0	66,666.66	400,000.00	0.00	100.0
Administration	291.66	0.00	100.0	583.32	3,500.00	0.00	100.0
Special Events	333.33	0.00	100.0	666.66	4,000.00	0.00	100.0
TOTAL REVENUES	33,958.32	0.00	100.0	67,916.64	407,500.00	0.00	100.0
EXPENSES							
Administration	44,308.08	24,826.52	43.9	88,616.16	531,698.00	61,806.65	88.3
Building and Grounds	5,041.66	3,350.50	33.5	10,083.32	60,500.00	6,774.60	88.8
Special Events	1,562.49	0.00	100.0	3,124.98	18,750.00	292.00	98.4
TOTAL EXPENSES	50,912.23	28,177.02	44.6	101,824.46	610,948.00	68,873.25	88.7
TOTAL FUND REVENUES	33,958.32	0.00	100.0	67,916.64	407,500.00	0.00	100.0
TOTAL FUND EXPENSES	50,912.23	28,177.02	44.6	101,824.46	610,948.00	68,873.25	88.7
SURPLUS (DEFICIT)	(16,953.91)	(28,177.02)	66.1	(33,907.82)	(203,448.00)	(68,873.25)	(66.1)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Rec. Program Youth & Teen
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Youth Programming	101,458.34	0.00	100.0	101,916.68	106,500.00	195.00	(99.8)
TOTAL REVENUES	101,458.34	0.00	100.0	101,916.68	106,500.00	195.00	(99.8)
EXPENSES							
Youth Programming	87,375.02	2,732.89	96.8	88,000.04	94,250.00	4,642.74	95.0
TOTAL EXPENSES	87,375.02	2,732.89	96.8	88,000.04	94,250.00	4,642.74	95.0
TOTAL FUND REVENUES	101,458.34	0.00	100.0	101,916.68	106,500.00	195.00	(99.8)
TOTAL FUND EXPENSES	87,375.02	2,732.89	96.8	88,000.04	94,250.00	4,642.74	95.0
SURPLUS (DEFICIT)	14,083.32	(2,732.89)	(119.4)	13,916.64	12,250.00	(4,447.74)	(136.3)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Athletics Programs
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Athletics	104,360.00	0.00	100.0	104,360.00	104,360.00	0.00	100.0
TOTAL REVENUES	104,360.00	0.00	100.0	104,360.00	104,360.00	0.00	100.0
EXPENSES							
Athletics	77,300.00	1,051.88	98.6	77,300.00	77,300.00	2,228.88	97.1
TOTAL EXPENSES	77,300.00	1,051.88	98.6	77,300.00	77,300.00	2,228.88	97.1
TOTAL FUND REVENUES	104,360.00	0.00	100.0	104,360.00	104,360.00	0.00	100.0
TOTAL FUND EXPENSES	77,300.00	1,051.88	98.6	77,300.00	77,300.00	2,228.88	97.1
SURPLUS (DEFICIT)	27,060.00	(1,051.88)	(103.8)	27,060.00	27,060.00	(2,228.88)	(108.2)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Rec. Program Adults
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Adults	92,600.00	0.00	100.0	92,600.00	92,600.00	0.00	100.0
TOTAL REVENUES	92,600.00	0.00	100.0	92,600.00	92,600.00	0.00	100.0
EXPENSES							
Adults	84,408.34	17.98	99.9	84,416.68	84,500.00	697.81	99.1
TOTAL EXPENSES	84,408.34	17.98	99.9	84,416.68	84,500.00	697.81	99.1
TOTAL FUND REVENUES	92,600.00	0.00	100.0	92,600.00	92,600.00	0.00	100.0
TOTAL FUND EXPENSES	84,408.34	17.98	99.9	84,416.68	84,500.00	697.81	99.1
SURPLUS (DEFICIT)	8,191.66	(17.98)	(100.2)	8,183.32	8,100.00	(697.81)	(108.6)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 17
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FOR FUND: Recreation Special Events
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Special Events	40,500.00	0.00	100.0	40,500.00	40,500.00	20.47	(99.9)
TOTAL REVENUES	40,500.00	0.00	100.0	40,500.00	40,500.00	20.47	(99.9)
EXPENSES							
Special Events	30,983.34	0.00	100.0	31,066.68	31,900.00	423.06	98.6
TOTAL EXPENSES	30,983.34	0.00	100.0	31,066.68	31,900.00	423.06	98.6
TOTAL FUND REVENUES	40,500.00	0.00	100.0	40,500.00	40,500.00	20.47	(99.9)
TOTAL FUND EXPENSES	30,983.34	0.00	100.0	31,066.68	31,900.00	423.06	98.6
SURPLUS (DEFICIT)	9,516.66	0.00	100.0	9,433.32	8,600.00	(402.59)	(104.6)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: Recreation Rentals
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Rentals	56,000.00	0.00	100.0	56,000.00	56,000.00	0.00	100.0
TOTAL REVENUES	56,000.00	0.00	100.0	56,000.00	56,000.00	0.00	100.0
EXPENSES							
Rentals ,	12,600.00	506.65	95.9	13,850.00	26,350.00	915.32	96.5
TOTAL EXPENSES	12,600.00	506.65	95.9	13,850.00	26,350.00	915.32	96.5
TOTAL FUND REVENUES	56,000.00	0.00	100.0	56,000.00	56,000.00	0.00	100.0
TOTAL FUND EXPENSES	12,600.00	506.65	95.9	13,850.00	26,350.00	915.32	96.5
SURPLUS (DEFICIT)	43,400.00	(506.65)	(101.1)	42,150.00	29,650.00	(915.32)	(103.0)

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 19
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FOR FUND: Working Cash
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.0

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: General Fixed Assets
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

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

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: General Long Term Debt
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

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

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BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

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MUNICIPAL REPORT TOTALS
FOR 2 PERIODS ENDING FEBRUARY 28, 2025

DEPARTMENT DESCRIPTION	FEBRUARY BUDGET	FEBRUARY ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL MUNICIPAL REVENUES	576,749.09	0.00	100.0	759,038.18	2,581,930.00	215.47	(99.9)
TOTAL MUNICIPAL EXPENSES	539,164.45	117,868.96	78.1	787,628.90	3,272,278.00	322,397.36	90.1
SURPLUS (DEFICIT)	37,584.64	(117,868.96)	(413.6)	(28,590.72)	(690,348.00)	(322,181.89)	(53.3)

DATE: 2/18/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Agency Report

Agency Report

- We have 5 kids signed up for the next session of Let's Investigate.
- We have 4 kids signed up for the next session of First Step Two's.
- We have 10 kids in Book and Bites – the class is full. The next session already has 2!
- We have 8 kids signed up for Tinkergarten.
- We have 12 kids signed up for Let's Make Art.
- We have 9 kids signed up for the Spring Soccer League.
- We have 13 kids signed up for Nerf Battle.
- We have 9 signed up for the Volo Museum.
- We have 11 signed up for our Geneva, IL trip.

Summer movies have been picked. We've put a theme together for each one.

June 11th - Wicked @ Freedom (pick your side Pink or Green)

July 9th - Cars @ Liberty (people will have the option to sign up for a Free "car kit" to allow kids to build their own car before the movie to sit in)

August 8th Sandlot @ Proksa FRIDAY! – Before the movie we will have a baseball theme activity.

- New Holland (skid steer) repaired
- Roof repairs made to Proksa and Sunshine buildings
- All backflow devices in our buildings tested and passed
- New running boards installed on the dump truck
- Bench slat replacement at Sunshine Park and Smirz Park

Cathy Fallon

From: Marianne Birko <marianneb@wssra.net>
Sent: Friday, February 7, 2025 2:54 PM
To: Anna Brzozowski Wegrecki; Arlene Jezeirny (jeziernya@harwoodheights.org); Carlene Greifelt; Cathy Fallon; Dan LoCascio; Jan Arnold; jiovinelli@pdofp.org; Kelly Diaz; Michael Sletten; Nate Brown; Ron Malchiodi; Ted Gruber; Al Schmidt; Angel Avalos Jr.; Danette Krajewski; Giuseppe Zerillo; Greg Stanczyk; Jake Worley-Hood; Jeanmarie Hajer-O'Connor; Judy Guzaldo; jvallez@nbp4fun.org; kstille@rfparks.com; Liz Visteen; Megan Siska; Cindy Hayes; kmuellner@rivergroveil.gov; Jack Savage; abustamante@rivergroveil.gov; Guerin, David
Subject: WSSRA Updates



WSSRA UPDATE JANUARY 15 – FEBRUARY 7, 2025

Program Updates

- **Day Camp** Our Summer Day Camp lottery opened on February 3 and will close on February 21. Families will be notified of their registration status by March 7. WSSRA currently has 84 pre-registered persons in the lottery.
This year camp will once again offer 2 sessions. Session 1 is 4 weeks and Session 2 is 3 weeks running June 9 – July 25. We are currently working on securing facility space for camp and so far, we have been approved to use space at the Park District of Forest Park, Pershing school in Berwyn, Elmwood Elementary School and Kahl Park in Northlake. We are in desperate need of 3 more-day camp locations. Your support in this effort is greatly appreciated!
- **Special Olympics**
 - Basketball** Our basketball teams wrapped up their season this week. On February 2, our four senior teams competed in the Special Olympics Regional Basketball Tournament and three teams placed third, and one team placed fourth.
 - Snowshoeing** Our Bobcats Snowshoeing athletes competed in the Special Olympics regional snowshoeing Competition on January 11 and Six athletes received a gold medal and will compete in the Special Olympics State winter games in Galena on Feb. 11-13.
- **Hiring Updates** We are pleased to announce we have hired Lindsey Fernandez as a Recreation Specialist. Lindsey will be overseeing our Children & Youth programming and assisting with summer day camp. She graduated from Dubuque University with a degree in physical education. Lindsey has been working part-time with WSSRA for nearly 10 years and has experience supervising a wide variety of programs and camps.
- **Inclusion Save the date!** Our Inclusion Manager, Chris Sturm, will be hosting an Inclusion Workshop for our partner Inclusion Liaisons on **Wednesday, March 19**, at the Park District of Forest Park from 10:00am-12:00pm. Discussions will include the inclusion process, supports, communications and planning for summer. Please plan to have your Inclusion Liaison attending this meeting. A meeting invite will be coming from Chris in the next week.
- **Upcoming Events**
 - Recognition Banquet** WSSRA is hosting our Annual Recognition Banquet with over 125 guests on Saturday, February 8 at the Centre at North Park in Franklin Park from 6:00pm-9:00pm. This event will celebrate the accomplishments of our athletes and staff of 2024 with

- **WSSRA Annual Report to Partners** Birko has begun her tour to share the 2024 Snapshot so schedule your presentations early!
- **2024 Audit with Lauterbach & Amen underway** WSSRA's Annual audit conducted by Lauterbach & Amen's Fieldwork will be conducted March 4 – 6. You all received an Audit Share confirmation letter. Please complete and return by February 28th. Contact Marianne with any questions. We will have the first draft at the end of March and the final to be determined based on the GSAB 68 report needed from IMRF. Lauterbach & Amen are scheduled to present the audit at the May 13, 2025 meeting.
- **2025 WSSRA Co-Hosts the Legislative Breakfast with the Park District of Oak Park**
This year's Legislative Breakfast/Brunch will be held on **Friday, February 28 at 11:30am at the Cheney Mansion located at 220 N. Euclid, Oak Park**. This event is co-sponsored by WSSRA and The Park District of Oak Park and invites were sent to all local Legislators. We currently have confirmations from Senate President Don Harmon and Chief of Staff Eileen Lynch, Majority Leader Senator Lightford and Representative Camille Lilly. You, your board, and staff are encouraged to attend. **Please RSVP with Birko by February 24** your presence is valued. I'll even buy you lunch 😊!
Currently Oak Park, North Riverside, Riverside, Franklin Park, and WSSRA have confirmed attendance.
- **2025 WSSRA/WSSRF John Lannefeld Memorial Bocce Tournament A Huge Success!** Thanks to the support of Ted Gruber and the Village of Elmwood Park the 2025 Bocce Tournament was a HUGE success with 21 teams competing and guests enjoyed the tremendous 40 prize raffle where 50% was secured by Ted himself. Needless to say the Village of Elmwood Park came out in a big way to support this event. The end result is, over \$11,500 was raised, doubling the profits from any previous year! A Big Thank you to Ted for all of his efforts and to those who were able to support us through attendance and donations.
- **Derby Gala 2025** The WSSRA/WSSRF's Derby Gala 2025 planning is well underway. This year's event will be held at D'Agostino's in River Grove from 4:00 – 7:00pm. The venue offers both indoor & outdoor seating for all to enjoy. Solicitations will go out shortly and the invite will go out mid-March. The event's auction will go LIVE from April 23 – May 3, 2025. I will be reaching out for Sponsorships, Ad's and donations of Pool and Rink passes and any other program donations as well to contribute to the Foundations Auction. It is a great way to get visibility too! Thanks in advance for your support. Plan to be there and if you cannot come send your staff to represent your community!!!
- **WSSRF Updates** The Foundation conducted their budget and Annual meetings and are moving forward with their 5 Fundraising events as follows:

March - April	Derby Gala Sponsorships & Auction donations collected
May 3, 2025	Derby Gala
July, 2025	Family Bowl-a-thon planning for September at Circle Lanes
November 7	Confirmed date for the Fallin for Our Stars Casino Night
December	Holiday Solicitation
Dec. – February	2026 Bocce Tournament planning

Watch for updates on how you can be involved.

I'm happy to answer any questions on the above updates. Feel free to e-mail or call me at 847.455.2100. Regards, Marianne



Marianne Birko, CTRS, CPRP

Executive Director

847.455.2100 x226
marianneb@wssra.net
www.wssra.net



2915 Maple St., Franklin Park, IL 60131

Enriching Lives Through Recreation

"The mission of the West Suburban Special Recreation Association is to provide quality recreation services for persons with disabilities. We focus on the individual and their opportunity for fun!"

Join the WSSRA Team!

Hiring starting at age 15!

Spread the fun

WORK. PLAY. ENRICH. REPEAT.

Click Here to Apply

DATE: 2/18/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: New Business

- PMA Municipal Advisor Annual Disclosure: Included is the legally required annual disclosure from PMA. This inclusion describes all conflicts of interest, legal events and disciplinary history, disclosures required for Illinois clients and information regarding future disclosures.
- RTP Grant: The Regional Trails Program (RTP) is a grant with a maximum reimbursement of \$200,000 on a project valued at \$250,000. The grant is administered by the Illinois Department of Natural Resources and funded by the Federal Government. I will be using Hitchcock to perform the grant writing and administration same as the OSLAD grant. If received the grant money will be applied towards additional path way improvements at Proksa Park the work will coincide with the playground, pond and additional amenities redevelopment.



**PMA SECURITIES, LLC
MUNICIPAL ADVISOR
DISCLOSURE STATEMENT**

This Disclosure Statement is being provided by PMA Securities, LLC ("Municipal Advisor" or the "Firm") to you as a Municipal Entity Client (the "Client") at the earlier of at or prior to engaging in municipal advisory activities with you or providing you with engagement documentation or an agreement between Municipal Advisor and you (the "Agreement"), or as an update to an earlier Disclosure Statement provided to you. The Disclosure Statement or Disclosure Statement update, as applicable, is dated as of the date reflected above. This Disclosure Statement provides information regarding conflicts of interest and legal or disciplinary events of Municipal Advisor required to be disclosed to Client pursuant to MSRB Rule G-42(b) and (c)(ii) and client education and protection disclosures required to be disclosed pursuant to MSRB Rule G-10.

PART A – Disclosures of Conflicts of Interest

MSRB Rule G-42 requires a municipal advisor to provide its clients disclosures relating to any material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable.

Material Conflicts of Interest – Municipal Advisor makes the disclosures set forth below with respect to material conflicts of interest in connection with the Scope of Services under the Agreement, together with explanations of how Municipal Advisor addresses or intends to manage or mitigate each conflict.

General Mitigations – As general mitigations of Municipal Advisor's conflicts, with respect to all of the conflicts disclosed below, Municipal Advisor mitigates such conflicts through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates Municipal Advisor to deal honestly and with the utmost good faith with Client and to act in Client's best interests without regard to Municipal Advisor's financial or other interests. In addition, the success and profitability of Municipal Advisor is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity, quality of service and adherence to its fiduciary duty. Furthermore, Municipal Advisor's municipal advisory supervisory structure, leveraging our long-standing and comprehensive broker-dealer supervisory processes and practices, provides strong safeguards against individual representatives of Municipal Advisor potentially departing from their regulatory duties due to personal interests.

Background/General Mitigations - PMA Securities, LLC is a broker-dealer and municipal advisor registered with the U.S. Securities and Exchange Commission ("SEC") and Municipal Securities Rulemaking Board ("MSRB") and is a member of the Financial Industry Regulatory Authority and the Securities Investor Protection Corporation. In these roles, the Firm generally provides fixed income brokerage services, distribution services and public finance services to municipal entity clients, including municipal advisory services and advice with respect to the investment of proceeds of municipal securities.

The Firm is wholly owned by PMA Acquisition, LLC, which is wholly owned by PMA Intermediate Holdings, LLC, which is owned primarily by PMA Parent Holdings, LLC, indirectly owned primarily by private equity funds that are ultimately controlled by TA Associates Cayman, LLC ("TA Associates"), and Flexpoint Ultimate Management V, LLC ("Flexpoint"). TA Associates and Flexpoint are subject to the oversight by the SEC due to their affiliation with their respective registered investment advisers, TA Associates Management, L.P and Flexpoint Ford, LLC, respectively. TA Associates Management, L.P provides advisory services to the general partners of private equity funds controlled by TA Associates. Flexpoint Ford, LLC provides advisory services to the general partners of private equity funds controlled by Flexpoint Ford, LLC. One or more officers of TA Associates Management, L.P serves as a director of an entity that indirectly owns the Municipal Advisor. The Advisor does not believe its relationship with TA Associates or Flexpoint creates a material conflict of interest with its municipal advisory business.

Municipal Advisor is affiliated with PMA Financial Network, LLC, a financial services provider, and Prudent Man Advisors, LLC, (d/b/a PMA Asset Management) an investment adviser registered with the SEC (the "Advisory Affiliate"). Through Flexpoint, the Municipal Advisor is also affiliated with Public Trust Advisors, LLC ("PTA"), an investment advisor registered with the SEC. The entities share common employees and offices. These entities operate under common ownership with the Firm and are collectively referred to in this disclosure as the "PMA Affiliates or Affiliates." Each of these Affiliates also provides services to municipal entity clients and the Firm and Affiliates market the services of the other Affiliates. Unless otherwise stated, separate fees are charged for each of these products and services and referrals to its Affiliates result in an increase in revenue to the overall Affiliated companies. Additionally, the Firm or its Affiliates may provide pricing discounts or bundled pricing for the use of services across multiple Affiliated companies.

As an additional mitigating factor, Municipal Advisor and its PMA Affiliates do not compensate staff with transaction-based compensation for Municipal Advisory activities, including for sales activity or referrals. Instead, most Municipal Advisor and PMA Affiliate personnel are paid a salary and discretionary bonus based on the combined profitability of the PMA Affiliates and individual performance. Some staff have a series of goals, a portion of which include growing assets and annual revenue for the PMA Affiliates, for which they would receive additional compensation. In addition, some management personnel are compensated in part based on the profitability of an office or business unit for which they have responsibility, but no personnel receive compensation that is specifically based on transactions that they generate or recommend. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below. Moreover, if any conflict cannot be properly managed or mitigated, the Municipal Advisor will not engage in that municipal advisory relationship.

I. Municipal Advisory Business. Municipal Advisor provides certain municipal advisory services to or on behalf of municipal entity clients such as Client that Client may elect to utilize. These services include municipal advisory services, under which Municipal Advisor provides advice with respect to the issuance of municipal securities, services relating to the investment of proceeds of municipal securities and financial projections with limited municipal advisory services. If you elect to retain Municipal Advisor to provide municipal advisory services, and you elect to retain Municipal Advisor to provide advice with respect to the investment of proceeds of municipal securities, you will sign a separate agreement with Municipal Advisor regarding the terms of each advisory engagement and an omnibus agreement for the investment of bond proceeds, and Municipal Advisor will earn a fee for each service as set forth in the applicable agreement or fee schedule/disclosure document. Municipal Advisors providing these two distinct types of services creates an incentive for Municipal Advisor, when acting in a municipal advisory capacity, to recommend a transaction that results in a greater amount of bond proceeds, or proceeds available for investment for a longer duration, because of the possibility that Municipal Advisor, in providing advice with respect to the investment of bond proceeds, would receive additional compensation. To mitigate this conflict, in the event that Municipal Advisor makes a recommendation as a municipal advisor to any client either retaining or considering to retain the Firm for investment of such bond proceeds that could influence the amount to be invested, Municipal Advisor will consider alternatives to such recommendation, which will be disclosed to Client along with the impact that the recommendation and its alternatives would have on the business activities of Client with Municipal Advisor. In addition, different products or different structures have different fees. A recommendation to invest in certain products or structures with higher fees will result in Municipal Advisor earning higher fees. In mitigation, Municipal Advisor will review the structure or portfolio construction, as applicable, in an effort to ensure that the recommendations are in the best interest of the Client.

If you elect to retain Municipal Advisor to provide municipal advisory services, and you elect to retain Municipal Advisor to produce financial projections with limited municipal advisory services, you will sign a separate agreement with Municipal Advisor regarding the terms of each engagement, and Municipal Advisor will earn a fee for each service as set forth in the applicable agreement. Municipal Advisors providing these two distinct types of services creates an incentive for Municipal Advisor, when providing financial projections, to generate projections with assumptions that result in an outcome that enhances the likelihood the Client could issue a financing payable from such operating fund(s) ("Operating Financing"). To mitigate this conflict, in the event that Municipal Advisor produces financial projections that demonstrates the Client could service an Operating Financing and/or makes a recommendation the Client could service an Operating Financing, the Municipal Advisor will create a sensitivity analysis for key variables, which will be presented to Client along with the impact that the sensitivity analysis has on the ability of the Client to service the Operating Financing. In addition, the specific advisor assigned by Municipal Advisor will have such presentation reviewed by a municipal advisor principal.

II. Broker-Dealer Business. Municipal Advisor is a broker-dealer which engages in a broad range of securities-related activities to service its clients in addition to serving as municipal advisor. In addition, such securities-related activities, which may include but are not limited to the buying and selling of new issue and outstanding securities, including securities of Client, may be undertaken on behalf of, or as counterparty to, Client, personnel of Client, and current or potential investors in the securities of Client. These other clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of Client, such as when their buying or selling of Client's securities may have an adverse effect on the market for Client's securities, and the interests of such other clients could create the incentive for Municipal Advisor to make recommendations to Client that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from Municipal Advisor's effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of Municipal Advisor that operate independently from Municipal Advisor's public finance municipal advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by Municipal Advisor to Client under the public finance Agreement. Further, Municipal Advisor's policies prohibit it from purchasing or selling municipal securities of a Client for itself or clients in the primary market when Municipal Advisor acted as the municipal advisor on the transaction.

III. Affiliate Conflict. Municipal Advisor's Affiliates provide certain other services to or on behalf of municipal entity clients such as Client, or to local government investment pools ("LGIPS") of which Client may be a participant. Some or all of these may relate to or affect Municipal Advisor's activities within the Scope of Services under the Agreement.

PMA Asset Management as the Advisory Affiliate provides investment advisory services to municipal entity clients such as Client and to LGIPS of which Client may be a participant. In the event Client is also a client of the Advisory Affiliate, the Advisory Affiliate will earn investment advisory fees as set forth in the advisory agreement between the Advisory Affiliate and Client. Moreover, the Advisory Affiliate will earn an advisory fee for management of the LGIP assets as set forth in the applicable Information Statement. In addition to the general mitigations reflected above, if these services relate to the investment of bond proceeds through the investment adviser, the potential conflict for PMA Asset Management is mitigated by the fact that the Advisory Affiliate is subject to its own comprehensive regulatory regime as an investment adviser under the Investment Advisers Act of 1940. Further, the Advisory Affiliate's procedures prohibit it from purchasing or selling municipal securities of a Municipal Advisor Client for itself or clients in the primary market when Municipal Advisor acted as the municipal advisor on the transaction.

PMA Financial Network serves as administrator, providing transfer agent and fund accounting services for LGIPs of which Client may be a participant and PMA Financial Network also provides fixed rate investment services for municipal entity clients. PMA Financial Network earns an administration fee based on a percentage of the average daily net assets under administration for the applicable LGIP and earns a mark-up/transaction fee for its fixed rate investments per the applicable fee schedule. Thus, Client may be a participant in an LGIP and may purchase fixed rate investments through PMA Financial Network for its operating funds. PMA Financial Network also provides services that help municipal entity clients identify its cash flow and periods of financing needs through its Cash Flow analysis. In providing the Cash Flow analysis, PMA Financial Network has an incentive to recommend a course of action resulting in the need for a financing resulting in an increase in the level of Client's business activities with Municipal Advisor, or to validate or support a cash flow plan proposed for municipal advisory services. Representatives of the Affiliates making any such recommendations are either associated with the Municipal Advisor as a Municipal Advisor Representative, or may only offer to introduce the Client to a representative who is associated with the Firm as a Municipal Advisor Representative.

In addition to the general mitigations above, these considerations are mitigated by the fact that the municipal entity clients are providing their financial data for the cash flow model in order to generate the results. If the Cash Flow analysis generated for a client indicates a need for financing, representatives of PMA Financial Network recommending that a client engage Municipal Advisor in connection with the financing have a conflict of interest in making these recommendations because of the potential benefit to Municipal Advisor, which is affiliated with the entity. In each case, the recommendation of Municipal Advisor by an Affiliate's representative is made by a person registered as a municipal advisor representative with Municipal Advisor, and therefore subject to the regulatory requirements under municipal advisor rules and registrations. Moreover, in the event

that Municipal Advisor is making a recommendation to Client based on the Cash Flow analysis by an Affiliate, Municipal Advisor will review the analysis to validate support for the recommendation.

Affiliates of TA Associates and Flexpoint. As part of their investment thesis, TA Associates and Flexpoint and/or their affiliates will periodically, directly or indirectly, own or control other financial industry firms. Except as otherwise set forth herein, PMA Securities does not have any relationship with these affiliates other than our common ownership. As a result, the Municipal Advisor does not believe that this affiliate relationship creates a material conflict of interest with its municipal advisory business.

IV. Payments to Obtain/Retain Business. Municipal Advisor does not retain any firms to obtain or retain Client's municipal advisory business under the Agreement as a municipal advisor registered under the Securities Exchange Act of 1934. However, representatives of Affiliates of Municipal Advisor (who are also associated with the Firm as a Municipal Advisor Representative) that are providing non-municipal advisory services to a client may recommend that the client engage Municipal Advisor to provide municipal advisory services. These representatives are not compensated for such recommendations, however, the representatives receive compensation from the Municipal Advisor and its Affiliates based on the overall profitability of the Municipal Advisor and its PMA Affiliates and the individual performance of the employee as outlined in the Background section of this disclosure.

In addition, Municipal Advisor has several independent contractor municipal advisor representatives that, among other things, solicit school districts and other units of local government on behalf of PMA to become municipal advisory or dissemination agent clients of the Firm. In this role, these independent contractors receive compensation based on the revenues earned by the Firm from those clients solicited by the independent contractor. The compensation can be structured as a percentage of revenue or a discretionary bonus.

These relationships create an incentive for the representatives who are also associated with Municipal Advisor to recommend that a client hire Municipal Advisor given this additional compensation without regard to whether doing so is in the client's best interests. In addition to the general mitigations described above, this conflict of interest is mitigated by the disclosure to Client of such association, in that knowledge of such association can be considered by Client in determining whether the recommendation by the Affiliate or independent contractor was biased. Furthermore, Firm Public Finance principals will review for the appropriateness of this recommendation, and the terms, timing and structure of these relationships under the regulatory requirements. Finally, this potential conflict is mitigated by the fact that the personnel are also registered as Municipal Advisor Representatives of Municipal Advisor and therefore subject to the comprehensive regulatory regime for municipal advisors under the Securities Exchange Act.

V. Fee-Splitting Arrangements. With respect to the investment of proceeds of municipal securities, Municipal Advisor has paid a portion of the fee it has received from Client for services under the Agreement to several third parties ("Third Party" or "Third Parties") in connection with municipal advisory investment services provided by Third Party to Client. Municipal Advisor and its Affiliates pay a Royalty and Sponsorship fee to LGIP Funds, various associations that sponsor such LGIP Funds as well as associations such as the Independent Community Bankers of America. These royalty fees are generally paid for the right and license to use the names and logos of such organizations to denote their sponsorship of the LGIP and PMA Affiliates, or for marketing to their membership. These royalty fees to associations or sponsors, which are typically based on total assets under administration in the LGIP, including assets in an associated fixed income investment program, are disclosed in the applicable Fund's Information Statement. In other instances, they may be based on a transaction fee for investments provided by their membership. In addition, the Firm pays third party brokerage fees for placement of fixed income deposit products. These fees are paid from the gross rate, and are only offered to Clients in the event the net rate exceeds rates by other providers.

Municipal Advisor's payment of royalty fees to Third Parties creates an incentive on the part of the recipients to recommend that a particular participant in an LGIP (an "LGIP Client") hire Municipal Advisor whether or not hiring Municipal Advisor is in the best interests of the LGIP Client. In addition to the general mitigations described above, this conflict of interest is mitigated by the fact that in many instances, the LGIP directed the royalty fee, thereby obviating the potential for the payment to influence either party's loyalty. This conflict of interest is also mitigated by the fact that the royalty payments are disclosed in the applicable LGIP's Information Statement, or disclosure to LGIP Client of such payment, in that knowledge of such fees can be considered by Client in

determining whether Municipal Advisor or the Third Party have competing loyalties to others besides Client. In addition, the mitigations described below with respect to Compensation-Based Conflicts also generally serve to mitigate this potential conflict of interest. Finally, with respect to third party transaction fees, these transaction fees will be disclosed as requested, may be calculated from the confirmation, and are only offered if they exceed the net rates offered by other providers.

VI. Compensation-Based Conflicts. The fees due for municipal advisory activities may be contingent on the size or closing of the transaction as to which Municipal Advisor is providing advice. While this form of compensation is customary in the municipal securities market, it presents a conflict because it creates an incentive for Municipal Advisor to recommend unnecessary financings or financings that are disadvantageous to Client, or to advise Client to increase the size of the issue. With respect to advice regarding the investment of proceeds of municipal securities, it creates an incentive to recommend the purchase of investments which would result in higher fees to the Firm (including the conflict from different product fees discussed in Section I above). This conflict of interest is mitigated by the general mitigations described above. In addition, Municipal Advisor has implemented policies and procedures designed to ensure that recommendations are suitable and in the best interest of the clients, are based on factors other than fees to the Firm and that the Municipal Advisor not receive excessive compensation.

VII. Other Municipal Advisor Relationships. Municipal Advisor serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of Client. Among others, the Firm acts as a municipal advisor or bond proceeds investment provider to numerous municipal entity clients, and at any given time a particular municipal advisor representative for Municipal Advisor may be involved in numerous different transactions in different capacities. Accordingly, these Municipal Advisor Representatives have a conflict of interest in allocating their time and activity between clients. Municipal Advisor's compensation varies for different transactions, and municipal advisor representatives have an incentive to devote more of their time and attention to transactions for which Municipal Advisor receives greater compensation. For example, Municipal Advisor serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Client under the Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, Municipal Advisor sometimes faces a conflict of interest arising from these competing client interests. None of these other engagements or relationships would impair Municipal Advisor's ability to fulfill its regulatory duties to Client.

Fees charged to Municipal Advisor clients can and do differ, and may be negotiated, based on the services for the engagement, issuance size, market conditions, geographic location, client type, LGIP or other restrictive requirements, account size, asset class, product type, specific investment strategy utilized, whether a pre-existing relationship is present, complexity, expansion of business to new locations or client base, state presence and other competitive reasons, and other special circumstances or requirements. Nonetheless, the fees charged are considered in light of the regulatory duties owed to all Municipal Advisor clients.

VIII. Secondary Market Transactions in Client's Securities. The Firm, in connection with its sales and trading non-municipal advisory activities, may acquire securities in a riskless principal transaction, including securities of Client, and therefore the Firm could have interests in conflict with those of Client with respect to the value of Client's securities as a principal transaction and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, the Firm or its Affiliates may submit orders for and acquire Client's securities issued in an issue under the Agreement from other broker-dealers provided it is not in the primary market, for the accounts of its customers in a riskless principal capacity. This activity results in a conflict of interest with Client in that it creates the incentive for the Firm to make recommendations to Client that could result in more advantageous pricing of Client's bonds in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through units of the Firm that operate independently from the Firm's public finance municipal advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by the Firm to Client under the Agreement.

IX. Charitable Contributions at Request of Client Personnel. While we do not believe that the following creates a conflict of interest on the part of Municipal Advisor, we note that Municipal Advisor often makes contributions to charitable organizations, or to fundraisers for such charitable organizations, including foundations associated

with our Clients, at the request of personnel of Client. Municipal Advisor believes that contributions to charitable organizations are important philanthropic contributions to society and the goals of our Clients but nonetheless recognizes that it could be viewed as a potential conflict of interest and potentially subject to rules limiting participation. If Client desires specific information on charitable contributions that may have been made with respect to a charitable organization at the request of its personnel, upon written request of Client, Municipal Advisor will provide such information to Client and Client may wish to consider such information to determine if it has any impact on how it conducts its activities with Municipal Advisor under the Agreement. Moreover, in certain circumstances, Municipal Advisor may deem it appropriate to provide a specific disclosure to the Client of the related contribution at the request of client personnel.

X. Other Conflicts of Interest. To the extent there are other conflicts specific to Client, they will be set forth in the Agreement or in a supplemental disclosure.

* * * * *

PART B – Disclosures of Information Regarding Legal Events and Disciplinary History

MSRB Rule G-42 requires a municipal advisor to provide to its clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel. Accordingly, Municipal Advisor sets out below required disclosures and related information in connection with such disclosures.

I. Material Legal or Disciplinary Event. There are no legal or disciplinary events that are material to Client's evaluation of Municipal Advisor or the integrity of Municipal Advisor's management or advisory personnel disclosed, or that should be disclosed, on any Form MA or Form MA-I filed with the SEC.

II. How to Access Form MA and Form MA-I Filings. Municipal Advisor's most recent Form MA and each most recent Form MA-I filed with the SEC are currently available on the SEC's EDGAR system at <http://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001773083>. The filings may also be accessed on the SEC's EDGAR system by searching by name (PMA Securities, LLC) or by CIK (0001773083).

The SEC permits certain items of information required on Form MA or MA-I to be provided by reference to such required information already filed by Municipal Advisor in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. Information provided by Municipal Advisor on Form BD or Form U4 is publicly accessible through reports generated by BrokerCheck at <http://brokercheck.finra.org>. For purposes of accessing such BrokerCheck reports, Municipal Advisor's CRD number is 30397. Further, the Form ADV for Prudent Man Advisors, LLC d/b/a PMA Asset Management, LLC, as an affiliate of Municipal Advisor, is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov> by searching for "Prudent Man Advisors" or "PMA Asset Management."

III. Most Recent Change in Legal or Disciplinary Event Disclosure. The date of the last change in legal or disciplinary event disclosure was on a Form MA-I filed on May 17, 2021, terminating a Form MA-I filed on March 18, 2021 for a municipal advisor representative.

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ADDITIONAL DISCLOSURES APPLICABLE TO CERTAIN ILLINOIS CLIENTS

Township Treasurer Affiliation and Consulting Business Conflicts. Dr. Robert G. Grossi, a municipal advisor representative associated with the Municipal Advisor, also serves as treasurer for the Bloom Township Trustees of Schools and is expected to serve until June 30, 2025. In the capacity of treasurer, Dr. Grossi is employed by, supervised by and retained by the Board of Trustees of such office. A treasurer of a Township Trustees of Schools has limited statutory duties to the school districts under the jurisdiction of said office. Municipal Advisor will manage and mitigate this conflict by restricting investments in municipal securities made by Dr. Grossi for the Township entities for any issuance in which the Firm serves as municipal advisor in the primary market. In addition, the Firm will review the investments of such Township entities to confirm compliance with this requirement and Dr. Grossi is subject to additional restrictions under PMA's Code of Ethics for his securities transactions for his personal accounts and those of other entities under his control. In addition, this Conflict will

be managed by adherence to the fiduciary duty which we owe to municipal entities which require us to put the interest of the municipal entity ahead of our own.

Dr. Grossi also owns and controls a consulting company called Illuminate, Inc. (Dr. Grossi and Illuminate are collectively referred to herein as "Consultant") which provides non-municipal advisory consulting services to municipal entities in the State of Illinois, and for which he receives compensation for those non-municipal advisory services. This entity was formerly known as Crystal Financial Consultants, Inc., which was registered as a municipal advisor firm. He now serves as a municipal advisor representative of the Firm, in which he assists in the transition of his former municipal advisory clients which were assigned to the Firm as part of an asset purchase agreement, and further solicits his former clients and other school district and other units of government to become clients of the Firm. In that role, he is compensated for his municipal advisory services to the Firm. Moreover, as the Firm and its affiliates refer business to Consultant for which the Firm or its affiliate would be paid a fee for any revenues earned by Consultant, providing an incentive for Consultant to make referrals to the Firm in order to receive more referrals from the Firm.

These relationships create an incentive for the representative who is also associated with Municipal Advisor to recommend that a client hire Municipal Advisor given this additional compensation without regard to whether doing so is in the client's best interests. In addition to the general mitigations described above, this conflict of interest is mitigated by the disclosure to Client of such association, in that knowledge of such association can be considered by Client in determining whether the recommendation by the independent contractor was biased. Furthermore, Firm Public Finance principals will review for the appropriateness of this recommendation, and the terms, timing and structure of these relationships under the regulatory requirements. Finally, this potential conflict is mitigated by the fact that the representative is also registered as Municipal Advisor Representative of Municipal Advisor and therefore subject to the comprehensive regulatory regime for municipal advisors under the Securities Exchange Act.

In addition, if you retained Consultant to produce financial projections which results in a recommendation to retain the Firm as municipal advisor, you will sign a separate agreement with Consultant regarding the financial projections for which it will be paid a fee and will sign an agreement with Municipal Advisor regarding the terms of each engagement, and Municipal Advisor will earn a fee for each service as set forth in the applicable agreement. This creates an incentive for Consultant when providing financial projections, to generate projections with assumptions that result in an outcome that enhances the likelihood the entity could issue a financing payable from such operating fund(s) ("Operating Financing"), resulting in a revenue to the Municipal Advisor from which Dr. Grossi earns additional compensation. To mitigate this conflict, in the event that Consultant produces financial projections that demonstrates the entity could service an Operating Financing and/or makes a recommendation the entity could service an Operating Financing, the Municipal Advisor will create or request Consultant to create a sensitivity analysis for key variables, which will be presented to Client along with the impact that the sensitivity analysis has on the ability of the Client to service the Operating Financing. In addition, the specific advisor assigned by Municipal Advisor will have such presentation reviewed by a municipal advisor principal.

PART C – Future Supplemental Disclosures

As required by MSRB Rule G-42, this Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of Municipal Advisor. Municipal Advisor will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

**MSRB Rule G-10: Investor and Municipal Advisory
Client Education and Protection Disclosures**

MSRB Rule G-10(a) requires that each broker-dealer and municipal securities dealer shall, once every calendar year, provide to each customer for whom a purchase or sale of a municipal security was effected or who holds a municipal securities position, the following items of information:

- (i) PMA Securities, LLC, (broker-dealer) is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board;
- (ii) An investor brochure is available and posted on the website of the Municipal Securities Rulemaking Board at www.msrb.org; that describes the protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority.

MSRB Rule G-10(d) requires that each municipal advisor provide the following items of information:

- (i) PMA Securities, LLC, (Municipal Advisor) is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board;
- (ii) The website address for the Municipal Securities Rulemaking Board is www.msrb.org;
- (iii) A municipal advisory client brochure is available and posted on the website of the Municipal Securities Rulemaking Board that describes the protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority



February 10, 2025

Cathy Fallon, Executive Director
Berwyn Park District
3701 S. Scoville Avenue
Berwyn, Illinois 60402

RE: Proksa Park RTP Grant Application

Dear Cathy,

Thank you for asking Hitchcock Design Group to submit this proposal to prepare and submit the Illinois Department of Natural Resources (IDNR) 2025 Recreational Trail Program (RTP) grant on behalf of the Berwyn Park District. We appreciate the opportunity to continue our work with you and the Berwyn Park District.

PROJECT UNDERSTANDING

The Berwyn Park District would like to submit an IDNR RTP Grant Application to fund the renovation of your trail system at Proksa Park. The RTP application cycle is currently open, applications are due March 21st, and you can receive up to \$200,000 in funding for your trail renovation project. The IDNR RTP provides 80% reimbursement funding assistance on approved projects with a minimum project cost of \$250,000. Since this is an existing trail, the current application manual states a public hearing is not required.

SCOPE OF SERVICES

We will work with you to confirm the trail project limits and level of improvements needed to develop a site plan and cost estimate for the application. The Berwyn Park District will provide a plan markup of the limits and obtain pavement cores to confirm the level of trail cross section replacement.

We will obtain a copy of the current RTP manual, coordinate the completion of the required forms with you, and input the information into the IDNR Amplifund system with your authorization. During the process we will conduct periodic meetings to review progress and confirm application information, plans, cost estimates, and exhibits. The Berwyn Park District will electronically submit the application with your agency's Amplifund account.

PROFESSIONAL FEES

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

RTP Grant Application Preparation:	Hourly Estimate	\$7,500
Post Grant Submittal Assistance:	Hourly upon request	\$500

Total Professional Fees: \$8,000



PROJECT TEAM


I will be the project Principal with members of our Recreation Team assisting with the project planning and grant writing.

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

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

Please note our mailing address: PO Bo 5126, Naperville, Illinois 60567-5126

Accepted: _____
Authorized Representative
Berwyn Park District
Date: _____

Accepted: _____

Lacey Lawrence, Principal
Hitchcock Design Group
Date: February 10, 2025

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

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Scope of Services

IDNR RTP Grant Application

Proksa Park, Berwyn Park District

GRANT PREPARATION SERVICES

A. Illinois Department of Natural Resources Recreational Trail Program (IDNR RTP)

Objective: *Meet the requirements of the IDNR RTP grant submittal and support a successful review of the document by the grant administrator.*

Process: Specifically, HDG will:

1. **Meeting #1: Staff (Virtual):** Review with you to discuss information required by the grant process including: GATA and Amplifund, completing required forms, and gathering supporting documentation.
2. **Collect Data** for the project area and surroundings as needed specific to IDNR RTP requirements.
3. Prepare **Concept Plan** and **Construction Cost Opinion** for the proposed trail renovation project per IDNR RTP requirements.
4. **[OPTIONAL SERVICE]:** Prepare and conduct one (1) community input meeting to solicit resident input on the trail plans. The Berwyn Park District will advertise the meeting in accordance with grant application guidelines, provide proof of advertisement, provide the facility for the meeting, and invite residents. HDG will provide a sign-in sheet, facilitate the meeting, and provide a summary of comments.
5. Prepare the **Required Grant Documents** for an IDNR RTP grant submittal including completing all application forms, creating/editing graphics, and updating the trail master plan and cost opinion.
 - a. ***Berwyn Park District is responsible for having all information updated and current on the GATA portal, providing all required agency information (as noted on the Amplifund application website), confirming that all data and exhibits shown in each section are accurate, and approving the application prior to submittal.***
6. Conduct a **Phone Conference** with your IDNR Grant Administrator to review the project and prepare a Meeting Summary. (Completed)
7. **Meeting #2: Staff (Virtual):** Meet with you to review the draft application.



8. Submit the **RTP Grant Application** on your behalf and with your approval prior to the required submittal deadline when determined.

Deliverables: Meeting Summary, Concept Plan, Cost Opinion, Grant Application

B. Post Grant Submittal Phase (Hourly Upon Request)

1. **Answer Incidental Questions** posed by the IDNR Grant Administrator.
2. **Meeting #3: Staff / IDNR (In-Person):** Meet with Berwyn Park District staff and IDNR on-site to review and discuss the project and prepare a **Meeting Summary**.

Deliverables: Meeting Summary

GENERAL PROJECT ADMINISTRATION

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

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

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B. Schedules

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

C. Staffing

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

D. File Maintenance

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

OPTIONAL / ADDITIONAL SERVICES

Services or meetings not specified in this scope of services will be considered Additional Services. If circumstances arise during HDG's performance of the outlined services that require additional services, HDG will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.

HITCHCOCKDESIGNGROUP

HITCHCOCK DESIGN GROUP STANDARD TERMS & CONDITIONS

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

In the event that HDG’S scope of services does not include construction phase services and our work is used for construction by the Client, HDG shall not be responsible for the interpretation, accuracy, or completeness of the Documents. Client agrees to defend, indemnify, and hold harmless HDG from and against losses, claims, demands, liabilities, suits, actions, and damages arising out of or resulting from the design Documents.
4. **STANDARD OF CARE** – HDG and its subconsultants (if applicable) will exercise that degree of care and skill ordinarily exercised by other landscape architects and planners on similar projects at the time and locations such services are rendered. Client agrees that services provided will be rendered without warranty, express or implied.
5. **OPINION OF PROBABLE COSTS** – When required as part of HDG’s services, HDG will furnish opinions of probable cost, but does not guarantee, warrant or represent the accuracy of such estimates. Opinions of probable cost prepared by HDG hereunder will be made based on HDG’s experience and qualifications and will represent HDG’s judgment as an experienced and qualified design professional. Client agrees that HDG does not have control over the cost of labor, materials, equipment, or services furnished by others, or over market conditions, or contractors’ methods of determining prices, or performing the work.
6. **SUSPENSION/TERMINATION OF WORK** – The Client may, upon seven (7) days written notice, suspend or terminate the Agreement with HDG. The Client shall remain liable for and shall promptly pay HDG for all services performed to the date of suspension or termination. HDG may suspend or terminate the Agreement with Client upon seven (7) days written notice if the Client fails to perform in accordance with this Agreement.
7. **LIABILITY** – HDG will furnish general and professional liability insurance certificates upon request. The Client agrees that HDG’S total aggregate liability to the Client for injuries, claims, losses, expenses, or damages, including attorney’s fees, arising out the Project or this Agreement, including, but not limited to, HDG’s negligence, errors, omissions, strict liability, breach of contract, or

breach of warranty shall be limited to the compensation actually paid to HDG under this Agreement.

8. **BILLING AND PAYMENT** – Client shall pay HDG in accordance with the professional service fees identified in the Proposal Letter, plus expenses at 115% of actual cost. HDG will submit to Client, on a monthly basis, an invoice for services performed and expenses incurred during the previous period. Payment will be due within thirty (30, 60, 90) days of the invoice date, or 10-business days from the Client’s prime agreement payment terms. In the event Client fails to pay HDG within thirty (30) days of the due date, Client agrees that HDG shall have the right to consider that event a breach of this Agreement, and upon seven (7) days written notice, HDG’s services and responsibilities may be either suspended or terminated. Client agrees to compensate HDG for services performed regardless of Client’s ability to secure loans, mortgages, additional equity, grants, payment from Client’s client, or other supplementary financing for the project. Client agrees to pay HDG with ACH digital check. Instructions will be sent with the invoice(s). If Client requires HDG to receive payment by mailed-check, Client agrees to mail check payments to the PO Box Payment Remittance Address below.
9. **PERMITS** – Unless specifically described in this Agreement, Client agrees to obtain and pay for all necessary permits from authorities with jurisdiction over the Project.
10. **CONSEQUENTIAL DAMAGES** – HDG and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues and loss of business of business opportunities, for claims, disputes or other matters in question arising out of this Agreement.
11. **MISCELLANEOUS**

Governing Law: The substantive laws of Illinois, Indiana, Texas, Florida shall govern any disputes between HDG and the Client arising out of the interpretation and performance of this Agreement.

Mediation: HDG and the Client agree that any disputes arising under this Agreement and the performance thereof shall be subject to nonbinding mediation as a prerequisite to further legal proceedings.

HDG Reliance: Unless otherwise specifically indicated in writing, HDG shall be entitled to rely, without liability, on the accuracy and completeness of information provided by Client, Client’s consultants and contractors, and information from public records, without the need for independent verification.

Certifications: HDG will not sign documents requiring HDG to certify, guaranty, or warrant existence of conditions that would require knowledge, services or responsibilities beyond this Agreement.

Third Parties: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or HDG. HDG’s services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against HDG because of this Agreement or HDG’s performance of services hereunder.

Waiver of Subrogation – Both parties to this Agreement waive all rights of subrogation and for damages during construction except to the extent covered by property insurance or other insurance applicable to the work or the project.

Authorization – If HDG is authorized to provide these services, either orally or in writing, prior to the execution of this Agreement, such authorization will be deemed an acceptance of this Agreement and agrees to compensate HDG for such services in accordance with the payment terms outlined herein.



Standard Billing Rates and Expenses

BILLING RATES

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

Reimbursable Expenses

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