

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
January 13, 2020 - 6:30 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. Open Forum
5. Approval of the January 13, 2020 Agenda
6. Approval of Board Meeting Minutes
 - a. December 9, 2019 Regular Meeting Minutes
7. Communications/Proclamations/Presentations
8. Staff Recognition
9. Staff Reports
 - a. Executive Director
 - b. Superintendent of Recreation
 - c. Recreation Supervisor – Early Childhood, Special Events & Rentals
 - d. Office Manager
 - e. Safety Coordinator
 - f. Financial Consultant
10. Approve Monthly Disbursements
11. Unfinished Business
12. New Business
 - a. Ordinance No. 001-20 to amend Personnel Policy Manual Section 1.2: Non-Discrimination and Anti-Harassment Policy
 - b. Budget Schedule
 - c. Intergovernmental Agreement between the Community Park District and La Grange Park Library District for Snowplowing Services.
13. Next Regular Meeting: Monday, February 10, 2020, 6:30pm
14. Adjourn to Executive Session

15. Executive Session

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

16. Reconvene Open Session

17. Potential Action on Items Discussed in Executive Session

18. Adjournment

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
January 13, 2020 - 6:30 PM

1. Call to Order & Roll Call

[Call to Order the Regular Meeting of the Community Park District Board of Commissioners and ask the Recording Secretary to conduct the 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. Open Forum

[Ask whether there are any public comments under “Open Forum”.]

5. Approval of the January 13, 2020 Agenda

[Request a motion (and second) to approve the January 13, 2020 Meeting Agenda...All in Favor...]

6. Approval of Board Meeting Minutes

a. December 9, 2019 Regular Meeting Minutes

[Request a motion (and second) to approve the December 9, 2019 Regular Meeting Minutes of the Community Park District Board of Park Commissioners...All in Favor...]

7. Communications/Proclamations/Presentations

[Are there any communications the board would like to share?]

8. Staff Recognition

9. Staff Reports

- a. Executive Director
- b. Superintendent of Recreation
- c. Recreation Supervisor – Early Childhood, Special Events & Rentals
- d. Office Manager
- e. Safety Coordinator
- f. Financial Consultant

10. Approve Monthly Disbursements

[Request a motion (and second) to approve the December Disbursements in the amount of \$146,741.71 and ask the Recording Secretary to conduct the roll call.]

11. Unfinished Business

12. New Business

- a. Ordinance No. 001-20 to amend Personnel Policy Manual Section 1.2: Non-Discrimination and Anti-Harassment Policy. *[Request a motion and second to approve Ordinance No. 001-20 to amend the Personnel Policy Manual Section 1.2: Non-Discrimination and Anti-Harassment Policy. Ask if there is any discussion. Roll Call Vote.]*
- b. Budget Schedule *[For discussion only]*
- c. Intergovernmental Agreement between the Community Park District and La Grange Park Library District for Snowplowing Services. *[Request a motion and second to approve Resolution No. R001-20 to enter into an Intergovernmental Agreement with the La Grange Park Library District for Snowplowing Services. Ask if there is any discussion. Roll Call Vote.]*

13. Next Regular Meeting: Monday, February 10, 2020, 6:30pm

[Announce the next Regular Meeting of the Community Park District of La Grange Park Board of Park Commissioners will be held on Monday, February 10, 2020 at 6:30pm]

14. Adjourn to Executive Session

[Request a motion and a second to adjourn the Open Session of the Regular Board Meeting and convene to the Executive Session for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5ILCS 120/2(c)(1) of the Open Meetings Act. Roll Call...]

15. Executive Session

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

Reconvene Open Session *[Request a motion and a second to adjourn the Executive Session and reconvene the Open Session of the January 13, 2020 Regular Meeting. Roll Call...]*

16. Potential Action on Items Discussed in Executive Session

17. Adjournment *[Request a motion and a second to adjourn the January 13, 2020 Regular Meeting of the Community Park District of La Grange Park Board of Commissioners. All in Favor...]*

Minutes
Regular Meeting of the Board of Commissioners
Community Park District of La Grange Park
December 9, 2019

1. CALL TO ORDER & ROLL CALL

Vice President Stastny called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 6:00 p.m. Other Commissioners present were Bob Corte and Peggy Ronovsky.

Also present were Executive Director Jessica Cannaday, Recreation Supervisor Ashley Jusk, Office Manager Nancy Daum, Superintendent of Recreation Dean Carrara and Financial Consultant Phil Mesi.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

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

4. OPEN FORUM

In attendance was resident Peter Stojic. Stojic, previous President, Commissioner and Secretary of the Board, asked to go on record commending the service, performance and loyalty of Martin Healy. Stojic stated it was a pleasure to work with Healy. His dedication was evident by his early mornings taking care of parks and facilities. He brought a lot of hard work, talent and ingenuity to the position.

5. ADDITIONS/DELETIONS TO AGENDA

- a. Commissioner Corte made a motion to approve the agenda. Seconded by Commissioner Ronovsky. Motion passed unanimously by voice vote.

6. APPROVE BOARD MEETING MINUTES

- a. Commissioner Ronovsky made a motion to approve the November 11, 2019 minutes as written. Seconded by Commissioner Corte. Motion passed unanimously by voice vote.

7. COMMUNICATIONS/PROCLAMATIONS

- a. There were no communications from the board.

8. STAFF REPORTS

- a. Executive Director

A written report distributed to the Board prior to the meeting was introduced by Executive Director Cannaday. Cannaday stated that the office revised the drug-free workplace policy. It needs approval this month.

Cannaday stated fall programming is going strong; all programs are opening

higher than last year and web site visits are up 10%.

b. Superintendent of Recreation

A written report distributed to the Board prior to the meeting by Superintendent of Recreation Dean Carrara was introduced by Executive Director Cannaday. Carrara is getting ready for winter/spring programs.

c. Recreation Supervisor

A written report distributed to the Board prior to the meeting was introduced by Recreation Supervisor Ashley Jusk. Commissioner Stastny commended the Pennies for Pillars contributions through preschool. Commissioner Ronovsky stated that Jusk did a great job with St. Nick Night.

d. Office Manager

A written report distributed to the Board prior to the meeting was introduced by Office Manager Nancy Daum. Questions were asked and answered.

e. Safety Coordinator

A written report distributed to the Board prior to the meeting by Safety Coordinator Megan Jadron was introduced by Executive Director Cannaday. The police department did an incredible job with the ALICE training. The hope is to have quarterly sessions going forward.

f. Financial Consultant

Financial statements for the month ending November 30, 2019 and distributed to the Board prior to the meeting were introduced by Financial Consultant Phil Mesi. Questions were asked and answered.

9. APPROVE MONTHLY DISBURSEMENTS

A Purchase Journal included in the packet was introduced by Financial Consultant Phil Mesi. Commissioner Corte made a motion to approve the monthly disbursements totaling \$227,636.50; seconded by Commissioner Ronovsky. Motion passed Unanimously by roll call vote.

10. OLD BUSINESS

a. IAPD Credentials: An appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts. Commissioner Ronovsky made a motion to appoint Executive Director Cannady to attend; seconded by Commissioner Corte. Motion passed unanimously by voice vote.

b. A motion was made by Commissioner Ronovsky to consider approval of 2020 meeting dates. Seconded by Commissioner Corte. Motion passed unanimously by voice vote.

11. NEW BUSINESS

- a. A motion was made by Commissioner Corte to approve Section 1.13 Drug and Alcohol workplace policy as amended. Seconded by Commissioner Ronovsky. Motion passed unanimously by roll call vote.

12. ADJOURN

Commissioner Ronovsky made a motion, seconded by Commissioner Corte, to adjourn the meeting at 6:21 p.m. There was no further discussion and the motion passed unanimously by voice vote.

DATE: January 7, 2019

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

FROM: Jessica Cannaday, Executive Director

RE: December Board Report

New Business

- A. An Ordinance approving an amended Non-Discrimination Anti-Harassment Policy is on the agenda to bring us into compliance with the amendments to the Workplace Transparency Act (Public Act 101-0221). A redlined version of our Non-Discrimination and Anti-Harassment Policy has been included for your review.
- B. We have begun discussing the budget and will present a budget timeline at this meeting. No action is needed.
- C. An Intergovernmental Agreement between the Park District and the Library for snowplowing is on the agenda for discussion and consideration.

Executive Office Report

I completed the IMRF Authorized Agent Certification Program.

The Building and Grounds Supervisor position has been posted to IPRA, Indeed, and on Facebook. The job closes on January 31. We are receiving applications and look forward to filling this position.

Staff did a great job with Holiday in the Park. We believe approximately 1200 people came through our facility to enjoy the event.

Hanesworth Park Update: We have engaged Palos Pluming to complete the drainage work at Hanesworth Park for an estimated \$3,900. With the mild weather, we hope the work will be completed sometime in January.

As part of our budget preparation, I have reached out to several organizations regarding a community wide assessment survey and strategic planning services. We hope to conduct a comprehensive survey in 2020.

Recreational Programming: Fall 2019 program revenue has already exceeded revenue generated in the 2018 season. Our Fall Programming is still performing ahead of 2018 by more than \$6,000 and the opening week of Winter/Spring program registration performing ahead of last year.

Marketing: Our December website visits are up 26% and attracted 1,117 new users. Referral traffic is up in nearly every category, with a 25% increase in organic searches, 13% increase in direct traffic and a 672% increase in social media referrals. 21 promotional emails were sent to targeted customers through Community Pass.

DATE: December 30, 2019
TO: Jessica Cannaday, Executive Director
FROM: Dean Carrara, Superintendent of Recreation
RE: **Monthly Report for January 13, 2020**

SENIOR CLUB

Our monthly senior club was held on Monday December 16th. The group enjoyed the movie, A White Christmas and sloppy joe sandwiches from Paul's Place. Our next meeting is scheduled for Monday January 20th.

SANTA VISITS

Roy Rogers did a great job playing Santa for me this year on Tuesday December 17th. We visited ten LaGrange Park homes this year and the kids really got a kick out of seeing ole St Nick so close to Christmas.

PHONE CALLS FROM SANTA

I made nearly thirty phone calls from Santa on Wednesday December 18th. The children really enjoyed hearing from Santa Claus and telling him all their Christmas wishes.

SUMMER BROCHURE

Work on the summer brochure has begun. Our seasonal coop meeting with LaGrange and Western Springs is scheduled for Monday January 6th. The brochure is scheduled to be on the z drive by February 10th.

UPCOMING EVENTS

- Men's Wiffle Ball organizational meeting – Tuesday January 7th – league will begin Wednesday January 15th at Park Junior High School
- Frozen – Friday January 10th – Sunday January 12th
- Saturday Sports Programs at Park Junior High School – session one is scheduled to begin January 11th
- Senior Club – Monday January 20th

Date: January 13, 2020

To: Jessica Cannaday

From: Ashley Jusk

Re: January 2020 Board Report

PRESCHOOL

The new January 2 ½ class started Tuesday, January 7th with 20 students enrolled. Our January Teddy Toddler class currently has 16 students enrolled. Class numbers are up from last Winter/Spring Session.

Enrichment classes started on Monday, January 6th. We have 104 students enrolled in the first session.

Registration for Ready Teddy Fall 2020 begins in February.

SUMMER CONCERTS

I have begun reaching out to bands. Please forward me any band suggestions.

SUMMER CAMPS

Continuous work on summer camps. We are hoping to get a brochure of our camps out to residents in January.

UPCOMING EVENTS

- February-Rite Bite Cookie Fundraiser
- Week of February 11th- 2020 Preschool Registration
- February 12th and 13th- Picture Day
- March 18th- Science Fair/Open House
- Week of March 23rd-Spring Break

Date: January 7, 2020

To: Jessica Cannaday, Executive Director

From: Nancy Daum, Office Manager

RE: January 2020 Board Report

- Completed financials and processed payroll for the month of December.
- Completed daily registrations and related computer entries. Processed bank deposits.
- Processed daily settlements for online registrations.
- Heavy front desk traffic relating to Frozen ticket sales and Winter/Spring registrations.
- Continued administrative functions relating to preschool, park and building rentals, and HR.
- Facilitated Holiday parties at Mattone and staff lunch.

Date: January 7, 2020

To: Jessica Cannaday, Executive Director

From: Megan Jadron, Safety Coordinator

RE: January 2020 Board Report

Ongoing Inspections:

All playgrounds are being inspected on a regular basis. There are no major repairs at this time. When snow arrives, the sled hill will be inspected on a regular basis as well.

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

New Business:

I am inquiring about additional safety classes for all of our staff for the winter season.

As an ongoing process, I am receiving new learning materials from PDRMA and DuPont as well for additional safety tools to pass along to staff.

I will be submitting driver abstracts to the Illinois State Police for all those employees who drive park vehicles or use vehicles for park business.

I met with our PDRMA rep, Tim Jaskiewicz, to walk through the next steps in our action plan. We identified some future safety tasks and we will be working through them in the upcoming year.

As an ongoing process, I am taking inventory of current certificates of insurance, filing expired certificates and requesting new ones if we haven't received them yet.

I have registered for the annual IPRA conference which will be on January 24th in downtown Chicago.

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

		Current Month Actual	Year to Date Actual	Budget	%	Prev % Budget
Revenues						
01-401	Corporate Fund Taxes	\$ 508.99	\$ 254,175.40	\$ 532,000.00	47.78	47.60
01-402	Replacement Taxes	782.43	13,108.87	15,000.00	87.39	60.63
01-403	Interest Earned-Corp. Fun	245.11	4,280.01	1,000.00	428.00	335.37
01-490	Other Income - Corporate	0.00	0.00	3,000.00	0.00	57.14
02-401	Recreation Fund Taxes	48.02	23,978.82	59,000.00	40.64	45.77
02-403	Interest Earned - Rec. Fu	169.13	3,183.66	1,500.00	212.24	246.86
02-404	Program Fees - Other	130.00	130.00	0.00	0.00	0.00
02-405	Programs Fees - General	53,816.10	368,952.89	561,500.00	65.71	66.93
02-408	Donations & Sponsorship	325.00	4,925.00	10,200.00	48.28	14.29
02-490	Other Income - Recreatio	0.00	35,363.77	2,000.00	1,768.1	78.94
03-401	Property Taxes-IMRF	38.41	19,183.04	35,000.00	54.81	47.60
03-403	Interest IMRF	28.55	289.88	100.00	289.88	601.55
04-401	Property Taxes FICA	48.02	23,978.81	50,000.00	47.96	47.60
04-403	Interest-FICA	16.17	226.24	100.00	226.24	3,118.4
05-401	Property Taxes Auditing	9.60	4,795.76	9,000.00	53.29	52.89
05-403	Interest Auditing	0.00	33.15	5.00	663.00	237.00
06-401	Property Taxes-PDRMA	38.41	19,183.04	40,000.00	47.96	47.60
06-403	Interest-PDRMA	23.01	196.56	10.00	1,965.6	1,223.5
08-401	Property Taxes-SEASPA	86.43	43,161.85	100,000.00	43.16	42.84
08-403	Interest-SEASPAR	150.38	915.49	20.00	4,577.4	943.60
09-401	Property Taxes-Bond& In	182.46	91,119.47	180,000.00	50.62	50.25
09-403	Interest- Bond&Interest	142.84	843.11	25.00	3,372.4	8,867.3
11-403	Interest Earned- Fund #11	11.20	168.96	20.00	844.80	617.90
11-408	VMF Donations	0.00	200.00	500.00	40.00	15.00
11-409	Veterans Memorial Fund	100.00	2,100.00	0.00	0.00	0.00
	Total Revenues	<u>56,900.26</u>	<u>914,493.78</u>	<u>1,599,980.00</u>	57.16	54.55
Expenses						
01-501	Full Time Wages-Admin	11,211.39	103,043.31	193,756.00	53.18	82.00
01-505	Part Time Wages	4,797.95	36,732.65	35,000.00	104.95	49.51
01-511	Wages - Program Leaders	4,632.15	38,163.81	67,000.00	56.96	0.00
01-601	Legal Publications	0.00	41.09	120.00	34.24	27.93
01-603	Postage Stamps	0.00	470.17	500.00	94.03	36.36
01-606	Telephones	406.09	4,106.33	6,950.00	59.08	70.45
01-607	Association Dues	0.00	318.75	5,500.00	5.80	4.80
01-608	Professional Developmen	555.99	1,935.85	5,900.00	32.81	61.27
01-610	Subscriptions	25.00	627.00	750.00	83.60	94.66
01-612	Mileage Reimbursement	230.76	1,153.80	3,000.00	38.46	69.23
01-701	Park Board Expense	60.00	9,779.48	12,500.00	78.24	6.16
01-702	Computer Services	57.50	4,898.50	7,500.00	65.31	80.36
01-703	Security Services	469.53	1,443.81	2,000.00	72.19	64.63
01-704	Health Insurance Admin.	0.00	25,294.85	55,773.00	45.35	55.62
01-705	Professional Services	1,458.75	20,343.99	20,000.00	101.72	46.53
01-706	Office Machine Contracts	378.58	4,461.11	13,000.00	34.32	55.35
01-707	Refuse Disposals	0.00	282.24	7,680.00	3.68	94.92
01-708	Portable Toilets	108.03	3,116.03	6,000.00	51.93	89.62

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
01-709 Trade Services	0.00	12,123.66	151,057.00	8.03	6.21
01-710 Utilites - Natural Gas	254.76	1,325.58	2,300.00	57.63	81.87
01-711 Utilities - Electricity	800.23	9,981.52	15,300.00	65.24	101.71
01-712 Utilities - Water	0.00	8,755.03	15,000.00	58.37	296.02
01-723 Bank Fees	0.00	66.00	500.00	13.20	89.01
01-801 Supplies	5,160.44	18,932.28	31,500.00	60.10	66.02
01-802 Equipment	336.38	438.28	3,000.00	14.61	49.26
01-804 Repair Parts	62.94	3,842.30	7,000.00	54.89	90.53
01-805 Awards & Remembrance	0.00	441.38	1,500.00	29.43	29.66
01-809 Staff Uniforms	0.00	188.41	1,500.00	12.56	0.00
01-900 Separation Pay	8,567.76	8,567.76	100,000.00	8.57	0.00
01-901 Other Expenses	0.00	2,649.93	2,000.00	132.50	3.21
02-501 Full Time Wages-Rec	10,364.76	97,370.10	177,495.00	54.86	69.00
02-505 Part Time Wages-Prog A	7,024.96	74,851.76	106,850.00	70.05	66.44
02-511 Wages - Program Leaders	5,426.64	34,961.06	70,300.00	49.73	0.00
02-604 Program Marketing	(37.49)	431.62	1,000.00	43.16	136.11
02-606 Telephones	0.00	671.48	1,044.00	64.32	53.94
02-608 Professional Developmen	290.00	779.00	3,500.00	22.26	28.78
02-612 Mileage	0.00	0.00	250.00	0.00	66.62
02-703 Security Services	0.00	4,639.78	6,650.00	69.77	81.14
02-704 Health Insurance Rec.	64.00	18,359.36	63,181.00	29.06	48.20
02-707 Refuse Disposals	0.00	2,108.76	4,500.00	46.86	58.10
02-709 Trade Services	31.30	2,753.04	5,000.00	55.06	13.76
02-710 Utilites - Natural Gas	254.54	751.23	2,400.00	31.30	27.72
02-711 Utilities - Electricity	1,592.82	10,983.00	12,000.00	91.53	38.49
02-712 Utilities - Water	390.15	1,054.77	1,000.00	105.48	91.95
02-717 Program Contractual Serv	6,906.00	72,208.42	122,300.00	59.04	79.92
02-718 Credit Card Fees	623.41	8,093.44	11,000.00	73.58	70.06
02-720 Brochure Printing	1,785.00	10,294.07	17,000.00	60.55	77.82
02-722 Co-op Fees	0.00	18,551.25	16,850.00	110.10	77.95
02-723 Bank Fees	47.00	280.00	0.00	0.00	0.00
02-801 Supplies	4,678.54	27,983.21	59,050.00	47.39	54.64
02-802 Equipment	0.00	2,444.14	9,400.00	26.00	4.88
02-804 Repair Parts	800.00	3,216.28	5,000.00	64.33	144.92
02-901 Other Expenses	249.00	1,534.45	3,000.00	51.15	52.79
03-630 IMRF Contribution	2,329.87	16,216.94	30,558.00	53.07	69.88
04-640 FICA-Employer Contribu	4,050.79	30,486.79	50,473.00	60.40	72.01
05-705 Professional Service-Aud	0.00	8,700.00	8,700.00	100.00	100.00
06-705 Professional Services, Saf	0.00	972.86	7,700.00	12.63	30.34
06-717 Security Reference Check	0.00	110.00	500.00	22.00	15.10
06-760 PDRMA Premium	0.00	13,630.80	30,000.00	45.44	49.77
06-801 Safety Supplies	743.66	1,314.36	1,500.00	87.62	83.55
08-501 Full Time Wages-Board	634.62	3,133.44	9,373.00	33.43	55.91
08-708 ADA Portable Restrooms	0.00	549.00	2,000.00	27.45	0.00
08-717 Special Rec-Instrutors	0.00	82.00	4,000.00	2.05	1.39
08-780 SEASPAR Contribution	0.00	30,389.00	61,000.00	49.82	98.78
08-801 ADA Supplies	0.00	4,666.50	0.00	0.00	0.00
08-900 Seaspar-Other Expense	0.00	0.00	25,000.00	0.00	0.00
09-705 Bonds & Interest-Profess	0.00	0.00	500.00	0.00	50.00

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
09-790 Bond Principal	120,000.00	120,250.00	120,000.00	100.21	104.55
09-791 Bond Interest	28,775.00	57,550.00	57,500.00	100.09	92.42
10-709 Trade Services- Cap Proj	0.00	0.00	4,000.00	0.00	722.20
11-801 Supplies-Memorial Proj	0.00	823.71	400.00	205.93	19.44
	<u> </u>	<u> </u>	<u> </u>		
Total Expenses	236,598.80	1,006,720.52	1,885,560.00	53.39	66.60
	<u> </u>	<u> </u>	<u> </u>		
Net Income	\$ (179,698.54)	\$ (92,226.74)	\$ (285,580.00)	32.29	148.55
	<u> </u>	<u> </u>	<u> </u>		

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Prev YTD	Prev % Budget
Revenues						
Corporate Fund Taxes	\$ 508.99	\$ 254,175.40	\$ 532,000.00	47.78	\$ 252,295.12	47.60
Replacement Taxes	782.43	13,108.87	15,000.00	87.39	9,095.14	60.63
Interest Earned-Corp. Fund	245.11	4,280.01	1,000.00	428.00	3,353.68	335.37
Other Income - Corporate	0.00	0.00	3,000.00	0.00	2,000.00	57.14
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Total Revenues	1,536.53	271,564.28	551,000.00	49.29	266,743.94	48.54
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Expenses						
Full Time Wages-Admin	11,211.39	103,043.31	193,756.00	53.18	178,328.66	82.00
Part Time Wages	4,797.95	36,732.65	35,000.00	104.95	41,094.79	49.51
Wages - Program Leaders	4,632.15	38,163.81	67,000.00	56.96	22,230.38	0.00
Legal Publications	0.00	41.09	120.00	34.24	111.71	27.93
Postage Stamps	0.00	470.17	500.00	94.03	400.00	36.36
Telephones	406.09	4,106.33	6,950.00	59.08	4,600.27	70.45
Association Dues	0.00	318.75	5,500.00	5.80	264.00	4.80
Professional Development	555.99	1,935.85	5,900.00	32.81	3,890.90	61.27
Subscriptions	25.00	627.00	750.00	83.60	709.93	94.66
Mileage Reimbursement	230.76	1,153.80	3,000.00	38.46	2,076.84	69.23
Park Board Expense	60.00	9,779.48	12,500.00	78.24	313.95	6.16
Computer Services	57.50	4,898.50	7,500.00	65.31	5,625.52	80.36
Security Services	469.53	1,443.81	2,000.00	72.19	1,357.17	64.63
Health Insurance Admin.	0.00	25,294.85	55,773.00	45.35	30,331.78	55.62
Professional Services	1,458.75	20,343.99	20,000.00	101.72	11,633.25	46.53
Office Machine Contracts	378.58	4,461.11	13,000.00	34.32	12,176.72	55.35
Refuse Disposals	0.00	282.24	7,680.00	3.68	5,790.15	94.92
Portable Toilets	108.03	3,116.03	6,000.00	51.93	4,660.23	89.62
Trade Services	0.00	12,123.66	151,057.00	8.03	10,617.59	6.21
Utilites - Natural Gas	254.76	1,325.58	2,300.00	57.63	1,391.77	81.87
Utilities - Electricity	800.23	9,981.52	15,300.00	65.24	12,204.75	101.71
Utilities - Water	0.00	8,755.03	15,000.00	58.37	14,800.88	296.02
Bank Fees	0.00	66.00	500.00	13.20	445.04	89.01
Supplies	5,160.44	18,932.28	31,500.00	60.10	21,126.20	66.02
Equipment	336.38	438.28	3,000.00	14.61	1,723.94	49.26
Repair Parts	62.94	3,842.30	7,000.00	54.89	3,485.33	90.53

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Prev YTD	Prev % Budget
Awards & Remembrances	0.00	441.38	1,500.00	29.43	593.27	29.66
Staff Uniforms	0.00	188.41	1,500.00	12.56	0.00	0.00
Separation Pay	8,567.76	8,567.76	100,000.00	8.57	0.00	0.00
Other Expenses	0.00	2,649.93	2,000.00	132.50	64.17	3.21
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	39,574.23	323,524.90	773,586.00	41.82	392,049.19	49.79
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ (38,037.70)	\$ (51,960.62)	\$ (222,586.00)	23.34	\$ (125,305.25)	52.68
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Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Recreation Fund Taxes	\$ 48.02	\$ 23,978.82	\$ 59,000.00	40.64	\$ 23,801.43	45.77
Interest Earned - Rec. Fund	169.13	3,183.66	1,500.00	212.24	1,974.87	246.86
Program Fees - Other	130.00	130.00	0.00	0.00	0.00	0.00
Programs Fees - General	53,816.10	368,952.89	561,500.00	65.71	353,379.33	66.93
Donations & Sponsorships -	325.00	4,925.00	10,200.00	48.28	1,200.00	14.29
Other Income - Recreation	0.00	35,363.77	2,000.00	1,768.19	1,736.69	78.94
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Revenues	54,488.25	436,534.14	634,200.00	68.83	382,092.32	64.61
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
Full Time Wages-Rec	10,364.76	97,370.10	177,495.00	54.86	115,881.05	69.00
Part Time Wages-Prog Adm	7,024.96	74,851.76	106,850.00	70.05	67,738.60	66.44
Wages - Program Leaders	5,426.64	34,961.06	70,300.00	49.73	43,749.30	0.00
Program Marketing	(37.49)	431.62	1,000.00	43.16	1,361.12	136.11
Telephones	0.00	671.48	1,044.00	64.32	889.96	53.94
Professional Development	290.00	779.00	3,500.00	22.26	1,007.13	28.78
Mileage	0.00	0.00	250.00	0.00	166.55	66.62
Security Services	0.00	4,639.78	6,650.00	69.77	5,030.71	81.14
Health Insurance Rec.	64.00	18,359.36	63,181.00	29.06	29,273.79	48.20
Refuse Disposals	0.00	2,108.76	4,500.00	46.86	2,904.93	58.10
Trade Services	31.30	2,753.04	5,000.00	55.06	1,031.94	13.76
Utilites - Natural Gas	254.54	751.23	2,400.00	31.30	776.19	27.72
Utilities - Electricity	1,592.82	10,983.00	12,000.00	91.53	5,773.06	38.49
Utilities - Water	390.15	1,054.77	1,000.00	105.48	919.52	91.95
Program Contractual Service	6,906.00	72,208.42	122,300.00	59.04	86,105.93	79.92
Credit Card Fees	623.41	8,093.44	11,000.00	73.58	7,006.22	70.06
Brochure Printing	1,785.00	10,294.07	17,000.00	60.55	12,840.48	77.82
Co-op Fees	0.00	18,551.25	16,850.00	110.10	13,640.97	77.95
Bank Fees	47.00	280.00	0.00	0.00	416.50	0.00
Supplies	4,678.54	27,983.21	59,050.00	47.39	29,778.82	54.64
Equipment	0.00	2,444.14	9,400.00	26.00	537.26	4.88
Repair Parts	800.00	3,216.28	5,000.00	64.33	7,245.75	144.92
Other Expenses	249.00	1,534.45	3,000.00	51.15	1,362.00	52.79

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Total Expenses	<u>40,490.63</u>	<u>394,320.22</u>	<u>698,770.00</u>	56.43	<u>435,437.78</u>	72.65
Net Income	\$ <u><u>13,997.62</u></u>	\$ <u><u>42,213.92</u></u>	\$ <u><u>(64,570.00)</u></u>	(65.38)	\$ <u><u>(53,345.46)</u></u>	671.86

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019
ILLINOIS MUNICIPAL RETIREMENT FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-IMRF	\$ 38.41	\$ 19,183.04	\$ 35,000.00	54.81	\$ 19,041.15	47.60
Interest IMRF	<u>28.55</u>	<u>289.88</u>	<u>100.00</u>	289.88	<u>120.31</u>	601.55
Total Revenues	<u>66.96</u>	<u>19,472.92</u>	<u>35,100.00</u>	55.48	<u>19,161.46</u>	47.88
Expenses						
IMRF Contribution	<u>2,329.87</u>	<u>16,216.94</u>	<u>30,558.00</u>	53.07	<u>28,110.03</u>	69.88
Total Expenses	<u>2,329.87</u>	<u>16,216.94</u>	<u>30,558.00</u>	53.07	<u>28,110.03</u>	69.88
Net Income	\$ <u>(2,262.91)</u>	\$ <u>3,255.98</u>	\$ <u>4,542.00</u>	71.69	\$ <u>(8,948.57)</u>	4,302.20

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

SOCIAL SECURITY FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes FICA	\$ 48.02	\$ 23,978.81	\$ 50,000.00	47.96	\$ 23,801.43	47.60
Interest-FICA	<u>16.17</u>	<u>226.24</u>	<u>100.00</u>	226.24	<u>155.92</u>	3,118.40
Total Revenues	<u>64.19</u>	<u>24,205.05</u>	<u>50,100.00</u>	48.31	<u>23,957.35</u>	47.91
Expenses						
FICA-Employer Contri	<u>4,050.79</u>	<u>30,486.79</u>	<u>50,473.00</u>	60.40	<u>36,570.07</u>	72.01
Total Expenses	<u>4,050.79</u>	<u>30,486.79</u>	<u>50,473.00</u>	60.40	<u>36,570.07</u>	72.01
Net Income	\$ <u><u>(3,986.60)</u></u>	\$ <u><u>(6,281.74)</u></u>	\$ <u><u>(373.00)</u></u>	1,684.11	\$ <u><u>(12,612.72)</u></u>	1,619.09

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019
AUDITING FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes Auditing	\$ 9.60	\$ 4,795.76	\$ 9,000.00	53.29	\$ 4,760.27	52.89
Interest Auditing	0.00	33.15	5.00	663.00	11.85	237.00
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Revenues	9.60	4,828.91	9,005.00	53.62	4,772.12	52.99
	<hr/>	<hr/>	<hr/>		<hr/>	
Expenses						
Professional Service-Auditin	0.00	8,700.00	8,700.00	100.00	8,700.00	100.00
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	0.00	8,700.00	8,700.00	100.00	8,700.00	100.00
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ 9.60	\$ (3,871.09)	\$ 305.00	(1,269.21	\$ (3,927.88)	(1,287.83
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>		<hr/> <hr/>	

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

LIABILITY INSURANCE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-PDRM	\$ 38.41	\$ 19,183.04	\$ 40,000.00	47.96	\$ 19,041.15	47.60
Interest-PDRMA	23.01	196.56	10.00	1,965.60	122.35	1,223.50
	<u>61.42</u>	<u>19,379.60</u>	<u>40,010.00</u>	48.44	<u>19,163.50</u>	47.90
Total Revenues	<u>61.42</u>	<u>19,379.60</u>	<u>40,010.00</u>	48.44	<u>19,163.50</u>	47.90
Expenses						
Professional Services,	0.00	972.86	7,700.00	12.63	2,336.31	30.34
Security Reference Ch	0.00	110.00	500.00	22.00	75.50	15.10
PDRMA Premium	0.00	13,630.80	30,000.00	45.44	14,931.12	49.77
Safety Supplies	743.66	1,314.36	1,500.00	87.62	1,253.26	83.55
	<u>743.66</u>	<u>16,028.02</u>	<u>39,700.00</u>	40.37	<u>18,596.19</u>	46.84
Total Expenses	<u>743.66</u>	<u>16,028.02</u>	<u>39,700.00</u>	40.37	<u>18,596.19</u>	46.84
Net Income	\$ <u>(682.24)</u>	\$ <u>3,351.58</u>	\$ <u>310.00</u>	1,081.15	\$ <u>567.31</u>	183.00

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019
SPECIAL RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-SEAS	\$ 86.43	\$ 43,161.85	\$ 100,000.00	43.16	\$ 42,842.57	42.84
Interest-SEASPAR	150.38	915.49	20.00	4,577.45	188.72	943.60
	<u>236.81</u>	<u>44,077.34</u>	<u>100,020.00</u>	44.07	<u>43,031.29</u>	43.02
Total Revenues	<u>236.81</u>	<u>44,077.34</u>	<u>100,020.00</u>	44.07	<u>43,031.29</u>	43.02
Expenses						
Full Time Wages-Boar	634.62	3,133.44	9,373.00	33.43	6,817.07	55.91
ADA Portable Restroo	0.00	549.00	2,000.00	27.45	0.00	0.00
Special Rec-Instrutors	0.00	82.00	4,000.00	2.05	55.50	1.39
SEASPAR Contributio	0.00	30,389.00	61,000.00	49.82	54,329.00	98.78
ADA Supplies	0.00	4,666.50	0.00	0.00	0.00	0.00
Seaspar-Other Expense	0.00	0.00	25,000.00	0.00	0.00	0.00
	<u>634.62</u>	<u>38,819.94</u>	<u>101,373.00</u>	38.29	<u>61,201.57</u>	83.62
Total Expenses	<u>634.62</u>	<u>38,819.94</u>	<u>101,373.00</u>	38.29	<u>61,201.57</u>	83.62
Net Income	\$ <u>(397.81)</u>	\$ <u>5,257.40</u>	\$ <u>(1,353.00)</u>	(388.57)	\$ <u>(18,170.28)</u>	(67.73)

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

BONDS & INTEREST FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-Bond& Inter	\$ 182.46	\$ 91,119.47	\$ 180,000.00	50.62	\$ 90,445.42	50.25
Interest- Bond&Interest	142.84	843.11	25.00	3,372.44	2,216.83	8,867.32
	<u>325.30</u>	<u>91,962.58</u>	<u>180,025.00</u>	51.08	<u>92,662.25</u>	51.47
Total Revenues						
Expenses						
Bonds & Interest-Profess Se	0.00	0.00	500.00	0.00	250.00	50.00
Bond Principal	120,000.00	120,250.00	120,000.00	100.21	115,000.00	104.55
Bond Interest	28,775.00	57,550.00	57,500.00	100.09	61,000.00	92.42
	<u>148,775.00</u>	<u>177,800.00</u>	<u>178,000.00</u>	99.89	<u>176,250.00</u>	99.86
Total Expenses						
Net Income	\$ <u>(148,449.70)</u>	\$ <u>(85,837.42)</u>	\$ <u>2,025.00</u>	(4,238.88	\$ <u>(83,587.75)</u>	(2,371.28)

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2019
CAPITAL PROJECT FUND #10

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Expenses						
Trade Services- Cap Projects	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>4,000.00</u>	0.00	\$ <u>0.00</u>	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	0.00	<u>0.00</u>	0.00
Net Income	\$ <u><u>0.00</u></u>	\$ <u><u>0.00</u></u>	\$ <u><u>(4,000.00)</u></u>	0.00	\$ <u><u>0.00</u></u>	0.00

Community Pk District LaGrange Pk
Income Statement
For the Eight Months Ending December 31, 2019

MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned- Fund	\$ 11.20	\$ 168.96	\$ 20.00	844.80	\$ 123.58	617.90
VMF Donations	0.00	200.00	500.00	40.00	300.00	15.00
Veterans Memorial Fu	100.00	2,100.00	0.00	0.00	0.00	0.00
	<u>111.20</u>	<u>2,468.96</u>	<u>520.00</u>		<u>423.58</u>	
Total Revenues	<u>111.20</u>	<u>2,468.96</u>	<u>520.00</u>	474.80	<u>423.58</u>	20.97
Expenses						
Supplies-Memorial Pro	<u>0.00</u>	<u>823.71</u>	<u>400.00</u>	205.93	<u>175.00</u>	19.44
Total Expenses	<u>0.00</u>	<u>823.71</u>	<u>400.00</u>	205.93	<u>175.00</u>	19.44
Net Income	\$ <u>111.20</u>	\$ <u>1,645.25</u>	\$ <u>120.00</u>	1,371.04	\$ <u>248.58</u>	22.19

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/19	01-804 Repair Parts Cash Basis	10078809	ENGINE COOLANT SKIDSTER AHW LLC	87.65	87.65
12/31/19	02-801 Supplies Cash Basis	2426-12-2019	FROZEN COSTUMES ALL DRESSED UP COSTU	1,931.22	1,931.22
12/31/19	01-705 Professional Services Cash Basis	1262019	LEGAL SERVICES ANCEL, GLINK, DIAMOND, BUSH, DICIANNI &	1,075.00	1,075.00
12/31/19	01-606 Telephones Cash Basis	17808018	PHONE BILL FAX AT&T	78.99	78.99
12/31/19	01-606 Telephones Cash Basis	352178012-12-201	PHONE BILL 1501 NOV/DEC AT&T	156.50	156.50
12/31/19	01-805 Awards & Remembrance Cash Basis	705072	TREE OF LIFE LEAF BRONZE MEMORIAL CO.	43.86	43.86
12/31/19	02-612 Mileage Cash Basis	2019 YR EXP	MILAGE REIMBURSEMENT DEAN CARRARA	129.17	129.17
12/31/19	02-709 Trade Services Cash Basis	4037112886	FLOOR MATS CINTAS	36.99	36.99
12/31/19	02-802 Equipment Cash Basis	FROZEN12-2019	REIMBURSEMENT SUPPLIES FROZEN CLARK, SPENCER	110.24	110.24
12/31/19	01-711 Utilities - Electricity Cash Basis	0000-12-2019	ELEC MEMORIAL COM-ED	307.94	307.94
12/31/19	01-711 Utilities - Electricity Cash Basis	3000-12-2019	ELEC LG OAK COM-ED	27.39	27.39
12/31/19	01-711 Utilities - Electricity Cash Basis	3011-12-2019	BEACH OAK ELECTRIC COM-ED	34.83	34.83
12/31/19	02-711 Utilities - Electricity Cash Basis	5008-12-2019	ELEC REC CENTER COM-ED	1,947.14	1,947.14
12/31/19	01-711 Utilities - Electricity Cash Basis	6006-12-2019	ELEC YENA COM-ED	38.26	38.26
12/31/19	01-711 Utilities - Electricity Cash Basis	7005-12-2019	ELEC HANESWORTH COM-ED	760.88	760.88

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/19	01-711 Utilities - Electricity Cash Basis	7017-12-2019	WD LN LG RD COM-ED	30.01	30.01
12/31/19	01-711 Utilities - Electricity Cash Basis	9007-12-2019	ELEC MAINT BLDG COM-ED	258.39	258.39
12/31/19	01-606 Telephones Cash Basis	12-2019	INTERNET COMCAST	442.91	442.91
12/31/19	02-801 Supplies Cash Basis	11811	TSHIRTS FOR FROZEN COMPLETE IMAGE	845.78	845.78
12/31/19	02-717 Program Contractual Ser Cash Basis	18955	FISH MAINTANCE CRYSTAL CLEAN AQUARIUM MAINT.	45.00	45.00
12/31/19	02-801 Supplies Cash Basis	12-2019 FROZEN	FROZEN REIMBURSEMENT FINNEGAN, DIANA	108.97	108.97
12/31/19	02-804 Repair Parts Cash Basis	10076	FIX FOLDING WALL IN MULTI PURPOSE ROOM FOLDING PARTITION SERVICES	683.00	683.00
12/31/19	02-801 Supplies Cash Basis	12-2019 FROZEN	REIMBURSEMENT FOR FROZEN GENTILE, MARY	55.00	55.00
12/31/19	02-604 Program Marketing Cash Basis	1808	SUMMER CAMP GUIDE KIDLIST	100.00	100.00
12/31/19	02-804 Repair Parts 01-804 Repair Parts Cash Basis	11-2019	FIX CONNECTION TO XMAS LIGHTS AIR FILTER FOR TRUCK LAGRANGE PARK ACE HARDWARE	47.76 14.36	62.12
12/31/19	01-801 Supplies 02-801 Supplies Cash Basis	12-2019	SHOP SUPPLIES HOLIDAY IN THE PARK DECORATIONS LAGRANGE PARK ACE HARDWARE	47.53 24.27	71.80
12/31/19	01-706 Office Machine Contracts Cash Basis	10157436	COPIER INSURANCE LEAF	13.40	13.40
12/31/19	02-717 Program Contractual Ser Cash Basis	6447	LIQUOR LIC MARKET ACCESS CORP	370.00	370.00
12/31/19	02-717 Program Contractual Ser Cash Basis	6501	DECEMBER LIQUOR LIC MARKET ACCESS CORP	195.00	195.00

Community Pk District LaGrange Pk
Purchase Journal
For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/31/19	01-709 Trade Services Cash Basis	45303	SAFETY INSPECTION METRO GARAGE, INC.	25.00	25.00
12/31/19	02-801 Supplies Cash Basis	12-2019	REIMBURSEMENT THEATER SUBSCRIPTION GARY CHARLES METZ	59.00	59.00
12/31/19	02-717 Program Contractual Ser Cash Basis	LP00030	MISS ANGIE CLASS INSTRUCTOR MISS ANGIE'S MUSIC LLC	2,446.50	2,446.50
12/31/19	01-804 Repair Parts Cash Basis	6308-747954	ANTIFREEZE GMC TRUCK A&M PARTS, INC.	33.78	33.78
12/31/19	01-804 Repair Parts Cash Basis	6308-753051	FITLERS FOR THE RANGER TRUCK A&M PARTS, INC.	85.61	85.61
12/31/19	02-704 Health Insurance Rec. Cash Basis	4143012020	DEAN LIFE INSURANCE NCPERS-IL IMRF	16.00	16.00
12/31/19	01-710 Utilites - Natural Gas Cash Basis	132-12-2019	GAS 132 NICOR	100.09	100.09
12/31/19	02-710 Utilites - Natural Gas Cash Basis	1501-12-2019	GAS 1501 NICOR	320.54	320.54
12/31/19	01-710 Utilites - Natural Gas Cash Basis	845-12-2019	GAS 845 NICOR	272.21	272.21
12/31/19	01-702 Computer Services Cash Basis	7293	STORAGE NOVENTECH, INC.	144.00	144.00
12/31/19	01-702 Computer Services Cash Basis	7300	MONTHLY MASNAGEMENT NOVENTECH, INC.	230.00	230.00
12/31/19	01-702 Computer Services Cash Basis	7405	STORAGE NOVENTECH, INC.	144.00	144.00
12/31/19	01-702 Computer Services Cash Basis	7411	MONTHLY MANAGEMENT NOVENTECH, INC.	230.00	230.00
12/31/19	01-705 Professional Services <Undefined Account> Cash Basis	12312019	MONTHLY ACCOUNTING FEE DEC 2019 01-705 ADM P.J. MESI & CO	975.00	975.00
12/31/19	02-722 Co-op Fees 02-722	FALL2019LG	COOP PROGRAMS	166.67 1,762.73	

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Co-op Fees 02-722			422.51	
	Co-op Fees 02-722			130.24	
	Co-op Fees 02-722			1,242.58	
	Co-op Fees Cash Basis		PARK DIST. OF LG		3,724.73
12/31/19	06-801 Safety Supplies Cash Basis	1568901855	SEMINAR FOR MARTIN & FILE PDRMA	70.00	70.00
12/31/19	06-760 PDRMA Premium Cash Basis	SH19082	MEMBER LIABILITY CONTRIBUTIONS PDRMA	13,630.80	13,630.80
12/31/19	02-801 Supplies Cash Basis	HITP12-2019LUC	REIMBURSEMENT FOR HOLIDAY IN THE PARK ITEMS PETTY CASH	8.40	8.40
12/31/19	08-708 ADA Portable Restrooms Cash Basis	PS305712	PORT A POTTIES ADA PIT STOP	75.00	75.00
12/31/19	01-706 Office Machine Contracts Cash Basis	02221453	WATER COOLER QUENCH	82.30	82.30
12/31/19	01-801 Supplies Cash Basis	3167068	OFFICE SUPPLIES QUILL CORPORATION	159.18	159.18
12/31/19	01-801 Supplies Cash Basis	3217813	OFFICE SUPPLIES QUILL CORPORATION	45.64	45.64
12/31/19	01-801 Supplies Cash Basis	3241268	OFFICE SUPPLIES QUILL CORPORATION	103.92	103.92
12/31/19	01-801 Supplies Cash Basis	3338160	OFFICE SUPPLIES QUILL CORPORATION	30.13	30.13
12/31/19	01-707 Refuse Disposals Cash Basis	0551-014680377	845 GARBAGE REPUBLIC SERVICES	170.47	170.47
12/31/19	02-707 Refuse Disposals Cash Basis	0551-014680458	1501 GARBAGE PICK UP REPUBLIC SERVICES	340.09	340.09
12/31/19	01-801 Supplies Cash Basis	167380	FUSES FOR BEASH OAK PARK LIGHTS SCOUT ELECTRIC SUPPLY CO.	45.00	45.00
12/31/19	08-780 SEASPAR Contribution	FY19-20#2	MEMBER CONTRIBUTIONS FOR FY19-20- 2ND INSTALLMENT	30,389.00	

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	Cash Basis		SEASPAR		30,389.00
12/31/19	02-709 Trade Services Cash Basis	2114064	PEST CONTROL	225.00	
			SMITHEREEN PEST MANAGEMENT		225.00
12/31/19	02-717 Program Contractual Ser Cash Basis	TABLETENNIS12	TABLE TENNIS INSTRUCTOR ENGELBERT SOLIS	234.00	
					234.00
12/31/19	01-606 Telephones 02-606 Telephones Cash Basis	642810511	PHONE BILL MARTIN	176.10	
			PHONE BILL DEAN	176.10	
			SPRINT		352.20
12/31/19	02-717 Program Contractual Ser Cash Basis	FROZEN2019	VIDEO FOR FROZEN	1,200.00	
			TRUFOCUS PRODUCTIONS INC		1,200.00
12/31/19	06-801 Safety Supplies Cash Basis	1046-FO14770	SPRINKLER INSPECTION 1501 U.S. ALLIANCE FIRE	312.00	
					312.00
12/31/19	01-603 Postage Stamps 01-608 Professional Developmen 01-805 Awards & Remembrance Cash Basis	2421-12-2019ND	POSTAGE/CERTIFIED LETTER TO D. ROMITO IPRA REGISTRATION FOR N.DAUM MATTONES	116.85 205.00 232.90	
			VISA		554.75
12/31/19	02-801 Supplies 01-801 Supplies Cash Basis	2447FILE 12-2019	FILTER FOR 1501	142.28	
			GAS	61.92	
			VISA		204.20
12/31/19	02-801 Supplies 02-801 Supplies 02-801 Supplies 01-805 Awards & Remembrance 02-801 Supplies 02-608 Professional Developmen Cash Basis	2595AS 12-2019	RT SUPPLIES	326.97	
			ENRICHMENT CLASS SUPPLIES	48.31	
			HOLIDAY IN THE PARK SUPPLIES	539.96	
			XMAS GIFTS FOR UPS, MAIL & VERTERAN VOLUNTEER	49.94	
			SR CLUB SUPPLIES	22.96	
			BASSETT TRAINING	13.95	
			VISA		1,002.09
12/31/19	02-801 Supplies 02-901 Other Expenses 02-801 Supplies 02-801 Supplies Cash Basis	2611DC 12-2019	SR CLUB	85.96	
			THEATER STORAGE	249.00	
			FROZEN COSTUMES	736.08	
			SANTA VISITS	39.00	
			VISA		1,110.04
12/31/19	01-608 Professional Developmen	2629JC 12-2019	LUNCH W/LIBRARY	36.65	

Community Pk District LaGrange Pk

Purchase Journal

For the Period From Dec 1, 2019 to Dec 31, 2019

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	02-801 Supplies		MENARDS SANTA CHAIR	364.50	
	01-608 Professional Developmen		IPRA JOB NOTICE	165.00	
	02-801 Supplies		HOLIDAY IN THE PARK LUNCH	71.48	
	Cash Basis		VISA		637.63
12/31/19	02-720 Brochure Printing	WS2020BROCHU	WS BROCHURE PRINTING	3,172.00	
	Cash Basis		WOODWARD PRINTING SERVICES		3,172.00
12/31/19	02-717 Program Contractual Ser	7084709	ELEMENTRY DRAWING INSTRUCTOR	240.00	
	Cash Basis		YOUNG REMBRANDT'S		240.00
12/31/19	02-717 Program Contractual Ser	7251212	CARTOON DRAWING INSTRUCTOR	240.00	
	Cash Basis		YOUNG REMBRANDT'S		240.00
12/31/19	02-801 Supplies	0167278	PAPER TOWEL.TP	166.77	
	Cash Basis		YPV DISTRIBUTION		166.77
12/31/19	02-801 Supplies	0167353-IN	PAPER TOWELS	74.00	
	Cash Basis		YPV DISTRIBUTION		74.00
				<hr/>	<hr/>
				73,728.51	73,728.51
				<hr/>	<hr/>

Community Pk District LaGrange Pk

Check Register

For the Period From Dec 10, 2019 to Jan 13, 2020

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

Check #	Date	Payee	Cash Account	Amount
20270	12/10/19	EMERGENCY CLOS	01-100	25.00
PRTR121319	12/11/19	FIRST NATIONAL B	01-100	20,619.22
FDTD121319	12/13/19	INTERNAL REVEN	01-100	7,685.89
STTD121320	12/13/19	ILLINOIS DEPT OF	01-100	1,295.12
20356	12/13/19	USCM/ MIDWEST	01-100	1,102.00
20271	12/19/19	SOUR ANGER STU	02-100	2,425.00
PRTR1227	12/23/19	FIRST NATIONAL B	01-100	17,847.74
FDTD1227	12/27/19	INTERNAL REVEN	01-100	4,865.49
STTD1227	12/27/19	ILLINOIS DEPT OF	01-100	996.95
20357	12/27/19	USCM/ MIDWEST	01-100	110.00
20358	12/27/19	IVY INVESTMENTS	01-100	500.00
20407	12/31/19	AFLAC	01-100	
PRTR011020	1/7/20	FIRST NATIONAL B	01-100	11,424.71
20361	1/10/20	USCM/ MIDWEST	01-100	110.00
20360	1/10/20	IVY INVESTMENTS	01-100	50.00
20359	1/10/20	USCM/ MIDWEST	01-100	
FDTD011020	1/10/20	INTERNAL REVEN	01-100	3,258.94
STTD011020	1/10/20	ILLINOIS DEPT OF	01-100	668.41
20362	1/13/20	AHW LLC	01-100	87.65
20363	1/13/20	ALL DRESSED UP	02-100	1,931.22
20364	1/13/20	ANCEL, GLINK, DI	01-100	1,075.00
20365	1/13/20	AT&T	01-100	235.49
20366	1/13/20	BRONZE MEMORI	01-100	43.86
20367	1/13/20	DEAN CARRARA	02-100	129.17
20368	1/13/20	CINTAS	02-100	36.99
20369	1/13/20	CLARK, SPENCER	02-100	110.24
20370	1/13/20	COM-ED	02-100	3,404.84
20371	1/13/20	COMCAST	01-100	442.91
20372	1/13/20	COMPLETE IMAGE	02-100	845.78
20373	1/13/20	CRYSTAL CLEAN	02-100	45.00
20374	1/13/20	FINNEGAN, DIANA	02-100	108.97
20375	1/13/20	FOLDING PARTITI	02-100	683.00
20376	1/13/20	GENTILE, MARY	02-100	55.00
20377	1/13/20	KIDLIST	02-100	100.00
20378	1/13/20	LAGRANGE PARK	02-100	133.92
20379	1/13/20	LEAF	01-100	13.40
20380	1/13/20	MARKET ACCESS	02-100	565.00
20381	1/13/20	METRO GARAGE, I	01-100	25.00

Community Pk District LaGrange Pk

Check Register

For the Period From Dec 10, 2019 to Jan 13, 2020

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

Check #	Date	Payee	Cash Account	Amount
20382	1/13/20	GARY CHARLES M	02-100	59.00
20383	1/13/20	MISS ANGIE'S MUS	02-100	2,446.50
20384	1/13/20	A&M PARTS, INC.	01-100	119.39
20385	1/13/20	NCPERS-IL IMRF	02-100	16.00
20386	1/13/20	NICOR	01-100	692.84
20387	1/13/20	NOVENTECH, INC.	01-100	748.00
20388	1/13/20	P.J. MESI & CO	02-100	975.00
20389	1/13/20	PARK DIST. OF LG	02-100	3,724.73
20390	1/13/20	PDRMA	06-100	13,700.80
20391	1/13/20	PETTY CASH	02-100	8.40
20392	1/13/20	PIT STOP	08-100	75.00
20393	1/13/20	QUENCH	02-100	82.30
20394	1/13/20	QUILL CORPORATI	02-100	338.87
20395	1/13/20	REPUBLIC SERVIC	02-100	510.56
20396	1/13/20	SCOUT ELECTRIC	01-100	45.00
20397	1/13/20	SEASPAR	08-100	30,389.00
20398	1/13/20	SMITHEREEN PEST	02-100	225.00
20399	1/13/20	ENGELBERT SOLIS	02-100	234.00
20400	1/13/20	SPRINT	02-100	352.20
20401	1/13/20	TRUFOCUS PRODU	02-100	1,200.00
20402	1/13/20	U.S. ALLIANCE FIR	06-100	312.00
20403	1/13/20	VISA	02-100	3,508.71
20404	1/13/20	WOODWARD PRIN	02-100	3,172.00
20405	1/13/20	YOUNG REMBRAN	02-100	480.00
20406	1/13/20	YPV DISTRIBUTIO	02-100	240.77
20408	1/13/20	AFLAC	01-100	28.73
Total				<u>146,741.7</u>

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: January 10, 2020

Re: Non-Discrimination/Anti-Harassment Policy Amendment | Agenda Item 12a

Recommendation

A motion and a second to approve Ordinance No. 001-2, and Ordinance Approving Community Park District of La Grange Park Amended Anti-Harassment Policy

Background

Effective Jan. 1, 2020, S.B. 75, the Workplace Transparency Act (WTA), amended the Illinois Human Rights Act (IHRA), requiring significant employment policy changes and amendments required specifically for local governments.

According to information provided by PDRMA, the changes mandate annual sexual harassment prevention training for employees (Id. 5/2-109) and broadens “unlawful discrimination” to cover “perceived” protected characteristics. Most significantly, the WTA now requires local governmental entities to adopt an ordinance or resolution amending its sexual harassment policy to provide a mechanism for reporting and conducting of an independent review for allegations made by an elected official against another elected official. 5 ILCS 430/70-5(a). This requirement has a deadline of Feb. 9, 2020.

By law, board members and officials of local government must attend annual training that achieves the following: (1) definitions of unlawful discrimination, unlawful harassment, and sexual harassment; (2) details on how to report the same; (3) the definition of retaliation and how to report it; and (4) the consequences of engaging in discrimination or harassment and for knowingly making a false report.

A redlined version of our policy has been included for your review.

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:
 - a. submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee individual; or,
 - c. the harassment has the purpose or effect of interfering with the employee's individual's work performance or creating an environment that is intimidating, hostile, or offensive to the employee individual.

For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her an individual's actual or perceived gender, race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of his/her an individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment or participation opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, texting, or social media).

Conduct prohibited by these policies is unacceptable on any park district grounds and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, ~~and~~ business-related social events, and any other location where the individual is assigned to perform his or her job duties.

Note: Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind ~~shall~~will be subject to disciplinary action, up to and including discharge. Any program participant or visitor engaging in practices or conduct constituting sexual harassment, discrimination, or harassment of any kind shall be subject to removal from the program and/or District grounds.

RETALIATION IS PROHIBITED

The Park District prohibits retaliation against any individual ~~who because the individual~~ reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections exist for reporting parties under the whistleblower protections of the State Officials and Employees Ethics Act, the Illinois Whistleblower Act, and the Illinois Human Rights Act.

COMPLAINT REPORTING PROCEDURE

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory or discriminatory conduct from promptly advising the offender that ~~his or her~~the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to ~~the offending person~~, your immediate supervisor, your department head, and/or ~~human resources~~the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- Direct Communication with the Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed ~~employee~~individual, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are not required to directly confront the person who is the source of your report, question or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, ~~department head~~ Executive Director, or human resources. If you feel uncomfortable doing so, or if your immediate supervisor and/or ~~department head~~ Executive Director is the source of the problem, condones the problem or ignores the problem, report directly to human resources. If human resources is the source of the problem, condones the problem, or ignores the problem, you should contact the Executive Director or the President of the Board of Park Commissioners.
- Report to Executive Director/President of the Board of Park Commissioners:
An ~~employee~~individual may also report incidents of harassment or discrimination directly to the Executive Director. ~~The Executive Director or his/her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid.~~ If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident(s) in writing directly to the President of the Board of Park Commissioners. ~~An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.~~

- Complaint Against A Board Member: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Community Park District, such as a Commissioner, the allegations should be reported to the Executive Director, human resources, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or retaliation. If a complaint is made against an elected official of the Community Park District under this Section, the matter must be referred to the District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the human resources department (or his or her designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation. Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703. Confidential Report: Individuals have the option to make a confidential report to their supervisor, Human Resources, the Illinois Inspector General, or the Illinois Department of Human Rights.

HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES / THIRD PARTIES

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director will promptly investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable effort to protect you from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. ~~Please recognize, however, that the Park District has limited control over the actions of non-employees.~~

Important – Notice to All Employees: Employees-Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of theis complaint reporting procedure. ~~An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.~~

HARRASSMENT ALLEGATIONS BY ELECTED OFFICIALS AGAINST OTHER ELECTED OFFICIALS

Alleged harassment by one elected official against another can be reported to the Community Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to

any other District commissioner. If a complaint is made against an elected official of the District by another elected official of the District under this Section, the matter must be referred to the District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

HARASSMENT OF NON-EMPLOYEES

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify human resources or the Executive Director. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the human resources, Executive Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants

RESPONSIBILITY OF SUPERVISORS AND WITNESSES

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any ~~employee-individual~~ should immediately advise the Executive Director who will investigate the conduct promptly and take remedial action if the allegations are substantiated. ~~and resolve the matter as soon as possible.~~

All ~~employees-individuals~~ are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

THE INVESTIGATION

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality.- The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

RESPONSIVE ACTION

The Park District will determine whether harassment, discrimination or retaliation has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Park District believes appropriate under the circumstances.

FALSE AND FRIVOLOUS COMPLAINTS

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges, are considered severe misconduct and may result in disciplinary action, up to and including dismissal. ~~The definition of a false or frivolous complaint does not include complaints that are made in good faith but are not substantiated through the investigation process.~~

CONCLUSION

In summary, employees have a right to: be free from unlawful discrimination, harassment or retaliation in the workplace (see this Policy and the agency's EEO Policy); file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the agency's ADA Policy and Pregnancy Discrimination Policy).

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago Illinois 60601, (312) 814-6200 about filing a formal complaint. You may also have the right to file a complaint of discrimination or harassment with a court of competent jurisdiction.

1.3 Americans With Disabilities Act Policy

The Community Park District is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

ORDINANCE NO. 001-20
ORDINANCE APPROVING COMMUNITY PARK DISTRICT OF LA GRANGE PARK
AMENDED ANTI-HARRASSMENT POLICY

WHEREAS, The Illinois General Assembly has enacted amendments to the Workplace Transparency Act Public Act 101-0221, effective January 1, 2020 (the "Act"); and

WHEREAS, the Act requires units of local government to enact a policy containing specific provisions by ordinance or resolution by February 9, 2020; and

WHEREAS, the Board of Park Commissioners of the Community Park District of La Grange Park has determined, and hereby declares, that it is necessary and in the best interests of the District and its residents to modify its current Anti-Harassment and Anti-Discriminations Policy, in order to ensure full compliance with the Act.

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

SECTION ONE: The recitals set for the herinabove shall be and are hereby incorporated in this Section One as if said recitals were fully set forth herein.

SECTION TWO: The Community Park District Anti-Harassment and Anti-Discrimination Policy as amended to ensure compliance with the Act in the form attached hereto as Exhibit No. 1 and incorporated by this reference (the "Policy"), is hereby adopted, and the Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

SECTION THREE: Any prior order, resolution, policy or ordinance of the Community Park District of La Grange Park in conflict with the provisions of the Policy or this Ordinance, shall be and hereby are, repealed to the extend of such conflict.

SECTION FOUR: This Ordinance shall take effect upon its passage and approval in the manner provided by law.

PASSED this 13th day of January 2020.

APPROVED this 13th day of January 2020.

Tim Ogden, President

ATTEST: _____
Karen Boyd, Secretary

AYES:

NAYS:

ABSENT:

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATE

I, Karen Boyd, do hereby certify that I am duly qualified and acting Secretary of the Board of Park Commissioners of the Community Park District of La Grange Park, Cook County, Illinois, and as such am the keeper of the records and files of the Board of Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of the ordinance adopted at the regular meeting of said Board of Commissioners of said District held on the 13th day of January, 2020 entitled:

**“COMMUNITY PARK DISTRICT OF LA GRANGE PARK
AMENDED ANTI-HARRASSMENT POLICY”**

IN WITNESS THEREOF I affix my official signature and seal of this office at La Grange Park, Illinois, this thirteenth day of January 2020.

(SEAL)

_____ Karen Boyd, Secretary

1.2 Non-Discrimination and Anti-Harassment Policy

A: PURPOSE

The Community Park District of LaGrange Park is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner or board member, agent, volunteer, vendor, and registered participant of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other types of harassment. The Park District will not tolerate sexual or any other type of harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or express), sex, race, color national origin, citizenship status, ancestry, marital status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived gender, sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment based on and individual's actual or perceived gender, sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to the Policy and the agency's EEO Policy the Park District provides training on discrimination, harassment, and retaliation to its employees at or near the time of hire, and annually thereafter.

B: DEFINITIONS OF HARASSMENT

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:
 - a. submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed individual; or,
 - c. the harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived gender, race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment or participation opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, texting, or social media).

Conduct prohibited by these policies is unacceptable on any park district grounds and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events, and any other location where the individual is assigned to perform his or her job duties.

Note: Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind will be subject to disciplinary action, up to and including discharge. Any program participant or visitor engaging in practices or conduct constituting sexual harassment, discrimination, or harassment of any kind shall be subject to removal from the program and/or District grounds.

RETALIATION IS PROHIBITED

The Park District prohibits retaliation against any individual because the individual reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections exist for reporting parties under the whistleblower protections of the State Officials and Employees Ethics Act, the Illinois Whistleblower Act, and the Illinois Human Rights Act.

COMPLAINT REPORTING PROCEDURE

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to, your immediate supervisor, your department head, and/or the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with the Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head, or human resources. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to human resources. If human resources is the source of the problem, condones the problem, or ignores the problem, you should contact the Executive Director or President of the Board of Park Commissioners.

Report to Executive Director/President of the Board of Park Commissioners: An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his/her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident(s) in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

Confidential Report: Individuals have the option to make a confidential report to their supervisor, Human Resources, the Illinois Inspector General, or the Illinois Department of Human Rights.

HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES / THIRD PARTIES

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Important – Notice to All Employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

RESPONSIBILITY OF SUPERVISORS AND WITNESSES

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

THE INVESTIGATION

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

RESPONSIVE ACTION

The Park District will determine whether harassment, discrimination or retaliation has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Park District believes appropriate under the circumstances.

FALSE AND FRIVOLOUS COMPLAINTS

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges, are considered severe misconduct and may result in disciplinary action, up to and including dismissal. The definition of a false or frivolous complaint does not include complaints that are made in good faith but are not substantiated through the investigation process.

CONCLUSION

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago Illinois 60601, (312) 814-6200 about filing a formal complaint. You may also have the right to file a complaint of discrimination or harassment with a court of competent jurisdiction.

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: January 10, 2020

Re: Budget Timeline

Recommendation

For discussion only

Background

Special Hearings for the proposed budget at appropriations ordinances have historically been held in May.

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: January 10, 2020

Re: Intergovernmental Agreement with the La Grange Park Library | Agenda Item 12c

Recommendation

A motion and a second to approve Resolution No. R001-2, a Resolution Approving an Intergovernmental Agreement for snowplowing services between the Community Park District of La Grange Park and the La Grange Park Library.

Background

Historically, the Community Park District has provided snowplowing services to the La Grange Park Library. The IGA that has been presented has been drafted by our attorney and approved by our risk management agency, PDRMA.

This agreement allows the park district and library to share resources in order to continue to provide outstanding service to the residents of La Grange Park.

The fees associated with this agreement will be negotiated annually, and the agreement will be presented for renewal each year.

RESOLUTION NO. R001-20

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR SNOWPLOWING SERVICES
BETWEEN THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK
AND THE LA GRANGE PARK LIBRARY**

This Intergovernmental Agreement (the "Agreement") is entered into by and between the La Grange Park Library (the "Library") and the Board of Park Commissioners of the Community Park District of La Grange Park ("Park District"). From time to time, this Agreement may refer to the Library and the Park District individually as a "Party" and together as the "Parties."

PREAMBLES

WHEREAS, the Community Park District of La Grange Park ("Park District") and the La Grange Park Library ("Library") are Illinois units of local government established and governed by Illinois law; and

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* further authorizes intergovernmental cooperation; and

WHEREAS, the Park District and the Library own and operate neighboring properties adjacent to one another at Memorial Park; and

WHEREAS, the Park District and the Library desire to enter into an agreement regarding cross-access easements, maintenance and use of their respective properties.

AGREEMENT

In consideration of the promises, covenants and conditions contained in this Agreement, the Library and the Park District agree as follows:

1. Preambles. The Preambles to this Agreement are incorporated into and made a part of this Agreement and all covenants, terms, conditions, and provisions hereinafter contained shall be construed and enforced in accordance therewith.

2. Access and Parking License. The Library hereby grants the Park District a license over and across all of the asphalt drives, parking areas, and sidewalks located on the "Library Property" (as depicted on Exhibit 1) for the Park District, and its employees and invitees, to access and use the Library's parking lot during park district events, and also for the purposes of snow removal as set forth below.

3. Cooperation.

 (a) Snow removal. At such times as the Park District, pursuant to its own policies, undertakes the removal of snow from Memorial Park, the Park District will remove snow from the parking and sidewalk areas of the Library Property designated on Exhibit 1. After initial removal by the Park District, the Library will clear its access walks until such time as the Park District may return (pursuant to Park District policies and direction) to perform additional snow removal work.

 (b) The Park District will track and invoice the Library for the direct cost of salt and for the time spent by personnel and equipment ("Service Time") on snow removal on the Library Property and the Library agrees to pay such invoices. The hourly rate schedule for the Service Time will be agreed upon on or before October 1 of each year by the Executive Directors of the Library and the Park District. The Service Time rates will take into account the costs of employees, fuel, and particular equipment involved. The Service Time rate schedule will be reduced to writing, appended to this

agreement, and adjusted annually as appropriate. The Library will process and pay the invoices from the Park District in accordance with the Library's accounts payable policies and procedures.

(c) The Library further covenants and agrees to defend, indemnify and save harmless the Park District from and against any and all claims, demands, and causes, or causes of action from third parties, and any and all loss or damage sustained by third parties arising out of or related to the snow removal. The Library will also name the Park District as an additional insured on the Library's policy of insurance.

(d) The Library grants the Park District the right to use – in accordance with Library policies, rules and regulations, but at no cost to the Park District -- the Library's program rooms on an as-needed basis for Park District programs when such rooms are available. The Park District shall schedule its use of the Library's program rooms through the Executive Directors, or their designees, and the Park District shall have priority of use after all Library programming has been scheduled.

(e) The Library and Park District will cooperate to provide residents with the opportunity to borrow (i.e., "check out") recreational equipment for use in Memorial Park through a "Library of Things" that will include items such as basketballs, footballs, bocce balls, etc. The Library will provide and maintain the equipment and the Library will require the execution of a waiver and release—approved as to form by both Parties—from all persons checking out such equipment.

(f) The Library agrees to provide and keep force at all times during this Agreement, the following coverages: commercial General Liability Insurance including contractual liability coverage, with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) annual aggregate; All certificates of insurance in connection herewith shall be furnished to the park district no later than seven (7) days prior to the commencement date of this agreement.

4. Miscellaneous.

(a) Nothing herein shall constitute a waiver of any immunities against liability available to either party under law.

(b) This Agreement shall be binding upon and inure to the benefit of the Library and the Park District and their successors.

(c) Neither Party may assign its rights or obligations under this Agreement without the written consent of the other Party.

(d) This Agreement represents the entire understanding and agreement between the Library and the Park District regarding the subject matter hereof. No amendment, waiver or modification of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and adopted by each of the Parties.

BOARD OF TRUSTEES
LA GRANGE PARK LIBRARY

BOARD OF PARK COMMISSIONERS
COMMUNITY PARK DISTRICT OF
LA GRANGE PARK

By: _____
President

By: _____
President

Attest: _____
Secretary

Attest: _____
Secretary

Date Signed: _____, 2020

Date Signed: _____, 2020

INTERGOVERNMENTAL AGREEMENT FOR SNOWPLOWING SERVICES BETWEEN
THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK
AND THE LA GRANGE PARK LIBRARY

Exhibit A.

