

AGENDA

REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 Barnsdale Road, La Grange Park, IL 60526
September 14, 2020 - 6:30 PM

1. Call to Order the Regular Meeting & Roll Call
 - a. Approval by a majority of the Commissioners present to allow Commissioner Ronovsky to attend the meeting by video conference, as she is unable to physically attend and has provided adequate notice as provided in section 3.6 of the Board Policy Manual.
2. Pledge of Allegiance
3. Park District Mission: The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.
4. Open Forum
5. Approval of the September 14, 2020 Agenda
6. Approval of Board Meeting Minutes
 - a. August 10, 2020 Regular Meeting Minutes
7. Communications/Proclamations/Presentations
 - a. Strive 4 Fitness – Shawn Groll
 - b. Baird – Andrew Arndt
8. Staff Recognition
9. Staff Reports
 - a. Executive Report
 - i. Human Resources, Executive Assistant
 - b. Recreation Report
 - i. Recreation Manager
 - ii. Recreation, Facilities, and Safety Manager
 - iii. Community Engagement & Marketing Coordinator
 - c. Parks Report
 - d. Financial Consultant
10. Approve Monthly Disbursements
11. Unfinished Business
 - a. Pets in the Park Policy
 - b. Tobacco Policy

12. New Business

- a. R003-20 Coronavirus Relief Fund Intergovernmental Agreement
- b. Capital Planning and Financing
- c. R004-20 Strive 4 Fitness License and Use Agreement
- d. R005-20 Fitness Court Grant and Fund Allocation
- e. Engineering Services Contract for Memorial Park
- f. Strategic Planning
- g. Disability & Reasonable Accommodation Policy

13. Adjourn to Executive Session

For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

14. Closed Session

- a. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District

15. Reconvene Open Meeting & Roll Call

16. Action, if any, from Executive Session

17. Next Regular Meeting: Monday, October 12, 2020, 6:30pm

18. Adjournment

Those wishing to attend the public hearing or Regular Meeting on September 14, 2020 may do so via the Zoom platform:

- Important: As you install the Zoom software, it will prompt you to enter your name. **Please be sure to use your legal name.** Plan to join the meeting at least 5-10 minutes before the start of the meeting.
- Everyone is automatically muted. If you wish to speak during “Open Forum” use the “Chat” function to type a message to the host indicating you would like to speak. You will then be unmuted to speak. Comments for Open Forum may also be emailed to jcanaday@communityparkdistrict.org by 2:30 p.m. on 8/10/20 to be read at the meeting by staff.
- You can use the following link to view a tutorial on how to connect with your computer:

https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&inde%20x=2

In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Community Park District Board of Commissioners should contact Jessica Cannaday, Executive Director at 708-354-4580.

Virtual Meeting Participation Information

Topic: Regular Park District Board Meeting

Time: September 14, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5150272773?pwd=eFdHc0tDZERTYVpaZXhkU2dIVzgrdz09>

Meeting ID: 515 027 2773

Passcode: CPD1501

One tap mobile

+13126266799,,5150272773#,,,,,0#,,436130# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 515 027 2773

Passcode: 436130

MINUTES (DRAFT)
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT OF LA GRANGE PARK
August 10, 2020 - 6:30 PM

1. CALL TO ORDER THE REGULAR MEETING & ROLL CALL

President Ogden called the meeting to order at 6:30 p.m. Commissioners present were Karen Boyd, Bob Corte, and Lucy Stastny.

Also present were Executive Director Jessica Cannaday, Community Engagement and Marketing Coordinator Amanda Kennedy, Recreation, Facilities & Safety Manager Matt Crilly, Don Shaw of Lauterbach & Amen, Financial Consultant Phil Mesi, and La Grange Park resident Tim Gallagher.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs, and services in a financially responsible manner.

4. OPEN FORUM

La Grange Park resident (722 N. Waiola) Tim Gallagher proposed hosting a Tennis Tournament community fundraiser at Stone Monroe Park on September 5, 2020 with appropriate social distancing. Executive Director Cannaday expressed that the Park District would again waive rental fees for this event, as they do each year, with Board approval. Discussion took place, questions were asked and answered, and the Board agreed promotion of the event should also take place via social media.

5. APPROVAL OF THE AUGUST 10, 2020 AGENDA

- a. Commissioner Boyd made a motion to approve the August 10, 2020 agenda as written. Seconded by Commissioner Corte. Motion passed unanimously.

6. APPROVAL OF THE JULY 20, 2020 BOARD MEETING MINUTES

- a. Commissioner Boyd made a motion to approve the July 20, 2020 minutes. Seconded by Commissioner Corte. Motion passed unanimously.

7. COMMUNICATIONS/PROCLAMATIONS/PRESENTATIONS

Don Shaw, of Lauterbach & Amen presented the Auditor's Report for FY ending April 30, 2020. Questions were asked and answered. Mr. Shaw stated that

overall, it was a good year and thanked Financial Consultant Mesi and Executive Director Cannaday for all of their help.

8. STAFF RECOGNITION

- a. Executive Director Cannaday introduced new Recreation, Facilities, and Safety Manager, Matt Crilly. Mr. Crilly introduced himself to all present.

9. STAFF REPORTS

a. Executive Report

A written report distributed to the Board prior to the meeting was introduced by Executive Director Cannaday. Director Cannaday stated that electricity costs have been renegotiated, and lights are now on at two parks; Little League will reimburse the Park District for their usage. Unemployment costs will be covered by the federal and state governments. The Park District is still operating on a COVID response budget as the financial health of the organization and wellness of the staff and community are a priority. She stated that Ashley Jusk and Amanda Kennedy have been doing a great job staying in budget and providing innovative recreational opportunities.

i. Human Resources, Executive Assistant

A written report by Human Resources, Executive Assistant Nancy Daum and included in the packet, was introduced by Executive Director Cannaday. Director Cannaday stated that Ms. Daum is doing a great job at the helm of the front desk and continuing to take on additional duties that previously fell under Safety.

b. Recreation Report

i. Recreation Manager

A written report by Recreation Supervisor Jusk and included in the packet, was introduced by Executive Director Cannaday. Questions were asked and answered.

ii. Recreation, Facilities, and Safety Manager

Matt Crilly presented his first report to the Board. Questions were asked and answered.

iii. Community Engagement & Marketing Coordinator Kennedy asked if there were any questions on her Board report. Executive Director Cannaday praised Amanda on the new revenue generated because of Amanda's development of Art in the Park and private tennis lessons.

c. Parks Report

A written report by Building & Grounds Supervisor Ray Drexler, and included in the packet, was presented by Executive Director Cannaday. She highlighted, in part, that vandalism took place at the Amphitheater. Lights were broken and there was an attempt to break into the door. Discussion of response and future planning for monitoring the area took place. Questions were asked and answered.

d. Financial Consultant

Financial statements for the month ending July 31, 2020 were presented by Financial Consultant Mesi. He noted that tax payments continue to be received. Discussion took place. Questions were asked and answered.

10. APPROVAL OF MONTHLY DISBURSEMENTS

A Purchase Journal included in the packet prior to the meeting was introduced by Financial Consultant Mesi. Commissioner Stastny made a motion to approve the monthly disbursements totaling \$60,781.35. Seconded by Commissioner Corte. Motion was passed unanimously.

11. UNFINISHED BUSINESS

a. Pets in the Park Policy

Executive Director Cannaday shared results of 2 community surveys completed and PDRMA's recommendations. Discussion took place. Questions were asked and answered. Director Cannaday will proceed with revising the Pets in the Park policy for presentation, review, and approval at the September meeting.

b. Tobacco Policy

Executive Director Cannaday reviewed the draft of the revised Tobacco Policy. Questions were asked and answered. Director Cannaday will incorporate additional terminology suggested and will present at the September Board meeting for review and approval.

12. NEW BUSINESS

a. Board Meeting Format

Executive Director Cannaday opened discussion on current and possible future Board meeting formats, given the increase in remote meeting attendees due to the pandemic and other reasons. Discussion took place and questions were asked and answered. Director Cannaday will reach out to IT to discuss options and possibilities for enhancing the quality of virtual meeting/webcast audio and internet connection.

13. ADJOURN TO EXECUTIVE SESSION

- a. In Accordance with the Open Meetings Act under Section 2(c)(5), President Ogden asked for a motion to adjourn the Regular Board Meeting to Executive Session to discuss The Purchase or Lease of Real Property for the Use of the Public Body - Pursuant to 5 ILCS 120/2(c)(5). Commissioner Stastny made a motion and it was seconded by Commissioner Boyd. Motion was unanimously passed.

14. RECONVENE OPEN MEETING & ROLL CALL

President Ogden adjourned Executive Session at 7:54 p.m. and reconvened the Regular Meeting, with Commissioners Ogden, Stastny, Corte, Boyd, and Executive Director Cannaday in attendance.

15. ACTION, IF ANY, FROM EXECUTIVE SESSION

There was no action from the Executive session.

16. NEXT REGULAR MEETING

Monday, September 14, 2020 at 6:30 p.m. in the multi-purpose room.

17. ADJOURNMENT

Commissioner Boyd made a motion to adjourn the meeting at 7:55 p.m. Seconded by Commissioner Stastny. Motion passed unanimously.

Secretary

Approved September 14, 2020

DATE: September 11, 2020

TO: Tim Ogden, President, Community Park District Board of Commissioners

FROM: Jessica Cannaday, Executive Director

RE: July Executive Report

Executive Office

COVID-19 Financial Impact Update:

With all the audit adjustments in place, the presented financial reports provide a comprehensive summary of the first quarter performance. Recreation revenue is down 52.3% and expenses were cut by 45.3%. The tax levy adjustment that was made at the beginning of the year will continue to help offset program losses. The corporate fund is down 11.5% in revenue (due to the levy adjustment), and 1st quarter expenditures are down 67%.

Projects and Capital Improvements

The agenda includes item 12a Capital Planning and Financing to discuss improvements in Memorial Park and the 3-5 year strategy for the Community Park District. I am scheduled to present our plan at the Village Board meeting on Tuesday, September 22.

We will be scheduling a meeting with the new Little League leadership to discuss the upcoming season as well as capital needs and project plans in October.

We are scheduling a Beach Oak work day with the community to do some fall clean up, plantings, and to meet the neighbors.

Arboretum/IDNR Grant Application: The Morton Arboretum is accepting grant applications for matching funds up to \$20,000. If awarded, the grant would provide a full tree inventory as well as a long-term maintenance plan based off of the inventory findings. The grant application is due September 25.

HR/Executive Assistant

- Processed 134 transactions in Community Pass for the month of August (\$13,311 in program fees, \$579 in refunds). Tennis, Women's Softball, Miss Angie classes, and Ready Teddy deposits, brought in significant income
- Proofed the Fall program guide.
- Launched resident Fall registration on 8/27. All went smoothly, with 37 transactions totaling \$3,728, the majority of which were various sports programs and dance.
- Enrolled/moved/withdrew Ready Teddy families into the appropriate classes.
- Began the process of enrolling families into Recurring Payment, which streamlines tuition payment. This has been more challenging because we are handling it remotely.
- There is increased interest in outdoor facility rentals.
- Worked with Phil to update payroll deductions.
- Customer contact is on the rise as we move into Fall programming and Ready Teddy start-up.

Date: September 14, 2020

To: Jessica Cannaday, Executive Director

From: Ashley Jusk, Recreation Manager

Re: August 2020 Board Report

PRESCHOOL

August had 76 students enrolled for our Remote and In Person learning. Teachers reported back to school on Monday, August 31 to begin prepping their classroom and curriculum.

PROGRAMING

Miss. Angie added a 4 week outdoor session to finish up the summer. We have 24 participants enrolled. Total revenue from this class is \$1,159.

A comprehensive report for summer programming will be presented next month.

DANCE

Two 6-week sessions of dance have been offered in the Fall consisting of 7 different classes. We have 47 participants enrolled.

Date: September 9, 2020

To: Jessica Cannaday, Executive Director

From: Matt Crilly, Recreation, Facilities & Safety Manager

Re: August 2020 Board Report

Facilities

-RTU-1 that controls North classrooms had new thermostat installed. This will allow continuous outside air flow through the classrooms.

-The Hydroxyl Radical Generator with cart was ordered from CEC The Ozone Co. This machine uses UV light and Ozone to eliminate bacteria and air born virus and will be used after school hours and overnight throughout the week to clean facility. Is not a substitute for high traffic area cleaning during a normal day.

-New water fountain with a touchless bottle filler was installed. The bubbler has been disconnected. This fountain can be utilized as it is now a "low touch surface" with bottle filler as the only option.

-Lights on the outside of the Recreation building were replaced to improve lighting and safety in the evenings.

Recreation

-Registration has started off well for several classes:

Basic Yoga session 1-FULL

Basketball Youth- 9/15 spots filled

Dog obedience- 7/12 spots filled

-Just added Little Lyons Soccer. I am excited we can offer a new Baseball Skills for Youth with Michael Bowden. He has spent time with several major league teams at the professional and minor league level. His baseball operation is called Players Platform.

-Women's Softball League is entering the fifth week. The league has gone smoothly.

Safety

-Weekly park safety inspections were completed.

-Attended a two-part webinar for Playground Safety and ADA Compliance presented by IPRA.

-Staff CPR/AED/First Aid recertifications are in progress.

Date: September 9, 2020

To: Jessica Cannaday, Executive Director

From: Amanda Kennedy, Community Engagement & Marketing Coordinator

Re: August 2020 Board Report

MARKETING

Sent 450 Summer program evaluations. Currently our programs have earned a Net Promoter Score of 62.

More than 400 promo emails for Fall 2020 registration were sent.

Submitted E-briefs and reached out to new PTC presidents for the 2020-2021 school year. Promotional emails with District 102 & 95 will begin the week of September 28.

Summer Program Evaluation Results

	EXCELLENT	VERY GOOD	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
Program Instructor	73.33% 110	12.67% 19	8.00% 12	3.33% 5	2.67% 4	150	4.48
Instructor's Knowledge	74.00% 111	11.33% 17	10.67% 16	2.00% 3	2.00% 3	150	4.51
Instructor's Friendliness/Attitude	78.43% 120	10.46% 16	5.88% 9	3.92% 6	1.31% 2	153	4.59
Overall Program Experience	73.20% 112	11.11% 17	6.54% 10	5.23% 8	3.92% 6	153	4.41
Overall Value of the Program	74.51% 114	11.76% 18	4.58% 7	6.54% 10	2.61% 4	153	4.46
Facility Cleanliness/Condition	57.33% 86	31.33% 47	10.67% 16	0.67% 1	0.00% 0	150	4.45

PROGRAMMING

Basketball finished with 8 participants with a profit of \$338.75

Lil Pint Soccer had 24 participants with a net profit of \$474

Youth Sand Volleyball had 15 participants with a net profit of \$240

Dog Obedience has 13 participants with a net profit of \$726

Karate in the Park had 7 participants with a net profit of \$121

Soccer Camp had 22 participants with a net profit of \$388

Private tennis lesson had 239 participants with a net profit of \$1696

FINANCIALS

Processed Payables for August

Date: September 10th 2020

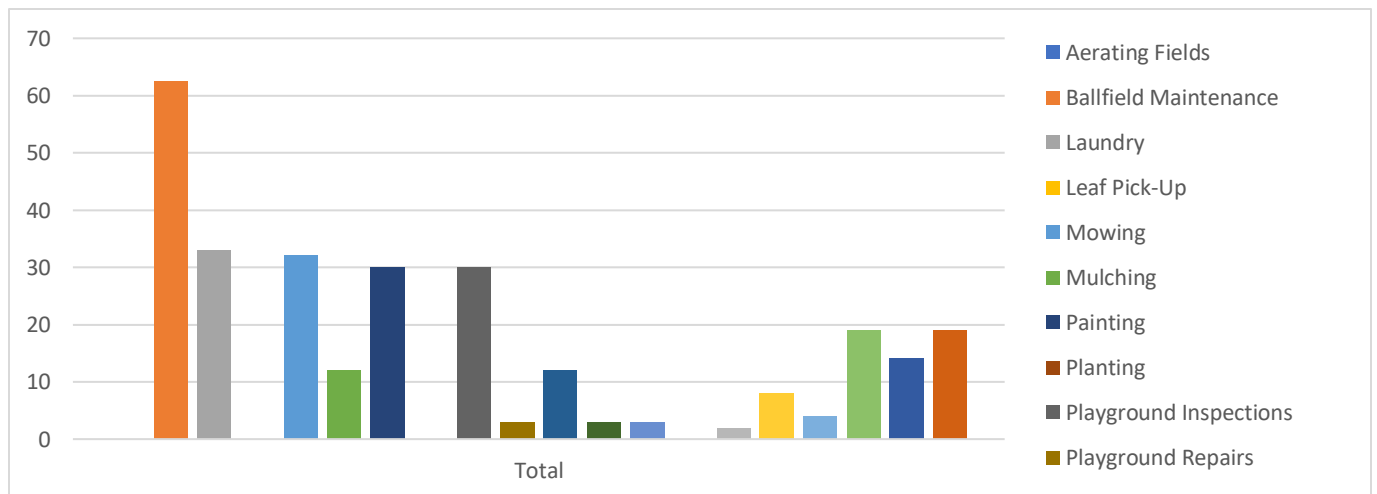
To: Jessica Cannaday, Executive Director

From: Ray Drexler, Building and Grounds Supervisor

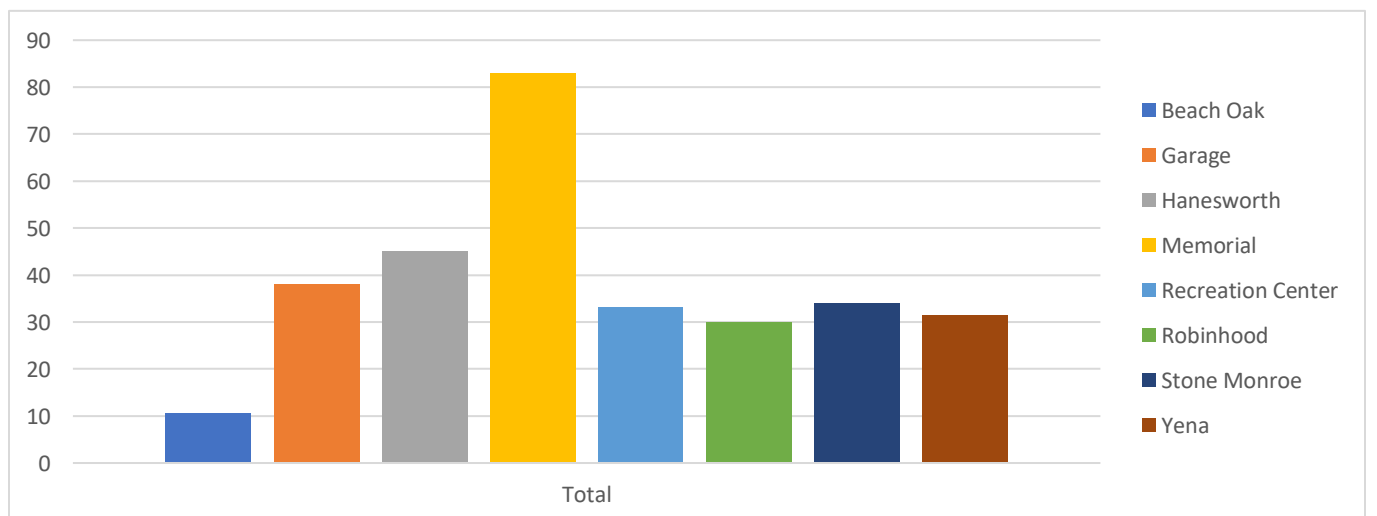
RE: August Board Report

- Began restoration on the Beach Oak Train
- Weed removal in playground at Hanesworth Park and Robinhood Park
- Picked up new plexiglass for basketball back boards at Memorial Park
- Relocated Little League Bricks from Hanesworth to the maintenance shop
- Storm clean up and branch pick-up
- Fire Inspection was completed at 1501 and 845 Barnsdale
- Prepped for the Stone Monroe Community Fundraiser

August Hours Spent per Task



August Hours Spent per Location



Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020

		Current Month Actual	Year to Date Actual	Budget	%	Prev % Budget
Revenues						
01-401	Corporate Fund Taxes	\$ 122,252.90	\$ 222,090.98	\$ 514,000.00	43.21	46.83
01-402	Replacement Taxes	1,927.73	7,047.27	15,000.00	46.98	50.77
01-403	Interest Earned-Corp. Fun	40.26	312.08	1,000.00	31.21	244.23
01-490	Other Income - Corporate	0.00	0.00	2,500.00	0.00	0.00
02-401	Recreation Fund Taxes	22,055.56	39,860.77	93,000.00	42.86	39.84
02-403	Interest Earned - Rec. Fu	25.82	220.65	1,500.00	14.71	151.74
02-405	Programs Fees - General	14,093.00	91,349.16	649,600.00	14.06	34.07
02-408	Donations & Sponsorship	194.00	194.00	10,500.00	1.85	37.25
02-490	Other Income - Recreatio	0.00	0.00	500.00	0.00	921.46
03-401	Property Taxes-IMRF	9,740.40	17,684.83	41,200.00	42.92	53.73
03-403	Interest IMRF	5.35	42.00	174.00	24.14	127.55
04-401	Property Taxes FICA	12,169.42	22,095.12	51,500.00	42.90	47.01
04-403	Interest-FICA	3.85	27.43	100.00	27.43	102.70
05-401	Property Taxes Auditing	1,894.64	3,449.99	8,000.00	43.12	52.23
05-403	Interest Auditing	0.93	5.89	5.00	117.80	592.80
06-401	Property Taxes-PDRMA	8,112.95	14,760.26	34,400.00	42.91	47.01
06-403	Interest-PDRMA	2.04	28.60	50.00	57.20	856.40
06-490	Other Income-PDRMA	0.00	0.00	2,500.00	0.00	0.00
08-401	Property Taxes-SEASPA	23,610.14	42,835.46	100,000.00	42.84	42.31
08-403	Interest-SEASPAR	19.13	177.06	20.00	885.30	1,416.1
09-401	Property Taxes-Bond& In	43,066.63	78,251.99	180,000.00	43.47	49.62
09-403	Interest- Bond&Interest	14.68	97.31	25.00	389.24	0.00
11-403	Interest Earned- Fund #11	1.46	12.10	20.00	60.50	528.75
11-408	VMF Donations	0.00	375.00	500.00	75.00	40.00
	Total Revenues	<u>259,230.89</u>	<u>540,917.95</u>	<u>1,706,094.00</u>	31.71	43.46

Expenses

01-501	Full Time Wages-Admin	11,912.94	42,236.90	159,068.00	26.55	21.27
01-505	Part Time Wages	922.27	1,857.60	28,600.00	6.50	45.75
01-507	Overtime Wages	0.00	0.00	2,500.00	0.00	0.00
01-511	Wages - Program Leaders	2,987.50	12,043.75	60,000.00	20.07	25.42
01-601	Legal Publications	0.00	0.00	500.00	0.00	34.24
01-603	Postage Stamps	0.00	110.00	1,000.00	11.00	48.84
01-604	Public Relations	0.00	0.00	8,000.00	0.00	0.00
01-606	Telephones	268.87	2,414.48	8,450.00	28.57	26.73
01-607	Association Dues	0.00	0.00	6,800.00	0.00	0.00
01-608	Professional Developmen	67.39	67.39	7,250.00	0.93	0.20
01-610	Subscriptions	0.00	0.00	1,000.00	0.00	6.00
01-612	Mileage Reimbursement	230.76	1,038.42	3,000.00	34.61	3.85
01-701	Park Board Expense	100.00	280.00	7,500.00	3.73	38.62
01-702	Computer Services	1,278.00	3,530.00	8,500.00	41.53	26.58
01-703	Security Services	0.00	469.53	2,100.00	22.36	23.48
01-704	Health Insurance Admin.	(754.46)	17,130.73	70,250.00	24.39	23.29
01-705	Professional Services	975.00	4,243.75	23,000.00	18.45	95.68
01-706	Office Machine Contracts	0.00	460.88	20,000.00	2.30	4.79
01-707	Refuse Disposals	137.89	553.87	5,500.00	10.07	0.00

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
01-708 Portable Toilets	0.00	2.67	1,500.00	0.18	35.16
01-709 Trade Services	0.00	2,450.76	23,000.00	10.66	5.72
01-710 Utilites - Natural Gas	111.99	543.11	2,500.00	21.72	50.92
01-711 Utilities - Electricity	677.39	2,446.27	11,000.00	22.24	29.97
01-712 Utilities - Water	0.00	0.00	16,000.00	0.00	10.77
01-723 Bank Fees	(35.00)	0.00	500.00	0.00	13.20
01-801 Supplies	1,686.96	2,299.74	27,700.00	8.30	18.74
01-802 Equipment	729.00	1,851.05	16,000.00	11.57	0.00
01-804 Repair Parts	112.85	464.96	6,500.00	7.15	14.18
01-805 Awards & Remembrance	0.00	111.89	1,500.00	7.46	8.56
01-809 Staff Uniforms	0.00	51.00	2,100.00	2.43	0.00
01-901 Other Expenses	0.00	0.00	8,500.00	0.00	132.50
02-501 Full Time Wages-Rec	10,226.89	30,469.03	169,153.00	18.01	26.57
02-505 Part Time Wages-Prog A	7,901.76	24,328.17	138,250.00	17.60	37.12
02-508 Wages - Rental Superviso	0.00	0.00	4,100.00	0.00	0.00
02-511 Wages - Program Leaders	2,288.63	10,023.27	81,175.00	12.35	14.83
02-604 Program Marketing	609.88	654.81	2,000.00	32.74	0.00
02-606 Telephones	60.00	267.88	2,160.00	12.40	33.78
02-608 Professional Developmen	0.00	0.00	4,000.00	0.00	0.00
02-612 Mileage	0.00	0.00	250.00	0.00	0.00
02-703 Security Services	1,593.93	1,593.93	8,000.00	19.92	33.72
02-704 Health Insurance Rec.	(350.10)	10,100.64	71,750.00	14.08	12.51
02-707 Refuse Disposals	0.00	929.15	4,500.00	20.65	29.25
02-709 Trade Services	0.00	1,075.60	5,000.00	21.51	23.42
02-710 Utilites - Natural Gas	40.94	420.07	3,000.00	14.00	14.72
02-711 Utilities - Electricity	1,376.33	3,597.51	13,000.00	27.67	33.06
02-712 Utilities - Water	0.00	231.20	1,500.00	15.41	33.15
02-717 Program Contractual Serv	1,718.50	2,241.80	117,200.00	1.91	26.67
02-718 Credit Card Fees	237.54	2,032.84	11,500.00	17.68	40.19
02-720 Brochure Printing	993.81	1,098.81	17,500.00	6.28	43.23
02-722 Co-op Fees	0.00	3,151.48	16,450.00	19.16	29.32
02-723 Bank Fees	38.00	134.00	0.00	0.00	0.00
02-801 Supplies	1,458.38	4,026.78	60,950.00	6.61	22.83
02-802 Equipment	0.00	547.08	8,100.00	6.75	9.72
02-804 Repair Parts	0.00	1,572.92	6,000.00	26.22	38.56
02-901 Other Expenses	249.00	747.00	7,100.00	10.52	17.78
03-630 IMRF Contribution	2,639.88	10,462.11	46,833.81	22.34	22.21
04-640 FICA-Employer Contribu	2,859.16	10,589.27	49,514.32	21.39	26.08
05-705 Professional Service-Aud	6,950.00	6,950.00	8,700.00	79.89	77.01
06-705 Professional Services, Saf	0.00	2,402.55	8,500.00	28.27	0.00
06-717 Security Reference Check	200.00	200.00	750.00	26.67	11.00
06-760 PDRMA Premium	0.00	16,648.80	30,000.00	55.50	45.44
06-801 Safety Supplies	32.00	1,072.01	1,500.00	71.47	17.52
08-501 Full Time Wages-Board	634.62	2,794.21	8,500.00	32.87	2.96
08-708 ADA Portable Restrooms	520.00	781.04	5,500.00	14.20	0.00
08-709 ADA Assesibility	0.00	(2,795.00)	25,000.00	(11.18)	0.00
08-717 Special Rec-Instrutors	25.63	25.63	4,000.00	0.64	0.00
08-780 SEASPAR Contribution	0.00	28,875.00	61,000.00	47.34	49.82
09-705 Bonds & Interest-Profess	250.00	250.00	500.00	50.00	0.00

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
09-790 Bond Principal	0.00	0.00	125,000.00	0.00	0.21
09-791 Bond Interest	0.00	26,975.00	53,950.00	50.00	50.04
10-709 Trade Services- Cap Proj	0.00	0.00	4,000.00	0.00	0.00
11-801 Supplies-Memorial Proj	0.00	0.00	1,500.00	0.00	159.19
	<u> </u>	<u> </u>	<u> </u>		
Total Expenses	63,964.13	301,133.34	1,727,204.13	17.43	22.62
	<u> </u>	<u> </u>	<u> </u>		
Net Income	\$ 195,266.76	\$ 239,784.61	\$ (21,110.13)	(1,135.8	(94.16)
	<u> </u>	<u> </u>	<u> </u>		

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Prev YTD	Prev % Budget
Revenues						
Corporate Fund Taxes	\$ 122,252.90	\$ 222,090.98	\$ 514,000.00	43.21	\$ 249,153.74	46.83
Replacement Taxes	1,927.73	7,047.27	15,000.00	46.98	7,614.96	50.77
Interest Earned-Corp. F	40.26	312.08	1,000.00	31.21	2,442.31	244.23
Other Income - Corpora	0.00	0.00	2,500.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Revenues	124,220.89	229,450.33	532,500.00	43.09	259,211.01	47.04
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
Full Time Wages-Admi	11,912.94	42,236.90	159,068.00	26.55	41,215.07	21.27
Part Time Wages	922.27	1,857.60	28,600.00	6.50	16,013.95	45.75
Overtime Wages	0.00	0.00	2,500.00	0.00	0.00	0.00
Wages - Program Lead	2,987.50	12,043.75	60,000.00	20.07	17,031.11	25.42
Legal Publications	0.00	0.00	500.00	0.00	41.09	34.24
Postage Stamps	0.00	110.00	1,000.00	11.00	244.22	48.84
Public Relations	0.00	0.00	8,000.00	0.00	0.00	0.00
Telephones	268.87	2,414.48	8,450.00	28.57	1,857.83	26.73
Association Dues	0.00	0.00	6,800.00	0.00	0.00	0.00
Professional Developm	67.39	67.39	7,250.00	0.93	12.00	0.20
Subscriptions	0.00	0.00	1,000.00	0.00	45.00	6.00
Mileage Reimbursemen	230.76	1,038.42	3,000.00	34.61	115.38	3.85
Park Board Expense	100.00	280.00	7,500.00	3.73	4,828.04	38.62
Computer Services	1,278.00	3,530.00	8,500.00	41.53	1,993.25	26.58
Security Services	0.00	469.53	2,100.00	22.36	469.53	23.48
Health Insurance Admi	(754.46)	17,130.73	70,250.00	24.39	12,989.81	23.29
Professional Services	975.00	4,243.75	23,000.00	18.45	19,135.24	95.68
Office Machine Contra	0.00	460.88	20,000.00	2.30	622.42	4.79
Refuse Disposals	137.89	553.87	5,500.00	10.07	0.00	0.00
Portable Toilets	0.00	2.67	1,500.00	0.18	2,109.67	35.16
Trade Services	0.00	2,450.76	23,000.00	10.66	8,632.99	5.72
Utilites - Natural Gas	111.99	543.11	2,500.00	21.72	1,171.22	50.92
Utilities - Electricity	677.39	2,446.27	11,000.00	22.24	4,585.71	29.97
Utilities - Water	0.00	0.00	16,000.00	0.00	1,616.07	10.77
Bank Fees	(35.00)	0.00	500.00	0.00	66.00	13.20
Supplies	1,686.96	2,299.74	27,700.00	8.30	5,903.43	18.74

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Prev YTD	Prev % Budget
Equipment	729.00	1,851.05	16,000.00	11.57	0.00	0.00
Repair Parts	112.85	464.96	6,500.00	7.15	992.57	14.18
Awards & Remembran	0.00	111.89	1,500.00	7.46	128.46	8.56
Staff Uniforms	0.00	51.00	2,100.00	2.43	0.00	0.00
Other Expenses	0.00	0.00	8,500.00	0.00	2,649.93	132.50
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	21,409.35	96,658.75	539,818.00	17.91	144,469.99	18.68
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ 102,811.54	\$ 132,791.58	\$ (7,318.00)	(1,814.	\$ 114,741.02	(51.55)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>		<hr/> <hr/>	

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Recreation Fund Taxes	\$ 22,055.56	\$ 39,860.77	\$ 93,000.00	42.86	\$ 23,505.08	39.84
Interest Earned - Rec. F	25.82	220.65	1,500.00	14.71	2,276.11	151.74
Programs Fees - Genera	14,093.00	91,349.16	649,600.00	14.06	191,328.46	34.07
Donations & Sponsorsh	194.00	194.00	10,500.00	1.85	3,800.00	37.25
Other Income - Recreat	0.00	0.00	500.00	0.00	18,429.10	921.46
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Revenues	36,368.38	131,624.58	755,100.00	17.43	239,338.75	37.74
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
Full Time Wages-Rec	10,226.89	30,469.03	169,153.00	18.01	47,153.09	26.57
Part Time Wages-Prog	7,901.76	24,328.17	138,250.00	17.60	39,663.88	37.12
Wages - Rental Supervi	0.00	0.00	4,100.00	0.00	0.00	0.00
Wages - Program Lead	2,288.63	10,023.27	81,175.00	12.35	10,422.96	14.83
Program Marketing	609.88	654.81	2,000.00	32.74	0.00	0.00
Telephones	60.00	267.88	2,160.00	12.40	352.67	33.78
Professional Developm	0.00	0.00	4,000.00	0.00	0.00	0.00
Mileage	0.00	0.00	250.00	0.00	0.00	0.00
Security Services	1,593.93	1,593.93	8,000.00	19.92	2,242.53	33.72
Health Insurance Rec.	(350.10)	10,100.64	71,750.00	14.08	7,904.12	12.51
Refuse Disposals	0.00	929.15	4,500.00	20.65	1,316.09	29.25
Trade Services	0.00	1,075.60	5,000.00	21.51	1,170.77	23.42
Utilites - Natural Gas	40.94	420.07	3,000.00	14.00	353.38	14.72
Utilities - Electricity	1,376.33	3,597.51	13,000.00	27.67	3,967.50	33.06
Utilities - Water	0.00	231.20	1,500.00	15.41	331.50	33.15
Program Contractual Se	1,718.50	2,241.80	117,200.00	1.91	32,622.55	26.67
Credit Card Fees	237.54	2,032.84	11,500.00	17.68	4,420.57	40.19
Brochure Printing	993.81	1,098.81	17,500.00	6.28	7,349.70	43.23
Co-op Fees	0.00	3,151.48	16,450.00	19.16	4,941.09	29.32
Bank Fees	38.00	134.00	0.00	0.00	67.00	0.00
Supplies	1,458.38	4,026.78	60,950.00	6.61	13,478.86	22.83
Equipment	0.00	547.08	8,100.00	6.75	913.94	9.72
Repair Parts	0.00	1,572.92	6,000.00	26.22	1,927.90	38.56
Other Expenses	249.00	747.00	7,100.00	10.52	533.50	17.78

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Total Expenses	<u>28,443.49</u>	<u>99,243.97</u>	<u>752,638.00</u>	13.19	<u>181,133.60</u>	25.92
Net Income	\$ <u><u>7,924.89</u></u>	\$ <u><u>32,380.61</u></u>	\$ <u><u>2,462.00</u></u>	1,315.22	\$ <u><u>58,205.15</u></u>	(90.14)

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
ILLINOIS MUNICIPAL RETIREMENT FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-IM	\$ 9,740.40	\$ 17,684.83	\$ 41,200.00	42.92	\$ 18,804.05	53.73
Interest IMRF	<u>5.35</u>	<u>42.00</u>	<u>174.00</u>	24.14	<u>127.55</u>	127.55
Total Revenues	<u>9,745.75</u>	<u>17,726.83</u>	<u>41,374.00</u>	42.85	<u>18,931.60</u>	53.94
Expenses						
IMRF Contributio	<u>2,639.88</u>	<u>10,462.11</u>	<u>46,833.81</u>	22.34	<u>6,785.79</u>	22.21
Total Expenses	<u>2,639.88</u>	<u>10,462.11</u>	<u>46,833.81</u>	22.34	<u>6,785.79</u>	22.21
Net Income	\$ <u><u>7,105.87</u></u>	\$ <u><u>7,264.72</u></u>	\$ <u><u>(5,459.81)</u></u>	(133.06	\$ <u><u>12,145.81</u></u>	267.41

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
SOCIAL SECURITY FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes FI	\$ 12,169.42	\$ 22,095.12	\$ 51,500.00	42.90	\$ 23,505.07	47.01
Interest-FICA	<u>3.85</u>	<u>27.43</u>	<u>100.00</u>	27.43	<u>102.70</u>	102.70
Total Revenues	<u>12,173.27</u>	<u>22,122.55</u>	<u>51,600.00</u>	42.87	<u>23,607.77</u>	47.12
Expenses						
FICA-Employer C	<u>2,859.16</u>	<u>10,589.27</u>	<u>49,514.32</u>	21.39	<u>13,163.69</u>	26.08
Total Expenses	<u>2,859.16</u>	<u>10,589.27</u>	<u>49,514.32</u>	21.39	<u>13,163.69</u>	26.08
Net Income	<u>\$ 9,314.11</u>	<u>\$ 11,533.28</u>	<u>\$ 2,085.68</u>	552.97	<u>\$ 10,444.08</u>	(2,800.

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
AUDITING FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes Auditin	\$ 1,894.64	\$ 3,449.99	\$ 8,000.00	43.12	\$ 4,701.01	52.23
Interest Auditing	<u>0.93</u>	<u>5.89</u>	<u>5.00</u>	117.80	<u>29.64</u>	592.80
Total Revenues	<u>1,895.57</u>	<u>3,455.88</u>	<u>8,005.00</u>	43.17	<u>4,730.65</u>	52.53
Expenses						
Professional Service-A	<u>6,950.00</u>	<u>6,950.00</u>	<u>8,700.00</u>	79.89	<u>6,700.00</u>	77.01
Total Expenses	<u>6,950.00</u>	<u>6,950.00</u>	<u>8,700.00</u>	79.89	<u>6,700.00</u>	77.01
Net Income	\$ <u><u>(5,054.43)</u></u>	\$ <u><u>(3,494.12)</u></u>	\$ <u><u>(695.00)</u></u>	502.75	\$ <u><u>(1,969.35)</u></u>	(645.69

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
LIABILITY INSURANCE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-PD	\$ 8,112.95	\$ 14,760.26	\$ 34,400.00	42.91	\$ 18,804.05	47.01
Interest-PDRMA	2.04	28.60	50.00	57.20	85.64	856.40
Other Income-PD	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	0.00	<u>(1,500.00)</u>	0.00
Total Revenues	<u>8,114.99</u>	<u>14,788.86</u>	<u>36,950.00</u>	40.02	<u>17,389.69</u>	43.46
Expenses						
Professional Servi	0.00	2,402.55	8,500.00	28.27	0.00	0.00
Security Reference	200.00	200.00	750.00	26.67	55.00	11.00
PDRMA Premium	0.00	16,648.80	30,000.00	55.50	13,630.80	45.44
Safety Supplies	<u>32.00</u>	<u>1,072.01</u>	<u>1,500.00</u>	71.47	<u>262.75</u>	17.52
Total Expenses	<u>232.00</u>	<u>20,323.36</u>	<u>40,750.00</u>	49.87	<u>13,948.55</u>	35.13
Net Income	<u>\$ 7,882.99</u>	<u>\$ (5,534.50)</u>	<u>\$ (3,800.00)</u>	145.64	<u>\$ 3,441.14</u>	1,110.0

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
SPECIAL RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-SE	\$ 23,610.14	\$ 42,835.46	\$ 100,000.0	42.84	\$ 42,309.12	42.31
Interest-SEASPAR	19.13	177.06	20.00	885.30	283.23	1,416.
	<u>23,629.27</u>	<u>43,012.52</u>	<u>100,020.0</u>	43.00	<u>42,592.35</u>	42.58
Total Revenues	<u>23,629.27</u>	<u>43,012.52</u>	<u>100,020.0</u>	43.00	<u>42,592.35</u>	42.58
Expenses						
Full Time Wages-	634.62	2,794.21	8,500.00	32.87	277.65	2.96
ADA Portable Res	520.00	781.04	5,500.00	14.20	0.00	0.00
ADA Assesibility	0.00	(2,795.00)	25,000.00	(11.18)	0.00	0.00
Special Rec-Instrut	25.63	25.63	4,000.00	0.64	0.00	0.00
SEASPAR Contrib	0.00	28,875.00	61,000.00	47.34	30,389.00	49.82
	<u>1,180.25</u>	<u>29,680.88</u>	<u>104,000.0</u>	28.54	<u>30,666.65</u>	30.25
Total Expenses	<u>1,180.25</u>	<u>29,680.88</u>	<u>104,000.0</u>	28.54	<u>30,666.65</u>	30.25
Net Income	<u>\$ 22,449.02</u>	<u>\$ 13,331.64</u>	<u>\$ (3,980.00)</u>	(334.97)	<u>\$ 11,925.70</u>	(881.4

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
BONDS & INTEREST FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-Bond& Interest- Bond&Interest	\$ 43,066.63 14.68	\$ 78,251.99 97.31	\$ 180,000.00 25.00	43.47 389.24	\$ 89,319.26 0.00	49.62 0.00
Total Revenues	<u>43,081.31</u>	<u>78,349.30</u>	<u>180,025.00</u>	43.52	<u>89,319.26</u>	49.61
Expenses						
Bonds & Interest-Profe	250.00	250.00	500.00	50.00	0.00	0.00
Bond Principal	0.00	0.00	125,000.00	0.00	250.00	0.21
Bond Interest	<u>0.00</u>	<u>26,975.00</u>	<u>53,950.00</u>	50.00	<u>28,775.00</u>	50.04
Total Expenses	<u>250.00</u>	<u>27,225.00</u>	<u>179,450.00</u>	15.17	<u>29,025.00</u>	16.31
Net Income	\$ <u><u>42,831.31</u></u>	\$ <u><u>51,124.30</u></u>	\$ <u><u>575.00</u></u>	8,891.1	\$ <u><u>60,294.26</u></u>	2,977.49

Community Pk District LaGrange Pk
Income Statement
For the Four Months Ending August 31, 2020
MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned- Fu	\$ 1.46	\$ 12.10	\$ 20.00	60.50	\$ 105.75	528.75
VMF Donations	<u>0.00</u>	<u>375.00</u>	<u>500.00</u>	75.00	<u>200.00</u>	40.00
Total Revenues	<u>1.46</u>	<u>387.10</u>	<u>520.00</u>	74.44	<u>305.75</u>	58.80
Expenses						
Supplies-Memoria	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	0.00	<u>636.76</u>	159.19
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	0.00	<u>636.76</u>	159.19
Net Income	\$ <u>1.46</u>	\$ <u>387.10</u>	\$ <u>(980.00)</u>	(39.50)	\$ <u>(331.01)</u>	(275.8

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Aug 1, 2020 to Aug 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
8/31/20	02-720 Brochure Printing Cash Basis	100624	BROCHURE POSTCARD ALPHAGRAPHICS	748.90	 748.90	PAD
8/31/20	01-705 Professional Services Cash Basis	8112020	LEGAL SERVICES ANCEL, GLINK, DIAMOND, BUSH, DICIANNI &	53.75	 53.75	ADM
8/31/20	01-705 Professional Services Cash Basis	942020	LEGAL SERVICES ANCEL, GLINK, DIAMOND, BUSH, DICIANNI &	1,182.50	 1,182.50	ADM
8/31/20	01-606 Telephones Cash Basis	1780-8-2020	PHONE SIGN AT&T	96.67	 96.67	OFF
8/31/20	01-606 Telephones Cash Basis	4584-8-2020	AUGUST PHONE BILL AT&T	99.05	 99.05	OFF
8/31/20	01-711 Utilities - Electricity Cash Basis	0000-8-2020	MEMORIAL ELECTRIC COM-ED	221.01	 221.01	PKS
8/31/20	01-711 Utilities - Electricity Cash Basis	3000-8-2020	ELECTRIC SIGN COM-ED	23.31	 23.31	PKS
8/31/20	01-711 Utilities - Electricity Cash Basis	3011-8-2020	ELECTRIC BEACH OAK COM-ED	19.30	 19.30	PKS
8/31/20	01-711 Utilities - Electricity Cash Basis	5008-8-2020	ELECTRIC REC CENTER COM-ED	1,120.80	 1,120.80	BRC
8/31/20	01-711 Utilities - Electricity Cash Basis	6006-8-2020	YENA ELECTRIC COM-ED	19.30	 19.30	PKS
8/31/20	01-711 Utilities - Electricity Cash Basis	7005-8-2020	ELECTRIC HANESWORTH COM-ED	189.37	 189.37	PKS
8/31/20	01-711 Utilities - Electricity Cash Basis	7017-8-2020	ELECTRIC PAVILLION COM-ED	23.72	 23.72	PKS
8/31/20	01-711 Utilities - Electricity Cash Basis	9007-8-2020	MAINT BLDG ELECTRIC COM-ED	166.96	 166.96	BPK
8/31/20	01-705 Professional Services Cash Basis	19050002	EMPLOYEE ASST PROGRAM COMPSYCH	405.00	 405.00	ADM
8/31/20	02-717	19525	FISH TANK MAINT	45.00		PRT

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Aug 1, 2020 to Aug 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
	Program Contractual Serv Cash Basis		CRYSTAL CLEAN AQUARIUM MAINT.		45.00	
8/31/20	01-804 Repair Parts Cash Basis	9612740473	MEMORIAL TIMER LIGHTS REPAIR GRAINGER	74.00		PKS
					74.00	
8/31/20	01-703 Security Services Cash Basis	34673426	845 SECURITY JOHNSON CONTROLS SEC	469.54		BPK
					469.54	
8/31/20	02-801 Supplies Cash Basis	6105409-00	1501 CLEANING SUPPLIES KRANZ INCORPORATED	231.36		BRC
					231.36	
8/31/20	02-804 Repair Parts	LPLACE-8-2020	1501 WATER FOUNTAIN OFFICE REPAIR SUPPLIES	68.09		BRC
	01-804 Repair Parts Cash Basis		BEACH OAK TRAIN LAGRANGE PARK ACE HARDWARE	279.67		PKS
					347.76	
8/31/20	05-705 Professional Service-Audi Cash Basis	48676	FINAL AUDIT BILLING LAUTERBACH & AMEN, LLP	2,000.00		ADM
					2,000.00	
8/31/20	01-706 Office Machine Contracts Cash Basis	10959785	COPIER INSURANCE LEAF	296.28		OFF
					296.28	
8/31/20	02-717 Program Contractual Serv Cash Basis	LP35	MISS ANGIE MUSIC CLASSES MISS ANGIE'S MUSIC LLC	757.40		PGA
					757.40	
8/31/20	01-804 Repair Parts Cash Basis	783509	FORD FOCUS REPAIR NAPA AUTO PARTS	157.22		VEH
					157.22	
8/31/20	02-717 Program Contractual Serv Cash Basis	917	PROGRAM INSTRUCTOR NEW TRADITIONS RIDING ACD.	460.00		PSC
					460.00	
8/31/20	01-710 Utilites - Natural Gas Cash Basis	0000-8-2020	GAS 845 NICOR	65.12		BPK
					65.12	
8/31/20	02-710 Utilites - Natural Gas Cash Basis	3463-8-2020	GAS REC CENTER 1501 NICOR	41.07		BRC
					41.07	
8/31/20	01-710 Utilites - Natural Gas Cash Basis	8774-8-2020	GAS MEMORIAL NICOR	49.49		BPK
					49.49	
8/31/20	01-702 Computer Services	9025	COMPUTER SERVICES	431.25		OFF
	01-801 Supplies Cash Basis		845 COMPUTER SET UP NOVENTECH, INC.	546.25		PKS
					977.50	

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Aug 1, 2020 to Aug 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
8/31/20	01-702 Computer Services Cash Basis	9173	COMPUTER MONTHLY STORAGE NOVENTECH, INC.	144.00	144.00	OFF
8/31/20	01-702 Computer Services Cash Basis	9178	MONTHLY MANAGEMENT NOVENTECH, INC.	230.00	230.00	OFF
8/31/20	01-607 Association Dues Cash Basis	54844-8-2020	MEMBERSHIP NRPA	450.00	450.00	ADM
8/31/20	01-705 Professional Services Cash Basis	08312020	MONTHLY ACCOUNTING FEE AUG 2020 P.J. MESI & CO	975.00	975.00	ADM
8/31/20	02-405 Programs Fees - General Cash Basis	SEUSSICAL	TICKET & SHOUT OUT REFUND PAROLIN, LISA	20.00	20.00	PTT
8/31/20	08-708 ADA Portable Restrooms Cash Basis	PS337400	PORT A POTTIES PIT STOP	520.00	520.00	PKS
8/31/20	01-706 Office Machine Contracts Cash Basis	2623998	WATER COOLER QUENCH	82.30	82.30	OFF
8/31/20	02-801 Supplies Cash Basis	10015847	RT SUPPLIES QUILL CORPORATION	65.05	65.05	PRT
8/31/20	02-801 Supplies Cash Basis	10176876	RT SUPPLIES QUILL CORPORATION	63.55	63.55	PRT
8/31/20	01-801 Supplies Cash Basis	9186939	OFFICE SUPPLIES QUILL CORPORATION	100.30	100.30	OFF
8/31/20	01-801 Supplies Cash Basis	9809360	OFFICE SUPPLIES QUILL CORPORATION	13.26	13.26	OFF
8/31/20	02-801 Supplies 01-801 Supplies Cash Basis	9818450	RT SUPPLIES 1501 OFFICE SUPPLIES QUILL CORPORATION	236.55 32.69	269.24	PRT ADM
8/31/20	02-707 Refuse Disposals Cash Basis	0551-01493335	1501 GARBAGE REPUBLIC SERVICES	620.73	620.73	BRC
8/31/20	02-709 Trade Services	2593388	PEST CONTROL	65.00		BRC

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Aug 1, 2020 to Aug 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
	Cash Basis		ROSE PEST SOLUTIONS		65.00	
8/31/20	01-601 Legal Publications Cash Basis	722020	NEWSPAPER ANNOUNCEMENT	52.22		ADM
			SHAW MEDIA		52.22	
8/31/20	02-717 Program Contractual Serv Cash Basis	CA20-014	SOCCER CAMP INSTRUCTOR	2,306.00		PSC
			SOCCER MADE IN AMERICA		2,306.00	
8/31/20	02-405 Programs Fees - General Cash Basis	SOFTBALL	SOFTBALL TEAM REFUND	460.00		PSC
			SOPRON, JO		460.00	
8/31/20	02-709 Trade Services Cash Basis	2054707	AC/HEAT MAINTANCE CONTRACT	550.00		BRC
			SOUTHWEST TOWN MECHANICAL		550.00	
8/31/20	01-709 Trade Services Cash Basis	127781145	MEMORIAL PARK FERTILIZER	447.88		PKS
			TRUGREEN-CHEMLAWN		447.88	
8/31/20	01-709 Trade Services Cash Basis	127781241	STONE MONROE FERTILIZER	116.27		PKS
			TRUGREEN-CHEMLAWN		116.27	
8/31/20	01-709 Trade Services Cash Basis	127781406	ROBINHOOD FERTILIZER	221.76		PKS
			TRUGREEN-CHEMLAWN		221.76	
8/31/20	01-709 Trade Services Cash Basis	127791766	REC CENTER FERTILIZER	447.88		PKS
			TRUGREEN-CHEMLAWN		447.88	
8/31/20	01-709 Trade Services Cash Basis	127806631	YENA FERTILIZER	443.00		PKS
			TRUGREEN-CHEMLAWN		443.00	
8/31/20	01-709 Trade Services Cash Basis	127819986	BEACH OAK FERTILIZER	110.85		PKS
			TRUGREEN-CHEMLAWN		110.85	
8/31/20	01-709 Trade Services Cash Basis	127820063	845 FERTILIZER	30.80		PKS
			TRUGREEN-CHEMLAWN		30.80	
8/31/20	01-712 Utilities - Water Cash Basis	132OAK-8-202	WATER FOR MEMORIAL	86.70		PKS
			VILLAGE OF LAGRANGE PARK		86.70	
8/31/20	02-712 Utilities - Water Cash Basis	1501BARNs	WATER 1501	258.37		BRC
			VILLAGE OF LAGRANGE PARK		258.37	
8/31/20	01-712 Utilities - Water Cash Basis	26THBARNs	WATER FOR 26TH & BARNSDALE	86.70		PKS
			VILLAGE OF LAGRANGE PARK		86.70	

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Aug 1, 2020 to Aug 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor ID. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
8/31/20	01-603 Postage Stamps	2421ND 8-202	POSTAGE	13.40		OFF
	01-805 Awards & Remembrances		MEGAN JADRON GOING AWAY	52.32		ADM
	Cash Basis		VISA		65.72	
8/31/20	01-804 Repair Parts	2439RD 8-202	REPAIR FOR BEACH OAK TRAIN LIGHTS AT MEMORIAL BB HOOPS	1,388.97		PKS
	Cash Basis		VISA		1,388.97	
8/31/20	01-801 Supplies	2447FS 8-2020	GAS	160.48		VEH
	Cash Basis		VISA		160.48	
8/31/20	02-901 Other Expenses	2595AJ 8-2020	THEATER STORAGE	249.00		PTT
	02-801 Supplies		SUMMER CAMP SUPPLIES	6.65		PGA
	02-801 Supplies		RT SUPPLIES	270.52		PRT
	Cash Basis		VISA		526.17	
8/31/20	01-608 Professional Development	2629JC 8-2020	IAPD TRAINING	6.00		ADM
	01-606 Telephones		COMCAST	238.35		OFF
	Cash Basis		VISA		244.35	
8/31/20	02-801 Supplies	2686AK	SOFTBALL COVID SUPPLIES	139.93		PSC
	01-606 Telephones		COMCAST BILL	430.74		OFF
	01-604 Public Relations		IAPD NOMINATION FOR JACK RYDER	35.00		ADM
	Cash Basis		VISA		605.67	
8/31/20	02-708 ADA Portable Restrooms	2728MC 8-202	IPRA PLAYGROUND INSPECTOR TRAINING	579.00		PAD
	02-801 Supplies		DRINKING FOUNTAIN	999.00		BRC
	Cash Basis		VISA		1,578.00	
				24,147.60	24,147.60	

Community Pk District LaGrange Pk

Check Register

For the Period From Aug 11, 2020 to Sep 14, 2020

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Accou	Amount
PRTR082120	8/19/20	FIRST NATIONAL BANK OF BROOK.	01-100	13,240.93
FDTD082120	8/21/20	INTERNAL REVENUE SERVICE	01-100	4,002.00
STTD082120	8/21/20	ILLINOIS DEPT OF REV	01-100	788.88
20706	8/21/20	IVY INVESTMENTS	01-100	50.00
20707	8/27/20	ALPHAGRAPHS	02-100	
20708	8/27/20	UNITED STATES POSTAL SERVICE	02-100	993.81
PRTR0904	9/2/20	FIRST NATIONAL BANK OF BROOK.	01-100	11,616.54
20709	9/4/20	IVY INVESTMENTS	01-100	50.00
FDTD0904	9/4/20	INTERNAL REVENUE SERVICE	01-100	3,749.48
STTD0904	9/4/20	ILLINOIS DEPT OF REV	01-100	716.46
20710	9/14/20	ALPHAGRAPHS	02-100	748.90
20711	9/14/20	ANCEL, GLINK, DIAMOND, BUSH, DICIAN	01-100	1,236.25
20712	9/14/20	AT&T	01-100	195.72
20713	9/14/20	COM-ED	02-100	1,783.77
20714	9/14/20	COMPSYCH	01-100	405.00
20715	9/14/20	CRYSTAL CLEAN AQUARIUM MAINT.	02-100	45.00
20716	9/14/20	GRAINGER	01-100	74.00
20717	9/14/20	JOHNSON CONTROLS SEC	01-100	469.54
20718	9/14/20	KRANZ INCORPORATED	02-100	231.36
20719	9/14/20	LAGRANGE PARK ACE HARDWARE	01-100	347.76
20720	9/14/20	LAUTERBACH & AMEN, LLP	05-100	2,000.00
20721	9/14/20	LEAF	01-100	296.28
20722	9/14/20	MISS ANGIE'S MUSIC LLC	02-100	757.40
20723	9/14/20	NAPA AUTO PARTS	01-100	157.22
20724	9/14/20	NEW TRADITIONS RIDING ACD.	02-100	460.00
20725	9/14/20	NICOR	01-100	155.68
20726	9/14/20	NOVENTECH, INC.	01-100	1,351.50
20727	9/14/20	NRPA	01-100	450.00
20728	9/14/20	P.J. MESI & CO	01-100	975.00
20729	9/14/20	PAROLIN, LISA	02-100	20.00
20730	9/14/20	PIT STOP	08-100	520.00
20731	9/14/20	QUENCH	01-100	82.30
20732	9/14/20	QUILL CORPORATION	02-100	511.40
20733	9/14/20	REPUBLIC SERVICES	02-100	620.73
20734	9/14/20	ROSE PEST SOLUTIONS	02-100	65.00
20735	9/14/20	SHAW MEDIA	01-100	52.22

Check Register

For the Period From Aug 11, 2020 to Sep 14, 2020

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Cash Accou	Amount
20736	9/14/20	SOCCER MADE IN AMERICA	02-100	2,306.00
20737	9/14/20	SOPRON, JO	02-100	460.00
20738	9/14/20	SOUTHWEST TOWN MECHANICAL	02-100	550.00
20739	9/14/20	TRUGREEN-CHEMLAWN	01-100	1,818.44
20740	9/14/20	VILLAGE OF LAGRANGE PARK	02-100	431.77
20741	9/14/20	VISA	02-100	4,569.36
Total				59,355.70

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: Pets in the Park | Agenda Item 11a

Recommendation

Motion and a second to approve Section 3 of our General Use Policy as amended.

Background

Section 3.1 of our General Use Policy states: Animals- No person shall bring any animal in or upon any CPD property without first obtaining a permit from the CPD. Worker dogs for the disabled are excluded from this policy.

After board discussion, reviewing community surveys, and polling neighboring park and recreation agencies, the attached policy is presented for board approval. The policy lists Memorial, Robinhood, Stone Monroe and Hanesworth Parks as “Dog Friendly” parks, outlines the requirements for dogs and handlers, and indicates a fee for violations.

Section 3: General Use Regulations

- 3.1 **Animals-** No person shall bring any animal in or upon any CPD property without first obtaining a permit from the CPD, unless enrolled in a park district sponsored dog training program, or otherwise in accordance with Section 3.12 Dog Regulations. Service animals as defined in section 4.13 are excluded from this policy.

3.12 Dog Regulations

1. Dogs are strictly prohibited from all CPD events, except for special events where animals are part of the event with prior CPD approval; from all athletic fields, all tennis courts, all basketball courts; all playgrounds; and parks, except those designated as "Dog Friendly".
2. CPD "Dog Friendly Parks" are defined as:
 - A. Memorial Park
 - B. Hanesworth Park
 - C. Robinhood Park
 - D. Stone Monroe Park
3. No person owning or keeping a dog shall allow such dog to run freely in any park, including "Dog Friendly Parks."
4. Dogs must be securely fastened and restrained by a leash not more than six feet in length at all times.
5. Dog licenses and proof of vaccinations must be displayed on the dog's collar.
6. No person owning or keeping a dog shall allow such dog to enter upon or remain upon any area of the park utilized as an athletic field, court, children's play area, or posted to prohibit dogs.
7. Owners or keepers of dogs shall carry appropriate equipment to and shall immediately clean the dog's waste and deposit the waste in an appropriate waste receptacle.
8. Aggressive or nuisance animals are prohibited from all parks.
9. Dogs that exhibit aggressive behavior or nuisance barking, must be removed from the park immediately.
10. Any person found in violation of this section shall be fined not less than \$50 or more than \$250

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: Smoke Policy Amendment | Agenda Item 11b

Recommendation

A motion and a second to approve the new Personal Policy 6.4 and 8.2 as amended

A motion and a second to approve the new General Use Policy 3.12.10 as amended

Background

The Community Park District is committed to protecting and enhancing the overall health and well-being of our staff and community. The amended policies regarding smoking, vaping, and e-cigarette use have been updated to reflect input from the board and guidance from the CDC and IDPH to ensure we protect the air quality of all our public spaces and provide a healthy environment for our park users and staff.

Redlined versions of our policies have been included for your review.

2. Destroy, cut, break, injure, disturb, sever from the ground or remove any rock, soil or any growing thing;
3. Set fire to any tree, shrub, plant, or allow any fire upon land to extend into CPD property;
4. Cut, break, deface, destroy or alter any building, fence, monument, sculpture, bridge, or other structure or property contained therein;

~~3.12.10 **Smoke**, which includes smoking tobacco inside any CPD building. Smoking during all outdoor special events shall be restricted to designated areas.~~
Smoke/vape, which includes smoking or vaping any substance inside any CPD building or on park district property. No person shall smoke, vape, or use any form of electronic cigarette to smoke any substance while in or on CPD property.

~~3.12.10-~~

3.13 Use of Restrooms & Portable Toilets – All persons shall cooperate in maintaining restrooms and portable toilets in a neat and sanitary condition.

3.13.1 No person shall deposit objects of any kind other than toilet paper in the toilets or plumbing fixtures of a restroom or portable toilet.

3.13.2 Except for children 5 years of age and under, no person shall enter in any restroom designated for the opposite sex.

3.13.3 No more than one adult at a time shall enter any restroom designed for one person.

Section 4: Regulation of Recreational Uses

4.1 **Fires-** No person shall light or make use of any fire on CPD property, except where authorized by the CPD, and then only under such regulations as prescribed.

4.1.1 **Wood Burning Campfires** - Burning wood in an outdoor campfire at a gathering conducted by religious, educational or other not-for-profit organizations is permitted upon issuance of a Park District permit. A condition of receiving such permit is the available and proper use of adequate fire-fighting personnel and equipment.

4.1.2 No person shall throw or otherwise discard lighted or smoldering material in any manner that threatens, causes damage to, or results in the burning of CPD property or other CPD resource, or creates a safety hazard.

4.2 **Bicycling** – No person shall:

Section 6: Employee Conduct

6.1 Introduction

Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the Park District and our patrons which would save time, reduce waste, promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

As a Park District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat Park District patrons and their fellow employees honestly, fairly and courteously. The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of the Park District. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly.

6.2 Compliance with Park District Policies & Procedures

You are required to comply with all policies and procedures established by the Board of Park Commissioners, immediate supervisors, and administrative staff of the Park District.

6.3 Compliance with Supervisory Directive

You are required to comply with the directives of your immediate supervisors, the Board, and administrative staff in the performance of your duties.

6.4 Smoking

Smoking and vaping is prohibited in or on any Park District building, facility, equipment, parking lots or vehicle or while working directly with the public, ~~except in designated areas.~~

6.5 Expeditious & Diligent Performance of Duties

You are expected to expeditiously and diligently perform your duties to the best of your ability.

6.6 Acting in Park District's Interests

refusal. A copy of the notice will be placed in your personnel file. You may further respond to those charges, if any, through the formal review procedure outlined below.

8.2 Examples of Reasons for Disciplinary Action

You may be warned, suspended, and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities.
8. Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
9. Failure to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.
12. Failing to report an accident or known hazardous conditions to your immediate supervisor.

13. Gambling or fighting while on duty.
14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public.
16. Possession of weapons in or on Park District property or while on duty.
17. Felony conviction.
18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failure to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
20. ~~Smoking in restricted areas.~~Smoking or vaping on or in park district property.
21. Harassment of other employees or members of the public.
22. Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
23. Time card, record-keeping or sign-in book violations.
24. Unauthorized possession, use or copying of any records that are the property of the Park District.
25. Sleeping on duty.
26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
27. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

8.3 Review of Disciplinary Action Other Than Dismissal

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Director. Any decision of the Director shall be final.

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: R003-20 Coronavirus Relief Fund Intergovernmental Agreement | Agenda Item 12a

Recommendation

A motion and a second to approve R003-20 an Intergovernmental Agreement between the Community Park District and Cook County for Coronavirus Relief Funds

Background

Cook County has received Federal Coronavirus Relief Funds that we can apply for. In order to do so, we must first approve an intergovernmental agreement between the park district and Cook County that authorizes the county to include us as a subrecipient of the Federal relief funding at the County's discretion. Without the IGA, the Community Park District would be ineligible for the relief funding. We are applying for \$10,066.62 in reimbursable expenses related to our COVID-19 response that were accrued March 1, 2020-August 31, 2020 and an additional \$2,733.38 in anticipated expenses through December 31, 2020.

RESOLUTION NO. R003-20

**RESOLUTION AUTHORIZING THE PARK DISTRICT EXECUTIVE DIRECTOR TO EXECUTE AN
INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR CORONAVIRUS RELIEF FUNDS WITH
COOK COUNTY**

WHEREAS, the Community Park District of La Grange Park and Cook County, Illinois desire to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds ("Agreement"), a copy of which is attached hereto as **Exhibit A**; and

WHEREAS, it would be in the best interests of the Park District and its citizens to enter into the attached Agreement (**Exhibit A**).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE
COMMUNITY PARK DISTRICT OF LA GRANGE PARK COOK COUNTY, ILLINOIS:**

SECTION ONE: That the Executive Director, or her designee, be and is hereby authorized and directed to execute the attached Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds (**Exhibit A**) by and between the Park District and Cook County, Illinois, and to take such further steps to comply with the terms and conditions set forth therein.

SECTION TWO: That this Resolution shall be in full force and effect after passage and approval as required by law.

PASSED this 14th day of September, 2020.

APPROVED this 14th day of September, 2020.

AYES:

NAYS:

ABSENT:

Approved:

Tim Ogden, President

ATTEST: _____
Bob Corte, Secretary

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT
FOR
CORONAVIRUS RELIEF FUNDS**



Between

COUNTY OF COOK, ILLINOIS

And

THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK

(Cook County, Illinois Suburban Municipality, Township or Fire Protection District

(Subrecipient))

Entered into this 14 day of September, 2020

SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):
COMMUNITY PARK DISTRICT OF LA GRANGE PARK
- Subrecipient's unique entity identifier (DUNS): _____
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ _____
- Federal Award Program Description:
Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to suburban municipalities in Cook County. Suburban municipalities which for the purposes of this agreement include municipalities, townships and fire protection districts in suburban Cook County may apply for County awarded Coronavirus Relief Funds pursuant to the following procedures and consistent with eligibility guidance. Requests will be reviewed by the Cook County Bureau of Finance Program Management Office (PMO) of the COVID-19 Financial Response Plan. Available funds will be distributed to suburban municipalities consistent with their respective allocations and based on the type of expenditure, the volume of requests, and the balance of funds available.
- Name of Federal Awarding Agency: U.S. Department of the Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: SuburbanCovidFundingRequest@cookcountyil.gov
- Award is for Research & Development (R&D): NO

THIS AGREEMENT entered this _____ day of _____, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called “Cook County”), and _____ (herein called “Subrecipient”). Cook County and Subrecipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

WHEREAS, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

WHEREAS, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

WHEREAS, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

WHEREAS, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

WHEREAS, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

WHEREAS, Cook County acknowledges that there are local municipalities within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such local municipalities in addressing the impacts of the COVID-19 Public Health Emergency; and

WHEREAS, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID–19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

NOW, THEREFORE, the Parties mutually agree as follows:

I. AGREEMENT TERM

- A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the “Initial Term”).
- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

II. ACTIVITIES & ELIGIBLE EXPENSES

A. Activities

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

B. Eligible Expenses

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

III. NOTICES

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki
Chief Financial Officer
Cook County Bureau of Finance
118 N. Clark Street, Suite 1127
Chicago, IL 60602
SuburbanCovidFundingRequest@cookcountyil.gov

Name of Subrecipient: _____

Address: _____

Email: _____

IV. TERMS & CONDITIONS

The following requirements are applicable to all activities undertaken with CRF funds.

A. Compliance with State and Local Requirements

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees,

expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify, defend and hold harmless Cook County under this Agreement.

E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any

subcontractors pertaining to any matter resulting from a contract.

K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov.

L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

V. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds

allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of three (3) years from the date of submission of the final expenditure report.

E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient's risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

J. Payment & Reporting Procedures

1. Payment Procedures

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to SuburbanCovidFundingRequest@cookcountyil.gov. Incomplete applications may result in a delay in a decision regarding of funding requests.
- b. Upon receipt of the Applications, the County will confirm receipt of application by email.
- c. The received application will be reviewed and Subrecipient will receive a Notification Letter by email indicating denial and/or approval of the funding request within approximately 10 days.
- d. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the

funding was used for eligible expenses. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc... to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

VI. Personnel & Participation Conditions

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

VII. ATTACHMENTS

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Eligible Expenses
- Attachment B – Duplication of Benefits Certification

VII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

VIII. WAIVER

Cook County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

IX. CERTIFICATION

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this

Agreement and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

X. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

VI. SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

[INSERT SUBRECIPIENT]

Signed: _____

Its Duly Authorized Agent

Printed Name: _____

Title: _____

Date: _____

COOK COUNTY, ILLINOIS

Signed: _____

Its Duly Authorized Agent

Printed Name: _____

Title: _____

Date: _____

Approved as to form:

Signed: _____

Office of the Cook County State's Attorney

ATTACHMENT A – ELIGIBLE EXPENSES

Eligible expenses are subject to approval by Cook County and are contingent on allowability under the respective funding sources. Eligible expenses are those incurred for response and recovery activities as a result of a declared emergency. Cook County will review all expenses submitted for reimbursement. Reimbursement shall only be made for eligible expenses that are directly tied to response and recovery activities related to COVID-19. Expenses must be allowable pursuant to the Federal agency award requirements. Expenses listed below is nonexclusive, and additional Federal funding sources may include additional eligible expenses.

Eligible Coronavirus Relief Fund (CRF) Expenses

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that—

- Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Eligible expenditures include, but are not limited to, payment for:

- Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase.
 - COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
- Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.

- Expenses for quarantining individuals.
- Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.
- Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
- Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
- Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria, excluding costs associated in conducting Coronavirus Relief Fund Single or Program-Specific audits.

ATTACHMENT B – DUPLICATION OF BENEFITS CERTIFICATION

In consideration of Subrecipient's receipt of funds or the commitment of funds by the Cook County, Subrecipient hereby assigns to Cook County all of Subrecipient's future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies or coverage or any other reimbursement or relief program related to or administered by the Federal Emergency Management Agency, the Small Business Administration or any other source of funding that were the basis of the calculation of the portion of the Coronavirus Relief Funding transferred to the Subrecipient under the Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds Agreement entered into by and between Cook County, Illinois, and _____ on _____, 2020. Any such funds received by the Subrecipient shall be referred to herein as "additional funds."

Additional funds received by the Subrecipient that are determined to be a Duplication of Benefits ("DOB") shall be referred to herein as "DOB Funds." Subrecipient agrees to immediately notify Cook County of the source and receipt of additional funds related to the COVID-19 pandemic. Cook County shall notify the Federal awarding agency of the additional funding reported by Subrecipient to Cook County. Subrecipient agrees to reimburse Cook County for any additional funding received by the Subrecipient if such additional funding is determined to be a DOB by Cook County, the Federal awarding agency or an auditing agency. Subrecipient further agrees to apply for additional funds that the Subrecipient may be entitled to under any applicable Disaster Program in an effort to maximize funding sources available to the Subrecipient and Cook County.

Subrecipient acknowledges that in the event that Subrecipient makes or files any false, misleading, or fraudulent statement and/or omits or fails to disclose any material fact in connection with the funding under this Agreement, Subrecipient may be subject to civil and/or criminal prosecution by federal, State and/or local authorities. In any proceeding to enforce this Agreement, the Grantee shall be entitled to recover all costs of enforcement, including actual attorney's fees.

Subrecipient: _____

Signed: _____

Its Duly Authorized Agent

Printed Name: _____

Title: _____

Date: _____



Cook County Suburban Municipality Application for Coronavirus Relief Funds

In order to request funding from Cook County under the Cook County COVID-19 Funding Response Plan, the Cook County Suburban Municipality Application for Coronavirus Relief Funds (the “application”) must be submitted in the form and manner as described herein and include all required documentation. Please see the attached Funding Guidance and Frequently Asked Questions document for detailed information and instructions on the application process and how a suburban municipality, township or fire protection district may apply for an allocation of funding. Questions regarding the Cook County COVID-19 Funding Response Plan and/or the application process should be submitted via email to SuburbanCovidFundingQuestions@cookcountyil.gov. Completed applications must be submitted via email to: SuburbanCovidFundingRequest@cookcountyil.gov. Please note that incomplete applications may cause a delay in processing.

General Information		
Organization Name	Name of Requesting Official	Submission Date
Request Description and Background Information		
Explain <i>what</i> the expenditure will be or has been utilized for (materials, projects, services, etc.):		

Indicate the total amount requested (project specific and date specific to the extent possible):

Explain *how* expenditures will be or have been used to respond to the public health emergency (utilize the guiding questions below along with the attached Funding Guidance and FAQ document). Note: incomplete descriptions may lead to funding delays or denials of requests.

- *What impact will this project have or has had on your organization's service level / ability to reopen or maintain operations?*
- *What segment and size of the population is the project expected to serve or has served?*
- *How is the success of this project related to other projects?*
- *What are the projected consequences, if the request is not approved or project is not reimbursed?*

Are any requested funds expected to be expended after December 30, 2020?

Y / N

If any requested funds in this application are for expenses not yet incurred, when are such funds expected to be incurred (*please be as precise as possible*)?

If expenditures are FEMA-eligible, has applicant already requested FEMA reimbursement for such expenditures? If so, please provide Applicant #. If not, why not? <i>Please explain:</i>	Y / N
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Cook County Reimbursement Information: Cook County (“County”) can only utilize Coronavirus Relief Funds (“CRF”) for documented COVID-19 related expenses. The information below will assist the County to remain federally compliant. Please indicate below which type(s) of expenses your organization is submitting. You can click on the embedded link for a detailed list of eligibility criteria.

Description	Indicate CRF Eligibility Category
The Coronavirus Relief Fund is used to cover costs that: <ul style="list-style-type: none"> • Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19); • Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and • Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. 	<input type="checkbox"/> Medical expenses <input type="checkbox"/> Public health expenses <input type="checkbox"/> Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. <input type="checkbox"/> Expenses of actions to facilitate compliance with COVID-19 related public health measures. <input type="checkbox"/> Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency. <input type="checkbox"/> Any other COVID-19 – related expenses reasonably necessary to the function of government that satisfy the fund’s eligibility criteria.
Department of the Treasury Coronavirus Relief Fund Frequently Asked Questions	

Required Attachments

- Project and/or Program Budget
- Relevant invoices and/or receipts (if seeking reimbursement)
- Copy of your most recent annual financial statement as audited by a registered CPA

Signatures and Certification

1. The undersigned hereby certify that they have the authority and approval from the governing body on behalf of the applying municipality to submit this application and request reimbursement from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures.

2. I understand that should this application be approved; an Intergovernmental and Sub-recipient Agreement will need to be executed between the parties.

3. I understand Cook County will rely on this certification as a material representation in reviewing and potentially approving this application.

4. I certify the use of funds submitted in this application for reimbursement from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

5. I understand any award of funds pursuant to this application must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure. We have reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the Municipality or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

6. I understand any funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.

7. I understand funds received pursuant to this application and certification cannot be used for expenditures for which the Municipality has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

I certify that I have read the above certification and my statements contained herein as well as the application are true and correct to the best of my knowledge.

Finance Liaison (signature)

Title

Date

Finance Liaison (printed name)

Organization Head (signature)

Title

Date

Organization Head (printed name)

Effective: [7-2-2020]

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: Memorial Park Improvements | Agenda Item 12b

Recommendation

For discussion and consensus.

Background

The Community Park District has room in our Debt Service Extension Base (DSEB) to issue non-referendum bonds for capital improvements. We can refinance our 2011A Limited Bonds in December 2021, which will further increase our DSEB capacity, and provide another opportunity to tackle larger projects in 2022.

A grant from the National Fitness Campaign, along with the capital pledge from Strive 4 Fitness, provides \$55,000 in additional capital funding for improvements at tennis court area of Memorial Park, a location that was not able to be improved during the last project.

An additional bond issuance would provide the opportunity to enhance the multi-purpose court by adding an outdoor fitness center, 2 pickleball courts, designing a new/smaller multi-use area, as well as making improvements to the existing tennis courts.



To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: R004-20 Strive 4 Fitness License and Use Agreement | Agenda Item 12c

Recommendation

A motion and a second to approve Resolution R004-20 and authorize the executive director to execute the License and Use Agreement between the Community Park District and Strive 4 Fitness.

Background

Before 2013, Shawn Groll started an informal fitness Boot Camp on the grounds of Memorial Park. Since then, his holistic and inspirational approach to fitness launched this little bootcamp into a successful full-fledged boutique fitness business with studio locations in Midway, Brookfield, and Riverside. This year, Shawn and his wife Victoria opened their fourth and largest studio right here in La Grange Park.

The Community Park District and Strive 4 Fitness have identified a wide range of opportunities to combine resources and provide increased fitness opportunities to the residents of La Grange Park – an area that has been identified as a significant service gap. This agreement not only provides new revenue, volunteer assistance, and programming options for the park district, it creates an opportunity for the park district to support a small local business that began right here in La Grange Park.

RESOLUTION NO. R004-20

**RESOLUTION AUTHORIZING THE PARK DISTRICT EXECUTIVE DIRECTOR TO EXECUTE A LISCENCE AND
USE AGREEMENT WITH STRIVE 4 FITNESS**

WHEREAS, the Community Park District of La Grange Park and Strive 4 Fitness desire to enter into a License and Use Agreement ("Agreement"), a copy of which is attached hereto as **Exhibit A**; and

WHEREAS, the Community Park District of La Grange Park and Strive 4 Fitness are both committed to providing opportunities designed to improve the overall health and wellbeing of the residents of La Grange Park; and

WHEREAS, it would be in the best interests of the Park District and its citizens to enter into the attached Agreement (**Exhibit A**).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE
COMMUNITY PARK DISTRICT OF LA GRANGE PARK, COOK COUNTY, ILLINOIS:**

SECTION ONE: That the Executive Director, or her designee, be and is hereby authorized and directed to execute the attached License and Use Agreement (**Exhibit A**) by and between the Park District and Strive 4 Fitness, and to take such further steps to comply with the terms and conditions set forth therein.

SECTION TWO: That this Resolution shall be in full force and effect after passage and approval as required by law.

PASSED this 14th day of September, 2020.

APPROVED this 14th day of September, 2020.

AYES:

NAYS:

ABSENT:

Approved:

Tim Ogden, President

ATTEST: _____
Bob Corte, Secretary

**LICENSE AND USE AGREEMENT BETWEEN
THE COMMUNITY PARK DISTRICT OF LAGRANGE PARK
AND
STRIVE 4 FITNESS**

THIS LICENSE AND USE AGREEMENT (“Agreement”) is dated this ____ day of _____, 2020 by and between Strive 4 Fitness, organized and doing business in the State of Illinois (hereinafter referred to as “S4F”), as lessee, and the Community Park District of LaGrange Park, an Illinois unit of local government (hereinafter referred to as “Park District”) as lessor.

WHEREAS, S4F is—and at all times relevant herein shall be—an independent contractor that desires to license use of the Park District’s amphitheater, volleyball courts and fitness court for group fitness instruction; and

WHEREAS, S4F desire to secure a higher priority of use in the scheduling of the amphitheater, volleyball courts, and the fitness court and other facilities and amenities; and

WHEREAS, as consideration for obtaining such a license with increased priority, S4F will contribute financially to the Park District for the purchase of a Fitness Court and will fulfill the other commitments set forth herein; and,

WHEREAS, in consideration of these financial commitments by S4F, the Park District is willing to license the amphitheater and volleyball courts and other facilities and amenities to S4F with a higher priority of use in the scheduling.

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The foregoing recitals are hereby incorporated into this Agreement, and made part hereof, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.
2. Term. This License and Use Agreement shall commence effective September 1, 2020 and, unless sooner terminated as provided in this Agreement, shall expire at midnight on December 31, 2025 unless otherwise extended.
3. License and Priority. Conditioned upon full performance of the obligations assumed by S4F as set forth herein, the Park District hereby grants S4F -- subject to the terms, covenants and agreements herein contained -- a non-exclusive, non-assignable use of up to 20 hours per month of the amphitheater; up to 4 hours per month of the volleyball courts; and up to 20 nonconsecutive hours per month of the fitness court:
 - a. To secure the highest priority for scheduling time at the amphitheater and the volleyball courts after the Park District schedules its own programming, S4F shall make the following contributions to Park District:

- i. \$25,000.00 for the purchase of the Fitness Court: \$10,000 at the time of execution; \$5,000.00 on or before June 1, 2021; \$2,500.00 on or before April 30, 2022; \$2,500.00 on or before April 30, 2023, \$2,500.00 on or before April 30, 2024; and \$2,500.00 on or before April 30, 2025. Provided S4F fulfills these commitments, the Park District will give S4F shared recognition on the front wall of the Fitness Court through December 31, 2031 and said obligation on the Park District shall survive the earlier termination of this Agreement.
- ii. Provide the personnel, equipment and labor necessary to perform no less than 2 community fitness competitions at Memorial Park in each of calendar years 2021, 2022, 2023, 2024, and 2025. The Park District will promote said competitions as “sponsored by Strive4Fitness,” register participants through the Park District’s enrollment system, and collect and retain the fees paid for participation in said competitions. S4F will provide equipment, set-up and take down, format, and personnel for the competitions.
- iii. Provide, in addition to S4F’s own programming and not in competition therewith, the personnel, equipment and labor necessary to perform each quarter one group fitness program (indoors or outdoors) meeting no less than 1 time per week for no less than 8 weeks at locations to be mutually agreed, for calendar years 2021, 2022, 2023, 2024, and 2025. The Park District will promote said group fitness programs as “sponsored by Strive4Fitness,” register participants through the Park District’s enrollment system, and collect and split equally with S4F the fees paid for participation in said group fitness programs. S4F will provide equipment, set-up and take down, format, and personnel for the group fitness programs.
- iv. Sponsor an annual outdoor concert each summer in 2021, 2022, 2023, 2024 and 2025, at an annual cost not to exceed \$1,200, on a date and time to be mutually agreed each summer conducted by an artist on which both the Park District and S4F agree.
- v. Annually pay \$500.00 to the Park District to be recognized as a sponsor and host of a special event of S4F’s choice, but which is subject to the Park District’s approval which shall not be unreasonably withheld.
- vi. Donate either \$250.00 in annual capital improvement funding or 40 hours of volunteer time for projects mutually agreed upon by S4F and the Park District.

The payments set forth in a(i) above are due and owing independently of all other obligations and shall survive the earlier termination of this Agreement.

- b. For so long as S4F shall faithfully and timely perform the obligations set forth in 3(a), the Park District shall--through signage and publications, and using marks and

artwork approved by both parties—designate and promote Memorial Park as the “Home of Beast Mode” for the term of this Agreement.

- c. Each year of this Agreement, the Park District shall--using marks and artwork approved by both parties—promote S4F monthly in the Park District’s social media; promote S4F in the Park District’s 3 Seasonal Community Guides; and promote S4f continuously on the Park District’s website.
4. The Park District reserves the right to cancel any of the events, classes, programs, and competitions contemplated herein in the interests of safety or to comply with Executive Orders, laws, or other regulations. The parties agree to reschedule such cancelled events, classes, programs and competitions when reasonable and able to do so.
5. S4F shall remain in full compliance with all Park District Ordinances, including but not limited to those Ordinances, Rules and Regulations applicable to Independent Contractors. S4F shall continue to obtain the standard waiver and relicense of liability from every participant. S4F shall also continue to maintain insurance coverage that includes the Park District as an additional insured.
6. Each of the parties represents and warrants to the other party that it has the right, power and legal authority to enter into and fully perform the Agreement in accordance with its terms and that this Agreement, when executed and delivered by the parties, will be legal, valid and a binding obligation enforceable against the parties in accordance with its terms.
7. All rights, powers and privileges conferred hereunder upon the parties shall be cumulative and not restrictive of those given by law. No failure of either party to exercise any power given hereunder, and no custom or practice of the parties at variance with the terms hereof, shall constitute a waiver of the right of either party to demand exact compliance with the terms of this Agreement.
8. This Agreement shall be considered a separate and additional agreement between S4F and the Park District. All other agreements between the parties remain in tact and no terms within this Agreement shall constitute a replacement to the terms of other current and valid agreements between S4F and the Park District.
9. Notice by either party is deemed given when mailed, postage prepaid, certified or registered, return receipt requested, addressed to the other party at the address appearing below:

To: S4F
ATTN: Shawn Groll

To: Community Park District of LaGrange Park
ATTN: Executive Director

Either party may, by written notice to the other, change the address to which such communication shall be sent. After notice of such change has been received, any communication shall be sent directly to such party at such changed address.

10. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Agreement is, for any reason, declared invalid, in whole or in part, by any court, agency,

commission, legislative body, or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

11. Governing Law. This Agreement shall be deemed to be executed in the State of Illinois, and shall be governed in all respects, including validity, interpretation and effect, and construed in accordance with, the laws of the State of Illinois and/or Federal law, as applicable.
12. Modification. No provision of this Agreement shall be amended or otherwise modified, in whole or in part, except by an instrument, in writing, duly executed by the parties which amendment shall be authorized on behalf of the Park District in accordance with its policies and the requirements of law.
13. No Third-Party Beneficiaries. Nothing in this Agreement is intended to confer third-party beneficiary status on any person, individual, corporation or member of the public to enforce the terms of this Agreement.
14. Termination for Cause: Without prejudice to any other rights or remedies that any party may have, a party may terminate this Agreement immediately by delivery of written termination notice to the other party at any time if any of the following events shall occur:
 - A. S4F
 - (i) Makes assignment for the benefit of creditors; or
 - (ii) Is adjudicated bankrupt; or
 - (iii) Files a voluntary petition in bankruptcy or a voluntary petition or an answer seeking reorganization, arrangement, readjustment of its debts or for any other relief under Title 11 of the United States Code or any successor or other federal or state insolvency law ("bankruptcy law"); or
 - (iv) Has filed against it an involuntary petition in bankruptcy or seeking reorganization, arrangement, readjustment of its debts, or for any other relief under bankruptcy law which petition is not discharged within thirty (30) days; or
 - (v) Applies for or permits the appointment of a receiver or trustee for its assets; or
 - (vi) Is involved in activity or behaviors that the Park District determines in its reasonable and good faith opinion that would adversely impact the reputation, image, mission or integrity of the Park District, or the Board, in the event of a continued association with S4F.
 - B. Either party defaults under any provision of this Agreement and has failed to cure such default within sixty (60) days after it received notice of such default from the other party, except that (i) to the extent the default cannot be cured within such time, the defaulting party commences cure within such period and diligently pursues cure thereafter; and (ii) the cure period for a default relating to the failure to timely pay the fees shall be thirty (30) days other than in the case of a good faith dispute amount the parties regarding its and their rights and obligations hereunder.

C. Though styled a license with rental of facilities, the termination provisions set forth herein shall control exclusively and the S4F shall not have rights of tenancy of any kind other than those set forth herein.

15. Casualty Loss: In the event that the amphitheater, volley ball courts or fitness court are destroyed by fire or other casualty, to the degree that they may not be occupied by the general public and the Park District decides not to restore or repair the same, or the building is so damaged by fire or other casualty that the Park District decides to demolish, rebuild, or rehabilitate the same, then in any such event, either party may terminate this Agreement by written notice to the other within ninety (90) days after the date of such fire or other casualty. In the event the premises are rendered wholly or partially untenable by fire or other casualty and Park District decides to restore or rebuild the same, this Agreement shall not terminate and Park District shall repair and restore the Premises, at its expense, and with due diligence, subject, however, to reasonable delays for insurance adjustments and delays caused by forces beyond the control of the Park District and the rights and obligations of the S4F extended accordingly.

S4F

COMMUNITY PARK DISTRICT OF
LAGRANGE PARK

BY: _____

BY: _____
Board President

BY: _____

BY: _____
Secretary

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: R005-20 Fitness Court Grant and Fund Allocation | Agenda Item 12d

Recommendation

A motion and a second to approve Resolution R005-20 to accept the National Fitness Campaign Grant Funding and allocate funds to promote and implement a free-to-the-public outdoor Fitness Court®.

Background

The National Fitness Campaign is a non-profit organization that helps cities plan, fund, and build pedestrian infrastructure designed to get people out of their cars and back on their feet. They look for partners to fight against the preventable diseases caused by sedentary behavior that claim countless lives in America every year.

In 2019, the National Fitness campaign identified La Grange Park as an ideal location and demographic for a new state-of-the-art outdoor fitness court. We applied for and were awarded a grant \$30,000 as part of their 2020 campaign. The NFC has maintained their commitment to La Grange Park throughout the financial fall-out of the pandemic, and extended our installation timeline through 2021.

The outdoor Fitness Court will provide residents with a free fitness ecosystem that includes the outdoor gym and a free fitness app. Furthermore, this facility provides the Community Park District the opportunity to organize and extend fitness events and classes to our residents to encourage them to live healthier lives. **The approval of this resolution activates the grant.**



[See the informational video.](#)

RESOLUTION NO. R005-20

**RESOLUTION TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS COURT ® AS PART OF THE
2020 NATIONAL FITNESS CAMPAIGN**

WHEREAS, the Community Park District of La Grange Park has submitted a Grant Application to National Fitness Campaign (NFC) for participation in their 2020 initiative to install and activate outdoor Fitness Courts® in 200 cities and schools across the country, and;

WHEREAS, the Community Park District of La Grange Park will accept a \$30,000 National Grant from NFC, and provide a local match in the amount to promote and implement a free-to-the-public outdoor Fitness Court®, and;

WHEREAS, the Community Park District of La Grange Park will secure supplemental funding as needed through community sponsors, which will be made available and committed to this program for the purchase of the outdoor Fitness Court®, and;

WHEREAS, the Community Park District of La Grange Park will commit to the construction and launch of the outdoor Fitness Court® by the end of the 2021 calendar year, and;

WHEREAS, the Community Park District of La Grange Park Board of Commissioners believes the outdoor Fitness Court® is an important wellness ecosystem that supports healthier communities, commits to funding/fundraising to participate in NFC's 2021 Campaign, and will earn local and national recognition as a leader in providing affordable health and wellness.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE
COMMUNITY PARK DISTRICT OF LA GRANGE PARK, COOK COUNTY, ILLINOIS:**

SECTION ONE: The Community Park District of La Grange Park will collaborate with NFC to implement the outdoor Fitness Court® and make fitness free to community residents and visitors.

PASSED this 14th day of September, 2020.

APPROVED this 14th day of September, 2020.

AYES:

NAYS:

ABSENT:

Approved:

Tim Ogden, President

ATTEST: _____
Bob Corte, Secretary

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: Agenda Item 12e Architectural, Engineering and Consulting Services Contract for Memorial Park

Recommendation

A motion and a second to authorize the Executive Director to execute the contract not to exceed \$24,000 between JSD Professional Services, Inc. for Architectural, Engineering, and Consulting Services related to the Memorial Park Multi-Purpose Court Project.

Background

JSD Professional Services has recently completed work for the Carol Stream Park District, River Trails Park District, Salt Creek Rural Park District, Park District of Oak Park, City of Lockport, Village of Home Glen, and the Sycamore Park District. They employ professional engineers, storm water management and water quality professionals, planners, landscape architects, land surveyors, construction managers, technicians and support personnel.

The scope of work proposed includes site design, construction documents, bid preparation, bidding assistance and contract award for construction, and provide project management services. Most attractively, JSD will review all contractor pay requests and make recommendations to the park district based on the work completed and/or requested by the contractor.

August 26, 2020

Ms. Jessica Cannaday
Community Park District of La Grange Park
1501 Barnsdale Road
La Grange Park, IL 60526

Subject **Professional Consulting Services
Memorial Park - Community Park District of La Grange Park
La Grange Park, Illinois
JSD Project No. 20-9936**

Dear Jessica:

JSD Professional Services, Inc. (JSD) is very pleased to have the opportunity to present this proposal to provide Landscape Architecture Services for development of the Fitness Court at Memorial Park located at in La Grange Park, Illinois.

We look forward to working closely with the Community Park District on this exciting project!

SCOPE OF BASIC SERVICES

Task 1.0: Design Development

Our Team will prepare one Conceptual Plan and imagery board for the Fitness Court area to ensure compliance with the approved grant elements. JSD will provide an Opinion of Probable Construction Costs based on the preliminary Conceptual Plan for review by the Client

- **Staff Review Meeting #1** - We will review the preliminary Conceptual Plan and preliminary Opinion of Probable Construction Costs with the Client, and discuss suggested revisions or additions. We will obtain authorization to proceed with construction documents.

Deliverables:

- One (1) Preliminary Conceptual Plan
- One (1) Preliminary Opinion of Probable Construction Costs

Task 2.0: Construction Documents

JSD will develop Construction Drawings and Technical Specifications for the Fitness Court, Pickleball Court and free court area renovation.

Construction Drawings

May include:

- General Notes
- Existing Conditions/Demolition Plan
- Construction Plan
- Dimension Plan
- Landscape and Restoration Plan
- Construction Details

Deliverable Milestones

JSD anticipates delivering the following plan document milestone reviews during the Design Phase for Park District submittal:

- 85% Document Review
- 100% Construction Documents

Opinion of Probable Construction Costs

JSD will provide an Opinion of Probable Construction Costs for the overall project, and break-outs of quantities for the items of work anticipated as part of the construction. The quantity take-off will be provided for informational purposes to assist in bidding, with the Bidders ultimately responsible for their own quantity take-offs. We expect this will be done in two (2) iterations: one at preliminary stage (85% submittal), and one at final bidding (100% submittal).

Project Manual and Technical Specifications

Project manuals will be prepared, which will include the front-end bidding documents, as well as bid proposal forms; special conditions; instruction to bidders; and technical specifications. Technical specifications provide information that relates to the type and quality of materials and furnishings that are to be incorporated into the project. Technical specifications will be assembled at 85% complete, and submitted to the Client and the Client's legal counsel for review.

100% Review Submittal and Review Meeting

Following the completion of the construction drawings and specifications, along with the final estimate of probable construction cost for the project, these documents will be submitted to the Client for final review. The JSD Team will attend a final review meeting with the Client to discuss 100% complete construction documents, the final construction estimate, and the bidding and construction process. (The JSD Team will attend a total of one (1) meeting during the construction document phase followed by the preparation of meeting minutes to be distributed to the Client.)

We will revise the 100% drawings per comments received, and finalize the construction documents and technical specifications to be Issued for Bid.

Task 3.0: Bidding Assistance/Contract Award

JSD will assist the Park District in preparing a list of qualified contractors to perform the work required as depicted on the construction documents, and we will upload the Bidding Documents to an Online Digital Plan Room for distribution.

During bidding and negotiating, JSD will:

- Assist in the preparation of the notice to bidders;
- Distribute bid documents to prospective qualified bidders for competitive bidding;
- Prepare responses to RFIs by interpreting the documents and answering questions regarding the project that may assist the bidder in further understanding the project parameters and construction requirements;
- Provide responses to Contractor questions, and prepare necessary addenda during the Bid Phase;
- Participate in the opening of the bids and in cooperation with the Client;
- Analyze and review the bid results, including vetting of contractor qualifications, and make a recommendation for a contract award;
- Prepare a bid tabulation showing the entire results of the bidding as received; and
- In cooperation with the Park District, our team will prepare the AIA Contract with the awarded contractor.

CONSTRUCTION SERVICES

Task 4.0: Contract Administration

JSD anticipates a preconstruction meeting will be conducted by the Park District with the Contractor to discuss the construction schedule. Our team will attend as required to answer any questions regarding the construction documents or technical specifications and project schedule.

Our team will prepare and issue “For Construction” Documents, incorporating Addenda, if needed. We will also:

- Review shop drawings, submittals, product data, and samples appropriate to the work.
- Respond to contractor’s request for information (RFIs).
- Prepare change orders and written field order as may be required.
- Review and approve pay requests by the Contractor.
- Review all pay requests and make recommendations.

Task 5.0: Construction Observation

Each site visit will include a field review and preparation of a Site Observation Report with associated photographs. Site visits included during Construction Services Phase:

- Landscape Architecture: Six (6) site visits

Site visits exceeding the number included in basic services noted above will be additional services as requested.

Additional site visits as requested by Client will be billed at a cost per site visit of: **Five hundred & 00/100 dollars. \$500.00/site visit**

GENERAL PROJECT UNDERSTANDING - CONSTRUCTION SERVICES

1. Construction observation is not intended to be an exhaustive check or detailed inspection of the Contractor’s work, but rather to allow JSD, as experienced professionals, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract/Construction Documents. Based on this general observation, JSD will inform the Client/Owner about the progress of the work.
2. JSD will not supervise, direct, or have control over the Contractor’s work nor have any responsibility for the construction means, methods, techniques, sequences, or procedures selected by the Contractor or for the Contractor’s safety procedures or programs in connection with the work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.
3. JSD shall not be responsible for any acts of omissions of the Contractor, Subcontractor, any entity performing any portions of the work, or any Agents or Employees of any of them. The Consultant does not guarantee the performance of the Contractor and shall not be responsible for the Contractor’s failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules, or regulations.

COST

Fees for professional services will be billed on a lump sum basis as follows:

Task 1.0: Design Development	\$3,500.00
Task 2.0: Construction Documents	\$13,500.00
Task 3.0: Bidding Assistance/Contract Award	\$1,000.00
Task 4.0: Contract Administration	\$3,000.00
Task 5.0: Construction Observation	<u>\$3,000.00</u>

Project Total: \$ 24,000.00

Method of Payment

All invoicing shall be monthly based on the lump sum fees on the basis of percentage of completion for the work outlined above.

CLIENT RESPONSIBILITIES

The Client shall provide to the landscape architect the site design survey and mapping information required for the timely preparation of the plan, in AutoCAD 2018 format.

EXCLUDED SERVICES

The following services are excluded from this proposal:

- Grant Administration
- Geotechnical Engineering
- MEP Engineering
- Design Survey
- Permitting
- Daily Site Observation

ADDITIONAL SERVICES

Services requested by the Client falling outside the Scope of Basic Services described above shall be considered Additional Services. Additional Service requests will be completed at our standard hourly rates effective at the time of contract execution plus reimbursable expenses or on a fixed fee basis where a substantial scope of work can be clearly defined in advance. Additional Service requests will be submitted and confirmed in the written form of a Revision Authorization for contract amendment.

REIMBURSABLE EXPENSES

Project related expenses incurred by JSD during the execution of services rendered within the scope of work contracted, printing and copying expenses, express deliveries, courier services, and out-of-town travel expenses, will be billed at 110% of our cost.

AUTHORIZATION

Our services will be performed in accordance with the enclosed JSD Agreement for Professional Services upon acceptance of this proposal.

Please indicate your acceptance of this proposal by signing and returning a copy of the attached JSD Agreement for Professional Services to confirm our understanding of your needs.

We look forward to working closely with the Community Park District of La Grange Park on this important project. We appreciate this opportunity to be a part of your team. If you have any questions regarding this proposal or additional scope of services, please feel free to contact me at (630) 362-6681.

Sincerely,

JSD Professional Services, Inc.



Lori Vierow, PLA, ASLA, LEED AP, BD+C
Senior Landscape Architect

Enclosures

cc: Hans Justeson, JSD
David Behrens, JSD



Agreement for Professional Services
Community Park District – Memorial Park, La Grange Park, Illinois – JSD Project No. 20-9936

JSD Professional Services, Inc. (Consultant) will perform professional services for Community Park District of La Grange Park, 1501 Barnsdale Rd., La Grange Park, IL 60526 (Client), according to the terms and conditions of this Agreement. The Consultant shall perform the services outlined in the attached Proposal dated 08/26/2020, in consideration of the stated fee and payment terms. For additional services not included above, the Consultant shall be compensated according to hourly rates agreed to between Consultant and Client, or as specified in the Proposal referenced above.

Terms and Conditions

1) **Access to Site:** Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.

2) **Retainer, Billing, and Payment:** The Client agrees to pay the Consultant for all services performed and all costs incurred, as described in the Proposal attached to this Agreement. Prior to providing services, the Client shall deposit a retainer of \$ 0 with the Consultant. Invoices for the Consultant's services shall be submitted, at the Consultant's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. For any invoice not paid within 60 days, the Consultant may, without waiving any claim or right against the Client, and without liability whatsoever to the Client suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of the account remains unpaid 90 days after the billing, the Consultant may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees. All invoice inquiries must be made within 30 days of invoice date.

3) **Indemnification:** The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant and subconsultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement.

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (client) against damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultants negligent performance and that of its subconsultants or anyone for whom the Consultant is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any way whatsoever for the other party's own negligence.

4) **Information for the Sole Use and Benefit of the Client:** All opinions and conclusions of the Consultant, whether written or oral, and any plans, specifications or other documents and services provided by the consultant are for the sole use and benefit of the Client and are not to be provided to any other

person or entity without the prior written consent of the Consultant. 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 Consultant or the Client.

5) **Certifications, Guarantees and Warranties:** The Consultant shall not be required to execute any document that would result in the Consultant certifying, guaranteeing or warranting the existence of any conditions. The Consultant will render services and opinions according to the standards of practice of the applicable consulting professional engineering and surveying.

6) **Risk Allocation:** In recognition of the relative risks, rewards and benefits of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Consultant's total liability to the Client for any and all injuries, damages, claims, losses or expenses arising out of this Agreement from any cause or causes, shall not exceed the Consultant's insurance liability limits. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

7) **Ownership of Documents:** All documents produced by the Consultant under this Agreement are instruments of the Consultant's professional service for use in the project for which the Consultant was retained. These documents may not be used by the Client for any other purpose without the prior written consent of the Consultant. Any electronic files transferred by the Consultant are provided solely for the convenience of the Client and are transmitted in trust for the sole use of the Client and its acceptance constitutes assumption of responsibility for its use and safekeeping. Any use by third parties shall be at the sole risk of the Client. Any alterations, tampering with files or deviation in any respect from the original content shall render the entire contents void and shall constitute the agreement of the Client to release, defend and hold harmless the Consultant, from all claims and causes of action by Client and third parties.


8) **Dispute Resolution:** Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of this Agreement shall be submitted to non-binding mediation.

9) **Termination of Services:** This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

The above Agreement, Terms and Conditions and referenced Proposal Scope of Services and fees are agreed upon:

Consultant Authorization:

JSD Professional Services, Inc.
 161 Horizon Drive, Suite 101
 Verona, WI 53593



Signature

08/26/20
 Date

David M. Jenkins, P.L.S. – Owner/President

Client Authorization:

Community Park District of La Grange Park
 1501 Barnsdale Road
 La Grange Park, IL 60526

Signature

Date

Printed Name

Title

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: Agenda Item 12f Strategic Planning

Recommendation

For Discussion Only.

Background

Strategic Planning is one of the main roles of a park district board. Understanding the special considerations needed in respect to COVID-19, strategic planning sessions are best done in person. Sessions with 3 or more commissioners in attendance must be run as special meetings. Furthermore, it is highly recommended that initial sessions include staff.

Staff recommendations for the first session are as follows:

Tuesday, October 20 from 10am-3pm in the multi-purpose room

Thursday, October 22 from 10am-3pm in the multi-purpose room

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: September 11, 2020

Re: Agenda Item 12g Disability and Reasonable Accommodation Policy

Recommendation

Approve General Use Policy 4.2 Disability & Reasonable Accommodation Policy

Background

That policy presented supports our Anti-Discrimination Policy and provides the public with General Use guidelines regarding Reasonable Accommodations and Service Animals.

4.12 Disability and Reasonable Accommodation Policy - The Park District is committed to making its facilities accessible to and usable by all patrons and visitors. This commitment is ongoing, proactive and intended to meet the needs of a diversity of individuals with disabilities in compliance with the Americans With Disabilities Act ("ADA"). To this end, the Park District is committed to promoting positive participation and a quality experience by providing reasonable accommodations for individuals with disabilities upon request.

A. Requests for reasonable accommodations should be directed to the Park District ADA Coordinator. Requests should be made at least one week prior to the date these services/items are needed (minimum 72 hours advance notice for sign language interpreter requests).

B. The Park District also provides a complaint process for resolution of any complaint alleging noncompliance with the ADA or discrimination on the basis of a disability. Complaints should be addressed to the ADA Coordinator, who has been designated to coordinate ADA compliance efforts and investigate allegations of noncompliance and/or disability discrimination. The complaint form should be fully completed containing 18 the name and address of the person filing it, and briefly describe the nature of the allegation. Any documents pertinent to the allegations may be attached.

C. A complaint should be filed within sixty (60) calendar days after the complainant becomes aware of the alleged violation.

D. An investigation by the ADA Coordinator, or designee, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit relevant documents and information.

E. A written determination as to the merits of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than thirty (30) calendar days after its filing. Additional time may be required to issue a determination depending on the complexity of the issue(s) raised in the complaint.

F. The ADA Coordinator shall maintain the files and records relating to the complaints.

G. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this process be a prerequisite to the pursuit of other remedies.

4.12.1 Service Animal Policy

Participants and authorized users may request to have a service animal accompany them in the Park System where they are authorized users as a reasonable accommodation. Persons with disabilities are invited to contact the

ADA Coordinator.

A. Definitions

1. Service Animal: A dog or a miniature horse that has been individually trained to perform tasks for the benefit of a person with a disability. Exceptions may be made by the District on a case-by case basis in accordance with the law. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items. Dogs or miniature horses that are not trained to perform tasks that mitigate the effects of a disability, including dogs or miniature horses that are used purely for emotional support, are not considered service animals and are not allowed at District facilities and premises, unless otherwise specifically permitted, such as at a dog park or equestrian facility.

2. Partner/Handler:

A person with a disability who uses a service animal as a reasonable modification, or a trainer.

3. Team:

A partner/handler and a service animal. The two work as a cohesive team in accomplishing the tasks of daily living.

4. Trainee: A dog or a miniature horse being trained to become a service animal has the same rights as a fully trained service animal when accompanied by a partner/handler and identified as such.

B. General Rule Regarding Service Animals As a general rule, the District will modify policies, practices, and procedures to permit the use of a service animal by an individual with a disability.

C. Restrictions/Areas of Safety District may impose some restrictions on service animals for safety reasons. Restrictions are considered individually to determine if the animal poses a danger to others at District sites, or could be in danger itself, and to determine if other reasonable modifications can be provided to assure that the individual enjoys access to the premises, facility, or program. Questions about restrictions on service animals should be directed to the contacts listed in Section I.

D. Responsibilities of Partner/Handler

A Partner/Handler is responsible for the following:

1. Responding truthfully to the limited and appropriate inquiries that may be made by employees regarding the service animal.

2. Ensuring that the animal meets any local licensing requirements, including maintenance of required immunizations for that type of animal.

3. Service animal dogs are required to wear a dog license tag at all times.
4. Partners/handlers must ensure that the animal is in a harness or on a leash or tether at all times. Exceptions may be considered individually.
5. Partners/handlers must ensure that the animal is under control and behaves properly at all times. The supervision of the animal is solely the responsibility of its partner/handler. If the animal's behavior becomes a hygiene problem, or the animal acts in a threatening manner, the District may require the partner/handler to remove the service animal from the site.
6. Partners/handlers must ensure that all local Ordinances or other laws regarding cleaning up after the animal defecates are strictly adhered to. Individuals with disabilities who physically cannot clean up after their own animals are not required to pick up and dispose of feces; however, these individuals should use marked service animal toileting areas where provided.
7. Partners/handlers must keep the service animal in good health. If the service animal becomes ill, the partner/handler must remove it from the area. If such action does not occur, District staff may require it to leave.
8. The District may exclude a service animal from all parts of its property if a partner/handler fails to comply with these restrictions, and in failing to do so, fundamentally alters the nature of programs, services, or activity offered by the District.
9. The District may exclude a service animal from all parts of its property if a partner/handler fails to control the behavior of a service animal and it poses a threat to the health or safety of others.

E. Requirements for District Employees, Participants and Authorized Users, and Visitors

Members of the District staff, participants and authorized users, and visitors in District sites, are responsible for the following:

1. Allow service animals to accompany the partner/handler at all times and anywhere at a site except where animals are specifically prohibited, such as at a petting zoo.
2. Refrain from distracting a service animal in any way. Do not pet, feed, or interact with the animal without the partner/handler's invitation to do so.
3. Shall not separate a partner/handler from a service animal.
4. The District may take disciplinary action against any individual who fails to abide by these guidelines.

F. Temporary Exclusion of Service Animals

A participant or authorized user, employee, or visitor may report a concern regarding a service animal to District staff. G. Temporary Exclusion of a Service Animal Used by a Participant or Visitor

1. In response to an immediate concern, District staff may determine that a service animal must be temporarily removed from parks, sites, or facilities. The employee authorized to make such decisions at that site, park, or facility shall notify the participant or visitor of this decision and that the incident will be reported immediately to the Department ADA Coordinator. The employee shall then report the incident to the ADA Coordinator.

2. The ADA Coordinator (or designee) will investigate all reported concerns and incidents where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator (or designee) will consult with appropriate Department personnel and determine whether or not the animal should be excluded from sites, parks, and facilities for an extended period of time, or permanently. The ADA Coordinator (or designee) will notify the participant, authorized user, or visitor of his or her decision.

3. If it is appropriate for the service animal to be excluded from sites, parks, or facilities permanently, the ADA Coordinator (or designee) will work with other Department staff to ensure the participant, authorized user, or visitor receives appropriate reasonable modifications in place of the use of a service animal.

4. A participant, authorized user, or visitor who does not agree with the decision regarding removal from the premises may file an accessibility complaint. The District's ADA Complaint process is at www.communityparkdistrict.org

H. Temporary Exclusion of an Employee's Service Animal

In response to an immediate concern, the District may determine that a service animal must be temporarily removed from sites, parks, or facilities. The Director (or designee) shall notify the employee of this decision and that the incident will be reported immediately to the District's ADA Coordinator. The Director (or designee) shall then report the incident to the District's ADA Coordinator. The ADA Coordinator will investigate all reported concerns and cases where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator will consult with appropriate staff and determine whether or not the animal should be excluded for an extended period of time or permanently. The ADA Coordinator shall notify the employee of his or her decision. If it is appropriate for the animal to be excluded from sites, parks, and facilities permanently, the ADA Coordinator will ensure the employee receives appropriate accommodations in place of the use of a service animal. An employee who does not agree with the resolution may file an appeal or formal complaint following the District's ADA Process.

I. Conflicting Disabilities

Individuals with medical issues (such as respiratory diseases) who are affected by animals should contact the ADA Coordinator if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation. The appropriate District staff will facilitate a process to resolve the conflict that considers the needs and conditions of all persons involved.

J. Clarifying an Animal's Status

It may not be easy to discern whether or not an animal is a service animal by observing the animal's harness, cape, or backpack, or the partner/handler's disability. However, in other cases, an animal may only have a leash, and in still other situations, the partner/handler's disability is not apparent. Therefore, it may be appropriate for designated District staff such as managers, supervisors, or administrative staff to ask (1) whether the animal is required because of a disability, and (2) what work or task the animal has been trained to perform.

K. Emergency Situations

Emergency Responders (ERs) are trained to recognize service animals and to be aware that animals may try to communicate the need for help. Also, an animal may become disoriented from the smell of smoke in a fire or facility emergency, or from sirens, wind noise, or shaking and moving ground. A partner/handler, service animal, and team may be confused in any stressful situation. ERs will remember that animals may be trying to be protective and, in its confusion, should not be considered harmful. ERs should make every effort to keep a service animal with its partner/handler; however, the ER's first effort should be toward the partner/handler, which may result in the animal being left behind in some emergency evacuation situations.

L. Miscellaneous

1. The District accepts no responsibility for care of service animals.
2. The District accepts no liability for injury to any service animal, or injury to the handler/partner, whether caused by the animal, its handler/partner, another visitor to a District facility or site, the physical conditions of the District facility or site, or any other circumstance.
3. The District accepts no liability for damage or injury to others caused by a service animal.
4. The District accepts no liability for any injuries or property damage, to the service animal, its handler/partner, or others, resulting from the District's failure to enforce this policy or to supervise a service animal.
5. The District reserves the right to change, modify, or amend this policy at any time.