

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
DECEMBER 14, 2015
6:00 PM

PLEASE NOTE MEETING BEGINS AT 6:00 PM

1. Call to Order & Roll Call
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. Additions/Deletions to Agenda
5. Approve Board Meeting Minutes
 - A. Regular Meeting of November 9, 2015
 - B. Executive Session Minutes of November 9, 2015
6. Recognition of Visitors
 - A. Village Manager and Village President – Referendum Presentation
7. Staff Reports
 - A. Executive Director
 - B. Building & Grounds
 - C. Superintendent of Recreation
 - D. Recreation Supervisor
 - E. Recreation Supervisor - Marketing
 - F. Office Manager
 - G. Safety Coordinator
 - H. Financial Consultant
8. Approve Monthly Disbursements
9. Unfinished Business
10. New Business
 - A. Meeting Dates 2016
 - B. On-line recreation software
 - C. Purchasing policy
 - D. State of the District

11. Open Forum

- A. Comments from the Floor
- B. Comments from Commissioners
- C. Comments from the President

12. Adjournment

Date: December 11, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: December 14th Meeting Overview

Executive Session Minutes

The minutes of the Executive Session were e-mailed to you from Peggy last week.

Recognition of Visitors

Manger Cedillo and President Discipio from the Village will be giving a presentation on the upcoming referendum. The presentation is included in your packet.

Meeting Dates 2016

All of the meeting dates are the 2nd Tuesday of the month. The only holiday is Columbus Day, which happens every year. All the start times are 6:30, with the exception of the December meeting which starts at 6 PM.

On-line recreation software

A memo is included in your packet. Staff is looking for approval of moving forward with company A or B, depending on final staff recommendation.

Purchasing policy

A separate memo is included in the packet. Updating the policy will be discussed at this meeting, with a policy to be voted on at the January or February meeting.

State of the District

A separate memo is included in the packet. I plan on giving a presentation at the January meeting. This meeting will be more of a primer discussion.

Please contact me with any questions!

Minutes – Draft
Regular Meeting of the Board of Commissioners
Community Park District of La Grange Park
November 9, 2015

1. CALL TO ORDER AND ROLL CALL

President Boyd called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 6:33 p.m. Other Commissioners present were, Bob Corte, Jeff Kilrea, and Lucy Stastny. Commissioner Tim Ogden was absent. Also present were Executive Director Aleks Briedis, Superintendent Dean Carrara, Maintenance Supervisor Martin Healy, and Financial Coordinator Phil Mesi.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

President Boyd recited as follows: 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. ADDITIONS/DELETIONS TO AGENDA

There are none.

5. APPROVE MEETING MINUTES

Commissioner Stastny made a motion; seconded by Commissioner Corte to approve the minutes as submitted. MOTION CARRIED. There was no further discussion and the motion passed by unanimous voice vote.

6. RECOGNITION OF VISITORS

Jim Zwit was present but had no comments at this time.

7. STAFF REPORTS

A. EXECUTIVE DIRECTOR

A written report provided prior to the meeting was introduced by Executive Director Aleks Briedis. The December meeting will begin at 6:00 pm instead of 6:30 pm due to the Holiday party. Executive Director Briedis reminded the Board to look at the topics for the IAPD/IPRA conference and if anyone is interested in attending to let him know. Included in the board packet was information about the Cook County Community Solar Project. At this point of the process, a surveyor would come out to survey the premises to see if it qualifies to be considered to have solar panels installed on the roof. Executive Director Briedis recommends doing the survey. Due to all of the activity that has been reported on the Police report, a recommendation was made to have more lighting at that park. Executive Director Briedis said he is meeting with Chief Rompa this week and will discuss the issues and see if he has any suggestions.

B. BUILDINGS & GROUNDS

A written report provided prior to the meeting was introduced to Maintenance Supervisor Marten Healy. There was a discussion regarding the rock wall behind the amphitheater at Memorial Park.

C. SUPERINTENDENT OF RECREATION

A written report provided prior to the meeting was introduced by Superintendent of Recreation Dean Carrara. The winter brochure will be going to the post office next week. Also, all the programs at Park Jr High on Saturdays are all on. There are about 150 children participating in this session.

D. RECREATION SUPERVISOR

A written report provided prior to the meeting by Recreation Supervisor Darla Goudeau was introduced by Superintendent of Recreation Dean Carrara. Fireside Stories was a success. The December trip had to be cancelled due to low enrollment. French Class and Baby Musical classes are a couple of new programs that have been introduced.

E. RECREATION SUPERVISOR – MARKETING

A written report provided prior to the meeting by Dave Romito was introduced by Superintendent of Recreation Dean Carrara. Supervisor Romito has been really busy with Shrek Jr. Our dance instructor, Michelle, will be helping out with Shrek Jr. with choreography as there are a few dance numbers in this play.

F. OFFICE MANAGER

A written report provided prior to the meeting by Office Manager Peggy Ronovsky was introduced by Executive Director Aleks Briedis. There were no additions to the report.

G. SAFETY COORDINATOR

A written report provided prior to the meeting by Safety Coordinator Megan Jadron was introduced by Executive Director Aleks Briedis. There were no additions to the report.

H. FINANCIAL COORDINATOR

Financial statements provided prior to the meeting for the month ending October 31, 2015 was introduced by Financial Consultant Phi Mesi. Questions were asked and answered.

8. APPROVE MONTHLY DISBURSEMENTS

A motion was made by Commissioner Kilrea; seconded by Commissioner Corte to approve the monthly disbursements in the amount of \$321,644.09. MOTION CARRIED. There was no further discussion and the motion passed by 4-0 roll call vote; one absent.

Board Recommendation to have all staff who submit mileage reimbursement for the calendar year, to submit it in December.

9. UNFINISHED BUSINESS

A. CONSIDER APPROVAL OF ORDINANCE NO. 03-2015 ANNUAL TAX LEVY

Commissioner Stastny made the motion; seconded by Commissioner Kilrea to approve Ordinance 03-2015, an ordinance levying taxes and assessing taxes for the fiscal year beginning May 1, 2016 and ending April 30, 2017 for the Community Park District of La Grange Park, State of Illinois, County of Cook. MOTION CARRIED. There was no further discussion and the motion passed by 4-0 roll call vote; one absent.

B. CONSIDER APPROVAL OF ORDINANCE NO. 04-2015 PTELL REDUCTIONS

Commissioner Kilrea made the motion; seconded by Commissioner Stastny to approve Ordinance 04-2015 an ordinance providing for specific reductions of the 2015 property tax levy pursuant to the property tax extension limitation law. MOTION CARRIED. There was no further discussion and the motion passed by 4-0 roll call vote; one absent.

10. NEW BUSINESS

A. VETERANS MEMORIAL UPDATE – JIM ZWIT

A brief discussion was held regarding the Veterans Memorial. Jim is working with the office staff to come up with verbiage to entice residents to purchase bricks. He is very excited and is looking forward to the ceremony Memorial Day 2016, which will be held at 1:00 pm on Sunday of the holiday weekend. There will be a Veterans Day ceremony on Wednesday November 11, 2015 at 11:00 am.

B. IAPD CREDENTIALS FOR ANNUAL BUSINESS MEETING

The Board needs to elect a delegate and alternate for the IPRA conference at this time.

Commissioner Corte made the motion; seconded by Commissioner Kilrea designate Executive Director Aleks Briedis as the delegate to attend the IPRA Conference. MOTION CARRIED. There was no further discussion and the motion passed by 4-0 roll call vote; one absent.

Commissioner Kilrea made the motion; seconded by Commissioner Stastny to designate Commissioner Corte as the alternate and attend the IPRA Conference in the event Executive Director Briedis cannot attend. MOTION CARRIED. There was no further discussion and the motion passed by 4-0 roll call vote; one absent.

C. MEMORIAL PARK CONSTRUCTION OBSERVATION PROPOSAL DISCUSSION

Executive Director Briedis made the recommendation to proceed with PRI, Planning Resources Inc, for Memorial Park.

Commissioner Corte made the motion; seconded by Commissioner Stastny to agree to engage PRI for Sections 1 & 2 of the proposal and invite a representative to attend the January 2016 Board meeting to discuss the project. MOTION CARRIED. There was no further discussion and the motion passed by 4-0 roll call vote; one absent.

11. OPEN FORUM

A. COMMENTS FROM THE FLOOR

B. COMMENTS FROM COMMISSIONERS

C. COMMENTS FROM THE PRESIDENT

President Boyd congratulated Danny Kilrea for All State in Cross Country for L.T.H.S. She also encourages the board to attend the conference in January, where a lot can be learned by attending.

12. ADJOURNMENT

In accordance with the Open Meetings Act under Section 2(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

Commissioner Kilrea made the motion; seconded by Commissioner Corte to adjourn the Regular Meeting at 7:26 p.m. and go into Executive Session. MOTION CARRIED. There was no further discussion and the motion passed by unanimous voice vote.

Commissioner Corte made the motion; seconded by Commissioner Stasty to move into Executive Session at 7:27 p.m. MOTION CARRIED. There was no further discussion and the motion passed by unanimous voice vote.

13. RECONVENE OPEN MEETING & ROLL CALL

President Boyd reconvened the open meeting at 7:58 p.m. Other Commissioners present were, Bob Corte, Jeff Kilrea, and Lucy Stastny. Commissioner Tim Ogden was absent.

14. ADJOURNMENT

Commissioner Corte made the motion; seconded by Commissioner Stastny to adjourn the Regular Meeting at 7:58 p.m. MOTION CARRIED. There was no further discussion and the motion passed by unanimous voice vote.

2016 BOND REFERENDA



Village of La Grange Park, Illinois

Community Park District of La Grange Park
December 14, 2015

Presentation

- Overview
- Question & Answer

OTHER

- Email presentation
- Handouts

2016 Referenda

- The Village approved the placement of 2 propositions to issue \$11.2 Million in bonds to fund road infrastructure and fire equipment.
- These propositions or referenda will be placed on the March 15, 2016 Ballot.
- **As this is an issue for the voters to decide, it is important that residents are informed.**
- Information is available at the Village's website, in the recent *Roseclippings* Newsletter, and at Village Hall.
- We will address questions this evening and we will host a 2nd Town Hall Meeting in February.

Background

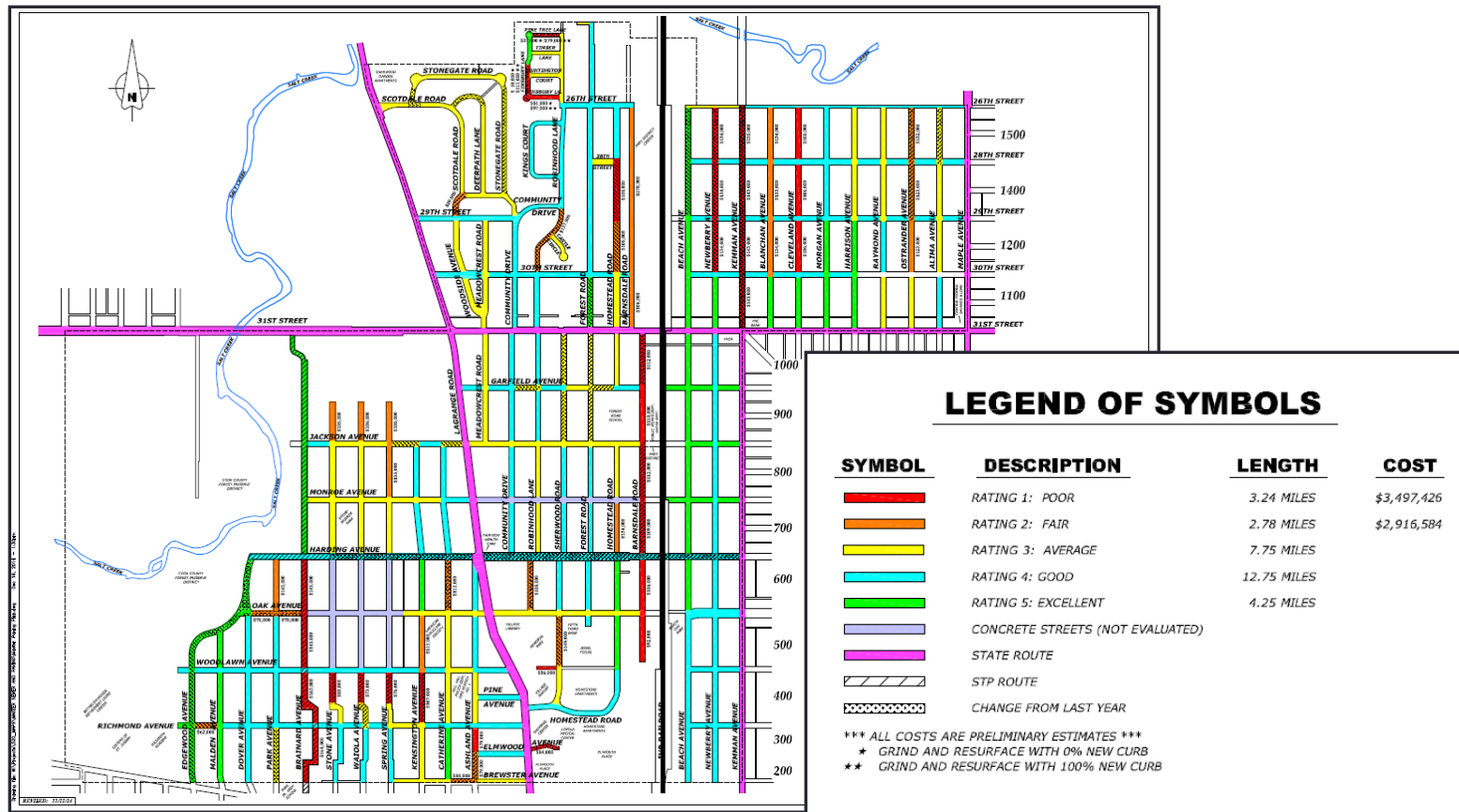
- The condition of our roads is our #1 complaint from residents.
- The Village Board is aware of this and has responded in a number of ways.
 - Increased Road Repair Funding in FY14,15 &16.
 - Sought out grant opportunities.
 - **Local Revenue Study** to ensure cost effective services and to evaluate fee structures and identify potential revenue streams.
 - **Strategic Planning** to identify short and long term solutions for financial sustainability – so we can spend more money on roads.

Actions Taken

- Streamlined services to create efficiencies and eliminate cost leakages.
- New fee structures for building and zoning activities, liquor licenses and vehicle stickers.
- New fine structures for certain violations.
- Negotiated cost effective wage increases and increased employee contributions for benefits.
- We maintain a Paid On Call Fire Department.
- Improved risk management practices, decreased claims to lower annual insurance premium.
- Applied for grants for roads, fire and police equipment, and green infrastructure.
- Refinance existing bonds for significant cost savings.
- TIF feasibility study for long term sustainability.

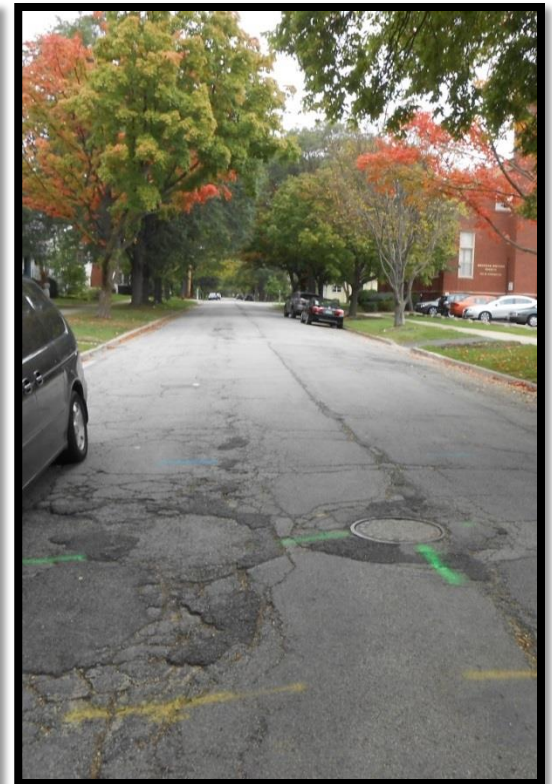
Challenges

- Existing revenues are not sufficient to maintain roads at an acceptable level – 70 year cycle.



Challenges

- We have about \$5M of roads in immediate need and about \$5M that are deteriorating quickly.



Challenges



- We have been able to increase funding for roads but it is no longer sustainable.
- Spending more money on roads means no funds for equipment replacement. There is simply not enough funding for infrastructure care.
- Our infrastructure needs cannot be delayed any longer or we will get exponentially behind, costing us more.

Current Budget

GF Revenues: \$8.21M

GF Expenditures: \$8.23M

Includes \$600K
In GF capital



5 Year Plan

Identifies \$8M
In (GF) Capital Needs

Challenges - Financing

- The Village has limited options for financing debt.
 - ARBs will not get us ahead on the repaving cycle, as they require a dedicated revenue source. (*we just paid off our 2004 road bonds*)
 - We cannot borrow without taxpayer approval (non-home rule)
 - The Village Board opted to focus on a BOND Referenda rather than a Tax Cap Increase Referenda.

Bond Referenda


- Voters decide
- Long Term borrow pledged by taxing power to repay the loan over a term
- The funds are restricted by the proposition and the Official Statements of the issuance.

Tax Cap Increase

- Voters Decide
- Increases the tax rate
- Funds are unrestricted and can be used for any purpose – operations and capital.

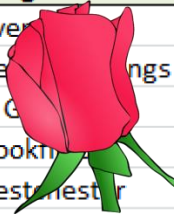
Challenges - Finances

- We have the lowest property tax rate per capita of any of the area communities.
- We are primarily a bedroom community.



Village	Population	2014 Village Property Tax	Property Tax Per Capita
River	8,875	\$ 5,109,140	\$ 576
West	12,975	\$ 5,683,624	\$ 438
La Gr	15,550	\$ 6,488,136	\$ 417
Brook	18,978	\$ 7,889,513	\$ 416
West	16,718	\$ 6,179,225	\$ 370
La Grange Park	13,579	\$ 3,403,907	\$ 251

Estimated debt service of \$1.274 million included for La Grange Park

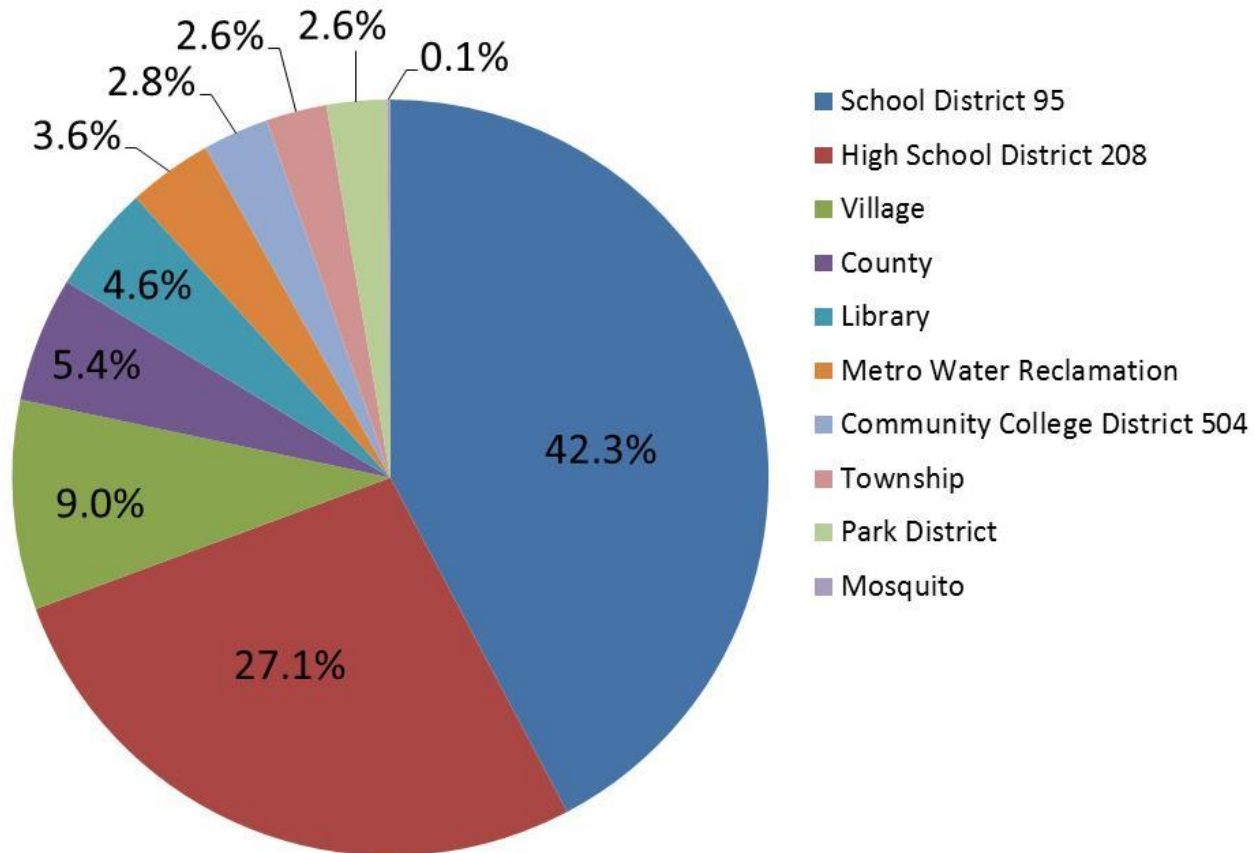


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La Grange Park	13,579	\$ 4,678,065	\$ 345

Property Taxes

DIST 95/208

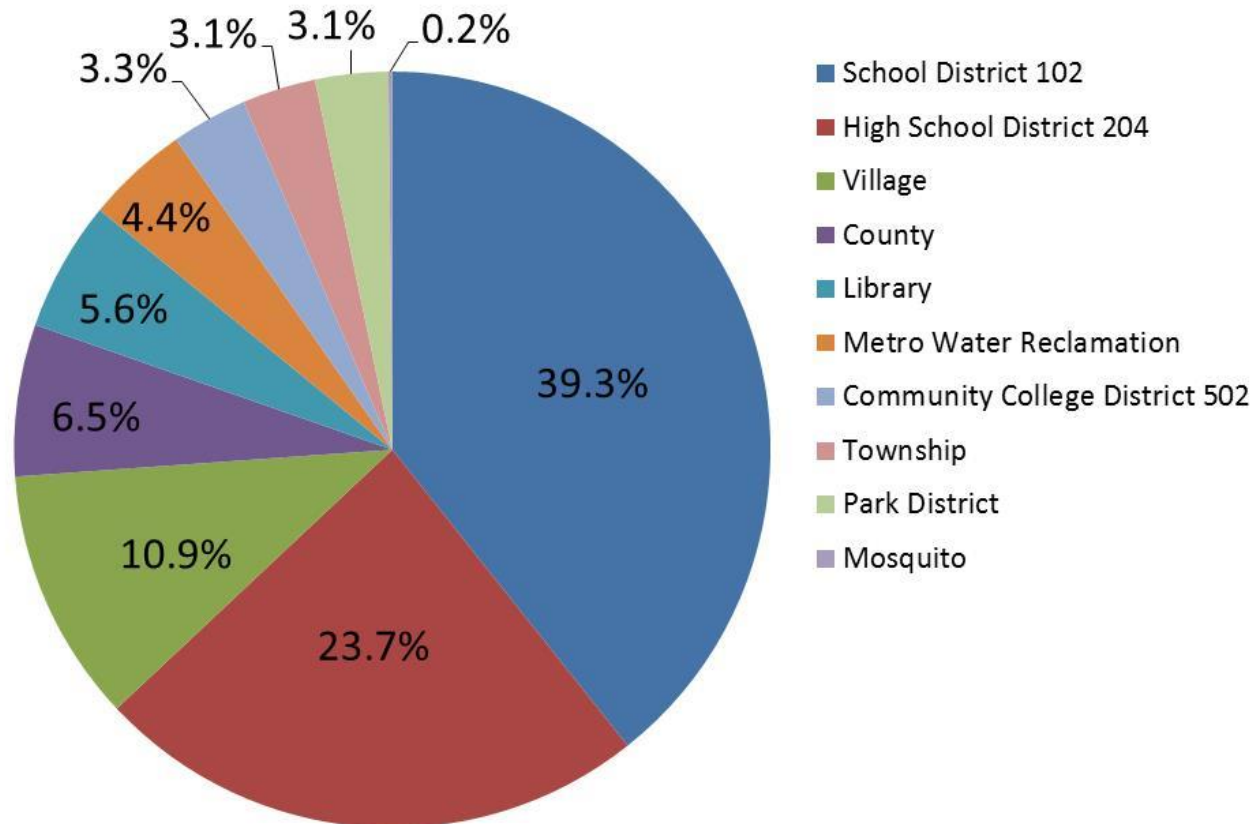
Taxing District Breakdown 2014



Property Taxes

DIST 102/204

Taxing District Breakdown 2014



Challenges – Uncertainty at the State

- Currently we are not receiving certain revenues by the state which help fund operations (MFT, 911, Use Tax).
- This intensifies the financial situation.
- Legislation in process.
- The LGDF is in jeopardy. (local share of the income tax)

Village of La Grange Park Estimate of local funds withheld by State				
	<u>Use Tax</u>	<u>MFT</u>	<u>911</u>	<u>Total</u>
July				
August		27,000		27,000
September	26,956	27,000	6,500	60,456
October	24,992	27,000	6,500	58,492
	51,948	81,000	13,000	145,948
November	23,000	27,000	6,500	56,500
December	23,000	27,000	6,500	56,500
January	23,000	27,000	6,500	56,500
February	23,000	27,000	6,500	56,500
March	23,000	27,000	6,500	56,500
April	23,000	27,000	6,500	56,500
	138,000	162,000	39,000	339,000
FY 2106	189,948	243,000	52,000	484,948

Strengths

- Highly desirable community - great parks, schools, and amenities.
- 2015 Recognitions (top 10 suburb, 7th safest, environmental award)
- Record setting building permits. Residents are investing!
- Strong record of financial management with a great credit rating AA+.
- Financing a bond through property tax is an optimal option.
 - An effective way to finance large infrastructure.
 - Payable over 10 years then comes off the tax bill.
 - Can identify a sufficient amount that allows us to address our needs and remain competitive/fair with surrounding communities.
 - Funds are restricted - shall only be used as specified in the proposition and in the financial statements for the bond. Funds cannot be used for other purposes (such as operational costs).

Propositions – March 15, 2015

Shall the Village of La Grange Park, Cook County, Illinois, undertake road improvements in and for the Village, including street resurfacing and sidewalk repair, all on property owned by the Village or over which the Village has sufficient easements, and issue its general obligation bonds to the amount of \$10,000,000 for the purpose of paying the costs thereof, said bonds bearing interest at not to exceed the rate of 6.00% per annum?

Shall the Village of La Grange Park, Cook County, Illinois, purchase fire safety vehicles and equipment for the public welfare and safety of the Village, and issue its general obligation bonds to the amount of \$1,200,000 for the purpose of paying the costs thereof, said bonds bearing interest at not to exceed the rate of 6.00% per annum?

Impacts

Estimated Impact

- Bonds are financed over 10 years
- \$109 per year per \$100,000 of property tax value
- For a home valued at \$350,000:
 - \$1.04 day
 - \$31 Month
 - \$380 a year

Another View...

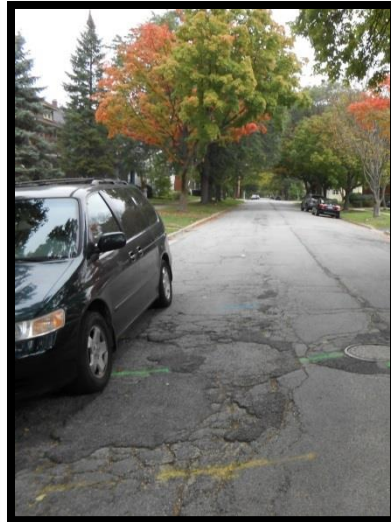
2014 Total Tax Bill	Estimated Increase	
	District 102	District 95
\$ 1,000	\$ 41	\$ 34
\$ 2,000	\$ 81	\$ 67
\$ 3,000	\$ 122	\$ 101
\$ 4,000	\$ 163	\$ 134
\$ 5,000	\$ 203	\$ 168
\$ 6,000	\$ 244	\$ 201
\$ 7,000	\$ 284	\$ 235
\$ 8,000	\$ 325	\$ 268
\$ 9,000	\$ 366	\$ 302
\$ 10,000	\$ 406	\$ 335
\$ 15,000	\$ 610	\$ 503
\$ 20,000	\$ 813	\$ 670

A Focus on Community Needs



Community Needs - ROADS

- \$10 Million for **Roads**
 - Get us to a 35 year replacement schedule
 - 9-10 miles of road or 26-27% of our roadways
 - Completed in six years or less
 - Without the \$10M road program, we will get further behind with the pay as you go program - and revenue likely to become more limited due to state's financial crisis!



Community Needs – FIRE EQUIP

- \$1.2 Million for Fire Equipment
 - **Ladder Truck** is 25 years old, end of life and rusting.
 - **Ambulance** is about 16 years old, end of life and needs to meet new safety standards.
 - In 2014, we had 1,652 EMS Responses and 496 Fire / Rescue Responses.
 - Options are very limited for obtaining this equipment.



Message

- The community can determine its own course – vote on March 15, 2016!
- The Village has demonstrated its need after hearing from residents and exercising due diligence.
- **The Village has thoughtfully considered its options – *residents can make the choice.***
- Thank you!

Village of La Grange Park 2016 Referendum

☒ VOTE on March 15, 2016

Roads

\$10 Million
To Repave Local Roads



Fire Apparatus



\$940,000
For a New
Ladder Truck



\$260,000
For a New
Ambulance

Miles of Roads in La Grange Park

MILE
35

Current Village Cycle to Repave Roads

70
YEARS



With Referendum

35
YEARS



\$100,000 Cost to Pave 1 Block of Roadway

15-20 Years is the Average Life Span of a Road

In 2014...



1,652 EMS Responses



496 Fire/Rescue Incidents

Age of Current Ladder Truck
Recommended Replacement Age: 15-25

25

Age of Current Ambulance:
Recommended Replacement Age: 16

16

17.2%

Of Local Roads Rated as
"Critical" and in Need of
Immediate Re-Surfacing

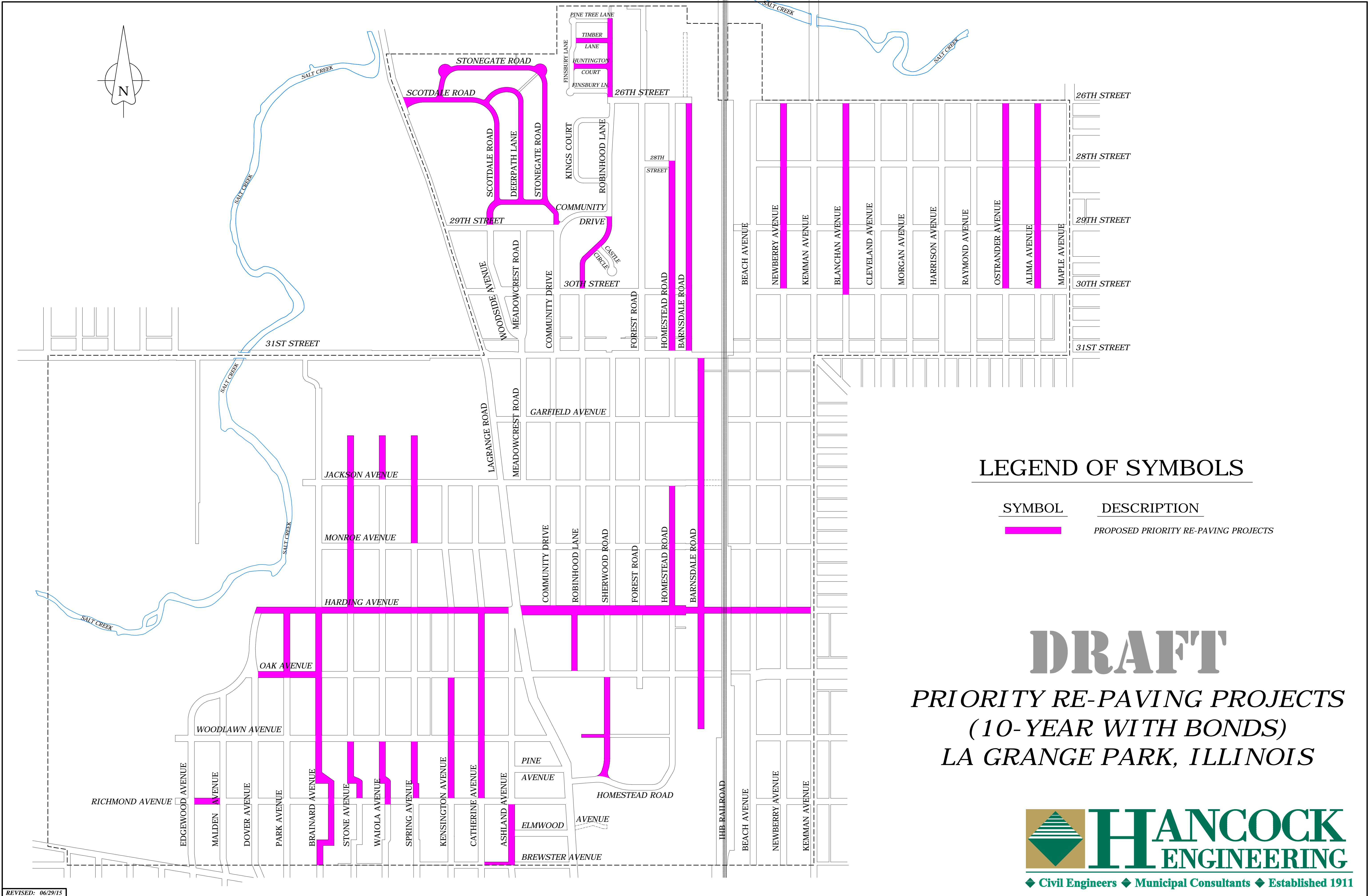


For a **\$350,000** Home,

The cost is **\$1.04** Per Day



Less than
the cost to
buy a cup
of coffee.



LEGEND OF SYMBOLS

SYMBOL	DESCRIPTION
	PROPOSED PRIORITY RE-PAVING PROJECTS

DRAFT
*PRIORITY RE-PAVING PROJECTS
(10-YEAR WITH BONDS)
LA GRANGE PARK, ILLINOIS*



◆ Civil Engineers ◆ Municipal Consultants ◆ Established 1911

Date: December 11, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

Holiday Parties

If you have not already done so, please RSVP to Peggy or myself for the luncheon at the Recreation Center and/or after meeting get together at Mattones on December 14th. **A reminder that our Board Meeting begins at 6 PM.**

Shrek Jr.

Our Shrek Jr. performances begin tonight at 7:30, 2 PM and 7:30 PM on Saturday and 2 PM on Sunday. Thank you to all staff for chipping in to help during this busy week.

Holiday in the Park

The Holiday in the Park event will be Saturday between Noon and 3 PM. Thank you to staff for working with Chamber of Commerce to offer this great event.

Ice Rink

We will not be setting up an ice rink at Memorial Park this season. The main reason is that we do not have electricity to the lights as the new picnic shelter has not been built. We see this as a safety concern. Additionally, we would need to purchase a new liner and sand bags. Finally, it is forecasted to be a mild winter. We hope to bring it back next season.

Tree Lighting

Last Friday was the tree lighting. It was a great event and President Boyd gave a great speech. A thank you card from Julia Cedillo, Village Manager, is attached.

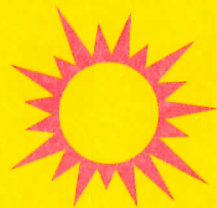
PDRMA Loss Control

We scored a 96.53% in the 2015 Loss Control Review. The summary is attached. Please let me know if you would like to review the detailed report for each section. I commend staff for a job safely done!

Police Report

5239 – subject was transported to hospital, no other details
5243 – person was working on their vehicle
5276 – credit cards stolen out of an unlocked vehicle
5287 – vehicle gone on arrival
5383 – scooter found in the park
5642 – subjects were at park after hours and were asked to leave

Please contact me with any questions!



thanks!

Dear Alike, Karen and members
of the Park District Board -

Thank you kindly for your
support of this year's Tree Lighting
even - another great year!

It is always great working with you
and this is certainly no exception.

Best Wishes
Julia Cedillo

November 13, 2015

Aleks Briedis
Community Park District of LaGrange Park
8997 Lyons Street
Hodgkins, IL 60525

Re: 2015 Loss Control Review Results

Dear Aleks:

PDRMA appreciates your agency's cooperation and efforts throughout the 2015 Loss Control Review (LCR) process. As you know, the LCR is a comprehensive risk management assessment and education tool designed to measure the risk management programs of PDRMA members. Please share the enclosed information with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

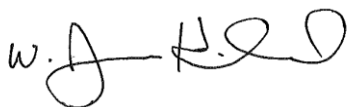
The Community Park District of LaGrange Park earned a total agency score of 96.53 percent.

Included are the Community Park District of LaGrange Park's 2015 Loss Control Review summary, detailed final results and a plan of action report serving as your agency's short and long term plans to address areas of needed improvement in your risk management programs. Additionally, the detailed final results may contain specific recommendations pertaining to questions that did not receive full credit. Please note there are not recommendations for every question that did not receive full point credit. Your agency's Safety Committee should review the enclosed results to make any necessary improvements to your loss control program.

Please advise if you identify any questions or discrepancies in your agency's LCR results. Each agency has five working days from receipt of this letter to submit any questions or discrepancies for consideration.

Again, thank you for your commitment to the risk management assessment process; PDRMA and all its members appreciate your efforts.

Sincerely,



W. Jesse Kinsland, ARM-P
Risk Management Consultant

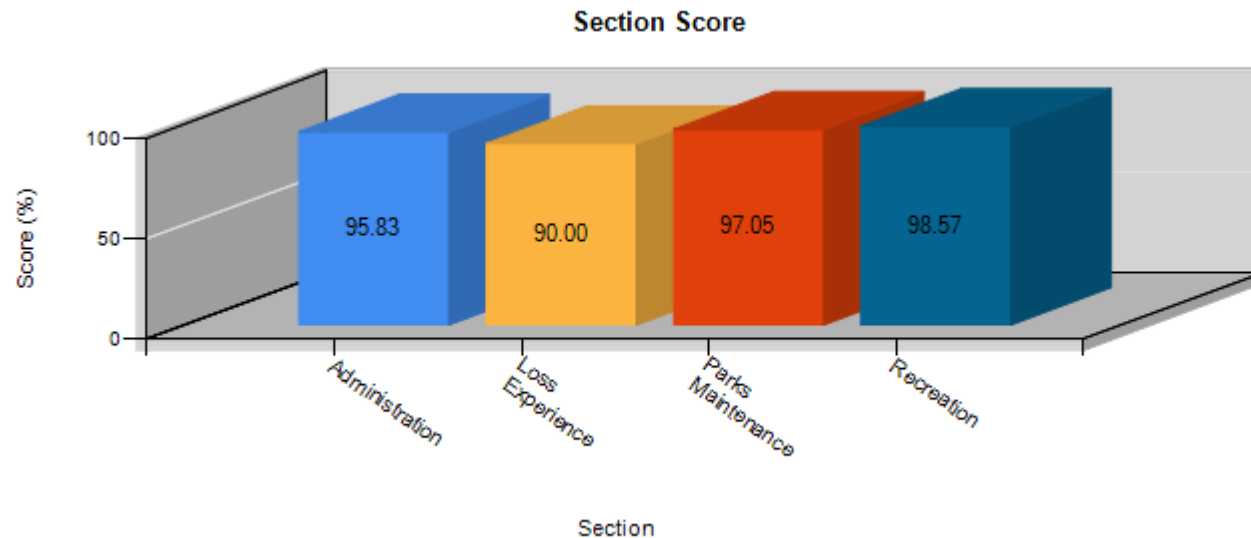
IMPORTANT -- This correspondence is only for use of the individual or entity to which it is addressed and contains information that is privileged, confidential, and exempt from disclosure. You are hereby notified that disseminating, distributing, or copying this communication to any unauthorized third party is strictly prohibited without the express written approval from PDRMA.



PDRMA Agency Summary Report



Agency Name	Community Park District of LaGrange
Score	96.53
Auditor	Jesse Kinsland



Sections	Sub Sections			
		Points Earned	Points Possible	Percent
Administration Name: Megan and Aleks	Accountability	248.00	250.00	99.2
	Injury Prevention Programs	42.00	45.00	93.33
	Employee Management	147.00	150.00	98

Location:Office	Training and Orientation	307.00	310.00	99.03
	Policies and Procedures	237.00	260.00	91.15
	Fleet and Transportation Safety	55.00	55.00	100
	Claims Management	94.00	110.00	85.45
	Environmental	20.00	20.00	100
	Sub Total	1150.00	1200.00	95.83
Loss Experience	Workers' Compensation	90.00	100.00	90
Name:Megan Jadron Location:Admin	Sub Total	90.00	100.00	90.00
Parks Maintenance	Parks Maintenance Risk Management	187.00	190.00	98.42
Name:Martin and Megan Location:Parks	Training and Orientation	312.00	315.00	99.05
	Property Management	55.00	60.00	91.67
	General Liability Management	56.00	60.00	93.33
	Field Observations by PDRMA Risk Management Staff	16.00	20.00	80
	Sub Total	626.00	645.00	97.05
Recreation	Recreation Risk Management	47.00	50.00	94
Name:Dean and Megan Location:Community Center	Training and Orientation	335.00	335.00	100
	Property Management	110.00	110.00	100
	General Liability Management	50.00	55.00	90.91
	Field Observations by PDRMA Risk Management Staff	10.00	10.00	100
	Sub Total	552.00	560.00	98.57
Total		2418.00	2505.00	96.53



Plan of Action Report



Agency Name	Community Park District of LaGrange
Consultant	Jesse Kinsland

Action Category:	Other		
Plan of Action:	It is recommended that progress be made on the OSHA Compliance programs. Focus should be steered towards the Fall Protection, Lockout/Tagout and Hearing Conservation Programs.		
Due Date:	11/5/2016	Status:	Pending
Comment:			
Responsible User:	Jesse Kinsland		
Review Form:	2015 Administration Form		
Section:	Policies and Procedures		
Related Question:	Fall Protection (10 Points)?		
Action Category:	PIPP- PDRMA Injury Prevention Program		
Plan of Action:	Communicate- Conduct A Supervisors Role in PIPP class to further develop a formal job task observation program.		
Due Date:	11/7/2015	Status:	Pending
Comment:	Please see 2016 PDRMA calendar for classes.		
Responsible User:	Jesse Kinsland		
Review Form:	2015 Loss Experience & Prevention Form-LaGrange Park		
Section:	Workers' Compensation		
Related Question:	The costs associated with workers' compensation are significant and result in many direct and indirect expenses including, but not limited to: medical payments, loss of productivity, poor morale, and lost time- temporary total disability benefits. Workers' compensation claims often pose complex challenges to agencies requiring the development and implementation of unique and customized countermeasures prior to and following an employee injury. (100 Points)		



MEMORANDUM

TO: Aleks Briedis
Community Park District of LaGrange Park
1501 Barnsdale
LaGrange Park, IL 60526

FROM: LaGrange Park Police Department
SUBJECT: Police Calls at Park District Properties

DATE: 11/1/15

During the time period of October 1, 2015 through October 31, 2015 the following police calls were reported.

Incident #	Date	Location	Call Type	Reported by
15-5239	10/6/15	Memorial Park	Assist ambulance	***
15-5243	10/6/15	Hanesworth Park	Susicious person	Ofc. Jania
15-5276	10/8/15	Memorial Park	Burglary to motor vehicle	***
15-5287	10/9/15	Stone Monroe Park	Suspicious vehicle	***
15-5383	10/14/15	Beach Oak Park	Found property	***
15-5642	10/29/15	Yena Park	Suspicious subjects	Refused

Each of these incident reports is closed with no pending follow-up or additional action by the Police Department needed at this time.

If you have any questions or need further information regarding any of these incidents, please complete a Freedom of Information Records Request form at the Police Department or contact Jackie Viecei at 352-7711 ext. 204.



FOR THE
(R)EC(OR)d

SEASPAR News and Events • December 2015

40TH ANNIVERSARY PREVIEW

2016 will mark SEASPAR's 40th anniversary, and we are excited to have our member entities, participants, and supporters join in the celebration!

One way we will recognize this landmark is by hosting an event in each of our member communities throughout the year. Mark your calendar for the dates below!

Event	Community	Date
Fish Fry Fundraiser	Lisle	February 5
Concert Fundraiser	Downers Grove	March*
40 th Anniversary Dance	Clarendon Hills	March 11
Run for the Roses 5K	La Grange Park	May 14
Summer Kick-Off	Westmont	June 12
Family Pool Party	Lemont	August 28
Family Picnic	Indian Head Park	September*
Golf Classic Fundraiser	Woodridge	September*
Staff and Board Gathering	La Grange	October*
40 th Anniversary Art Show	Darien	November*
Holiday Spectacular	Western Springs	December 5
Brookfield Zoo Christmas Tree Decoration	Brookfield	December*

*Exact date to be determined.

We'll also have a roving display visiting a facility of each of our member entities, special features in our program guides and other media sharing retro photos and fun facts about our history, unique commemorative giveaways, and more! Stay tuned for details throughout the year.

PROGRAM GUIDE COMING SOON

Look for SEASPAR's winter/spring program guide the week of December 7!

MISSION

SEASPAR provides dynamic recreation programs and quality services for its residents with disabilities.

VISION

Discover Abilities
Achieve Potential
Realize Dreams

CORE VALUES

Fun • Excellence
Service • Respect
Accountability

4500 Belmont Road • Downers Grove, IL 60515 • 630.960.7600 Phone • 630.960.7601 Fax • 630.960.7605 TDD

SEASPAR.ORG



AKTION CLUB ANNIVERSARY AND AWARD

The SEASPAR Aktion Club just received Kiwanis International's Distinguished Club Award for 2014-2015! The award recognizes clubs for their overall performance in the combined areas of club administration, membership and leadership development, Kiwanis-family involvement, and service and fundraising efforts. The Club's performance is judged against a pre-established standard of excellence.

This award adds to the impressive total of awards achieved by individual members and the club as a whole – it has accumulated the most awards of any Aktion Club in the Illinois-Eastern Iowa (I-I) District of Kiwanis International!

Notification of the Distinguished Club Award came on the day the club celebrated its 10th anniversary at its Annual Recognition and Installation Dinner.

The event, attended by more than 50 people, was held at Wheatstack in Lisle on November 23. Honored guests included the Governor of the I-I District and the Aktion Club I-I District Administrator, who addressed the members and guests.



Charter members were recognized at the event and members of the club made presentations about the club's many service projects and donations to local, national, and international charitable organizations.

THANKS AND GIVING!



In case you missed our Thanksgiving message on social media last week, we expressed our gratitude to all of our supporters, volunteers, member entities, community partners, donors, sponsors, and most of all, our participants, who bring joy to our work every day. Everything we do is possible because of you!

And as we enter this season of gratitude and giving, we are kicking off our year-end fundraising December 1, which is Giving Tuesday, a global day dedicated to giving back. Look for our #GivingTuesday posts on Facebook and Twitter!

We are also excited to join GoodWorld's Million Dollar Challenge throughout December. For every \$20 donation we receive through Facebook and Twitter, GoodWorld will contribute an additional dollar. And how do people donate through Facebook and Twitter? They simply comment #donate on our Facebook Page or type #donate in a tweet to @SEASPAR, then fill out a short, mobile-friendly form to finalize their donation.

Wish us luck in our final fundraising push of 2015!



Are you getting the latest news from SEASPAR in your inbox?

Sign up for our e-newsletter!



MOTHER AND SON GYM JAM

The Downers Grove Junior Woman's Club and the Downers Grove Park District are presenting the Mother and Son Gym Jam on Friday, January 8 from 6:30–8:30 p.m. at the Downers Grove Recreation Center.



The event is for boys ages 5–12 and their mothers (or substitute mothers), and will feature sports, music, entertainment, snacks, and raffles.

Tickets are \$25 for Downers Grove residents and \$37 for non-residents. Half of the event's proceeds will be donated to SEASPAR!

HOLIDAY SPECTACULAR

Be sure to join us at SEASPAR's 9th annual Holiday Spectacular on Monday, December 7, at 7 p.m. at the Theatre of Western Springs!

This free recital showcases our participants' talents and abilities in arts such as theatre, dance, and music. Acts we have had in the past include our EAGLES groups, Glee Club, Actors Guild, Dancin' the Night Away participants, and individual performers either singing or playing on the piano.



If you haven't watched it already – [check out a video of last year's staff performance on YouTube!](#)

SAVE THE DATE

Believe & Achieve Banquet

Wednesday, May 18 • Abbington Banquets, Glen Ellyn

Holiday Shopping Night Fundraiser

Downtown Downers Grove • December 3 • 3-9 p.m. • [Get the Details!](#)

UPCOMING EVENTS

December 3 • Holiday Shopping Night • Downtown Downers Grove
December 4 • St. Francis Bowling • Suburbanite Bowl
December 7 • Holiday Spectacular • Theatre of Western Springs
December 11 • Holiday Dinner Dance • Alpine Banquets
December 29 • New Year's Bash • Clarendon Hills Community Center



Happy Holidays

Date: December 4, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

Tree Lighting Ceremony

The Tree Lighting Ceremony is tonight at 6 PM.

Holiday Parties

If you have not already done so, please RSVP to Peggy or myself for the luncheon at the Recreation Center and/or after meeting get together at Mattones on December 14th. **A reminder that our Board Meeting begins at 6 PM.**

IAPD/IPRA Conference

The Annual Conference is being held on January 28-30. Session information can be found at <http://www.ilparksconference.com/>. Please let me know if you would like to attend any of the sessions and I will register you. **Early bird discount ends Monday.**

HVAC

On November 20th, Arrigo Enterprises performed the semi-annual maintenance on our HVAC units at the Recreation Center. They uncovered that two of the units had rusted out and needed to be repaired. Without this repair, we would not have heat in two portions of the building. The cost was \$8700.

Director's LAB

I attended IPRA's Director's Leadership Academy Breakfast. Adam Fox, President and CEO of the WNBA's Chicago Sky was interviewed focusing on his leadership skills. It was very interesting.

Copier

We have a new copier. Our old copier was continuously breaking down. Peggy was able to negotiate us leasing a brand new copier, including maintenance, for a lower monthly cost than we were paying for just maintenance on the old copier. We will be surplus the old copier in the near future.

Cook County Community Solar

I submitted the Recreation Center as a possible site for Cook County's solar program. We should receive more information in the new year.

On-line Registration

Staff and I sat through three on-line demos this week totaling about 6 hours. It is a lot of time to invest, but we want to make sure we get the best product for our needs and the best value. Thank you to staff for their time.

Please contact me with any questions!

Date: November 19, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

I will be out of the office next week, so the next weekly report will be December 4th.

IAPD/IPRA Conference

The Annual Conference is being held on January 28-30. Session information can be found at <http://www.ilparksconference.com/>. Please let me know if you would like to attend any of the sessions and I will register you.

PDRMA Loss Control Review

We received our final results from PDRMA on our 2015 Loss Control Review. Our agency scored 96.35%. I commend staff on a job well done!

On-line Registration

I narrowed down to three companies. We will have a group demo with other staff the first week of December. If all goes well, I hope to bring a proposal to the next Board meeting.

SPRA Entertainment Showcase

Staff attended the SPRA Entertainment Showcase this past Tuesday in Des Plaines. Unfortunately I was sick and not able to attend. Hearing from staff, there were some good bands that we will try to have at our Summer Concert series.

Wi-Fi

In conjunction with the internet upgrade from Comcast, we will be upgrading a wireless router for both internal and external Wi-Fi. This upgrade will give coverage to the entire Community Center. We will have a total of two access points that talk to each other to give a seamless wireless signal throughout the building. Also, Comcast has pulled the new wire from the street pole to our building. We are waiting for them to connect the new wire to our system.

ADA Plan

I found the electronic version of the ADA Assessment Survey of 2010. Then after speaking with Roy Cripe at the Lunch Bunch, he told me where to find the hard copy, where some of the completed items were marked. I will work on updating what has been completed on the electronic version and distribute to the Board when completed.

PDRMA Risk Management Agency

Staff is attending PDRMA's Risk Management Institute in Tinley Park on Friday.

Happy Thanksgiving!!! Please contact me with any questions!

Date: November 12, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Weekly report

I will be out of the office Friday, so this is a day early.

IAPD/IPRA Conference

The Annual Conference is being held on January 28-30. Session information can be found at <http://www.ilparksconference.com/>. Please let me know if you would like to attend any of the sessions and I will register you.

PDRMA AssetMaxx Training

I attended a training on Tuesday on AssetMaxx. AssetMaxx is the software we use to enter our capital items. PDRMA uses this information for insurance purposes. Auditors use it to see what our depreciated value is for our annual audit. I learned the insides and outs of the system and have already removed a few assets that we no longer have. I still have some more cleaning up to do.

On-line Registration

I continued demoing registration software this week. I'm hoping to narrow down to a few and then have demos for all key staff the first week of December. If all goes well, I hope to bring a proposal to the next Board meeting.

Meeting with Chief Rompa

Katie from the Library District and I met with Chief Rompa regarding soft and hard lock down procedures and training. The District already has procedures in place. We will be reviewing the procedures and then in the New Year have a training with police involvement. More to come.

Please contact me with any questions!

Date: December 4, 2015

To: Aleks Briedis, Executive Director

From: Martin Healy, Parks Supervisor

RE: Monthly Board Report

All Parks:

- Holiday lights installed at 5 large trees at Memorial Park in preparation for the lighting ceremony
- Special cleanup of Memorial Park for the lighting ceremony
- Holiday lights and decorations installed at Recreation and Maintenance Buildings
- Assisted with picking up and delivery of materials needed for the Shrek play at Park Junior High
- Keeping up with leaf removal and mulching in all areas especially tennis courts and basketball courts
- Snow removal and spread salt in all areas
- Completed repairs on stone wall at the top of Memorial Park
- Completed general maintenance on all snow removal equipment, ready for season.

DATE: December 8, 2015
TO: Aleks Briedis, Executive Director
FROM: Dean Carrara, Superintendent of Recreation
RE: **Monthly Report for December 14, 2015**

SENIOR CLUB

The group got together on Monday November 23rd to watch the movie, Max and enjoyed sloppy joe sandwiches from Paul's. Our next club is scheduled for Monday December 14th.

BROCHURE

The brochure for the next series (summer '16 – w/s '17) has been put out to bid. I will have the results along with a recommendation at the January meeting.

WINTER/SPRING BROCHURE

Resident registration began on Friday December 4th and was pretty light, but that is typical for this time of year. After the kids are home for a couple of weeks for Christmas break we'll see our participation go up as parents will be wanting them out of the house.

UPCOMING EVENTS

- Senior Club – Monday December 14th
- Holiday in the Park is scheduled for Saturday December 12th from 12-3pm at the Recreation Center
- Santa Visits – Tuesday December 15th
- Phone Calls from Santa – Wednesday December 16th
- Men's Wiffle Ball organizational meeting – Tuesday January 5th (season is scheduled to begin on Wednesday January 13th at park Junior High School)
- Saturday Winter Sport programs at Park Junior High School will kick off on January 9th

To: Aleks Briedis

From: Recreation Supervisor, Darla Goudeau

Subject: December 2015 Board Report

PRESCHOOL

The annual St. Nick family night was well attended and successful. Plans for a Winter Family Night in February are underway.

I have added a second Teddy Toddler class for the Winter/Spring session and there are only a few openings left.

I wrote a personal invitation to Jane Michaels, writer for the "Doings", to attend our preschool Thanksgiving Feast. She not only attended but wrote a fine article on the event with photos .

GOOD DEEDS

"Pennies for Pies" raised \$410 in pennies for the preschool "giving" project. A letter of thanks was received from Pillars on behalf of the Constance Morris House. We were able to include breakfast items, fresh fruits and pizzas since we were not purchasing from Market Day.

THEATER

I was happy to assist with the Rudolph Ringer/Oh Say Can You Sing Christmas Program presented by the 2 classes at Plymouth Place. Parents, family and the Plymouth residents were an enthusiastic audience. Plymouth Place announced that it was our 10th year coming to perform.

I am proud to be helping with our production of Shrek,Jr. I am handling all the ticket sales at the door and will be giving the curtain speech.

TRIPS

The trip to see "Hedda Hopper" was fun and we also had good weather. I am limiting the Winter/Spring trips to 2 trips starting in March. I think skipping the bad weather months of January and February will prove to be a good idea.

Date: December 10, 2015
To: Aleks Briedis
From: Dave Romito
RE: Marketing Report/Performing Arts

The following marketing processes have been completed in November, 2015. Media outlets include: TribLocal & www.chicagotribune.com, Suburban Life, The Doings & www.pioneerlocal.suntimes.com, Suburban Focus, Patch, E-Brief's, School District 102's website, Rose Clippings, and Facebook.

- Weekly promotions of programs, events, and updated pictures on Facebook. We currently have **548 Likes (17 more than last month)**.
 - Promotion for special events/Trips: Shrek Jr., Ready Teddy, Fireside Theater Trip, Holiday in the Park, Veterans Memorial,
- Articles written and/or submitted to media outlets regarding:
 - Shrek Jr.
 - Warming Tree
 - Veterans Memorial
 - Elementary Drawing
 - Cartoon Drawing
 - Ready Teddy Preschool
 - Guitar
 - Chess
- Shrek posters were created and sent out to all cast members and put up around the Recreation Center.
- Rudolph Ringers/Oh Say Can You Sing class performance was on Monday, December 1 at Plymouth Place. There were about 150 people in attendance and it was well received.
- Shrek Jr performances are Dec 11-13 at Park Jr. High. We are expecting huge audiences and the show is fantastic! 114 kids have been cast in total. Special thanks to the entire Park District staff for helping accommodate all the traffic inside the building preparing for Shrek, ticket sales, etc. and to Martin and staff for picking up half of our set in New Lenox.
- AIS ads continue to be designed and updated electronically.
- Updated and maintained all programs, events, and requests on La Grange Rd. lighted sign.
- Pictures continue to be taken, uploaded, and maintained of all programs and events through the Park District.
- Bulletin board outside of Resource Room continues to be updated with all of our press clippings and community news. The Doings did a really nice article on Shrek this past week.

To: Aleks Briedis

From: Peggy Ronovsky
Office Manager

Ref: Board Report December 2015

- Monthly financial work was completed. Payroll was processed for November and payables were processed for the December meeting.
- Daily registrations and daily computer entries were completed. Bank deposits were processed as needed.
- Monthly deposits were processed; Ready Teddy Preschool tuition and flex scheduling fees, program registrations.
- Winter/Spring registration was opened up to all La Grange Park residents on Friday, December 4th. Non-residents will be able to start registering for programs starting Friday, December 11th.
- I attended the SPRA (musical) showcase and the Risk Management Institute (PDRMA) meetings.
- My office staff, along with Aleks, viewed three online software presentations. After ruling out one company, we will review in more detail the other two remaining companies and pick the best company that will meet our district's needs.
- The park district received its new copier machine. We were also trained on some of the new features it has.
- I made up a program and rental schedule for our staff. In case of snow fall during those programs/rentals, our staff will be prepared to remove the snow when needed.
- We are renting a credit card swiping machine to assist with our ticket sales for the play Shrek.
- Staff will be assisting at the weekends festivities. They include the Holiday In The Park and Shrek Jr, The Musical. Join us for one or both events.

Date: December 8, 2015

To: Aleks Briedis, Executive Director

From: Megan Jadron, Safety Coordinator

December Board Report 2015



Inspections:

All playgrounds are being inspected on a regular basis. All playgrounds are in good condition. Snow hills will be inspected as season progresses.

Building inspections have been conducted for the month of November. Fire Extinguishers and AED has been checked as well. Inspections for December will be conducted in the next two weeks.

Other:

As an ongoing process, I am checking certificates of insurance for any independent contractors that we use for various jobs throughout the district. I am compiling all contractors and their expiration dates into a central database for easy access for all employees.

The PDRMA Review Process is now complete. We have received the final score of 96.53%. We have maintained accreditation with PDRMA. It was a job well done by all!

I have taken inventory of all first aid supplies and replenished all necessary items for preschool classrooms and winter programs.

I attended the PDRMA Risk Management Institute on November 20th at the Tinley Park Convention Center.

I plan to attend the annual IPRA conference on January 29th.

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Prev YTD	Prev % Budget
Revenues						
Corporate Fund Taxes	\$ 2,630.49	\$ 207,439.15	\$ 506,340.00	40.97	\$ 202,372.64	45.04
Replacement Taxes	0.00	10,067.60	15,000.00	67.12	8,915.99	61.49
Interest Earned-Corp.	35.55	265.66	400.00	66.42	295.91	59.18
Other Income - Corpor	18.50	2,684.18	2,000.00	134.21	25.85	1.72
	<u>2,684.54</u>	<u>220,456.59</u>	<u>523,740.00</u>		<u>211,610.39</u>	
Total Revenues	2,684.54	220,456.59	523,740.00	42.09	211,610.39	45.43
Expenses						
Full Time Wages-Adm	16,381.04	118,594.55	213,554.00	55.53	141,434.96	64.20
Part Time Wages	2,896.83	36,789.08	51,425.00	71.54	39,963.19	76.12
Wages - Program Lead	0.00	96.00	0.00	0.00	0.00	0.00
Legal Publications	0.00	599.40	1,100.00	54.49	440.00	68.75
Postage Stamps	0.00	1,393.74	2,000.00	69.69	1,498.76	74.94
Public Relations	0.00	217.73	1,500.00	14.52	775.44	45.61
Telephones	786.53	3,332.73	7,344.00	45.38	3,912.58	55.03
Association Dues	0.00	700.00	5,400.00	12.96	135.00	2.65
Professional Developm	70.00	1,611.00	4,390.00	36.70	561.80	20.43
Subscriptions	0.00	663.00	950.00	69.79	142.50	28.50
Mileage Reimburseme	250.00	1,750.00	3,000.00	58.33	0.00	0.00
Park Board Expense	305.00	1,272.71	5,200.00	24.48	4,762.17	66.60
Computer Services	335.70	2,778.46	8,300.00	33.48	3,982.04	65.82
Security Services	0.00	8,283.46	12,750.00	64.97	6,043.46	90.47
Health Insurance Admi	12,412.28	26,419.07	53,063.85	49.79	28,786.43	42.37
Professional Services	1,075.00	7,981.00	16,000.00	49.88	7,440.00	47.69
Office Machine Contra	79.90	6,513.22	7,175.00	90.78	4,846.92	74.57
Refuse Disposals	444.15	3,506.80	4,500.00	77.93	2,526.33	60.15
Portable Toilets	800.00	4,635.00	4,020.00	115.30	3,487.50	101.09
Trade Services	2,282.14	15,015.07	29,200.00	51.42	19,657.71	79.43
Utilites - Natural Gas	25.33	355.85	2,600.00	13.69	422.63	22.84
Utilities - Electricity	1,050.63	3,513.75	14,600.00	24.07	6,680.12	48.20
Utilities - Water	0.00	0.00	1,000.00	0.00	0.00	0.00
Bank Fees	0.00	278.80	500.00	55.76	384.92	96.23
Supplies	1,970.06	24,195.80	28,500.00	84.90	14,797.59	51.38
Equipment	160.00	1,286.45	5,200.00	24.74	2,063.43	43.90
Repair Parts	0.00	877.93	5,500.00	15.96	2,774.98	45.49
Awards & Remembran	0.00	0.00	450.00	0.00	0.00	0.00
Staff Uniforms	1,831.00	1,948.00	2,100.00	92.76	0.00	0.00
Separation Pay	0.00	0.00	64,255.87	0.00	0.00	0.00
Other Expenses	0.00	285.80	2,100.00	13.61	215.82	86.33
	<u>43,155.59</u>	<u>274,894.40</u>	<u>557,677.72</u>		<u>297,736.28</u>	
Total Expenses	43,155.59	274,894.40	557,677.72	49.29	297,736.28	60.33
Net Income	\$ <u>(40,471.05)</u>	\$ <u>(54,437.81)</u>	\$ <u>(33,937.72)</u>	160.41	\$ <u>(86,125.89)</u>	311.02

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Recreation Fund Taxes	\$ 170.92	\$ 14,056.78	\$ 32,788.00	42.87	\$ 52,564.32	50.37
Interest Earned - Rec.	11.69	94.98	10.00	949.80	49.54	70.77
Programs Fees - Gener	22,920.05	298,356.02	549,500.00	54.30	300,838.37	61.69
Donations & Sponsors	0.00	5,516.00	7,000.00	78.80	0.00	0.00
Other Income - Recreat	0.00	0.00	100.00	0.00	0.00	0.00
	<u>23,102.66</u>	<u>318,023.78</u>	<u>589,398.00</u>		<u>353,452.23</u>	
Total Revenues	23,102.66	318,023.78	589,398.00	53.96	353,452.23	59.18
Expenses						
Full Time Wages-Rec	15,136.26	116,470.11	196,741.06	59.20	75,630.75	46.19
Part Time Wages-Prog	7,570.21	57,366.03	84,112.00	68.20	8,843.11	72.43
Wages - Program Lead	5,464.63	27,255.10	89,788.00	30.35	84,745.88	56.40
Program Marketing	0.00	1,653.18	2,300.00	71.88	351.34	16.42
Telephones	98.00	703.98	1,270.00	55.43	695.62	57.49
Association Dues	0.00	259.00	488.00	53.07	90.00	22.50
Professional Developm	0.00	745.10	3,000.00	24.84	425.00	30.36
Mileage	169.50	169.50	400.00	42.38	432.44	91.04
Security Services	1,304.58	3,900.29	5,600.00	69.65	3,873.40	74.49
Health Insurance Rec.	12,483.54	24,274.27	50,930.82	47.66	21,630.60	48.25
Refuse Disposals	270.47	2,086.64	3,600.00	57.96	2,021.80	56.47
Trade Services	320.00	3,219.00	4,500.00	71.53	405.00	10.13
Utilites - Natural Gas	53.96	414.53	3,300.00	12.56	320.38	10.01
Utilities - Electricity	139.98	7,913.70	12,200.00	64.87	6,266.39	56.97
Utilities - Water	0.00	478.53	1,200.00	39.88	449.82	32.48
Program Contractual S	21,244.60	74,544.84	124,335.00	59.95	76,014.31	61.75
Credit Card Fees	657.86	3,588.66	5,465.00	65.67	3,469.82	0.00
Brochure Printing	1,047.18	11,228.41	15,820.00	70.98	12,798.52	79.99
Co-op Fees	15.00	10,106.82	15,100.00	66.93	6,983.04	49.35
Bank Fees	40.50	307.30	0.00	0.00	378.35	0.00
Supplies	3,365.06	35,395.78	40,800.00	86.75	28,015.18	83.11
Equipment	97.95	1,774.67	5,300.00	33.48	1,810.70	58.69
Repair Parts	0.00	0.00	1,000.00	0.00	15.96	2.13
Other Expenses	207.01	1,079.51	230.00	469.35	178.92	31.39
	<u>69,686.29</u>	<u>384,934.95</u>	<u>667,479.88</u>		<u>335,846.33</u>	
Total Expenses	69,686.29	384,934.95	667,479.88	57.67	335,846.33	56.30
Net Income	\$ <u>(46,583.63)</u>	\$ <u>(66,911.17)</u>	\$ <u>(78,081.88)</u>	85.69	\$ <u>17,605.90</u>	2,363.21

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015
ILLINOIS MUNICIPAL RETIREMENT FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-IMRF	\$ 534.37	\$ 41,903.49	\$ 103,047.00	40.66	\$ 24,968.04	35.90
Interest IMRF	<u>1.17</u>	<u>5.87</u>	<u>1.00</u>	587.00	<u>(0.08)</u>	(8.00)
Total Revenues	<u>535.54</u>	<u>41,909.36</u>	<u>103,048.00</u>	40.67	<u>24,967.96</u>	35.90
Expenses						
IMRF Contribution	<u>3,983.82</u>	<u>27,702.93</u>	<u>51,594.98</u>	53.69	<u>29,956.22</u>	53.94
Total Expenses	<u>3,983.82</u>	<u>27,702.93</u>	<u>51,594.98</u>	53.69	<u>29,956.22</u>	53.94
Net Income	\$ <u><u>(3,448.28)</u></u>	\$ <u><u>14,206.43</u></u>	\$ <u><u>51,453.02</u></u>	27.61	\$ <u><u>(4,988.26)</u></u>	(35.62)

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

SOCIAL SECURITY FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes FICA	\$ 293.27	\$ 23,104.80	\$ 56,208.00	41.11	\$ 21,025.72	44.35
Interest-FICA	<u>0.24</u>	<u>1.88</u>	<u>1.00</u>	188.00	<u>0.92</u>	46.00
Total Revenues	<u>293.51</u>	<u>23,106.68</u>	<u>56,209.00</u>	41.11	<u>21,026.64</u>	44.35
Expenses						
FICA-Employer Contri	<u>3,696.03</u>	<u>27,791.90</u>	<u>49,543.57</u>	56.10	<u>27,483.17</u>	57.23
Total Expenses	<u>3,696.03</u>	<u>27,791.90</u>	<u>49,543.57</u>	56.10	<u>27,483.17</u>	57.23
Net Income	\$ <u><u>(3,402.52)</u></u>	\$ <u><u>(4,685.22)</u></u>	\$ <u><u>6,665.43</u></u>	(70.29)	\$ <u><u>(6,456.53)</u></u>	1,053.27

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

AUDIT FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes Audit	\$ 46.78	\$ 3,687.50	\$ 8,993.00	41.00	\$ 3,504.30	44.36
Interest Audit	0.04	0.89	1.00	89.00	0.15	15.00
	<u> </u>	<u> </u>	<u> </u>		<u> </u>	
Total Revenues	<u>46.82</u>	<u>3,688.39</u>	<u>8,994.00</u>	41.01	<u>3,504.45</u>	44.35
Expenses						
Professional Service-A	0.00	7,950.00	7,725.00	102.91	7,725.00	100.00
	<u> </u>	<u> </u>	<u> </u>		<u> </u>	
Total Expenses	<u>0.00</u>	<u>7,950.00</u>	<u>7,725.00</u>	102.91	<u>7,725.00</u>	100.00
Net Income	\$ <u>46.82</u>	\$ <u>(4,261.61)</u>	\$ <u>1,269.00</u>	(335.82)	\$ <u>(4,220.55)</u>	(2,398.04)

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

LIABILITY INSURANCE FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-PDRM	\$ 224.90	\$ 17,739.09	\$ 43,280.00	40.99	\$ 17,521.45	44.35
Interest-PDRMA	0.22	1.19	1.00	119.00	0.60	6.00
	<u>225.12</u>	<u>17,740.28</u>	<u>43,281.00</u>		<u>17,522.05</u>	
Total Revenues	<u>225.12</u>	<u>17,740.28</u>	<u>43,281.00</u>	40.99	<u>17,522.05</u>	44.34
Expenses						
PDRMA Workshops	0.00	0.00	325.00	0.00	30.00	9.23
Professional Services,	0.00	2,858.11	6,695.00	42.69	69.44	1.29
Trade Services	0.00	0.00	1,000.00	0.00	993.00	39.72
Security Reference Ch	74.00	129.50	0.00	0.00	0.00	0.00
PDRMA Premium	0.00	12,212.64	23,000.00	53.10	11,386.08	48.45
Safety Supplies	0.00	646.74	1,500.00	43.12	652.22	65.22
	<u>74.00</u>	<u>15,846.99</u>	<u>32,520.00</u>		<u>13,130.74</u>	
Total Expenses	<u>74.00</u>	<u>15,846.99</u>	<u>32,520.00</u>	48.73	<u>13,130.74</u>	39.82
Net Income	\$ <u>151.12</u>	\$ <u>1,893.29</u>	\$ <u>10,761.00</u>	17.59	\$ <u>4,391.31</u>	67.09

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

SEASPAR

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-SEAS	\$ 161.49	\$ 13,131.14	\$ 26,043.00	50.42	\$ 39,423.24	42.28
Interest-SEASPAR	1.98	18.60	20.00	93.00	9.56	47.80
	<u>163.47</u>	<u>13,149.74</u>	<u>26,063.00</u>	50.45	<u>39,432.80</u>	42.28
Total Revenues	<u>163.47</u>	<u>13,149.74</u>	<u>26,063.00</u>	50.45	<u>39,432.80</u>	42.28
Expenses						
Full Time Wages-Boar	826.58	5,879.35	10,758.34	54.65	6,670.90	55.93
ADA Portable Restroo	0.00	0.00	4,000.00	0.00	0.00	0.00
ADA Assesibility	0.00	0.00	40,000.00	0.00	0.00	0.00
Special Rec-Instrutors	0.00	815.18	5,000.00	16.30	1,535.40	118.11
SEASPAR Contributio	0.00	28,735.50	60,805.00	47.26	34,590.50	56.85
Other Expense-Seaspar	0.00	0.00	0.00	0.00	20.00	0.00
	<u>826.58</u>	<u>35,430.03</u>	<u>120,563.34</u>	29.39	<u>42,816.80</u>	37.54
Total Expenses	<u>826.58</u>	<u>35,430.03</u>	<u>120,563.34</u>	29.39	<u>42,816.80</u>	37.54
Net Income	\$ (663.11)	\$ (22,280.29)	\$ (94,500.34)	23.58	\$ (3,384.00)	16.27

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

BOND & INTEREST FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-Bond&	\$ 1,438.15	\$ 113,349.01	\$ 243,300.00	46.59	\$ 106,355.13	43.71
Interest- Bond&Interes	8.58	54.71	25.00	218.84	15.48	0.00
	<u>1,446.73</u>	<u>113,403.72</u>	<u>243,325.00</u>	46.61	<u>106,370.61</u>	43.72
Total Revenues						
Expenses						
Bonds & Interest-Profe	0.00	250.00	250.00	100.00	250.00	83.33
Bond Principal	170,000.00	170,000.00	170,000.00	100.00	0.00	0.00
Bond Interest	36,425.00	72,850.00	72,850.00	100.00	38,900.00	49.87
	<u>206,425.00</u>	<u>243,100.00</u>	<u>243,100.00</u>	100.00	<u>39,150.00</u>	16.09
Total Expenses						
Net Income	\$ <u>(204,978.27)</u>	\$ <u>(129,696.28)</u>	\$ <u>225.00</u>	(57,642.7	\$ <u>67,220.61</u>	0.00

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015
CAPITAL PROJECT FUND #10

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned-Fund#	\$ 26.69	\$ 199.74	\$ 250.00	79.90	\$ 154.35	30.87
Fund Transfer In	0.00	0.00	39,000.00	0.00	0.00	0.00
Donation & Grants-#1	0.00	0.00	493,214.00	0.00	4,314.00	1.07
Veterans Memorial Fu	0.00	0.00	0.00	0.00	7,090.00	709.00
	<u>26.69</u>	<u>199.74</u>	<u>532,464.00</u>	<u>0.04</u>	<u>11,558.35</u>	<u>2.18</u>
Total Revenues	<u>26.69</u>	<u>199.74</u>	<u>532,464.00</u>	<u>0.04</u>	<u>11,558.35</u>	<u>2.18</u>
Expenses						
Wages-Part Tme-Cap	0.00	0.00	0.00	0.00	1,965.36	393.07
Professional Services	0.00	492.00	50,500.00	0.97	58,249.89	68.06
Trade Services- Cap Pr	0.00	8,558.10	1,001,783.0	0.85	114,365.29	12.55
Supplies-Cap Proj	0.00	0.00	0.00	0.00	13,734.56	65.40
Equipment-Cap Projec	0.00	4,026.51	3,000.00	134.22	25,520.87	70.50
	<u>0.00</u>	<u>13,076.61</u>	<u>1,055,283.0</u>	<u>1.24</u>	<u>213,835.97</u>	<u>20.21</u>
Total Expenses	<u>0.00</u>	<u>13,076.61</u>	<u>1,055,283.0</u>	<u>1.24</u>	<u>213,835.97</u>	<u>20.21</u>
Net Income	\$ <u>26.69</u>	\$ <u>(12,876.87)</u>	\$ <u>(522,819.00)</u>	2.46	\$ <u>(202,277.62)</u>	38.37

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015
MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	Year to Dat Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned- Fund	\$ 0.06	\$ 0.34	\$ 1.00	34.00	\$ 0.00	0.00
VMF Donations	<u>200.00</u>	<u>5,548.00</u>	<u>2,000.00</u>	277.40	<u>0.00</u>	0.00
Total Revenues	<u>200.06</u>	<u>5,548.34</u>	<u>2,001.00</u>	277.28	<u>0.00</u>	0.00
Expenses						
Wages-Part Tme-Mem	38.19	676.76	700.00	96.68	0.00	0.00
Supplies-Memorial Pro	<u>0.00</u>	<u>3,424.92</u>	<u>1,000.00</u>	342.49	<u>0.00</u>	0.00
Total Expenses	<u>38.19</u>	<u>4,101.68</u>	<u>1,700.00</u>	241.28	<u>0.00</u>	0.00
Net Income	\$ <u><u>161.87</u></u>	\$ <u><u>1,446.66</u></u>	\$ <u><u>301.00</u></u>	480.62	\$ <u><u>0.00</u></u>	0.00

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

		Current Month Actual	Year to Date Actual	Budget	%	Prev % Budget
Revenues						
01-401	Corporate Fund Taxes	\$ 2,630.49	\$ 207,439.15	\$ 506,340.00	40.97	45.04
01-402	Replacement Taxes	0.00	10,067.60	15,000.00	67.12	61.49
01-403	Interest Earned-Corp. Fun	35.55	265.66	400.00	66.42	59.18
01-490	Other Income - Corporate	18.50	2,684.18	2,000.00	134.21	1.72
02-401	Recreation Fund Taxes	170.92	14,056.78	32,788.00	42.87	50.37
02-403	Interest Earned - Rec. Fu	11.69	94.98	10.00	949.80	70.77
02-405	Programs Fees - General	22,920.05	298,356.02	549,500.00	54.30	61.69
02-408	Donations & Sponsorship	0.00	5,516.00	7,000.00	78.80	0.00
02-490	Other Income - Recreatio	0.00	0.00	100.00	0.00	0.00
03-401	Property Taxes-IMRF	534.37	41,903.49	103,047.00	40.66	35.90
03-403	Interest IMRF	1.17	5.87	1.00	587.00	(8.00)
04-401	Property Taxes FICA	293.27	23,104.80	56,208.00	41.11	44.35
04-403	Interest-FICA	0.24	1.88	1.00	188.00	46.00
05-401	Property Taxes Audit	46.78	3,687.50	8,993.00	41.00	44.36
05-403	Interest Audit	0.04	0.89	1.00	89.00	15.00
06-401	Property Taxes-PDRMA	224.90	17,739.09	43,280.00	40.99	44.35
06-403	Interest-PDRMA	0.22	1.19	1.00	119.00	6.00
08-401	Property Taxes-SEASPA	161.49	13,131.14	26,043.00	50.42	42.28
08-403	Interest-SEASPAR	1.98	18.60	20.00	93.00	47.80
09-401	Property Taxes-Bond& In	1,438.15	113,349.01	243,300.00	46.59	43.71
09-403	Interest- Bond&Interest	8.58	54.71	25.00	218.84	0.00
10-403	Interest Earned-Fund#10	26.69	199.74	250.00	79.90	30.87
10-407	Fund Transfer In	0.00	0.00	39,000.00	0.00	0.00
10-408	Donation & Grants-#10	0.00	0.00	493,214.00	0.00	1.07
10-409	Veterans Memorial Fund	0.00	0.00	0.00	0.00	709.00
11-403	Interest Earned- Fund #11	0.06	0.34	1.00	34.00	0.00
11-408	VMF Donations	200.00	5,548.00	2,000.00	277.40	0.00
	Total Revenues	<u>28,725.14</u>	<u>757,226.62</u>	<u>2,128,523.00</u>	35.58	37.69
Expenses						
01-501	Full Time Wages-Admin	16,381.04	118,594.55	213,554.00	55.53	64.20
01-505	Part Time Wages	2,896.83	36,789.08	51,425.00	71.54	76.12
01-511	Wages - Program Leaders	0.00	96.00	0.00	0.00	0.00
01-601	Legal Publications	0.00	599.40	1,100.00	54.49	68.75
01-603	Postage Stamps	0.00	1,393.74	2,000.00	69.69	74.94
01-604	Public Relations	0.00	217.73	1,500.00	14.52	45.61
01-606	Telephones	786.53	3,332.73	7,344.00	45.38	55.03
01-607	Association Dues	0.00	700.00	5,400.00	12.96	2.65
01-608	Professional Developmen	70.00	1,611.00	4,390.00	36.70	20.43
01-610	Subscriptions	0.00	663.00	950.00	69.79	28.50
01-612	Mileage Reimbursement	250.00	1,750.00	3,000.00	58.33	0.00
01-701	Park Board Expense	305.00	1,272.71	5,200.00	24.48	66.60
01-702	Computer Services	335.70	2,778.46	8,300.00	33.48	65.82
01-703	Security Services	0.00	8,283.46	12,750.00	64.97	90.47
01-704	Health Insurance Admin.	12,412.28	26,419.07	53,063.85	49.79	42.37
01-705	Professional Services	1,075.00	7,981.00	16,000.00	49.88	47.69

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

		Current Month	Year to Date		%	Prev %
		Actual	Actual	Budget		Budget
01-706	Office Machine Contracts	79.90	6,513.22	7,175.00	90.78	74.57
01-707	Refuse Disposals	444.15	3,506.80	4,500.00	77.93	60.15
01-708	Portable Toilets	800.00	4,635.00	4,020.00	115.30	101.09
01-709	Trade Services	2,282.14	15,015.07	29,200.00	51.42	79.43
01-710	Utilites - Natural Gas	25.33	355.85	2,600.00	13.69	22.84
01-711	Utilities - Electricity	1,050.63	3,513.75	14,600.00	24.07	48.20
01-712	Utilities - Water	0.00	0.00	1,000.00	0.00	0.00
01-723	Bank Fees	0.00	278.80	500.00	55.76	96.23
01-801	Supplies	1,970.06	24,195.80	28,500.00	84.90	51.38
01-802	Equipment	160.00	1,286.45	5,200.00	24.74	43.90
01-804	Repair Parts	0.00	877.93	5,500.00	15.96	45.49
01-805	Awards & Remembrance	0.00	0.00	450.00	0.00	0.00
01-809	Staff Uniforms	1,831.00	1,948.00	2,100.00	92.76	0.00
01-900	Separation Pay	0.00	0.00	64,255.87	0.00	0.00
01-901	Other Expenses	0.00	285.80	2,100.00	13.61	86.33
02-501	Full Time Wages-Rec	15,136.26	116,470.11	196,741.06	59.20	46.19
02-505	Part Time Wages-Prog A	7,570.21	57,366.03	84,112.00	68.20	72.43
02-511	Wages - Program Leaders	5,464.63	27,255.10	89,788.00	30.35	56.40
02-604	Program Marketing	0.00	1,653.18	2,300.00	71.88	16.42
02-606	Telephones	98.00	703.98	1,270.00	55.43	57.49
02-607	Association Dues	0.00	259.00	488.00	53.07	22.50
02-608	Professional Developmen	0.00	745.10	3,000.00	24.84	30.36
02-612	Mileage	169.50	169.50	400.00	42.38	91.04
02-703	Security Services	1,304.58	3,900.29	5,600.00	69.65	74.49
02-704	Health Insurance Rec.	12,483.54	24,274.27	50,930.82	47.66	48.25
02-707	Refuse Disposals	270.47	2,086.64	3,600.00	57.96	56.47
02-709	Trade Services	320.00	3,219.00	4,500.00	71.53	10.13
02-710	Utilites - Natural Gas	53.96	414.53	3,300.00	12.56	10.01
02-711	Utilities - Electricity	139.98	7,913.70	12,200.00	64.87	56.97
02-712	Utilities - Water	0.00	478.53	1,200.00	39.88	32.48
02-717	Program Contractual Serv	21,244.60	74,544.84	124,335.00	59.95	61.75
02-718	Credit Card Fees	657.86	3,588.66	5,465.00	65.67	0.00
02-720	Brochure Printing	1,047.18	11,228.41	15,820.00	70.98	79.99
02-722	Co-op Fees	15.00	10,106.82	15,100.00	66.93	49.35
02-723	Bank Fees	40.50	307.30	0.00	0.00	0.00
02-801	Supplies	3,365.06	35,395.78	40,800.00	86.75	83.11
02-802	Equipment	97.95	1,774.67	5,300.00	33.48	58.69
02-804	Repair Parts	0.00	0.00	1,000.00	0.00	2.13
02-901	Other Expenses	207.01	1,079.51	230.00	469.35	31.39
03-630	IMRF Contribution	3,983.82	27,702.93	51,594.98	53.69	53.94
04-640	FICA-Employer Contribu	3,696.03	27,791.90	49,543.57	56.10	57.23
05-705	Professional Service-Aud	0.00	7,950.00	7,725.00	102.91	100.00
06-608	PDRMA Workshops	0.00	0.00	325.00	0.00	9.23
06-705	Professional Services, Saf	0.00	2,858.11	6,695.00	42.69	1.29
06-709	Trade Services	0.00	0.00	1,000.00	0.00	39.72
06-717	Security Reference Check	74.00	129.50	0.00	0.00	0.00
06-760	PDRMA Premium	0.00	12,212.64	23,000.00	53.10	48.45
06-801	Safety Supplies	0.00	646.74	1,500.00	43.12	65.22
08-501	Full Time Wages-Board	826.58	5,879.35	10,758.34	54.65	55.93

Community Pk District LaGrange Pk
Income Statement
For the Seven Months Ending November 30, 2015

		Current Month	Year to Date		%	Prev %
		Actual	Actual	Budget		Budget
08-708	ADA Portable Restrooms	0.00	0.00	4,000.00	0.00	0.00
08-709	ADA Assesibility	0.00	0.00	40,000.00	0.00	0.00
08-717	Special Rec-Instrutors	0.00	815.18	5,000.00	16.30	118.11
08-780	SEASPAR Contribution	0.00	28,735.50	60,805.00	47.26	56.85
09-705	Bonds & Interest-Profess	0.00	250.00	250.00	100.00	83.33
09-790	Bond Principal	170,000.00	170,000.00	170,000.00	100.00	0.00
09-791	Bond Interest	36,425.00	72,850.00	72,850.00	100.00	49.87
10-505	Wages-Part Tme-Cap Fu	0.00	0.00	0.00	0.00	393.07
10-705	Professional Services	0.00	492.00	50,500.00	0.97	68.06
10-709	Trade Services- Cap Proj	0.00	8,558.10	1,001,783.00	0.85	12.55
10-801	Supplies-Cap Proj	0.00	0.00	0.00	0.00	65.40
10-802	Equipment-Cap Project	0.00	4,026.51	3,000.00	134.22	70.50
11-505	Wages-Part Tme-Memori	38.19	676.76	700.00	96.68	0.00
11-801	Supplies-Memorial Proj	0.00	3,424.92	1,000.00	342.49	0.00
		<u>327,885.50</u>	<u>1,034,829.49</u>	<u>2,787,187.49</u>		
	Total Expenses	<u>327,885.50</u>	<u>1,034,829.49</u>	<u>2,787,187.49</u>	37.13	38.03
	Net Income	\$ <u>(299,160.36)</u>	\$ <u>(277,602.87)</u>	\$ <u>(658,664.49)</u>	42.15	39.33

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Nov 30, 2015 to Nov 30, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
11/30/15	01-228 Aflac-Medical Cash Basis	DECEMBER	PREMIUM	224.40	
			AFLAC	-224.40	
11/30/15	01-228 Aflac-Medical Cash Basis	NOVEMBE	PREMIUM	336.60	
			AFLAC	-336.60	
11/30/15	02-709 Trade Services Cash Basis	PM13181178	ANNUAL MAINTENANCE INSPECTION	495.00	BRC
			ARRIGO ENTERPRISES, INC.	-495.00	
11/30/15	01-606 Telephones Cash Basis	1780-12-201	USAGE AT SIGN	31.62	OFF
			AT&T	-31.62	
11/30/15	01-606 Telephones Cash Basis	4580-12-201	USAGE AT OFFICE	426.30	OFF
			AT&T	-426.30	
11/30/15	01-606 Telephones Cash Basis	4584-12-201	USAGE AT MAINTENANCE FACILITY	48.83	OFF
			AT&T	-48.83	
11/30/15	02-801 Supplies Cash Basis	12-14-2015	SUPPLIES FOR SPANISH CLASS	36.44	PAT
			JANE BOWER	-36.44	
11/30/15	01-612 Mileage Reimbursement Cash Basis	040123	AUTO ALLOWANCE - SEPTEMBER 2015	250.00	ADM
			ALEKSANDRS BRIEDIS	-250.00	
11/30/15	01-705 Professional Services Cash Basis	28520	ADDITIONAL FEES	45.00	ADM
			BROOKS/TARULIS & TIBBLE, LLC	-45.00	
11/30/15	01-705 Professional Services Cash Basis	28521	MONTHLY FEE	150.00	ADM
			BROOKS/TARULIS & TIBBLE, LLC	-150.00	
11/30/15	02-612 Mileage Cash Basis	12-2015	MILEAGE REIMBURSEMENT	102.93	PAD
			DEAN CARRARA	-102.93	
11/30/15	01-801 Supplies Cash Basis	12-2015	FUEL	193.25	VEH
			WEX BANK	-193.25	
11/30/15	01-711 Utilities - Electricity Cash Basis	0000-12-201	USAGE AT MEMORIAL PARK	340.56	PKS
			COM-ED	-340.56	
11/30/15	01-711 Utilities - Electricity Cash Basis	3000-12-201	USAGE AT LAGRANGE ROAD AND OAK	20.35	PKS
			COM-ED	-20.35	
11/30/15	01-711 Utilities - Electricity Cash Basis	3011-12-201	USAGE AT BEACH OAK PARK	38.52	PKS
			COM-ED	-38.52	
11/30/15	02-711	5008-12-201	USAGE AT REC CENTER	964.33	BRC

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Nov 30, 2015 to Nov 30, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	Utilities - Electricity Cash Basis		COM-ED	-964.33	
11/30/15	01-711 Utilities - Electricity Cash Basis	6006-12-201	USAGE AT YENA PARK COM-ED	39.37 -39.37	PKS
11/30/15	01-711 Utilities - Electricity Cash Basis	7005-12-201	USAGE AT HANESWORTH PARK COM-ED	450.66 -450.66	PKS
11/30/15	01-711 Utilities - Electricity Cash Basis	7017-12-201	USAGE AT WOODLAWN AND LAGRANGE ROAD COM-ED	39.68 -39.68	PKS
11/30/15	01-711 Utilities - Electricity Cash Basis	9007-12-201	USAGE AT MAINTENANCE GARAGE COM-ED	144.46 -144.46	BPK
11/30/15	02-720 Brochure Printing Cash Basis	12-2015	BROCHURE WORK COYNE CREATIVE INC.	1,320.00 -1,320.00	PAD
11/30/15	01-608 Professional Development Cash Basis	111	HOLIDAY LUNCHEON SUPPLY FEE CRAVIN QUE	513.50 -513.50	ADM
11/30/15	02-717 Program Contractual Service Cash Basis	14965	GENERAL MAINTENANCE FISH TANK CRYSTAL CLEAN AQUARIUM MAINT.	45.00 -45.00	PRT
11/30/15	02-717 Program Contractual Service Cash Basis	120-3-2015	TABLE TENNIS CLASSES ENGLEBERT SOLIS	162.00 -162.00	PSC
11/30/15	02-801 Supplies Cash Basis	12-2015	SHREK PROPS MATT GARRITY	337.74 -337.74	PTT
11/30/15	01-709 Trade Services Cash Basis	35435	VEHICLE REPAIRS AND MAINTENANCE HAROLD'S AUTO SERVICE	95.75 -95.75	VEH
11/30/15	02-717 Program Contractual Service Cash Basis	12-2015	FILMING 2 PRESCHOOL EVENTS JACOB HRYNIEWICZ	220.00 -220.00	PRT
11/30/15	02-717 Program Contractual Service Cash Basis	12-2015	MR. AND MRS. CLAUS PAUL MARGOLIS	350.00 -350.00	PRT
11/30/15	01-809 Staff Uniforms Cash Basis	12-7-2015	SHIRTS FOR STAFF AND VOLUNTEER IDENTITY SPORTSWEAR	307.50 -307.50	ADM
11/30/15	02-801 Supplies Cash Basis	425787	SHIRTS FOR SHREK JR. IDENTITY SPORTSWEAR	824.11 -824.11	PTT
11/30/15	11-801 Supplies-Memorial Proj	15-112	BUSINESS CARDS, ZWIT	55.00	VMF

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Purchase Journal
For the Period From Nov 30, 2015 to Nov 30, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	Cash Basis		SHARON JOHNS	-55.00	
11/30/15	02-801 Supplies Cash Basis	12-14-2015	COSTUMES SUPPLIES	373.89	PTT
			ZENIA KZRCZEWSKI	-373.89	
11/30/15	02-717 Program Contractual Service Cash Basis	11-20-2015	BADMINTON PROGRAM FEE	177.00	PSC
			KIDSFIRST	-177.00	
11/30/15	02-717 Program Contractual Service Cash Basis	11-20-2015-1	BASKETBALL PROGRAMS FEE	1,239.00	PSC
			KIDSFIRST	-1,239.00	
11/30/15	02-717 Program Contractual Service Cash Basis	11-20-2015-2	BASEBALL PROGRAMS	1,180.00	PSC
			KIDSFIRST	-1,180.00	
11/30/15	02-717 Program Contractual Service Cash Basis	11-30-2015-3	CHEERLEADING PROGRAM FEE	295.00	PSC
			KIDSFIRST	-295.00	
11/30/15	02-717 Program Contractual Service Cash Basis	11-30-2015-5	TRACK AND FIELD	413.00	PSC
			KIDSFIRST	-413.00	
11/30/15	01-801 Supplies	12-2015	SHOP SUPPLIES	48.87	PKS
	01-801 Supplies		LAWN CARE SUPPLIES	49.50	PKS
	02-801 Supplies		SHREK SUPPLIES	34.19	PTT
	01-801 Supplies		LOCKS	76.16	PKS
	01-801 Supplies		ELECTRIC TAPE	5.39	PKS
	01-801 Supplies		BATTERIES	2.24	PKS
	Cash Basis		LAGRANGE PARK ACE HARDWARE	-216.35	
11/30/15	02-717 Program Contractual Service Cash Basis	LGPMA 15 1	SOCCER CAMP	720.00	PSC
			LYONS TOWNSHIP SOCCER CLUB	-720.00	
11/30/15	02-801 Supplies Cash Basis	12-2015	COSTUME SUPPLIES	54.07	PTT
			CARRIE ANNE MANNING	-54.07	
11/30/15	06-801 Safety Supplies Cash Basis	12-2015	SUPPLIES	77.60	ADM
			MEDCO SUPPLY COMPANY	-77.60	
11/30/15	01-801 Supplies Cash Basis	WO-100000	PLANNERS	18.19	OFF
			MYOFFICEPRODUCTS	-18.19	
11/30/15	01-801 Supplies Cash Basis	WO-100519	SUPPLIES FOR OFFICE	107.89	OFF
			MYOFFICEPRODUCTS	-107.89	
11/30/15	01-226 Life Insurance Withholding Cash Basis	12-2015	6 MONTHS	288.00	
			NCPERS-IL IMRF	-288.00	

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Nov 30, 2015 to Nov 30, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
11/30/15	02-801 Supplies Cash Basis	12-2015	SUPPLIES AND MAKE UP PURCHASED FOR THE PLAY NENA NEGOVANOVIC	211.88 -211.88	PTT
11/30/15	01-606 Telephones	12-2015	PARKS USAGE	148.42	PKS
	02-606 Telephones		PROGRAM USAGE	49.47	PAD
	02-606 Telephones		RECREATION USAGE	49.47	BRC
	Cash Basis		NEXTEL COMMUNICATIONS	-247.36	
11/30/15	01-710 Utilites - Natural Gas Cash Basis	00006-12-20	USAGE FOR MAINTENANCE FACILITY NICOR	59.25 -59.25	BPK
11/30/15	02-710 Utilites - Natural Gas Cash Basis	3463-7-12-20	USAGE FOR REC. CENTER NICOR	75.15 -75.15	BRC
11/30/15	01-702 Computer Services Cash Basis	3474	STORAGE NOVENTECH, INC.	144.00 -144.00	OFF
11/30/15	01-702 Computer Services Cash Basis	3486	GENERAL SUPPORT NOVENTECH, INC.	86.25 -86.25	OFF
11/30/15	01-702 Computer Services	3511	CLIENT PURCHASE	498.09	OFF
	01-702 Computer Services		SAME	107.32	OFF
	01-702 Computer Services		SAME	686.48	OFF
	Cash Basis		NOVENTECH, INC.	-1,291.89	
11/30/15	01-705 Professional Services Cash Basis	093083	MONTHLY ACCOUNTING NOVEMBER 2015 P.J. MESI & CO	925.00 -925.00	ADM
11/30/15	01-608 Professional Development	12-2015	CORPORATE RMI	50.00	ADM
	02-608 Professional Development		PROGRAMS	150.00	PAD
	01-608 Professional Development		PARKS	100.00	PKS
	01-608 Professional Development		OFFICE	50.00	OFF
	Cash Basis		PDRMA	-350.00	
11/30/15	01-603 Postage Stamps	AB 12-2015	OFFICE MAILING	5.58	OFF
	01-608 Professional Development		PROFESSIONAL DEVELOPMENT	70.28	ADM
	01-801 Supplies		SUPPLIES ADMIN	17.27	ADM
	Cash Basis		PETTY CASH	-93.13	
11/30/15	02-801 Supplies Cash Basis	DR 12-2015	PROGRAMS SUPPLIES PETTY CASH	75.00 -75.00	PTD
11/30/15	01-709	26349	LIGHT REPAIR AND REPLACE	1,070.40	PKS

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For the Period From Nov 30, 2015 to Nov 30, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	Trade Services Cash Basis		PINNER ELECTRIC, INC.	-1,070.40	
11/30/15	02-801 Supplies	12-2015	SUPPLIES FOR ARTS PROGRAMS	119.35	PAT
	02-801 Supplies		SUPPLIES FOR PRESCHOOL	180.43	PRT
	Cash Basis		PURCHASE ADVANTAGE CARD	-299.78	
11/30/15	02-801 Supplies	12-2015	SUPPLIES	55.96	PTT
	Cash Basis		QUILL CORPORATION	-55.96	
11/30/15	01-801 Supplies	12-2015-B	SUPPLIES	172.65	OFF
	Cash Basis		QUILL CORPORATION	-172.65	
11/30/15	01-801 Supplies	12-2015-C	SUPPLIES	12.64	OFF
	Cash Basis		QUILL CORPORATION	-12.64	
11/30/15	01-707 Refuse Disposals	3606 12-201	USAGE AT PARKS	444.69	PKS
	Cash Basis		REPUBLIC SERVICES	-444.69	
11/30/15	02-707 Refuse Disposals	3733-12-201	USAGE AT RECREATION CENTER	270.81	BRC
	Cash Basis		REPUBLIC SERVICES	-270.81	
11/30/15	01-701 Park Board Expense	12-2015	FOR NOVEMBER 2015 MEETING	60.00	ADM
	Cash Basis		LAURA RIZZO	-60.00	
11/30/15	02-612 Mileage	12-2015	MILEAGE	89.12	PAD
	Cash Basis		PEGGY RONOVSKY	-89.12	
11/30/15	02-801 Supplies	12-2015	SENIOR CLUB	49.57	PGC
	02-801 Supplies		FEAST PRESCHOOL	29.50	PRT
	02-801 Supplies		PROGRAMS	84.59	PAD
	Cash Basis		SAM'S CLUB	-163.66	
11/30/15	01-801 Supplies	159346	PARTS	169.00	PKS
	Cash Basis		SCOUT ELECTRIC SUPPLY CO.	-169.00	
11/30/15	01-709 Trade Services	702632	REPAIRS TO JOHN DEERE SKID STEER	1,254.32	PKS
	Cash Basis		SHOREWOOD HOME & AUTO	-1,254.32	
11/30/15	01-709 Trade Services	703020	JOHN DEERE REPAIRS ADDITIONAL	853.78	PKS
	Cash Basis		SHOREWOOD HOME & AUTO	-853.78	
11/30/15	01-705 Professional Services	29756	PROFESSIONAL SERVICES RENDERED	568.44	ADM
	Cash Basis		SLUTZKY & BLUMENTHAL	-568.44	
11/30/15	02-717	2049	PROGRAM FEE FOR INSTRUCTIONAL	2,065.00	PSC

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Nov 30, 2015 to Nov 30, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	Program Contractual Service Cash Basis		SPORTS R US	-2,065.00	
11/30/15	01-703 Security Services Cash Basis	12-2015	MAINTENANCE FACILITY 3 MONTHS	421.73	BPK
			TYCO INTEGRATED SECURITY LLC	-421.73	
11/30/15	02-801 Supplies Cash Basis	12-2015	SUPPLIES FOR SHREK	268.59	PTT
			ROBIN VEGA	-268.59	
11/30/15	02-717 Program Contractual Service Cash Basis	12-2015	CPR BILLING	150.00	PGC
			VILLAGE OF LAGRANGE PARK	-150.00	
11/30/15	02-712 Utilities - Water Cash Basis	12-2015-B	WATER FEE	193.20	BRC
			VILLAGE OF LAGRANGE PARK	-193.20	
11/30/15	01-704 Health Insurance Admin. Cash Basis	00565702	HEALTH FEE	184.68	OFF
			VILLAGE OF HINSDALE	-184.68	
11/30/15	02-801 Supplies 02-607 Association Dues Cash Basis	12-2015 DC	PAULS FOR SENIOR LUNCHOEN	132.00	PGC
			IAPD CONFERENCE	254.00	PAD
			VISA	-386.00	
11/30/15	02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-717 Program Contractual Service 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-801 Supplies 02-717 Program Contractual Service Cash Basis	12-2015-DG	PRESCHOOL CRAFTS	65.44	PRT
			FAMILY GIFT	72.49	PRT
			FAMILY NIGHT SUPPLIES	72.09	PRT
			ST. NICK NIGHT	103.83	PRT
			TEDDY TODDLER BEARS	83.95	PRT
			CREDIT TRIP	-50.00	PTR
			DECORATIONS	137.90	PRT
			CREDIT SUPPLIES	-45.66	PRT
			SUPPLIES FOR PRESCHOOL	94.51	PRT
			WINTER FAMILY NIGHT	35.00	PRT
			CRAFTS ST. NICK NIGHT	43.40	PRT
			SENIOR TRIP FEE	80.00	PTR
			VISA	-692.95	
11/30/15	02-801 Supplies 02-901 Other Expenses Cash Basis	12-2015-DR	SHREK PURCHASES	3,691.41	PTT
			STORAGE UNIT	207.00	PTT
			VISA	-3,898.41	
11/30/15	01-801 Supplies 01-801 Supplies 01-801 Supplies	12-2015-MH	LIGHTS PLUS	492.55	PKS
			SAME	586.56	PKS
			VEHICLE SUPPLY	147.10	VEH

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Nov 30, 2015 to Nov 30, 2015

Date	Account ID Account Description	Invoice/CM	Line Description	Trans Am	Job ID
	01-801 Supplies		LIGHTS	206.82	PKS
	01-802 Equipment		CHARGER	320.89	PKS
	01-802 Equipment		NEW TOILET SHOP	98.00	PKS
	01-801 Supplies		TOOL FEE	39.99	PKS
	01-801 Supplies		LIGHTS	82.94	PKS
	Cash Basis		VISA	-1,974.85	
11/30/15	02-801 Supplies	12-2015-PR	SANTA VISIT GIFTS	79.25	PSE
	Cash Basis		VISA	-79.25	
11/30/15	01-608 Professional Development	AB-12-2015	PROFESSIONAL DEVELOPMENT	80.71	ADM
	02-608 Professional Development		PROFESSIONAL DEVELOPMENT DG	89.00	PAD
	01-607 Association Dues		IPRA DUES	254.00	ADM
	01-608 Professional Development		NRPA CEU	60.00	ADM
	02-608 Professional Development		IAPD DR	289.00	PAD
	Cash Basis		VISA	-772.71	
11/30/15	02-720 Brochure Printing	39611	PRINTING FEE FOR W/S BROCHURE	3,082.00	PAD
	Cash Basis		WOODWARD PRINTING SERVICES	-3,082.00	
11/30/15	02-717 Program Contractual Service	1114	DRAWING FEE	180.00	PAC
	Cash Basis		YOUNG REMBRANDT'S	-180.00	
11/30/15	02-717 Program Contractual Service	12-2015	FEE	360.00	PFT
	Cash Basis		ANNA KRUEGER	-360.00	

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Check Register

For the Period From Nov 10, 2015 to Dec 14, 2015

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

Check #	Date	Payee	Cash Acc	Amount
17471	11/12/15	REFUND ACCOUNT	02-100	50.00
17472	11/12/15	REFUND ACCOUNT	02-100	99.00
17473	11/12/15	REFUND ACCOUNT	02-100	30.00
17474	11/12/15	REFUND ACCOUNT	02-100	109.00
17475	11/12/15	REFUND ACCOUNT	02-100	64.00
17476	11/12/15	REFUND ACCOUNT	02-100	109.00
17477	11/12/15	REFUND ACCOUNT	02-100	30.00
17478	11/12/15	REFUND ACCOUNT	02-100	76.00
17479	11/12/15	REFUND ACCOUNT	02-100	50.00
17480	11/12/15	REFUND ACCOUNT	02-100	99.00
17481	11/12/15	REFUND ACCOUNT	02-100	99.00
17482	11/12/15	REFUND ACCOUNT	02-100	30.00
17483	11/12/15	REFUND ACCOUNT	02-100	75.00
17484	11/12/15	REFUND ACCOUNT	02-100	28.00
17485	11/12/15	REFUND ACCOUNT	02-100	109.00
17486	11/12/15	REFUND ACCOUNT	02-100	109.00
17487	11/12/15	REFUND ACCOUNT	02-100	218.00
17488	11/12/15	REFUND ACCOUNT	02-100	158.00
17489	11/12/15	REFUND ACCOUNT	02-100	15.00
17490	11/12/15	REFUND ACCOUNT	02-100	30.00
17491	11/12/15	REFUND ACCOUNT	02-100	30.00
17492	11/12/15	REFUND ACCOUNT	02-100	9.00
17493	11/12/15	REFUND ACCOUNT	02-100	119.00
17494	11/12/15	REFUND ACCOUNT	02-100	15.00
17495	11/12/15	REFUND ACCOUNT	02-100	40.00
17496	11/16/15	U.S. POSTAL SERVICE	02-100	1,047.18
PRTR1120	11/17/15	FIRST NATIONAL BANK OF BROOK.	01-100	17,446.54
FDTD1120	11/20/15	INTERNAL REVENUE SERVICE	01-100	5,700.83
STTD1120	11/20/15	ILLINOIS DEPT OF REV	01-100	795.32
17497	11/20/15	USCM/ MIDWEST	01-100	1,027.00
17498	11/20/15	ROSENBERG WYPYCH	01-100	164.00
PRTR1204	12/1/15	FIRST NATIONAL BANK OF BROOK.	01-100	15,882.61
FDTD1204	12/4/15	INTERNAL REVENUE SERVICE	01-100	5,389.19
STTD1204	12/4/15	ILLINOIS DEPT OF REV	01-100	747.08
17499	12/4/15	USCM/ MIDWEST	01-100	1,027.00
17500	12/4/15	ROSENBERG WYPYCH	01-100	164.00
17526	12/14/15	AFLAC	01-100	561.00
17527	12/14/15	ARRIGO ENTERPRISES, INC.	02-100	495.00

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For the Period From Nov 10, 2015 to Dec 14, 2015

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Check #	Date	Payee	Cash Acc	Amount
17528	12/14/15	AT&T	01-100	506.75
17529	12/14/15	JANE BOWER	02-100	36.44
17530	12/14/15	ALEKSANDRS BRIEDIS	01-100	250.00
17531	12/14/15	BROOKS/TARULIS & TIBBLE, LLC	01-100	195.00
17532	12/14/15	DEAN CARRARA	02-100	102.93
17533	12/14/15	WEX BANK	01-100	193.25
17534	12/14/15	COM-ED	02-100	2,037.93
17535	12/14/15	COYNE CREATIVE INC.	02-100	1,320.00
17536	12/14/15	CRAVIN QUE	01-100	513.50
17537	12/14/15	CRYSTAL CLEAN AQUARIUM MAINT.	02-100	45.00
17538	12/14/15	ENGLEBERT SOLIS	02-100	162.00
17539	12/14/15	MATT GARRITY	02-100	337.74
17540	12/14/15	HAROLD'S AUTO SERVICE	01-100	95.75
17541	12/14/15	JACOB HRYNIEWICZ	02-100	220.00
17542	12/14/15	PAUL MARGOLIS	02-100	350.00
17543	12/14/15	IDENTITY SPORTSWEAR	02-100	1,131.61
17544	12/14/15	SHARON JOHNS	11-100	55.00
17545	12/14/15	ZENIA KZRCZEWSKI	02-100	373.89
17546	12/14/15	KIDSFIRST	02-100	3,304.00
17547	12/14/15	LAGRANGE PARK ACE HARDWARE	01-100	216.35
17548	12/14/15	LYONS TOWNSHIP SOCCER CLUB	02-100	720.00
17549	12/14/15	CARRIE ANNE MANNING	02-100	54.07
17550	12/14/15	MEDCO SUPPLY COMPANY	06-100	77.60
17551	12/14/15	MYOFFICEPRODUCTS	01-100	126.08
17552	12/14/15	NCPERS-IL IMRF	01-100	288.00
17553	12/14/15	NENA NEGOVANOVIC	02-100	211.88
17554	12/14/15	NEXTEL COMMUNICATIONS	01-100	247.36
17555	12/14/15	NICOR	02-100	134.40
17556	12/14/15	NOVENTECH, INC.	01-100	1,522.14
17557	12/14/15	P.J. MESI & CO	01-100	925.00
17558	12/14/15	PDRMA	01-100	350.00
17559	12/14/15	PETTY CASH	01-100	168.13
17560	12/14/15	PINNER ELECTRIC, INC.	01-100	1,070.40
17561	12/14/15	PURCHASE ADVANTAGE CARD	02-100	299.78
17562	12/14/15	QUILL CORPORATION	01-100	241.25
17563	12/14/15	REPUBLIC SERVICES	02-100	715.50
17564	12/14/15	LAURA RIZZO	01-100	60.00
17565	12/14/15	PEGGY RONOVSKY	02-100	89.12

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Check #	Date	Payee	Cash Acc	Amount
17566	12/14/15	SAM'S CLUB	02-100	163.66
17567	12/14/15	SCOUT ELECTRIC SUPPLY CO.	01-100	169.00
17568	12/14/15	SHOREWOOD HOME & AUTO	01-100	2,108.10
17569	12/14/15	SLUTZKY & BLUMENTHAL	01-100	568.44
17570	12/14/15	SPORTS R US	02-100	2,065.00
17571	12/14/15	TYCO INTEGRATED SECURITY LLC	01-100	421.73
17572	12/14/15	ROBIN VEGA	02-100	268.59
17573	12/14/15	VILLAGE OF LAGRANGE PARK	02-100	343.20
17574	12/14/15	VILLAGE OF HINSDALE	01-100	184.68
17575	12/14/15	VISA	02-100	7,804.17
17576	12/14/15	WOODWARD PRINTING SERVICES	02-100	3,082.00
17577	12/14/15	YOUNG REMBRANDT'S	02-100	180.00
17578	12/14/15	ANNA KRUEGER	02-100	360.00
Total				88,713.17

COMMUNITY PARK DISTRICT OF LA GRANGE PARK 2016 REGULAR BOARD MEETING SCHEDULE

Regular meetings of the Community Park District Board of Commissioners are held on the 2nd Monday of each month in room 101 of the Recreation Center located at 1501 Barnsdale Road.

Any amendments to the schedule below or any special meeting called by the Board will be made at least 48 hours in advance in accordance with the Open Meetings Act.

Monday	JANUARY 11, 2016	6:30 PM
Monday	FEBRUARY 8, 2016	6:30 PM
Monday	MARCH 14, 2016	6:30 PM
Monday	APRIL 11, 2016	6:30 PM
Monday	MAY 9, 2016	6:30 PM
Monday	JUNE 13, 2016	6:30 PM
Monday	JULY 11, 2016	6:30 PM
Monday	AUGUST 8, 2016	6:30 PM
Monday	SEPTEMBER 12, 2016	6:30 PM
Monday	OCTOBER 10, 2016	6:30 PM
Monday	NOVEMBER 14, 2016	6:30 PM
Monday	DECEMBER 12, 2016	6:00 PM

Special accommodation, comments, or questions will be addressed by phoning 708-354-4580 or emailing abriedis@communityparkdistrict.org. Requesting special accommodation at least 8 hours prior to the meeting time is appreciated.

Date: December 11, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: On-line recreation software

As I have reported in my weekly reports, staff and I have been demoing many different on-line registration software programs. I started by investigating 14 programs, which I narrowed down to 7 to demo and then narrowed it down further to three for staff to demo.

Each company has a different pricing structure. Some companies have a flat rate, while others charge per transaction, while others charge a percentage of sales. Figuring the costs as they would relate to our District, annual costs range between \$3480 and \$15,000 and set-up costs range between \$0 and \$11,500.

Staff and I have narrowed it down to 2 programs, Rec1 and Capturepoint Community Pass. Below are comments on each.

Rec1

Charges 1% of net transaction, with a \$100 monthly minimum
Estimated annual cost of \$5250
\$500 set up cost and staff would need to input all data
No extra cost for using "modules"

Capturepoint Community Pass

Charges a flat rate of \$5247 annually
\$3800 set up cost but company would tweak the product to the way our organization runs
Extra flat rate annual cost for using additional "modules"

We believe that the costs between the two programs are very comparable. Our final decision will come down to which program best will suit the needs of the District and our residents.

We were hoping to have a final recommendation by the meeting date but we did not have the time to dig deeper into the programs. We have received a demo version from each company to be able to try the ins and outs of each of the programs. We have final meetings set up with each company next week to answer any of our final questions and plan on making our final decision at the end of next week.

To help cover costs of either of these programs, we will slightly be increasing our program fees across the board.

Staff is requesting Board approval to contract with either Rec1 or Capturepoint Community Pass pending final evaluation of each program by staff.

Date: December 11, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: Purchasing policy

Per the discussion with the Board a few meetings back, I will be investigating ways of paying invoices electronically versus paying by a paper check. I hope to bring a policy before the Board at the January or February meeting.

One method I will be exploring is paying our monthly reoccurring bills such as power, gas and internet using a credit card or ACH (Automatic Clearing House, i.e. electronic check). The second will be finding the vendors who accept payment electronically and figuring out how to set that up with our system.

I will review the policy with our attorney prior to bringing it before the Board. I have attached the current policy.

I am requesting the Board for their input on the direction I am moving and any other ideas.

4.9 PURCHASE POLICY & PROCEDURE

No Commissioner, committee, officer or any other person whether or not in the employ of the Community Park District, shall be authorized to create any financial liability on behalf of the Park District unless said liability is first approved in nature and amount by the Park District Board at a duly constituted meeting thereof, and recorded in the Board's Record or preceding and/or in accordance with a fully executed ordinance.

Authorization to Purchase

The following policies will apply to all purchases made by Park District employees:

1. Purchasing priority will be given to La Grange Park businesses.
2. Unless approved by the Executive Director, all purchases will be made using a store credit account, Park District credit card or petty cash.
3. No purchase will be made that is above budgetary limits as approved in the annual Park District Budget and Appropriations Ordinance without prior Park Board approval.
4. A receipt for all purchases is required. The receipt must be submitted to the Office Manager within 1 week prior to a Park Board meeting.

Bids and Quotations

The Park District will purchase the most reliable products for the lowest cost. To that end, consideration of the need for the product and a search for the best value is required. Prior authorization for purchases is required as follows:

1. Competitive sealed bids that are in accordance with the Park District Code are required on all purchases except:
 - a. Those that are identified in writing as "sole source" and approved by the Executive Director or Park District Board in advance of the purchase.
 - b. Those of an emergency nature, which require immediate implementation and which are approved by the Director or Park District Board in advance.
 - c. Those whose cost is less than \$20,000.
2. Purchases with an expected value between \$10,000 and \$20,000 require the following:
 - a. A minimum three written quotations, and
 - b. Prior Park Board approval.
3. Purchases with an expected value between \$5,000 and \$10,000 require the following:
 - a. A minimum three verbal quotations,
 - b. Prior Park Board approval of non-budgeted purchases, and
 - c. Prior Executive Director approval of budgeted purchases.
4. Purchases with an expected value between \$1,000 and \$5,000 require the following:
 - a. A minimum two verbal quotations,
 - b. Prior Park Board approval of non-budgeted purchases, and
 - c. Prior Executive Director approval of budgeted purchases.

5. Purchase with an expected value of less than \$1,000 require the following:
 - a. Purchases by part-time employees must be approved by the employee's immediate supervisor.

Date: December 11, 2015
To: Community Park District Board of Commissioners
From: Aleks Briedis, Executive Director
RE: State of the District

The State has not yet released the funds for our Memorial Park or Beach Oak Park projects, our tennis courts need to be resurfaced, we are out of storage space at our facilities, parking lots need to be resurfaced, the Recreation Center is aging and costing more to maintain, our heavy equipment is aging and seems to be under constant repair, the State is discussing a property tax freeze, yet cost of doing business still increases. This can be a scary thing, but with proper planning and budgeting, we will get through this.

The reason I bring this to your attention now, is that we will be starting the budgeting process at the start of the New Year. I will be meeting with staff prior to our next Board meeting to get their thoughts on wants and needs on capital projects and equipment throughout the organization. I ask that the Board members visit our parks before the January meeting and come with their own list of ideas.

At the January meeting, I will have a list of projects and equipment compiled and prioritized from the staff's point of view. At the meeting, I would like to include ideas from the Board members and then have the Board prioritize the final list.

After the meeting, I will gather cost estimates for the highest priorities to prepare for the upcoming budget meetings.

Additionally at the January meeting, I will present my yearly "work schedule" or "to do list". This will be a skeleton of the bigger picture projects throughout the year. This is a working list and is subject to change due to budgeting and opportunities. I will also include last year's work schedule for our review.

Please contact me with any questions.