

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
November 4, 2025, at 4:30 p.m.
Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Adoption of Agenda (action)
- III. Public Comments
- IV. Correspondence
- V. Financial Report
 - a. Account Payables (action)
 - b. 2026 Draft Budget
 - c. 2025 Draft Tax Levy
- VI. Policy and Personnel
 - a. Incident Response Plan Draft
- VII. Recreation
- VIII. Parks and Facilities
- IX. Other Business
 - a. Proksa Redevelopment
 - b. Proksa Pond Updates
- X. Commissioner Comments
- XI. 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.
- XII. Adjournment (action)

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

The next Committee meeting of the Board of Commissioners is December 2, 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.



Gretchen Kostelny, President
Zachary Taylor, Treasurer
Janel King, Commissioner

Ana Espinoza, Vice President
Claire Clark, Secretary

DATE: 11/4/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable Report

FINANCE

First Half of November 2025 Payables:

Check numbers: 26011 -26028 (detail listing following this page)

Total: \$ 239,653.90

I motion to approve the November 2025 payables in the amount of \$ 239,653.90

DATE: 10/30/25
TIME: 09:37:43
ID: AP460000

BERWYN PARK DISTRICT
CHECK RECONCILIATION REPORT

DATED FROM 10/22/2025 TO 11/04/2025
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
26011	AMALGAMA	Amalgamated Bank of Chicago	OUT	11/04/25	10/30/25	210,451.25
26012	BER-WATE	City of Berwyn	OUT	11/04/25	10/30/25	413.86
26013	CARBIT	Carbit Paint Co.	OUT	11/04/25	10/30/25	520.00
26014	CDS	CDS Office Technologies	OUT	11/04/25	10/30/25	2,476.76
26015	COMCAST2	COMCAST BUSINESS	OUT	11/04/25	10/30/25	232.88
26016	COMED	Com. Ed.	OUT	11/04/25	10/30/25	3,355.94
26017	DELUXE B	Deluxe	OUT	11/04/25	10/30/25	360.05
26018	FSS	FSS Technologies LLC	OUT	11/04/25	10/30/25	314.82
26019	FULLMER	Fullmer Locksmith Service, Inc	OUT	11/04/25	10/30/25	85.00
26020	ICE Mill	ICE MILLER LLP	OUT	11/04/25	10/30/25	820.00
26021	Jasmin	Jasmine & Fig, LLC	OUT	11/04/25	10/30/25	800.80
26022	Jerry	Jerry Kidd	OUT	11/04/25	10/30/25	360.00
26023	KONICA	KONICA MINOLTA	OUT	11/04/25	10/30/25	152.28
26024	NICOR	Nicor Gas	OUT	11/04/25	10/30/25	211.62
26025	PDRMA	Park District Risk Management	OUT	11/04/25	10/30/25	18,604.84
26026	R0003691	Benjamine Stone	OUT	11/04/25	10/30/25	87.50
26027	Superior	Superior Awards	OUT	11/04/25	10/30/25	100.00
26028	TMobile	T-Mobile	OUT	11/04/25	10/30/25	306.30
TOTAL---ALL CHECKS						239,653.90

FROM 10/22/2025 TO 11/04/2025

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

AMALGAMA	Amalgamated Bank of Chicago								
	2024A			10/21/25		26011	11/04/25	210,451.25	108,299.50
		01 Bond Interest	31000058905						38,297.75
		02 Bond Principal	31000058903						70,000.00
		03 Fee	31000058903						1.75
	2024B			10/21/25		26011	11/04/25	210,451.25	102,151.75
		01 Bond Interest	31000058905						72,150.00
		02 Principal Payment	31000058903						30,000.00
		03 Fee	10010052649						1.75
								VENDOR TOTAL:	210,451.25
BER-WATE	City of Berwyn								
	400486-002	LCC		10/29/25		26012	11/04/25	413.86	39.86
		01 Water bill LCC	10020052639						39.86
	411886-001	FP 10/25		10/29/25		26012	11/04/25	413.86	37.40
		01 Water bill-FP	10020052639						37.40
	413713-001	SP10/25		10/29/25		26012	11/04/25	413.86	139.40
		01 Water bill SP	10020052639						139.40
	413740-001	PP 10/25		10/29/25		26012	11/04/25	413.86	159.80
		01 Water bill Proksa	50020052639						159.80
	413850-001	10/25 FPP		10/29/25		26012	11/04/25	413.86	37.40
		01 Water bill FP Pool	10020052639						37.40
								VENDOR TOTAL:	413.86
CARBIT	Carbit Paint Co.								
	85610			10/23/25		26013	11/04/25	520.00	520.00
		01 Cordovan gloss	10020055789						520.00
								VENDOR TOTAL:	520.00
CDS	CDS Office Technologies								
	INV1728088			10/22/25		26014	11/04/25	2,476.76	2,476.76
		01 It Serv.	10010051585						1,238.38
		02 It. serv.	50010051585						1,238.38
								VENDOR TOTAL:	2,476.76
COMCAST2	COMCAST BUSINESS								
	Nov 25-FP			10/22/25		26015	11/04/25	232.88	232.88
		01 Phone and Internet	10010052641						232.88

FROM 10/22/2025 TO 11/04/2025

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

							VENDOR TOTAL:		232.88
COMED	Com. Ed.								
	Oct 25- SP			10/29/25		26016	11/04/25	3,355.94	306.14
	01 Electric Sunshine	10020052638							306.14
	Oct 25-FP			10/20/25		26016	11/04/25	3,355.94	1,192.56
	01 Electric Freedom	10020052638							1,192.56
	Oct 25-Hessler			10/20/25		26016	11/04/25	3,355.94	53.17
	01 Electric Hessler	50020052638							53.17
	Oct 25-LCC			10/29/25		26016	11/04/25	3,355.94	382.69
	01 Electric LCC	50020052638							382.69
	Oct 25-LCC green			10/29/25		26016	11/04/25	3,355.94	31.80
	01 LCC green	50020052638							31.80
	Oct 25-PP			10/27/25		26016	11/04/25	3,355.94	1,306.62
	01 Electric proksa	50020052638							1,306.62
	Oct 25-Smirz			10/20/25		26016	11/04/25	3,355.94	82.96
	01 Electric Smirz	50020052638							82.96
							VENDOR TOTAL:		3,355.94
DELUXE B	Deluxe								
	9009152985			10/29/25		26017	11/04/25	360.05	360.05
	01 checks	10010055790							360.05
							VENDOR TOTAL:		360.05
FSS	FSS Technologies LLC								
	I-76719			10/17/25		26018	11/04/25	314.82	314.82
	01 Acess control	10020053665							314.82
							VENDOR TOTAL:		314.82
FULLMER	Fullmer Locksmith Service, Inc								
	N45434			10/23/25		26019	11/04/25	85.00	85.00
	01 New Keymark	10020053665							85.00
							VENDOR TOTAL:		85.00
ICE Mill	ICE MILLER LLP								
	01-2551592			10/29/25		26020	11/04/25	820.00	820.00
	01 Legal Fees Audit	10010051570							820.00

FROM 10/22/2025 TO 11/04/2025

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

								VENDOR TOTAL:	820.00
Jasmin	Jasmine & Fig, LLC								
	1017			10/28/25		26021	11/04/25	800.80	800.80
	01	Early Childhood Instructor	51160052415						800.80
VENDOR TOTAL:									800.80
Jerry	Jerry Kidd								
	A4011-509			10/29/25		26022	11/04/25	360.00	360.00
	01	Payment for Little Ninjas	51160041420						360.00
VENDOR TOTAL:									360.00
KONICA	KONICA MINOLTA								
	47971721			10/24/25		26023	11/04/25	152.28	152.28
	01	Copier	50010052617						152.28
VENDOR TOTAL:									152.28
NICOR	Nicor Gas								
	Oct 25-FP			10/22/25		26024	11/04/25	211.62	151.34
	01	Natural Gas Freedom	10020052637						151.34
	Oct 25-SP			10/22/25		26024	11/04/25	211.62	60.28
	01	Natural gas	10020052637						60.28
VENDOR TOTAL:									211.62
PDRMA	Park District Risk Management								
	1025066H			10/28/25		26025	11/04/25	18,604.84	18,604.84
	01	Monthly Member Contribution	10010050510						9,302.42
	02	Monthly Member Contribution	50010050510						9,302.42
VENDOR TOTAL:									18,604.84
R0003691	Benjamin Stone								
	101452			10/27/25		26026	11/04/25	87.50	87.50
	01	Proska Park Ball diamond	55130043455						87.50
	02	rental	** COMMENT **						0.00
VENDOR TOTAL:									87.50
Superior	Superior Awards								
	34077			10/24/25		26027	11/04/25	100.00	100.00
	01	Memorial Plaque	10020055811						100.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2026 FINAL BUDGET
FUND: `Corporate		
BEGINNING BALANCE		0
Administration		
REVENUES		
10-00-00-40-400	Real Estate Taxes	900,000
10-00-00-40-405	Personal Prop Replacement Tax	19,000
10-00-00-43-455	Cook County Voting Use	200
10-00-00-46-480	Spnsorships	500
10-00-00-48-491	Interest Income	50,000
10-00-00-49-494	PDRMA Incentive/Reimbursements	500
10-00-00-49-647	Cell Tower Lease	75,000
TOTAL REVENUES: Administration		1,045,200
Buildings & Grounds		
REVENUES		
10-02-00-40-400	Property Taxes	450,000
10-02-00-45-470	Dog Park Fees	500
10-02-00-46-484	Memorial Trees	1,000
10-02-00-46-485	Memorial Benches	1,000
10-02-00-49-493	Scrap/Salvage	100
10-02-00-49-495	PDRMA Incent./Reimbursement	500
TOTAL REVENUES: Buildings & Grounds		453,100
Administration		
EXPENSES		
Non Park		
10-01-00-50-500	Full Time Salaries	270,905
10-01-00-50-510	PDRMA Health Program	119,000
10-01-00-50-545	Mileage Reimbursement	250
10-01-00-51-551	Board Projects	1,000
10-01-00-51-570	Legal Fees	20,000
10-01-00-51-575	Accountant	15,000
10-01-00-51-580	Consultants	5,000
10-01-00-51-585	IT Services	20,000
10-01-00-52-610	Computer Software & Licensing	25,000
10-01-00-52-611	Legal Notices	2,000
10-01-00-52-617	Photo Copier-Service and lease	4,000
10-01-00-52-641	Telephone & Internet	14,565
10-01-00-52-644	Cell Phones	750
10-01-00-52-649	Bank Fees	5,000
10-01-00-54-700	FT Professional Development	7,000
10-01-00-54-710	Professional Development Board	3,000
10-01-00-54-720	Dues & Licensing Fees	14,000

10-01-00-55-750	New Office Equipment	1,500
10-01-00-55-755	Postage	450
10-01-00-55-785	Uniforms	2,000
10-01-00-55-790	Office Supplies	3,500
10-01-00-55-796	Staff Appreciation	3,200
TOTAL Non Park		537,120
TOTAL Administration		537,120

Buildings & Grounds

EXPENSES

10-02-00-50-500	Full Time Salaries	368,801
10-02-00-50-505	Part Time & Seasonal Salaries	33,486
10-02-00-52-620	Equipment Rental	2,000
10-02-00-52-624	Contractual Maintenance	70,000
10-02-00-52-630	Scavenger Service	17,000
10-02-00-52-635	Tree Removal	8,000
10-02-00-52-637	Utilities- Natural Gas	11,464
10-02-00-52-638	Utilities-Electricity	25,000
10-02-00-52-639	Utilities-Water	6,000
10-02-00-52-640	Facility Alarms	8,500
10-02-00-52-644	cell phones	1,300
10-02-00-53-650	Vehicle Maintenance	10,000
10-02-00-53-655	Equipment Repair	7,500
10-02-00-53-660	Grounds Maintenance	22,000
10-02-00-53-661	Athletic Field Maintenance	4,000
10-02-00-53-662	Playground Maintenance	3,000
10-02-00-53-663	Dog Park Maintenance	1,500
10-02-00-53-665	Building Maintenance	30,000
10-02-00-53-666	HVAC	13,000
10-02-00-53-667	Electrical	7,000
10-02-00-53-668	Plumbing	20,000
10-02-00-54-700	Professional development	2,500
10-02-00-54-715	Training & Certifications	3,000
10-02-00-55-750	New Equipment	4,000
10-02-00-55-757	Personal Protective Equipment	1,000
10-02-00-55-762	Consumable Supplies	15,000
10-02-00-55-765	Fuels and Lubricants	8,000
10-02-00-55-770	Flag Replacement	1,000
10-02-00-55-773	Landscape Management	6,000
10-02-00-55-774	Fertilizers	500
10-02-00-55-775	Trees	12,000
10-02-00-55-780	Signs	2,500
10-02-00-55-785	Uniforms	3,550
10-02-00-55-789	Building Supplies	2,000

10-02-00-55-795	First Aid	1,000
10-02-00-55-796	Staff appreciation	750
10-02-00-55-798	Chemicals/Pesticides	2,000
10-02-00-55-799	Graffiti Removal	300
10-02-00-55-800	Tools	2,000
10-02-00-55-805	Snow Removal	2,000
10-02-00-55-811	Memorial Benches	1,100
10-02-00-55-815	Children's and Serenity Garden	1,000
10-02-00-55-820	Ponds	5,000
10-02-00-55-825	Holiday Decor	10,000
TOTAL Buildings & Grounds		755,751

TOTAL FUND REVENUES & BEG. BALANCE	1,498,300
TOTAL FUND EXPENSES	1,292,871
FUND SURPLUS (DEFICIT)	205,429

FUND: Scholarship Fund

BEGINNING BALANCE	0
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REVENUES

15-00-00-46-480	Sponsorships	100
15-00-00-46-489	Scholarship Revenue	10,000
TOTAL REVENUES: Non Departmental		10,100

EXPENSES

Non Park

15-00-00-52-466	Scholarships	7,500
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TOTAL FUND REVENUES & BEG. BALANCE	10,100
TOTAL FUND EXPENSES	7,500
FUND SURPLUS (DEFICIT)	2,600

FUND: Social Security

BEGINNING BALANCE	0
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REVENUES

21-00-00-40-400	Real Estate Taxes	1,000
TOTAL Non Park		1,000

EXPENSES

21-00-00-50-530	Social Security	70,936
21-00-00-50-535	Medicare	16,590
TOTAL Non Park		87,526

TOTAL FUND REVENUES & BEG. BALANCE	1,000
TOTAL FUND EXPENSES	87,526

FUND SURPLUS (DEFICIT)	(86,526))
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FUND: IMRF

BEGINNING BALANCE	0
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REVENUES

22-00-00-40-400	Real Estate Taxes	1,000
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TOTAL Non Park	1,000
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EXPENSES

22-00-00-50-525	IMRF	102,969
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TOTAL Non Park	102,969
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TOTAL FUND REVENUES & BEG. BALANCE	1,000
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TOTAL FUND EXPENSES	102,969
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FUND SURPLUS (DEFICIT)	(101,969))
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FUND: Liability

BEGINNING BALANCE	0
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REVENUES

23-00-00-40-400	Real Estate Taxes	1,000
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23-00-00-49-494	PDRMA Safety Rebate	500
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TOTAL Non Park	1,500
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EXPENSES

23-00-00-50-500	Full Time Salaries	9,000
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23-00-00-50-546	Safety Incentive	2,000
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23-00-00-51-551	Special Projects	2,000
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23-00-00-52-627	Property & Casualty Insurance	40,000
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23-00-00-52-629	Pre-Employ/Volunteer Verificat	2,000
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23-00-00-54-700	Staff Training and Testing	1,950
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23-00-00-55-750	Equipment and Safety Supplies	2,500
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23-00-00-55-795	First Aid Kit Supplies	500
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TOTAL Non Park	59,950
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TOTAL FUND REVENUES & BEG. BALANCE	1,500
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TOTAL FUND EXPENSES	59,950
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FUND SURPLUS (DEFICIT)	(58,450))
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FUND: Audit

BEGINNING BALANCE	0
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REVENUES

24-00-00-40-400	Real Estate Taxes	26,000
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TOTAL Non Park	26,000
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EXPENSES

24-00-00-51-550	Audit Fees	21,000
24-00-00-51-560	Accounting Service Fees	5,000
TOTAL Non Park		26,000

TOTAL FUND REVENUES & BEG. BALANCE	26,000
TOTAL FUND EXPENSES	26,000
FUND SURPLUS (DEFICIT)	0

FUND: Security and Safety

BEGINNING BALANCE	0
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REVENUES

25-00-00-40-400	Real Estate Taxes	1,000
TOTAL Non Park		1,000

EXPENSES

25-00-00-50-505	Wage-picnic rent. & police/sec	8,000
25-00-00-52-615	Equipment Maintenance	2,000
25-00-00-55-750	New Equipment	8,000
TOTAL Non Park		18,000

TOTAL FUND REVENUES & BEG. BALANCE	1,000
TOTAL FUND EXPENSES	18,000
FUND SURPLUS (DEFICIT)	(17,000))

FUND: Special Recreation

BEGINNING BALANCE	0
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REVENUES

Non Park		
26-00-00-40-400	Real Estate Taxes	154,000
TOTAL Non Park		154,000

EXPENSES

26-00-00-50-500	Wages-Full time salaries	25,423
26-00-00-50-505	Wages-Inclusion	9,219
26-00-00-52-645	WSSRA Contribution	163,000
26-00-00-55-799	Special Recreation Expenditure	2,500
26-00-00-56-805	ADA Improvements	2,500
TOTAL Non Park		202,642

TOTAL FUND REVENUES & BEG. BALANCE	154,000
TOTAL FUND EXPENSES	202,642
FUND SURPLUS (DEFICIT)	(48,642))

FUND: Debt Service

BEGINNING BALANCE 0

Non Departmental

REVENUES

31-00-00-40-400	Real Estate Taxes	318,441
TOTAL Non Park		318,441

EXPENSES

31-00-00-58-903	Principal Payment	110,000
31-00-00-58-905	Interest Payment	215,595
31-00-00-58-915	Paying Agent Fees	1,500
TOTAL Non Park		327,095

TOTAL FUND REVENUES & BEG. BALANCE 318,441

TOTAL FUND EXPENSES 327,095

FUND SURPLUS (DEFICIT) (8,654))

FUND: Recreation Administration

BEGINNING BALANCE 0

REVENUES

50-00-00-40-400	Property Taxes	405,000
50-01-00-41-474	Advertising	2,000
50-01-00-49-494	PDRMA incent/Reimbursement	1,000
50-10-00-46-477	Community Event Fees	1,500
50-10-00-46-485	Back to School Event	2,500
TOTAL Non Park		412,000

EXPENSES

50-01-00-50-477	Wages-Community Event Staff	3,000
50-01-00-50-485	Wages-Back to School	1,500
50-01-00-50-500	Wages-Full Time Salary	241,408
50-01-00-50-501	Wages-Marketing	56,650
50-01-00-50-505	Wages-Front Desk	39,784
50-01-00-50-510	PDRMA Health Insurance	119,000
50-01-00-50-545	Mileage Reimbursement	300
50-01-00-50-606	Wages-Concerts	250
50-01-00-51-551	Special Projects	1,500
50-01-00-51-585	Computer IT Consultant	18,000
50-01-00-52-610	Computer Software and License	9,500
50-01-00-52-611	Job Posting	400
50-01-00-52-612	Print & Distribution of Inform	5,500
50-01-00-52-617	Photo Copier service & lease	3,000
50-01-00-52-641	Telephone and Internet	15,000
50-01-00-52-643	Other Contractual	2,000

50-01-00-52-644	Cell Phones	2,300
50-01-00-52-721	Memberships/Subscriptions	16,000
50-01-00-53-655	Equipment Maintenance	500
50-01-00-54-700	Professional Development	5,500
50-01-00-55-750	New Office Equipment	1,500
50-01-00-55-761	Marketing and Promotions	4,500
50-01-00-55-785	Staff Apparel	1,500
50-01-00-55-790	Office Supplies	1,750
50-01-00-55-796	Staff Appreciation	750
50-02-00-52-630	Scavenger Service	7,000
50-02-00-52-637	Utilities-Natural Gas	14,000
50-02-00-52-638	Utilities-Electric	20,000
50-02-00-52-639	Utilities-Water	15,000
50-02-00-52-640	Facility Alarms	3,500
50-10-00-52-614	Concerts Vendors	6,000
50-10-00-55-485	Back to School Event	3,000
50-10-00-55-606	Concert Supplies	500
50-10-00-55-795	Recreation Supplies	1,000
50-10-00-55-796	Community Event Supplies	8,000
TOTAL Non Park		629,092

TOTAL FUND REVENUES & BEG. BALANCE	412,000
TOTAL FUND EXPENSES	629,092
FUND SURPLUS (DEFICIT)	(217,092))

FUND: Rec. Program Youth & Teen

BEGINNING BALANCE	0
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REVENUES

51-16-00-41-410	Preschool	5,000
51-16-00-41-415	Early Childhood Programs	12,000
51-16-00-41-420	Youth Programs	20,000
51-16-00-41-425	Teen Programs	2,000
51-16-00-41-430	Summer Day Camp	72,000
51-16-00-41-435	New Programs	3,000
51-16-00-46-480	Sponsorships	500
TOTAL Non Park		114,500

EXPENSES

51-16-00-50-505	Wages-Preschool	3,000
51-16-00-50-506	Wages-Early Childhood Programs	4,000
51-16-00-50-507	Wages-Youth Programs	3,500
51-16-00-50-508	Wages-Teen Programs	250
51-16-00-50-509	Wages-Summer Day Camp	45,000
51-16-00-52-415	Early Child Program Contracts	4,000

51-16-00-52-420	Youth Program Contracts	10,000
51-16-00-52-425	Teen Program Contract	1,000
51-16-00-52-430	Summer Day Camp Trips	6,750
51-16-00-52-431	Summer Camp Transportation	3,500
51-16-00-52-649	credit card fees	3,000
51-16-00-55-410	Preschool Supplies	500
51-16-00-55-415	Early Childhood Program Suppli	1,500
51-16-00-55-420	Youth Program Supplies	2,500
51-16-00-55-425	Teen Program Supplies	500
51-16-00-55-430	Summer Day Camp Supplies	2,000
51-16-00-55-431	Summer Camp Shirts	2,000
51-16-00-55-432	Summer Camp Food	1,250
51-16-00-55-435	New Program Expenses	1,500
TOTAL Non Park		95,750

TOTAL FUND REVENUES & BEG. BALANCE	114,500
TOTAL FUND EXPENSES	95,750
FUND SURPLUS (DEFICIT)	18,750

FUND: Athletics Programs

BEGINNING BALANCE	0
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REVENUES

52-09-00-41-420	Youth Soccer	40,000
52-09-00-41-425	Futsal	3,000
52-09-00-41-430	Youth Baseball	7,000
52-09-00-41-435	Athletic Camps	3,000
52-09-00-41-440	Yth Athletic Contract Programs	30,000
52-09-00-41-450	Adult Athletics	10,000
52-09-00-41-455	Adult Athletic Contract Progra	500
52-09-00-41-460	Adult Athletic Events	200
52-09-00-41-465	New Programs	500
52-09-00-41-470	Youth Athletic Special Event	5,500
52-09-00-41-480	Youth Athletics	3,160
52-09-00-46-480	Sponsorships	500
TOTAL Non Park		103,360

EXPENSES

52-09-00-50-504	Wages-Youth Athletics	2,600
52-09-00-50-505	Wages-Youth Soccer	15,000
52-09-00-50-506	Wages-Youth Futsal	1,500
52-09-00-50-507	Wages-Youth Baseball	2,000
52-09-00-50-508	Wages-Athletic Camps	500
52-09-00-50-509	Wages-Adult Athletics	1,500
52-09-00-50-510	Wages-Adult Ahletic Events	100

52-09-00-52-649	credit card fees	3,000
52-09-00-55-420	Youth Soccer Program Expenses	4,000
52-09-00-55-421	Youth Soccer Uniforms	8,000
52-09-00-55-422	Youth Soccer Awards	1,800
52-09-00-55-423	Athletic League Recognition	100
52-09-00-55-425	Youth Futsal Program Expenses	1,200
52-09-00-55-426	Futsal Uniforms	800
52-09-00-55-430	Youth Baseball Program Expense	2,000
52-09-00-55-431	Youth Baseball Uniforms	2,000
52-09-00-55-432	Youth Baseball Awards	800
52-09-00-55-435	Athletic Camp Program Expenses	1,000
52-09-00-55-440	Youth Ath. Contract Prog Expen	20,000
52-09-00-55-450	Adult Athletic Program Expense	200
52-09-00-55-455	Adult Ath. Contract Prog expen	300
52-09-00-55-460	Adult Event Program Expenses	50
52-09-00-55-465	New Program Expenses	350
52-09-00-55-470	Youth Athletic Special Event	5,000
52-09-00-55-480	Youth Athletic Program Supplie	1,000
TOTAL Non Park		74,800

TOTAL FUND REVENUES & BEG. BALANCE	103,360
TOTAL FUND EXPENSES	74,800
FUND SURPLUS (DEFICIT)	28,560

FUND: Rec. Program Adults

BEGINNING BALANCE	0
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REVENUES

53-12-00-41-600	Adult Programs	4,000
53-12-00-41-610	Active Adult Programs	3,600
53-12-00-41-615	Adult Day Trips	12,000
53-12-00-41-620	Extended Adult Trips	77,000
53-12-00-41-625	Adult Lunches	2,000
53-12-00-41-630	New Programs	1,000
TOTAL Non Park		99,600

EXPENSES

53-12-00-50-505	Wages-Adult Programs	100
53-12-00-50-506	Wages-Active Adult Programs	100
53-12-00-50-507	Wages-Adult Day Trips	100
53-12-00-50-508	Wages-Extended Adult Trips	100
53-12-00-50-509	Wages-Adult Lunches	100
53-12-00-50-510	Wages-New Programs	100
53-12-00-52-600	Adult Program Contracts Expens	1,500
53-12-00-52-610	Active Adult Contract Expense	1,500

53-12-00-52-616	Adult Day Trips Tickets	2,500
53-12-00-52-617	Adult Day Trips Meals	2,500
53-12-00-52-618	Adult Day Trip Transportation	2,000
53-12-00-52-620	Extended Trip Contract Expense	67,000
53-12-00-52-625	Adult Lunches Restaurants	750
53-12-00-52-649	credit card fees	3,000
53-12-00-55-600	Adult Programs Expense	1,500
53-12-00-55-610	Active Adult Program Expense	1,500
53-12-00-55-630	New Program Expenses	1,000
TOTAL Non Park		85,350

TOTAL FUND REVENUES & BEG. BALANCE	99,600
TOTAL FUND EXPENSES	85,350
FUND SURPLUS (DEFICIT)	14,250

FUND: Recreation Special Events

BEGINNING BALANCE	0
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REVENUES

54-10-00-46-410	Brewfest	22,000
54-10-00-46-420	Fall Events	3,100
54-10-00-46-430	Winter Events	2,600
54-10-00-46-440	Spring Events	3,600
54-10-00-46-450	Summer Events	3,100
54-10-00-46-460	New Events	1,600
TOTAL Non Park		36,000

EXPENSES

54-10-00-50-505	Wages-Brewfest	2,000
54-10-00-50-506	Wages-Fall Events	500
54-10-00-50-507	Wages-Winter Events	500
54-10-00-50-508	Wages-Spring Events	500
54-10-00-50-509	Wages-Summer Events	500
54-10-00-50-510	Wages-New Events	500
54-10-00-52-649	credit card fees	3,000
54-10-00-55-410	Brewfest Supplies	2,500
54-10-00-55-411	Brewfest Shirts	1,500
54-10-00-55-412	Brewfest Beer Vendors	6,000
54-10-00-55-413	Brewfest Ice	900
54-10-00-55-414	Brewfest Fencing	3,700
54-10-00-55-416	Brewfest Entertainment	3,500
54-10-00-55-420	Fall Event Supplies	500
54-10-00-55-421	Fall Event Vendors	300
54-10-00-55-430	Winter Event Supplies	1,000
54-10-00-55-431	Winter Event Vendors	750

54-10-00-55-440	Spring Event Supplies	1,000
54-10-00-55-441	Spring Event Vendors	500
54-10-00-55-450	Summer Event Supplies	500
54-10-00-55-451	Summer Event Vendors	350
54-10-00-55-460	New Event Expenses	300
TOTAL Non Park		30,800

TOTAL FUND REVENUES & BEG. BALANCE	36,000
TOTAL FUND EXPENSES	30,800
FUND SURPLUS (DEFICIT)	5,200

FUND: Recreation Rentals

BEGINNING BALANCE	0
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REVENUES

55-13-00-43-450	Proksa Center Rentals	20,000
55-13-00-43-451	Liberty Center Rentals	3,000
55-13-00-43-455	Athletic Fields	24,000
55-13-00-43-471	Park Rentals (Outdoors)	5,000
TOTAL Non Park		52,000

EXPENSES

55-13-00-50-505	Wages-Rentals	12,000
55-13-00-52-649	credit card fees	3,000
55-13-00-53-655	Equipment Maintenance	2,000
55-13-00-55-456	Liberty Supplies	1,000
55-13-00-55-457	Liquor License	2,350
55-13-00-55-753	New Equipment	3,000
55-13-00-55-795	Rental Supplies	1,000
TOTAL Non Park		24,350

TOTAL FUND REVENUES & BEG. BALANCE	52,000
TOTAL FUND EXPENSES	24,350
FUND SURPLUS (DEFICIT)	27,650

TOTAL ALL FUNDS REV & BEG. BALANCE	2,828,801
TOTAL ALL FUNDS EXPENSES	3,064,695
ALL FUNDS SURPLUS (DEFICIT)	(235,894))

Fund Balance Summary

	Fund Balance 12/31/2023	Fund Balance 12/31/2024	Estimated Fund Balance 12/31/25	Estimated Fund Balance 12/31/26
Corporate	\$ 524,868.00	\$ 473,088.00	\$ 592,749.00	\$ 798,178.00
Corporate				
Parks and Facility				
Total				
Recreation	\$ 388,883.00	\$ 567,000.00	\$ 449,212.00	\$ 326,530.00
Recreation Administration				
Rentals				
Special Events				
Recreation Programs				
Athletics				
Adult Programs				
Total				
Scholarships	\$ 82,751.00	\$ 82,751.00	\$ 79,751.00	\$ 72,071.00
Social Security	\$ 120,256.00	\$ 127,972.00	\$ 55,585.00	\$ (30,940.64)
IMRF	\$ 186,674.00	\$ 199,199.00	\$ 100,230.00	\$ (1,739.00)
Liability	\$ 92,304.00	\$ 118,875.00	\$ 60,925.00	\$ 2,475.00
Audit	\$ (38,983.00)	\$ 3,930.00	\$ 4,014.00	\$ 4,014.00
Safety & Security	\$ 72,260.00	\$ 90,656.00	\$ 73,656.00	\$ 56,656.00
Special Recreation	\$ 202,709.00	\$ 231,271.00	\$ 181,629.00	\$ 135,987.00
Debt Service	\$ 23,901.00	\$ 23,295.00	\$ 15,733.00	\$ 7,079.00
Capital Projects	\$ 188,542.00	\$ 2,708,499.00	\$ 2,553,823.00	\$ 1,353,823.00
Working Cash	\$ 289,658.00	\$ 289,658.00	\$ 289,658.00	\$ 289,658.00
Total	\$ 2,133,823.00	\$ 4,916,194.00	\$ 4,456,965.00	\$ 3,013,791.36

Berwyn Park District
ORDINANCE NUMBER O-25-2

**AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE BERWYN PARK DISTRICT, COOK
COUNTY, ILLINOIS FOR 2025**

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE
BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS

SECTION ONE

That the sum of TWO MILLION ONE HUNDRED NINETY-NINE THOUSAND DOLLARS TWO
HUNDRED DOLLARS (\$2,199,200) or so much as may be authorized by law, is hereby assessed and levied
for and against all of the real property within the limits of the Park District, as the same is assessed and
equalized for said taxes, for the year 2024, said total levy being for various purposes of this Park District
more particularly set forth:

(1) FOR GENERAL CORPORATE FUND

Total General Corporate Fund Estimated Expenditures	\$1,399,865.00
SALARIES & WAGES	\$648,858.00
CONTRACTUAL SERVICES	\$135,835.00
SUPPLIES	\$ 94,000.00
OTHER CHARGES	\$239,440.00
CAPITAL ITEMS	\$ 50,000.00
TRANSFERS OUT	\$231,733.00
TOTAL HEREBY LEVIED for General Corporate purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-1	<u>\$1,399,865.00</u>

(2) FOR RECREATION FUND

Total Recreation Fund Estimated Expenditures	\$400,000.00
SALARIES & WAGES	\$200,080.00
CONTRACTUAL SERVICES	\$ 18,000.00
SUPPLIES	\$ 17,360.00
OTHER CHARGES	\$ 17,360.00

CAPITAL ITEMS	\$ 62,200.00
TRANSFERS OUT	\$ 85,000.00

TOTAL HEREBY LEVIED FOR Recreation Fund purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-3a	<u>\$400,000.00</u>
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(3) FOR AUDIT FUND

Total Audit Fund Estimated Expenditures	\$26,000.00
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TOTAL HEREBY LEVIED for Audit Fund purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	<u>\$26,000.00</u>
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(4) FOR ILLINOIS MUNICIPAL RETIREMENT FUND

Total I.M.R.F. Estimated Expenditures	\$1,000.00
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TOTAL HEREBY LEVIED for I.M.R.F. Fund purposes, in accordance with the provisions of "The Park District Code," 40 ILCS 5/7-171	<u>\$1,000.00</u>
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(5) FOR LIABILITY INSURANCE FUND

Total Liability Insurance Fund Estimated Expenditures	\$1,000.00
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TOTAL HEREBY LEVIED FOR Liability Fund purposes, in accordance with the provisions of "The Park District Code," 745 ILCS 10/9-107	<u>\$1,000.00</u>
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(6) FOR SPECIAL RECREATION FUND

Total Special Recreation Fund Estimated Expenditures	\$150,000.00
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TOTAL HEREBY LEVIED for SPECIAL RECREATION Fund purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-8	<u>\$150,000.00</u>
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(7) FOR BOND & INTEREST FUND

Total Audit Fund Estimated Expenditures	\$327,095.00
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TOTAL HEREBY LEVIED FOR BOND & INTEREST FUND, in accordance with the provisions of "The Park District Code," 70 ILCS 1310/9	<u>\$327,095.00</u>
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(8) FOR FICA FUND

Total FICA Fund Estimated Expenditures	\$1,000.00
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TOTAL HEREBY LEVIED for FICA Fund Purposes, in accordance with the provisions of "The Park District Code," 40 ILCS 5/7-171 and 40 ILCS 5/21-110	<u>\$1,000.00</u>
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(9) FOR POLICE FUND

Total Audit Fund Estimated Expenditures	\$1,000.00
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TOTAL HEREBY LEVIED for Police Fund Purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	<u>\$1,000.00</u>
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SUMMARY OF TAX LEVIES

(1) Total Tax Levy General Corporate Fund	\$1,399,865.00
(2) Total Tax Levy Recreation Fund	\$400,000.00
(3) Total Tax Levy Audit Fund	\$ 26,000.00
(4) Total Tax Levy Illinois Municipal Retirement Fund	\$ 1,000.00
(5) Total Tax Levy Liability Insurance Fund	\$ 1,000.00
(6) Total Tax Levy Special Recreation Fund	\$150,000.00
(7) Total Tax Levy Bond & Interest Fund	\$327,095.00
(8) Total Tax Levy FICA Fund	\$ 1,000.00
(9) Total Tax Levy Police Fund	<u>\$ 1,000.00</u>

TOTAL AMOUNT TAX LEVIES	\$2,306,960.00
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SECTION TWO

That the taxes so levied and assessed as set forth by this Ordinance upon the taxable property subject to taxes within the limits of this Park District, shall be collected and enforced in the same manner and by the same officers as general taxes are now collected and enforced for city and village purposes in the County of Cook, State of Illinois, and shall be paid over by the officers so collected the same to the Treasurer of the Park District.

SECTION THREE

That the Secretary of this Park District be and is hereby directed to file with the County Clerk of Cook County, Illinois within the time limit prescribed by law, a certified copy of this Ordinance.

SECTION FOUR

If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION FIVE

That this Ordinance shall be in full force and effect from and after its passage.

PASSED this ____18th____ day of _____ November _____, 2025

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 18th day of November, 2025

President, Board of Park Commissioners
Berwyn Park District

ATTEST:

Secretary, Board of Park Commissioners
Berwyn Park District

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

SECRETARY'S CERTIFICATE

I _____, Secretary of the Board of Commissioners of the Berwyn Park District, County of Cook, State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

ORDINANCE NO. O-25-2

**AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
FOR THE BERWYN PARK DISTRICT ,
COOK COUNTY, ILLINOIS FOR THE YEAR OF 2025**

Which said Ordinance was adopted by the Board of Commissioners of Berwyn Park District at the at a meeting held on the 18th day of November, 2025. I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board of Commissioners complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of November, 2025.

Secretary, Board of Park Commissioners
Berwyn Park District

(SEAL)

BERWYN PARK DISTRICT
TRUTH IN TAXATION CERTIFICATION

I, _____, herby certify that I am the presiding officer of the Board of Park Commissioners of the Berwyn Park District, Cook County, Illinois and as such, I herby certify that the 2025 levy ordinance, a copy which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 18-60 through 18-85 of the Truth in Taxation Law, 35 ILCS 200/18-55 et seq.

The provisions of Section 18-60 through 18-85 of the Truth in Taxation Law are inapplicable to the District's 2025 levy.

IN WITNESS WHEREOF, I have placed my signature this 18th day of November, 2025.

President, Board of Park Commissioners
Berwyn Park District

(SEAL)

DATE: 11/4/2025
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: summary of edits to security incident draft plan

Here is a summary of edits that were made by CDS- our IT Company to the security Incident Draft Plan.

Page 5 the following was added:

- Multi-Factor Authentication (MFA) must be enforced for all administrative, financial, email and cloud-based systems including MSI, RecTrac, and financial portals.
- Phishing Response Procedure: Users must immediately report suspicious emails to the IT Help Desk. The IRT will quarantine affected mailboxes, block related senders, and review logs for similar activity.
- Ransomware Playbook: In the event of ransomware detection, the IRT will (1) disconnect affected systems from the network, (2) isolate backups, (3) notify PDRMA cyber response immediately, and (4) engage external forensic vendors before attempting data recovery.
- Cloud Systems and SaaS: All cloud platforms used by the Park District (including MSI, RecTrac, and payment processing systems) must maintain access control logs, audit trails, and vendor incident SLA's to ensure accountability.
- Vendor/Third Party Incident Requirements: Vendors with network access or handling of PI must provide written incident notification within 24 hours of discovery and cooperate with forensic analysis as required by PDRMA and Park District counsel.

Page 9 the following was added:

- Upon any incident classified as Level 2 or Level 3, the Incident Response Manager must immediately notify PDRMA to trigger cyber coverage and coordinate with approved incident response vendors.
- PDRMA will engage cyber forensic firms, breach counsel, and ransomware negotiators as covered under policy terms. No external vendor should be retained prior to PDRMA authorization.
- All incident-related expenses (forensics, communications, notifications) must be logged and submitted to PDRMA claims to ensure cost recovery under cyber coverage.

BERWYN PARK DISTRICT

INFORMATION SECURITY INCIDENT RESPONSE PLAN



TABLE OF CONTENTS

I.	PURPOSE AND OVERVIEW.....	2
II.	DEFINITIONS.....	3
III.	INCIDENT RESPONSE TEAM.....	4
IV.	PREPARATION AND TRAINING.....	5
V.	DATA INCIDENT INFORMATION REQUESTS.....	5
VI.	DATA INCIDENT REPORTING PROCEDURES.....	6
VII.	INCIDENT RESPONSE PROTOCOL.....	6
	1. Initial Containment.....	6
	2. Initial Assessment.....	7
	3. Classification of the Data Incident.....	7
	4. Plan Activation and Initial Notifications.....	8
	5. Additional Containment, Remediation, and Investigation.....	9
	6. External Notifications.....	10
	7. Documentation.....	11
	8. Evaluation.....	11
	APPENDIX 1.....	13
	APPENDIX 2.....	16
	APPENDIX 3.....	18

I. PURPOSE AND OVERVIEW

The Berwyn Park District as part of its day-to-day operations, may collect and retain certain Personal Information ("PI") (defined below), as well as other confidential and sensitive information regarding its employees, volunteers, patrons, visitors, and other third parties. The Park District must effectively respond to and manage Data Incidents (defined below) that may compromise the confidentiality, integrity, or availability of information systems, data or network resources that create, store, maintain or transmit PI or the Park District's other confidential and sensitive information. Accordingly, the Park District has adopted this Information Security Incident Response Plan (the "Plan") to provide oversight of and guidance for the Park District's response to any Data Incident. This Plan applies to all Park District employees, volunteers, agents, and independent contractors who have access to PI or Park District's other confidential and sensitive information.

Depending on the nature and extent of the Data Incident, such actions may consist of the following steps, some of which may take place concurrently:

- Initial Containment: Immediately coordinate efforts with the appropriate members of the Incident Response Team and other third parties (as necessary and appropriate) to contain the Data Incident.
- Initial Assessment: Conduct an initial assessment and evaluation of the Data Incident.
- Classification of the Data Incident: Evaluate and assign a severity level to the Data Incident.
- Plan Activation and Internal Notifications: Based on the severity level, activate the Plan and notify appropriate stakeholders.
- Additional Containment, Remediation, and Investigation: Confirm the Data Incident is contained and investigate the cause, nature, and extent of the Data Incident.
- External Notifications: At the direction of counsel, notify individuals, law enforcement, regulators, or other external parties based on applicable legal or contractual requirements.
- Documentation: Complete a Data Incident Log to document Park District's response to the Data Incident.
- Evaluation: Use the Data Incident as an opportunity to improve the Plan and Park District's data protection precautions.

If the Park District discovers a potential data security incident that may involve individuals' personal information, involves a loss of funds, or is affecting the Park District's ability to operate, the Park District should immediately contact Park District Risk Management Agency (PDRMA). PDRMA can be contacted 24/7 at 630.769.0332. PDRMA encourages early reporting of potential incidents.

If there is a reasonable possibility that a Data Incident may involve unauthorized access to PI, it is important for legal counsel to be promptly notified and involved in the response. If notifications to individuals, regulators, or other parties are necessary, the Park District will provide those notifications in accordance with applicable law.

All Park District personnel must immediately report any actual or suspected Data Incident to the Executive Director and the Superintendent of Finance and HR (the incident response team). They will notify the CDS IT Help Desk of any actual or suspected Data Incidents. The Incident Response Manager and Team are identified in Appendix 2. The Incident Response Manager will determine if the Plan is activated based on the severity of the Data Incident. In the event the Plan is activated, the Incident Response Team (IRT) will convene and take steps to respond to the Data Incident in accordance with this Plan and applicable law.

Legal counsel will determine whether and how to notify internal or external parties regarding a Data Incident based on Park District's investigation of a Data Incident in order to ensure Park District meets its obligations under its contractual obligations and applicable law. Depending on the Data Incident, the Park District may need to notify one or more of the following categories of individuals or organizations during the response to the Data Incident:

- PDRMA.
- Law enforcement.
- Park District employees.
- Park District Board of Commissioners.
- Individuals whose PI was subject to unauthorized access or acquisition.
- State attorneys general or other applicable regulators.
- Media.
- The Park District's financial institution(s).
- The Park District's credit card processor.
- Credit reporting agencies.

Legal counsel, on behalf of the Park District, with the consent of the Park District's cyber insurer (through PDRMA) if possible and as applicable, may engage external vendors to assist legal counsel with investigating and analyzing the Park District's legal obligations arising from the Data Incident and ensuring the Park District complies with such obligations. These vendors may include, but are not limited to, outside privacy counsel, forensic security firms, public relation firms, notification services vendors, and eDiscovery firms.

If the Park District receives notice or discovers that one of its vendors or subcontractors that has access to the Park District's network or otherwise maintains any Park District PI sustains a Data Incident, the Park District will follow this Plan to investigate and respond to the vendor's incident in the same manner as if the incident occurred within the Park District's network.

II. DEFINITIONS

Data Incident - The actual, attempted, or suspected unauthorized access, acquisition, use, disclosure, modification, or destruction of PI and/or other confidential and sensitive information regarding the Park District's employees, volunteers, patrons, visitors, and other third parties, including any actual or suspected "breach" or "breach of security" as that term is defined by any applicable law, including a "breach of the security of the system data" as defined by the Illinois Personal Information Protection Act, 815 ILCS 530. Not all Data Incidents involve malicious/criminal activity. A Data Incident can also involve accidental disclosures of sensitive information such as by inclusion in unencrypted emails or website information. Data Incidents involving either electronic or paper records should be investigated in accordance with this Plan.

Personal Information (“PI”) - An individual's last name and the individual's first name or first initial, in combination with any of the following unencrypted elements:

- Social Security number.
- Driver's license number, other state identification number, or foreign country equivalent.
- Passport number.
- The individual's financial account number, including a credit or debit card account number, with or without any required security code, access code, personal identification number or password, that would permit access to the individual's financial account.
- Medical information, including any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a healthcare professional, including such information provided to a website or mobile application.
- Health insurance information, including an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any medical information in an individual's health insurance application and claims history, including any appeals records.
- An individual's taxpayer identification number or an identity protection personal identification number issued by the United States Internal Revenue Service.
- Unique biometric data generated from measurements or technical analysis of human body characteristics used to authenticate an individual, such as a fingerprint, retina or iris image, or other unique physical representation or digital representation of biometric data.
- Username or email address, in combination with a password or security question and answer that would permit access to an online account.
- A private key that is unique to an individual and that is used to authenticate or sign an electronic record.
- Any other data element that may be included within the definition of “personal information” or “private information” under any applicable data breach notification statute or regulation.

III. INCIDENT RESPONSE TEAM

The Incident Response Manager is responsible for overseeing the execution of the Plan, including the Park District's investigation and response to a Data Incident. The roles and responsibilities of the Incident Response Manager are set forth in Appendix 1, and the contact information for the Incident Response Manager is set forth in Appendix 2.

The Incident Response Team (“IRT”) shall assist the Incident Response Manager when necessary and appropriate with respect to any Level 1, Level 2, or Level 3 Data Incidents. The roles and responsibilities of the IRT are set forth in Appendix 1 and the contact information for the IRT members is set forth in Appendix 2.

The Incident Response Manager and/or the IRT may deviate from the Plan to the extent necessary and appropriate to respond to a Data Incident.

IV. PREPARATION AND TRAINING

The Incident Response Manager and IRT shall provide training on the Plan to Park District employees and other third parties according to, and considering, their assigned roles and responsibilities on an annual basis. For example, regular users of Park District's information systems may only need to know who to call or how to recognize a Data Incident on the information system; system administrators may require additional training on how to handle/remediate incidents; and incident responders may receive more specific training on forensics, reporting, system recovery, and restoration. Incident response training includes user training in the identification and reporting of suspicious activities, both from external and internal sources.

At least once per year, the Incident Response Manager and IRT shall conduct and document regular testing of the Plan against an identified threat to determine the overall effectiveness of the Park District incident response procedures through a tabletop exercise, security incident simulations, or other similar comprehensive exercises. The Incident Response Manager and IRT shall review the results of such testing and propose changes to the Plan to incorporate lessons learned.

The Park District shall continuously engage in reasonable, appropriate, and proactive monitoring, detection, and analysis activities of Park District's information systems, including, but not limited to, the following:

- Multi-Factor Authentication (MFA) must be enforced for all administrative, financial, email and cloud-based systems including MSI, RecTrac, and financial portals.
- Phishing Response Procedure: Users must immediately report suspicious emails to the IT Help Desk. The IRT will quarantine affected mailboxes, block related senders, and review logs for similar activity.
- Ransomware Playbook: In the event of ransomware detection, the IRT will (1) disconnect affected systems from the network, (2) isolate backups, (3) notify PDRMA cyber response immediately, and (4) engage external forensic vendors before attempting data recovery.
- Cloud Systems and SaaS: All cloud platforms used by the Park District (including MSI, RecTrac, and payment processing systems) must maintain access control logs, audit trails, and vendor incident SLA's to ensure accountability.
- Vendor/Third Party Incident Requirements: Vendors with network access or handling of PI must provide written incident notification within 24 hours of discovery and cooperate with forensic analysis as required by PDRMA and Park District counsel.
- Review security events and alerts for indicators of compromise.
- Update security event triggers based on current threats and periodically test alert mechanisms.
- Track, investigate, and document security events, alerts, and Data Incidents.
- To the extent possible, incorporate automated mechanisms to track, investigate, and document security events, alerts, and Data Incidents.

V. DATA INCIDENT INFORMATION REQUESTS

When responding to a Data Incident, it is important for the Park District to effectively manage the communication of information about the Data Incident to ensure that accurate information is provided in a way that assists stakeholders but does not jeopardize the Park District's investigation. If any Park District employee receives a request for information about the Data Incident from an external party, including media, law enforcement, or regulators, the request

should be reported to the Incident Response Manager. The Incident Response Manager should consult with legal counsel and the IRT to respond to the request.

Unless approved by the Incident Response Manager, information regarding a Data Incident should not be shared outside of the IRT and senior Park District leadership. If information about a Data Incident is shared with a wider audience within the Park District or with any external parties, the information should not identify any specific individuals to protect all individuals' privacy. Privileged reports and communications with legal counsel or engaged third parties should not be shared beyond those internal individuals with a need to know the information to assist the Park District with analyzing and complying with its legal obligations. If external notifications are determined to be appropriate under applicable law, the IRT will develop a communications plan to respond to questions or requests from notified individuals or other external parties.

VI. DATA INCIDENT REPORTING PROCEDURES

All Park District personnel with knowledge of an actual, attempted, or suspected Data Incident must immediately notify the Incident Response Manager and/or Team about the Data Incident. The Response Manager/Team shall reach out to the IT Help Desk of any actual or suspected Data Incidents. The Incident Response Manager will determine if the Plan is activated based on the severity of the Data Incident. In the event the Plan is activated, the IRT will convene and take steps to respond to the Data Incident in accordance with this Plan and applicable law.

Anyone reporting an actual or suspected Data Incident may be required to assist the Incident Response Manager and/or IRT by providing details to assist with the investigation and assessment of the situation.

To the extent known, anyone reporting a Data Incident shall provide the following information:

- The date, time and location of the Data Incident.
- A general description of the type of the Data Incident (e.g., hacking event, malware, lost laptop, accidental disclosure, etc.).
- The PI and/or other confidential information and the computer system(s), application(s) or storage medium affected or at possible risk.
- Any actions undertaken since discovery of the Data Incident.

VII. INCIDENT RESPONSE PROTOCOL

1. Initial Containment

Upon being notified of an actual, attempted, or suspected Data Incident, the IT Help Desk (or other internal or external information technology professional utilized by the Park District) and the Incident Response Manager shall immediately determine whether the Data Incident has been contained. If the Data Incident has not been contained, then the Incident Response Manager should immediately coordinate efforts with the appropriate members of the IRT and other third parties (as necessary and appropriate) to contain the Data Incident.

The steps required to contain the Data Incident will depend on the specific facts and circumstances of the Data Incident. Such steps may include, but are not limited to, the following:

- Disabling internet connectivity from affected systems.

- Removing PI or other sensitive information from affected sites, systems or applications.
- Shutting down particular applications or third-party connections, reconfiguring firewalls, updating antivirus software, changing computer access codes, and modifying physical access controls.
- Changing applicable passwords for accounts that have access to the affected PI or other sensitive information, including system processes and authorized users, and, if it is determined that an authorized user's account was compromised and used by an intruder, disabling the account.
- Monitoring systems and the network for signs of continued intruder access.

To the extent possible, all potential forensic evidence (hard drives, images, logs) should be preserved during the containment and remediation of the Data Incident.

2. Initial Assessment

The Incident Response Manager shall conduct an initial assessment and evaluation of the Data Incident. As part of the initial assessment, the IT Help Desk and/or Incident Response Manager shall, to the extent possible at that time, identify:

- The date and time of the Data Incident.
- The person(s) reporting the Data Incident.
- The person(s) discovering the Data Incident.
- The manner in which the Data Incident occurred (e.g., data device misplaced, data theft, hacking event, etc.).
- The PI and/or other sensitive/confidential information potentially lost or compromised.
- The storage medium from which any PI, data and/or other sensitive/confidential information was accessed, lost or otherwise affected (e.g., laptop, backup tapes, hard-copy printout, server, etc.).
- The information systems, network resources and/or applications that were or may have been affected.
- The countermeasures enabled, if any, when the access, loss or theft occurred (e.g., full computer encryption on laptop, file/folder encryption on certain files on laptop, etc.).
- The existing security controls or security controls that can be immediately updated to address and remediate the Data Incident.
- If data was lost in transfer, the tracking number and name of the company shipping the data.
- The number of individual(s) potentially affected.
- The location of individual(s) potentially affected (i.e., the state(s) or country(ies) in which the individual(s) reside).
- The identity(ies) of individual(s) potentially affected.

3. Classification of the Data Incident

Based on the information gathered during the initial assessment described above, the Incident Response Manager will assign a severity level to the Data Incident. As an existing Data Incident changes in severity, the Incident Response Manager shall reassign the Data Incident to the appropriate Data Incident classification. If a Data Incident may be between two Data Incident classifications, then the Data Incident shall be assigned the higher of the two classifications.

The following Data Incident classification table is used to assign the proper Data Incident classification.

Level 0	A Data Incident is designated as Level 0 if after a preliminary review it is determined that it is a false alarm or there is no impact to any Park District PI, data, or system.
Level 1	A Data Incident is designated as Level 1 if: • Impacts only Park District non-critical information systems, network resources or data. • Is quickly mitigated or prevented by existing Park District security controls. • Can be quickly mitigated or prevented by updating existing Park District security controls. • Poses little to no risk to PI or Park District's other confidential and sensitive information or Park District's information systems, network resources, applications or data.
Level 2	A Data Incident is designated as Level 2 if: • Impacts up to two critical Park District information systems, network resources or sources of data. • Creates a risk to PI or Park District's other confidential and sensitive information or Park District's information systems, network resources, applications or data. • Involves a potential loss of funds, including through fraudulent transfers.
Level 3	A Data Incident is designated as Level 3 if: • There is imminent danger that a large amount of PI or Park District's other confidential and sensitive information can be accessed, used, modified or destroyed by an unauthorized person or if the disclosure or access of PI or Park District's other confidential and sensitive information has already occurred to a large extent. • Three or more critical Park District information systems, network resources or sources of data are impacted. • Organizations outside of the Park District could be or are being impacted by the Data Incident. • The Data Incident could impact any person's physical safety. • Significant Park District services are being degraded or stopped by the Data Incident. • Involves a meaningful risk of a significant loss of funds or other legal liability for the Park District. • Involves ransom and/or extortion.

4. Plan Activation and Initial Notifications

If the Incident Response Manager determines that a Data Incident is classified as a Level 2 or Level 3 incident, the Incident Response Manager or other designated Park District representative, must immediately contact PDRMA. For Level 1 or Level 0 incidents, the Park District has the option to notify PDRMA, as well. PDRMA can be contacted 24/7 at 630.769.0332.

Once contacted, PDRMA will assist the Park District with notifying its cyber insurance carrier and, as needed, engaging approved service providers, including legal counsel, to assist the Park District with responding to the Data Incident.

Based on the classification of the Data Incident, this Plan will be activated as follows:

Level 0	The Plan is NOT activated. The IT Help Desk and/or the Incident Response Manager will personally remediate and/or monitor the Data Incident and/or assign and oversee the appropriate Park District staff to remediate and/or, monitor the Data Incident. The assigned staff will provide regular status reports to the Incident Response Manager regarding the Data Incident.
Level 1	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will promptly notify the Incident Response Manager and the Incident Response Manager will determine whether gathering some or all the IRT is necessary.
Level 2	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will immediately notify the Incident Response Manager. The Incident Response Manager will promptly gather the IRT and will report on the Data Incident and its severity level and activate the Plan, as necessary and appropriate to address and remediate the Data Incident.
Level 3	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will immediately notify the Incident Response Manager. The Incident Response Manager will immediately gather the IRT and will report on the Data Incident and its severity level and activate the Plan, as necessary and appropriate to address and remediate the Data Incident.

- Upon any incident classified as Level 2 or Level 3, the Incident Response Manager must immediately notify PDRMA to trigger cyber coverage and coordinate with approved incident response vendors.
- PDRMA will engage cyber forensic firms, breach counsel, and ransomware negotiators as covered under policy terms. No external vendor should be retained prior to PDRMA authorization.
- All incident-related expenses (forensics, communications, notifications) must be logged and submitted to PDRMA claims to ensure cost recovery under cyber coverage.

5. Additional Containment, Remediation, and Investigation

The Incident Response Manager and the IRT shall develop a response plan and assign roles and tasks to appropriately respond to the Data Incident, including consideration for the following:

- Identifying the root cause of the Data Incident.
- Whether the Park District should undertake additional steps to mitigate the risk of a subsequent Data Incident (e.g., restore integrity to the data system.)

- Identifying the individuals whose information may have been involved in the Data Incident.
- Whether additional steps can be taken to mitigate any risk of identity theft or fraud to any individuals.
- Whether to engage any third-party vendors to further assist Park District and its counsel in analyzing and responding to the Data Incident. External resources may be particularly appropriate for Level 2 and 3 Data Incidents. Such vendors may include any of the following:
 - External legal counsel.
 - Forensic security firm.
 - eDiscovery vendor.
 - Ransom negotiator.
 - Public relations firm.

To the extent a decision is made to engage third-party vendors, the Park District should coordinate with PDRMA and the Park District's cyber insurance carrier to ensure that such engagements and vendors are approved to the extent necessary.

6. External Notifications

After the Data Incident is investigated, the Incident Response Manager, with the assistance of the IRT and outside legal counsel, will assess the notification obligations imposed by applicable data breach notification laws based on the locations of the potentially affected individuals. Depending on the Data Incident, the Park District may need to notify one or more of the following categories of individuals or organizations:

- Individuals whose PI was subject to unauthorized access or acquisition.
- State attorneys general or other applicable regulators.
- Law enforcement.
- The Park District Board of Commissioners.
- Park District employees.
- Media.
- The Park District's financial institution(s).
- Credit reporting agencies.

Communications with any external persons or organizations regarding a Data Incident should be made through, or at the direction of, legal counsel.

The Park District should consult with its counsel to ensure that it is notifying and updating the Park District Board of Commissioners in a manner that appropriately informs the board, maintains necessary confidentiality regarding the Data Incident and the Park District's response, and complies with the Illinois Open Meetings Act, 5 ILCS 120. The board should consider utilizing closed meetings to discuss issues regarding an ongoing Data Incident response, to the extent permissible under the Open Meetings Act.

Unless notification to individuals is delayed or barred for law enforcement reasons, once it has been determined to provide notice regarding the Data Incident, affected individuals shall be notified in the most expedient manner possible and in compliance with any applicable time frames for such notice set forth in applicable state, federal, or international laws.

The content of the notification shall comply with the applicable laws in which the affected individuals reside, and shall at a minimum include the following:

- A brief description of the Data Incident and how the PI was accessed, disclosed, lost or otherwise compromised.
- the approximate date of the Data Incident.
- To the extent possible, a description of the types of PI that were involved in the Data Incident.
- A brief description of the steps undertaken by the Park District to investigate the Data Incident, mitigate against potential losses, and protect PI from further potential compromise.
- The toll-free numbers and addresses for consumer reporting agencies.
- The toll-free number, address and website address for the Federal Trade Commission or any federal agency that assists consumers with identity theft matters.
- A statement that the individual can obtain information from the consumer reporting agencies and the Federal Trade Commission about fraud alerts and security freezes.
- Point-of-contact information for individuals who have questions or need more information.
- If applicable, information on how to access any credit monitoring services that the Park District may offer to the affected individuals and/or other steps individuals should consider taking as a result of the Data Incident.

The notification to individuals shall not include information concerning the number of Illinois residents affected by the breach.

Notice to the Illinois Attorney General is necessary for any Data Incident involving notice to more than 500 Illinois residents. Such notice to the Illinois Attorney General will be made in accordance with applicable law and should be made without unreasonable delay and no later than the same time that the Park District notifies individuals regarding the Data Incident.

7. Documentation

The Incident Response Manager shall document each Data Incident for the purpose of tracking each event, response, and disposition, including completing a Data Incident Log (a sample of which is set forth in Appendix 3). The Incident Response Manager shall ensure that appropriate and adequate records are maintained to document the Data Incident reported under the Plan. The Incident Response Manager may delegate these tasks to others within the organization.

Such records shall be generated, compiled and maintained in a manner sufficient to safeguard the financial, legal, or other rights of individuals, if any, affected by the Data Incident.

Unless a litigation hold is in place, records shall be maintained no longer than required by any applicable record retention schedules to ensure that any sensitive PI is not unnecessarily retained or exposed to the risk of a future Data Incident.

8. Evaluation

The development and implementation of this Plan and the Park District's privacy and data protection efforts are ongoing processes. As such, after each Level 1, 2, or 3 Data Incident, the IRT shall review this Plan and make any modifications deemed appropriate. In the event that there

are no Level 1, 2, or 3 Data Incidents in a calendar year, the IRT shall nonetheless review this Plan and make any modifications deemed appropriate. The IRT will also consider whether Park District can improve its technical security measures or other data security precautions based on lessons learned during the incident response.

In cases involving Data Incidents caused by third parties, the IRT should evaluate with legal counsel whether legal action against any such third parties may be appropriate due to the Data Incident.

Approval and Change Record:

<u>Date of Last Review and Approval:</u>	<u>Name and Title of Approver</u>	<u>Description of Changes</u>

APPENDIX 1

Incident Response Team Assignments and Responsibilities

Incident Response Team Member	Department	Role	Responsibilities
Incident Response Manager	Executive Director or other senior Park District Leader	Oversees the Park District's investigation and response to a Data Incident	- Oversees the Park District's investigation of and response to the Data Incident. - Determines the nature and extent of the Data Incident and classifies the Data Incident in accordance with the Plan. - Directs, coordinates and monitors the progress of the Park District's investigation of and response to the Data Incident including, when necessary and appropriate, organizing the Incident Response Team with respect to any Data Incident. - Convenes IRT and chairs IRT meetings. - Ensures proper and necessary documentation of Park District's investigation of and response to the Data Incident. - Communicates with the Park District's senior leadership team, the Park District's business partners or other stakeholders, the media and other third parties, as necessary and appropriate. - Coordinates with outside legal counsel to comply with applicable data breach notification laws

Commented [AB1]: Note to Drafter – These role designations should be adjusted to align with the appropriate individuals at the Park District. Additional roles can also be added if applicable for the Park District.

			and other applicable legal requirements.
Information Technology (IT) Representative	Information Technology	IT advisor to the IRT	- Obtains information about the Data Incident and determines whether to notify the Incident Response Manager. - Provides assistance in determining the existence, cause and extent of an IT-related Data Incident. - Coordinates with the IT Department and, if necessary and appropriate, external IT resources to contain and remediate an IT-related Data Incident. - Coordinates with the IT Department to respond to and provide needed information to Incident Response Manager and/or IRT. - Coordinates with the IT Department to plan and implement actions to prevent similar future IT-related Data Incidents.
Financial Representative	Superintendent of Finance and HR	Financial risk analyst	- Assists with financial analysis relating to Park District's investigation of and response to the Data Incident - Assists with obtaining necessary budget approval for Park District's investigation of and response to the Data Incident
Communications and Media Representative	Marketing Manager	Public relations advisor, liaison to Marketing Department	Creates and/or maintains Data Incident public relations/media procedures

			• Coordinates with the IRT, legal team, senior leadership team and other business stakeholders on the timing, content and method of notification • Prepares and issues press releases or statements regarding the Data Incident, as necessary and appropriate
Human Resources (HR) Representative	Superintendent of Finance and HR	Employment and liaison to Human Resources Department	• Assists with determining the existence, cause and extent of an employee-related Data Incident • If employee personal data is compromised, handles communications with business area managers and employees • If employee performance is a factor in the incident, works with appropriate managers and employees to correct performance or improve processes or training • If employee misconduct is a factor in the incident, works with appropriate HR and business managers, legal representative and others to take appropriate employment action (e.g., termination of employment) and legal action

APPENDIX 2

Incident Response Team and External Resource Contact Information

IRT Contacts	Office Phone	Mobile Phone	Primary E-mail	Alternate E-mail
Incident Response Manager: Cathy Fallon	708-956-7856	630-835-7846	cfallon@berwynparks.org	
Alternate: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	
IT Representative: CDS Help Desk	855-215-7663		helpdesk@cdsot.com	
Finance: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	
Communications and Media Representative: Brittany Nepomuck	708-637-3003	464-240-2774	bnepomuck@berwynparks.org	
HR Representative: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	

THIRD-PARTY VENDORS AND EXTERNAL SUPPORT			
	Office Phone	Mobile Phone	E-mail
The Park District Risk Management Agency ("PDRMA")			
Outside Legal Counsel: Mike Roth			
MSI			
RecTrac			
Republic Bank			
First American Bank			
Byline Bank			
BMO Purchasing Card			
PMA			
Illinois Funds			
Card Pointe/Connect			

APPENDIX 3

Data Incident Log

How was the Data Incident reported?	
Date or Date Range of Data Incident (if known):	Time of Data Incident (if known):
Date of Discovery of Data Incident:	Time of Discovery of Data Incident:
Person Discovering the Data Incident:	

Initial Assessment			
☐ Suspected Data Incident		☐ Confirmed Data Incident	
Data Incident Classification (Level 1, 2, 3) (if known):			
Type of Data Incident			
☐ Lost/Stolen Device	☐ Unauthorized Access	☐ Insider Activity	☐ Inadvertent Disclosure
☐ Vendor Incident	☐ Ransomware	☐ Malware	☐ Email Compromise
☐ Other (Describe)			
Data Exposure Dates			
Start Date:		End Date:	
Data Encrypted? ☐ Yes ☐ No		Data Password Protected? ☐ Yes ☐ No	

	Name	Phone	Title
Reported by			
Reported to			

Persons who may have been involved in or have knowledge of the Data Incident:	
Description of the cause or manner in which the Data Incident occurred (e.g., data device misplaced, data theft, hacking event, etc.):	
The identity(ies) and location(s) of all individual(s) potentially affected (i.e., the state(s) in which the individual(s) reside):	
The number of individuals potentially affected (if known):	
Description of the PI, data, and/or other information lost or compromised ☐ Name ☐ Account Number ☐ Credit/Debit Card Number ☐ Social Security Number ☐ Driver's License Number ☐ State ID Number ☐ Date of Birth ☐ Medical Information or Health Insurance Information ☐ Address ☐ E-mail Address ☐ Usernames and/or passwords ☐ Other:	
What specific storage medium, systems, applications/equipment were accessed or compromised (if known)?	
If data was lost in a physical transfer, the tracking number and name of the company shipping the data, if any:	
Have passwords been reset for any impacted accounts?	☐ Yes ☐ No If yes, date of last reset:
Have any malicious rules been disabled?	☐ Yes ☐ No
Have all logs or other evidence been preserved?	☐ Yes ☐ No

Need to contact law enforcement?	☐ Yes ☐ No If so, identify agency(ies) notified and dates of the notice:
Need to contact state attorney(s) general or other regulators?	☐ Yes ☐ No If so, identify regulators notified and dates of the notice:
Need to contact media?	☐ Yes ☐ No If so, identify media outlets and dates of notice:
Was extortion involved?	☐ Yes ☐ No If so, name of negotiation vendor engaged, if applicable:
Need to notify affected individuals?	☐ Yes ☐ No If so, identify the number of notified individuals and the date of the notice:
Will third party forensics be engaged?	☐ Yes ☐ No If so, name of vendor engaged:
Is insurance coverage available?	☐ Yes ☐ No If yes, has the insurance carrier been notified? ☐ Yes ☐ No
Was credit monitoring provided to any individuals?	☐ Yes ☐ No

Was outside counsel engaged?		☐ Yes ☐ No
		If so, name of counsel/firm engaged:
Actions undertaken to contain, minimize, or remediate potential harm or exposure:		
When did containment occur?	Date: _____	Time: _____
Describe how containment was implemented:		
Signature:	Printed Name:	Date:

DATE: October 28, 2025
TO: The Board of Commissioners
FROM: Recreation Department
RE: Recreation

Athletics:

- We have 6 enrolled for Advanced Volleyball Skills and Drills.
- We have 9 enrolled for Future Hoop Stars.
- We have 4 enrolled for Little Ninja Tae Kwan Do and 2 additional for Next Level.
- We have 12 enrolled for the Little Hoopers/Adult/Tot Basketball.

General Recreation:

- We have 14 enrolled in First Step Twos.
- We have 11 enrolled in Tinkergarten – Fall.
- We have 10 enrolled in Book & Bites.
- We have 8 enrolled in Let's Make Art.
- We have 6 enrolled in Hand Sewing. The class is full.

Marketing:

- Please see attached

Special Events:

- We have 9 enrolled in our upcoming Soup Tasting.
- We have 5 enrolled in our Holiday Carol and Lunch.
- We have 14 enrolled for the Aurora Christkindlmarket Day Trip.
- We have 4 enrolled for Santa's Workshop.

DATE: 11/4/2025
TO: The Board of Commissioners
FROM: John Roberts, Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
Sunshine Park	Tree removal (1)	October 3, 2025
Smirz Park	Tree removal (1)	October 3, 2025
Proksa Park	Add pickleball lines (2)	October 6, 2025
All Parks	Turn off water/drinking fountains	October 10, 2025
All Parks	Tree planting	October 25, 2025
Mraz Park	Tree trimming	October 30, 2025

Upcoming Projects

Project	Status	Anticipated Completed Date
All Parks	Repair/replace retaining walls	To be Determined
All Parks	Letters to Santa boxes	November 12, 2025
All Parks	Fall cleanup	November 21, 2025
Mraz & Proksa Park	Holiday décor	November 26, 2025

Routine Maintenance

- Trash removal and collection of loose debris from all parks.
- Clean all facilities.
- Graffiti removal.
- Monthly inspections of vehicles, parks, and facilities.
- Baseball field setup (Monday - Sunday)

DATE: 11/4/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Proksa Park Redevelopment Proksa Pond Redevelopment

- I have asked for updates on the designs of Proksa Park.
- The contract between Aquascape is still being worked on.
- Securing meeting dates for Aquascape and Hitchcock to discuss the project, as well as regular meeting schedule moving forward from each vendor.