

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 Barnsdale Road, La Grange Park, IL 60526
August 10, 2020 - 6:30 PM

1. Call to Order the Regular Meeting & Roll Call
 - a. Approval by a majority of the Commissioners present to allow Commissioner Ronovsky to attend the meeting by video conference, as she is unable to physically attend and has provided adequate notice as provided in section 3.6 of the Board Policy Manual.
2. Pledge of Allegiance
3. Park District Mission: The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.
4. Open Forum
5. Approval of the August 10, 2020 Agenda
6. Approval of Board Meeting Minutes
 - a. July 20, 2020 Regular Meeting Minutes
7. Communications/Proclamations/Presentations
 - a. Presentation of the Auditor's Report for FY Year Ending April 30, 2020 as presented by Don Shaw, Lauterbach & Amen.
8. Staff Recognition
 - a. Matt Crilly, Recreation, Facilities, and Safety Manager
9. Staff Reports
 - a. Executive Report
 - i. Human Resources, Executive Assistant
 - b. Recreation Report
 - i. Recreation Manager
 - ii. Recreation, Facilities, and Safety Manager
 - iii. Community Engagement & Marketing Coordinator
 - c. Parks Report
 - d. Financial Consultant
10. Approve Monthly Disbursements
11. Unfinished Business
 - a. Pets in the Park Policy
 - b. Tobacco Policy

12. New Business

- a. Board Meeting Format

13. Adjourn to Executive Session

In Accordance with the Open Meetings Act under Section 2(c)(5) to discuss the purchase or lease of real property for the use of the public body.

14. Closed Session

- a. The Purchase or Lease of Real Property for the Use of the Public Body - Pursuant to 5 ILCS 120/2(c)(5)

15. Reconvene Open Meeting & Roll Call

16. Action, if any, from Executive Session

17. Next Regular Meeting: Monday, September 14, 2020, 6:30pm

18. Adjournment

Those wishing to attend the public hearing or Regular Meeting on August 10, 2020 may do so via the Zoom platform:

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

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

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

Virtual Meeting Participation Information
Topic: Regular Park District Board Meeting
Time: Aug 10, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 515 027 2773

Passcode: CPD1501

One tap mobile

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

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 515 027 2773

Passcode: 436130

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 Barnsdale Road, La Grange Park, IL 60526
August 10, 2020 - 6:30 PM

1. Call to Order the Regular Meeting & Roll Call

- a. Approval by a majority of the Commissioners present to allow Commissioner Ronovsky to attend the meeting by video conference, as she is unable to physically attend and has provided adequate notice as provided in section 3.6 of the Board Policy Manual.

[Request a motion (and second) to allow Commissioner Ronovsky/Commissioner Stastny to attend the meeting by video conference as they are unable to physically attend as allowed by Section 7 of the Illinois Open Meetings Act. 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 if anyone is attending virtually. Ask whether there are any public comments under "Open Forum".]

5. Approval of the August 10, 2020 Agenda

[Request a motion (and second) to approve the August 10, 2020 Meeting Agenda...Roll Call...]

6. Approval of Board Meeting Minutes

- a. July 20, 2020 Regular Meeting Minutes

[Request a motion (and second) to approve the July 20, 2020 Meeting Minutes...Roll Call...]

7. Communications/Proclamations/Presentations

- a. Presentation of the Auditor's Report for FY Year Ending April 30, 2020 as presented by Don Shaw, Lauterbach & Amen.

8. Staff Recognition

- a. Matt Crilly, Recreation, Facilities, and Safety Manager

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- c. Parks Report
- d. Financial Consultant

10. Approve Monthly Disbursements

[Request a motion (and second) to approve the July Disbursements in the amount of \$146,350.93. After the second ask if there is any discussion. Roll Call Vote.]

11. Unfinished Business

- a. Pets in the Park Policy

[For Discussion only. Executive Director Cannaday to present information. Board to provide guidance on moving forward]

- b. Tobacco Policy

[Request a motion and a second to approve the new Personal Policy 6.4 and 8.2 as amended] After the second ask if there is any discussion. Roll Call Vote.]

[Request a motion and a second to approve the new General Use Policy 3.12.10 as amended] After the second ask if there is any discussion. Roll Call Vote.]

12. New Business

- a. Board Meeting Format

[For Discussion only]

13. Adjourn to Executive Session

In Accordance with the Open Meetings Act under Section 2(c)(5) to discuss the purchase or lease of real property for the use of the public body.

[Request a motion and a second to adjourn to Executive Session in accordance with the Open Meetings Act under Section 2(c)(5). Roll Call]

14. Closed Session

- a. The Purchase or Lease of Real Property for the Use of the Public Body - Pursuant to 5 ILCS 120/2(c)(5)

15. Reconvene Open Meeting & Roll Call

16. Action, if any, from Executive Session

17. Next Regular Meeting: Monday, September 14, 2020, 6:30pm

18. Adjournment

[Request a motion (and second) to adjourn the regular meeting of August 10, 2020...Roll Call]

Those wishing to attend the public hearing or Regular Meeting on August 10, 2020 may do so via the Zoom platform:

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Meeting ID: 515 027 2773

Passcode: 436130

MINUTES

BUDGET AND APPROPRIATIONS PUBLIC HEARING AND REGULAR MEETING COMMUNITY PARK DISTRICT OF LA GRANGE PARK

July 20, 2020 – 6:30 PM

1. PUBLIC HEARING FOR THE COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE 003-20 FOR FISCAL YEAR MAY 1, 2020-APRIL 30, 2021. (Notice of the Public Hearing was published in Suburban Life-July 2, 2020)

- a. CALL TO ORDER & ROLL CALL

President Ogden called the meeting to order at 6:31 p.m. Commissioners present were Karen Boyd, Bob Corte, Peggy Ronovsky (via Zoom), and Lucy Stastny (via Zoom).

Also present were Executive Director Jessica Cannaday (via Zoom), and Recreation Manager Ashley Jusk.

- b. Commissioner Boyd made a motion to allow Commissioner Ronovsky and Commissioner Stastny to attend the meeting via video conference (Zoom). Commissioner Corte seconded the motion. Motion was passed unanimously.

- c. Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 20120 – April 30, 2021
President Ogden asked whether anyone else was attending virtually. There were no responses. President Ogden asked if there were any public comments regarding the Community Park District Budget & Appropriations Ordinance Number 003-20. There were none.

- d. ADJOURNMENT OF PUBLIC HEARING

Commissioner Boyd made a motion to adjourn the meeting at 6:36 p.m. Seconded by Commissioner Corte. Motion passed unanimously.

2. CALL TO ORDER & ROLL CALL

President Ogden called the meeting to order at 6:37 p.m. Commissioners present were Karen Boyd, Bob Corte, Peggy Ronovsky, and Lucy Stastny.

Also present were Executive Director Jessica Cannaday, Recreation Manager Ashley Jusk, and Financial Consultant Phil Mesi (as of 6:52 p.m.).

- a. Commissioner Corte made a motion to allow Commissioner Ronovsky and others to attend the meeting via video conference (Zoom). Commissioner Boyd seconded the motion. Motion was passed unanimously.

3. PLEDGE OF ALLEGIANCE

4. 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.

5. OPEN FORUM

There were no public comments.

6. ADDITIONS/DELETIONS/APPROVAL OF AGENDA

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

7. APPROVAL OF BOARD MEETING MINUTES

- a. Commissioner Corte made a motion to approve the June 8, 2020 minutes. Seconded by Commissioner Stastny. Motion passed unanimously.

8. COMMUNICATIONS/PROCLAMATIONS/PRESENTATIONS

- a. President Ogden asked the Board and Staff members if there were any communications, proclamations, or presentations. Executive Director Cannaday expressed her appreciation for the La Grange Park Police Department's coordination with the Park District during a recent incident involving addressing and disbursement of a gathering of 120 to 150 juveniles at Memorial Park. Social distancing was addressed. Also, one basketball rim will be replaced, and one is being fixed.

8. STAFF RECOGNITION

- a. Executive Director Cannaday stated that the new Recreation, Facilities, and Safety Manager role has been filled.
- b. Executive Director Cannaday introduced new Board Secretary, Jane Bowers. Ms. Bowers introduced herself, noting her professional background, and history teaching Spanish at the Park District.

9. STAFF REPORTS

- a. Executive Director Report
A written report distributed to the Board prior to the meeting was introduced by Executive Director Cannaday. Director Cannaday stated that the audit has been completed and expects the auditors to present a clean opinion. Work with AYSO and Little League to open fields safely was discussed. She also noted that several new instructors have been hired for summer programming.
- b. Discussion regarding the background, hiring, and communication of the new Recreation, Facilities, and Safety Manager took place. Also discussed was the cost benefit analysis of hiring a full-time employee. Questions were asked and answered. External and internal cross training for the new employee were discussed. Additional discussion took place, and questions were asked and answered.
- c. Recreation Report

A written report distributed to the Board prior to the meeting was introduced by Recreation Manager Ashley Jusk. She stated that there are currently 145 students enrolled for the 2020/2021 school year, and that summer school continues to move along smoothly. Questions were asked and answered on planning for safely opening the 2020/2021 school year and what format will be used, and other related school year safety topics. Recreation Manager Jusk confirmed that she is watching for guidelines and formats that District 102 will be implementing. She was asked to forward an email to the Commissioners on what related policies are and might look like when she receives them. She agreed.

d. Parks Report

A written report by Building & Grounds Supervisor Ray Drexler, and included in the packet, was presented by Executive Director Cannaday. She stated that the Park's custodial staff has been retrained on COVID cleaning and that fields and courts have been prepped for play, and parks have been inspected and opened. Questions were asked and answered.

e. Community Engagement & Marketing Report

A written report included in the packet by Community Engagement & Marketing Coordinator Amanda Kennedy was introduced by Executive Director Cannaday. She reviewed new programs running for July, the addition of 44 more private tennis lessons, and 46 students in various level tennis camps. The July 25, 2020 Community Shred day was mentioned. Discussion of handling Veteran Memorial efforts and activities were also discussed. Questions were asked and answered.

f. Financial Consultant Report

Financial statements for the month ending June 30, 2020 were introduced. Mr. Mesi stated that 5 utility bills were paid on July 7, 2020, and the rest were paid July 20, 2020. He stated that approximately \$25,000 in taxes were received as of July 20, 2020. He stated that at first glance, the audit seemed to have gone well. Finally, he stated that when the budget is approved he will load it into the financial statements. Questions were asked and answered.

9. APPROVAL OF MONTHLY DISBURSEMENTS

A Purchase Journal included in the packet prior to the meeting was introduced by Financial Consultant Phil Mesi. Commissioner Ronovsky made a motion to approve the monthly disbursements totaling \$113,551.04. Seconded by Commissioner Corte. Motion was passed unanimously by roll call vote.

10. UNFINISHED BUSINESS

Budget & Appropriations Ordinance 003-20

Commissioner Stastny made a motion to approve Ordinance Number 003-20 for the combined budget and appropriations for Fiscal Year 20/21. President Ogden seconded. Motion was passed unanimously by roll call vote. Commissioner Ronovsky complimented Executive Director Cannaday and her staff on the quality work done by them on this budget.

11. NEW BUSINESS

a. Pets in the Park Policy

Discussion of the current and a potentially updated/revised Pets in the Park Policy took place. Discussion ensued, including safety, waste management, comparative metrics, and adding this information to the La Grange Park newsletter at a later point.

Commissioner Boyd stated that she would forward related side bar conversation topics to Executive Director Cannaday for consideration. Executive Director Cannaday then asked the Board whether they would be in favor of exploring a policy allowing for leashed dogs in the parks. Upon Board confirmation, she stated that she would draft a new Pets in the Park Policy for review/approval.

b. Tobacco Policy

Discussion of the current and a potentially updated/revised Tobacco Policy took place. Post discussion, Executive Director Cannaday then stated that she would update/revise the current Tobacco Policy to eliminate all tobacco and vaping use within all areas of all parks, at all times, for review/approval.

12. NEXT REGULAR MEETING

Monday, August 10, 2020 at 6:30 p.m. in the multi-purpose room.

13. ADJOURNMENT

Commissioner Ronovsky made a motion to adjourn the meeting at 7:42 p.m. Seconded by Commissioner Stastny. Motion passed unanimously.

Secretary

Approved August 10, 2020

DATE: August 7, 2020

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

FROM: Jessica Cannaday, Executive Director

RE: July Executive Report

Executive Office

COVID-19 Financial Impact Update:

All Funds – Revenue is down \$100,420 compared to Month End July 31, 2019 and overall the agency is running a deficit of **\$5,462**. Total expenses are \$29,000 lower than Month End July 31, 2019. The deficit is due to \$57,000 in insurance expenses recorded this month, whereas they were recorded in August of 19/20.

Corporate Fund – YTD revenues are down \$25,000 due to reduced levy allocations for this FY, expenses are up \$3,000, and the fund currently has **\$1,543** surplus. Increased YTD expense data is due largely to the fact that FY 19/20 insurance expenses weren't recorded until August.

Recreation Fund - Total revenue is down \$68,000 compared to Month End July 31, 2019 because of a \$69,600 program revenue loss due to COVID-19. We have anticipated a total program revenue loss of approximately 50%. Our summer program revenue loss was at 47%, which is \$4000 better than anticipated. The Recreation fund currently has a **\$5768** surplus.

Total recreation expenses are \$36,500 lower than last year (\$26,000 of Recreation 20/21 expenses are due to insurance that wasn't recorded until August of 19/20).

Other Items to Note:

- Over the past three months, we have realized a 60% savings in electrical costs from last year and 47% savings in natural gas. We anticipate a 75%-90% savings in water costs for the summer.
- I am happy to report that unemployment costs accrued from furloughs and layoffs due to COVID-19 **will not** be billed to the agency.

Staff is planning an incredible catalog of creative, innovative and safe programming for the fall. Our goals are to continue to be responsive to the needs of the community in order to provide programming that considers the immediate need to to keep our staff and community safe as well improve the long-term health and wellbeing of our community.

HR/Executive Assistant

- Nancy has trained and taken on HR responsibilities previously assigned to the Safety Coordinator, including: Managing our background check platform and ordering background checks, ordering physicals and drug screens as needed, and ordering driver abstracts.
- On-boarded new full-time employee, Matt Crilly.
- Processed 141 transactions in Community Pass for the month of July (\$9,879 in income, \$4,542 in refunds). Tennis, Women's Softball, Miss Angie classes, and camp brought in significant income. Refunds for the 2 ½ year Ready Teddy classes and Teddy Toddlers accounted for a significant portion of refunds.

Date: August 10, 2020

To: Jessica Cannaday, Executive Director

From: Ashley Jusk, Recreation Manager

Re: July 2020 Board Report

PRESCHOOL

July had 135 students enrolled for the 2020-2021 school year. We are in the process of contacting all of our enrolled students with our modified options for the Fall of 2020. Those options are as followed:

In Person:

Pre K AM, Pre K PM, 3-year old AM, 3-year old mid-morning, 3-year old PM

Remote Learning:

Pre K AM, Pre K PM, 3-year old AM, 3-year old mid-morning, 3-year old PM

Teddy Toddlers:

Twenty-eight (28) 2.5 to Early 3-year old and fourteen (14) Teddy Toddlers students were withdrawn and refunded from the 2020-21 school year. All students were contacted with a modified program running Tuesday and Thursday from 9-10 or 10:30-11:30. The class is parent/child but will have the same structure and curriculum as our 2.5 year old classroom.

SUMMER CAMPS & PROGRAMING

July started the second session of our summer camp. 28 campers are enrolled. The first session had 25 campers enrolled.

Miss. Angie outdoor classes have 22 participants enrolled. Total revenue from this class is \$1,465.

FITNESS

Basic Yoga has 11 participants enrolled for the current indoor session. Total revenue from this class is \$520.

Date: August 10, 2020

To: Jessica Cannaday, Executive Director

From: Matt Crilly, Recreation, Facilities & Safety Manager

Re: August 2020 Board Report

Recreation

I am acclimating myself to Community Pass and the programs to be taken over.

Safety

Completed my first Playground Inspection while learning to use the tracking form and work order request system.

Facilities

1. Developing a Recreation Center inspection binder, please see the following pages.
2. Preventative Maintenance for Roof Top Units has been completed. A preliminary schedule is in place for continued PM. Quotes for HVAC servicing company on a Bi-annual basis, Spring and Fall, will start next week.

1. Monthly Visual check of Air filters, Fresh Air filter, Exterior fins for cleanliness
2. Visual inspection of fan belts, motors, fittings

HEPA Air Filters:

-We have four Carrier RTU's that take care of our Recreation Center Heating/Cooling. Each unit has standard sized air filters, the important part being each is 2-inches deep. The smallest depth for a HEPA filter starts at 6-inches. Additionally, we need to be careful not to put filters in that are too restrictive for proper air flow, as that would diminish the quality of air being circulated. That means while there is an option to have a higher MERV (Minimum Efficiency Reporting Value), that does not mean it will improve the quality of air being circulated.

RTU#	# Filters	Size	Lowest Quote Individual/Bulk
1	4	20x20x2	\$3.73/44.76
2	4	16x20x2	\$4.22/50.64
3, 4	4	16x25x2	\$4.25/51.00
		Total Bulk Cost	\$146.40

Recreation Center Inspection
Community Park District La Grange Park Recreation Center

Name _____

Date _____

Position _____

USE THE FOLLOWING CODES THROUGHOUT THE CHECKLIST

1- Okay	Satisfactory conditions
2- Needs Repair	Some form of maintenance needed and can be corrected on site
3- Request For Repair (In-house work order)	Maintenance needed, work order completed
0- Service Call Placed	Significant problem exists and service call placed
X- Corrective Action Completed	Repair Complete – X placed directly over 2,3 or 0 codes

Life Safety/Facility	Code
First Aid Kits	
Fire Protection System (Yearly)	
Emergency Boxes	
Emergency Operation Plan Binder	
Emergency Lighting (Quarterly)	
Sprinkler Inspection (Yearly)	
Fire Extinguishers Mounted, Tagged and Inspected (Yearly)	
Evacuation Directions Posted were necessary	

Floors	Code
Dry with no spots, moisture or standing water	
Carpet surface in good condition with no tears, rips or loose sections	
Floor plates mounted flush with surface	
Tile and grout condition good and without cracks	
Floor mats flat with no buckling	

Walls	Code
Paint in good condition	
Clean free and of markings	
Lights	Code
All functioning and bulbs working including display case	
Fixtures securely attached to ceiling	
Valances free of dust and debris	
Exits	Code
Clearly marked	
Emergency lighting in place and working properly	
Electrical	Code
Wall plugs covered	
Light switches functioning	
TV cable working in lobby area	
Ground fault interrupters in place where appropriate	
Ceiling	Code
Ceiling tiles in good condition	
No chips or cracked paint	
Furniture	Code
Chairs are in good repair	
Fire Protection	Code
Alarms working and regularly tested	
Evacuation directions posted were necessary	

Date: August 6, 2020

To: Jessica Cannaday, Executive Director

From: Amanda Kennedy, Community Engagement & Marketing Coordinator

Re: July 2020 Board Report

MARKETING

21 emails sent with an average opening rate of 66%

Submitted E-briefs & updated signage on LaGrange Road

Currently working with La Grange Historical Society to tie in our Jack Ryder Memorial Day 2021 event to an exhibit with them.

PROGRAMMING

Booked an additional 50 private Tennis lessons with Coach Laura

Youth Tennis Camps has a total of 46 participants, we are planning to continue in the Fall with more private Tennis lessons as well as add evening lesson for adults.

Art In the Park was a success with a total of 13 participants with a net profit of \$915.

Preschool Playtime in the Park had a total of 6 participants (max number due to Covid) with a net profit of \$74.61

Private Softball Lessons finished this month with a total number of participants at 26 and a net profit of \$662.50

Girls Softball camp had a total of 8 participants with a net profit of \$235.00

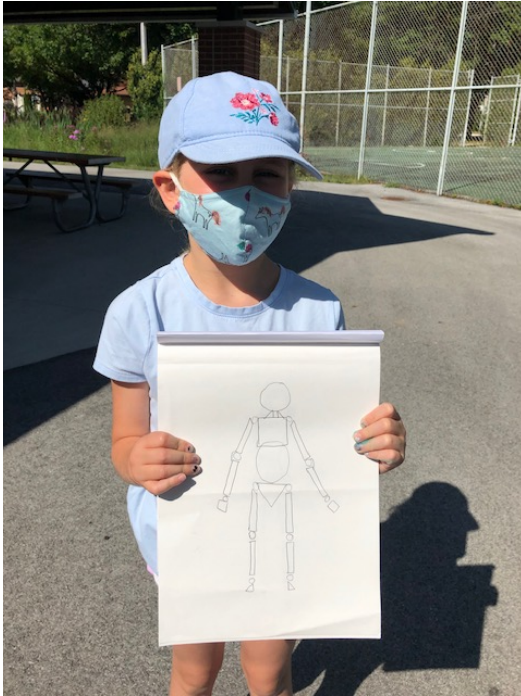
Finalizing Fall Co-op's with other agencies

PARK USAGE

Working with AYSO to schedule all their field usage for the Fall Season.

FINANCIALS

Processed Payables for July



Art in the Park



Basketball Camp



Summer Camp



Dog Obedience



Miss Angie's Music Class



Lil Pint soccer



Girls Softball Camp

Date: Aug 6, 2020

To: Jessica Cannaday, Executive Director

From: Ray Drexler, Building and Grounds Supervisor

RE: July Board Report

- Weed control in bocce court area
- Baseboard at 1501 Barnsdale Rec Building
- Weed removal at Hanesworth North ball field
- Weed Control at flower bed and top of Memorial Park
- Water flowers fill water bags (14)
- Moved bleachers to outfield at Robinhood North
- Installed 3 new basketball backboard and hoops at Yena
- Cleaned up/dragged Volleyball court at Yena Park
- Trained Matt on dragging ball fields and chalk batters' box and foul ball lines
- Made ready the new turf infield dirt at Robinhood south ballfield
- 10 yards of free black dirt was delivered to shop yard
- Cut all parks twice in July
- Extended dug out at Hanesworth south with safety fencing
- Misc. assignments and requests

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2020

		Current Month Actual	Year to Date Actual	Budget	%	Prev % Budget
Revenues						
01-401	Corporate Fund Taxes	\$ 97,438.79	\$ 99,838.08	\$ 514,000.00	19.42	21.84
01-402	Replacement Taxes	2,608.70	5,119.54	15,000.00	34.13	48.60
01-403	Interest Earned-Corp. Fun	43.22	271.82	1,000.00	27.18	166.63
01-490	Other Income - Corporate	0.00	0.00	2,500.00	0.00	0.00
02-401	Recreation Fund Taxes	17,578.86	17,805.21	93,000.00	19.15	18.58
02-403	Interest Earned - Rec. Fu	33.31	194.83	1,500.00	12.99	109.92
02-405	Programs Fees - General	9,331.16	77,256.16	649,600.00	11.89	26.17
02-408	Donations & Sponsorship	0.00	0.00	10,500.00	0.00	37.25
02-490	Other Income - Recreatio	0.00	0.00	500.00	0.00	921.46
03-401	Property Taxes-IMRF	7,763.35	7,944.43	41,200.00	19.28	25.06
03-403	Interest IMRF	5.86	36.65	174.00	21.06	82.76
04-401	Property Taxes FICA	9,699.35	9,925.70	51,500.00	19.27	21.92
04-403	Interest-FICA	3.58	23.58	100.00	23.58	67.10
05-401	Property Taxes Auditing	1,510.08	1,555.35	8,000.00	19.44	24.36
05-403	Interest Auditing	0.89	4.96	5.00	99.20	359.00
06-401	Property Taxes-PDRMA	6,466.23	6,647.31	34,400.00	19.32	21.92
06-403	Interest-PDRMA	4.76	26.56	50.00	53.12	690.50
06-490	Other Income-PDRMA	0.00	0.00	2,500.00	0.00	0.00
08-401	Property Taxes-SEASPA	18,817.90	19,225.32	100,000.00	19.23	19.73
08-403	Interest-SEASPAR	21.13	157.93	20.00	789.65	1,083.4
09-401	Property Taxes-Bond& In	34,325.24	35,185.36	180,000.00	19.55	23.14
09-403	Interest- Bond&Interest	11.97	82.63	25.00	330.52	0.00
11-403	Interest Earned- Fund #11	1.90	10.64	20.00	53.20	378.35
11-408	VMF Donations	275.00	375.00	500.00	75.00	40.00
		<hr/>	<hr/>	<hr/>		
	Total Revenues	205,941.28	281,687.06	1,706,094.00	16.51	24.89
Expenses						
01-501	Full Time Wages-Admin	11,816.30	41,111.15	159,068.00	25.85	15.24
01-505	Part Time Wages	935.33	935.33	28,600.00	3.27	38.84
01-507	Overtime Wages	0.00	0.00	2,500.00	0.00	0.00
01-511	Wages - Program Leaders	3,125.00	9,056.25	60,000.00	15.09	19.28
01-601	Legal Publications	0.00	0.00	500.00	0.00	34.24
01-603	Postage Stamps	110.00	220.00	1,000.00	22.00	44.00
01-604	Public Relations	0.00	0.00	8,000.00	0.00	0.00
01-606	Telephones	710.29	2,145.61	8,450.00	25.39	20.79
01-607	Association Dues	0.00	0.00	6,800.00	0.00	0.00
01-608	Professional Developmen	0.00	0.00	7,250.00	0.00	0.00
01-610	Subscriptions	0.00	0.00	1,000.00	0.00	6.00
01-612	Mileage Reimbursement	230.76	807.66	3,000.00	26.92	0.00
01-701	Park Board Expense	60.00	329.90	7,500.00	4.40	37.90
01-702	Computer Services	862.75	2,252.00	8,500.00	26.49	20.82
01-703	Security Services	0.00	469.53	2,100.00	22.36	23.48
01-704	Health Insurance Admin.	17,885.19	30,856.61	70,250.00	43.92	0.00
01-705	Professional Services	1,888.75	4,243.75	23,000.00	18.45	69.37
01-706	Office Machine Contracts	230.44	460.88	20,000.00	2.30	4.68
01-707	Refuse Disposals	137.58	415.98	5,500.00	7.56	0.00

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2020

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
01-708 Portable Toilets	2.67	2.67	1,500.00	0.18	21.66
01-709 Trade Services	895.76	5,699.21	23,000.00	24.78	5.72
01-710 Utilites - Natural Gas	112.08	431.12	2,500.00	17.24	46.38
01-711 Utilities - Electricity	661.57	1,768.88	11,000.00	16.08	21.57
01-712 Utilities - Water	0.00	0.00	16,000.00	0.00	1.29
01-723 Bank Fees	35.00	35.00	500.00	7.00	13.20
01-801 Supplies	410.99	682.78	27,700.00	2.46	11.71
01-802 Equipment	1,122.05	1,122.05	16,000.00	7.01	0.00
01-804 Repair Parts	246.22	352.11	6,500.00	5.42	4.59
01-805 Awards & Remembrance	0.00	236.71	1,500.00	15.78	4.74
01-809 Staff Uniforms	51.00	51.00	2,100.00	2.43	0.00
01-901 Other Expenses	0.00	0.00	8,500.00	0.00	132.50
02-501 Full Time Wages-Rec	8,086.43	22,236.75	169,153.00	13.15	20.59
02-505 Part Time Wages-Prog A	8,838.20	16,426.41	138,250.00	11.88	34.57
02-508 Wages - Rental Superviso	0.00	0.00	4,100.00	0.00	0.00
02-511 Wages - Program Leaders	2,866.51	7,734.64	81,175.00	9.53	13.96
02-604 Program Marketing	44.93	44.93	2,000.00	2.25	0.00
02-606 Telephones	60.00	207.88	2,160.00	9.62	25.35
02-608 Professional Developmen	0.00	0.00	4,000.00	0.00	0.00
02-612 Mileage	0.00	0.00	250.00	0.00	0.00
02-703 Security Services	0.00	0.00	8,000.00	0.00	0.00
02-704 Health Insurance Rec.	10,450.74	26,078.82	71,750.00	36.35	0.15
02-707 Refuse Disposals	307.24	929.15	4,500.00	20.65	19.82
02-709 Trade Services	395.60	1,075.60	5,000.00	21.51	4.48
02-710 Utilites - Natural Gas	40.71	379.13	3,000.00	12.64	13.20
02-711 Utilities - Electricity	716.64	2,221.18	13,000.00	17.09	22.88
02-712 Utilities - Water	0.00	231.20	1,500.00	15.41	33.15
02-717 Program Contractual Serv	478.30	1,160.72	117,200.00	0.99	12.04
02-718 Credit Card Fees	1,117.85	1,795.30	11,500.00	15.61	39.49
02-720 Brochure Printing	0.00	105.00	17,500.00	0.60	15.97
02-722 Co-op Fees	3,151.48	3,151.48	16,450.00	19.16	29.32
02-723 Bank Fees	37.00	96.00	0.00	0.00	0.00
02-801 Supplies	1,857.02	2,705.90	60,950.00	4.44	16.36
02-802 Equipment	547.08	547.08	8,100.00	6.75	9.72
02-804 Repair Parts	1,369.95	1,572.92	6,000.00	26.22	29.49
02-901 Other Expenses	249.00	787.64	7,100.00	11.09	9.48
03-630 IMRF Contribution	2,495.31	7,822.23	46,833.81	16.70	17.09
04-640 FICA-Employer Contribu	2,812.34	7,730.11	49,514.32	15.61	21.15
05-705 Professional Service-Aud	0.00	0.00	8,700.00	0.00	0.00
06-705 Professional Services, Saf	2,402.55	2,402.55	8,500.00	28.27	0.00
06-717 Security Reference Check	0.00	0.00	750.00	0.00	0.00
06-760 PDRMA Premium	16,648.80	16,648.80	30,000.00	55.50	45.44
06-801 Safety Supplies	534.91	1,040.01	1,500.00	69.33	17.52
08-501 Full Time Wages-Board	634.62	2,221.17	8,500.00	26.13	0.00
08-708 ADA Portable Restrooms	183.00	261.04	5,500.00	4.75	0.00
08-709 ADA Assesibility	0.00	0.00	25,000.00	0.00	0.00
08-717 Special Rec-Instrutors	0.00	0.00	4,000.00	0.00	0.00
08-780 SEASPAR Contribution	0.00	28,875.00	61,000.00	47.34	49.82
09-705 Bonds & Interest-Profess	0.00	0.00	500.00	0.00	0.00

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2020

	Current Month	Year to Date		%	Prev %
	Actual	Actual	Budget		Budget
09-790 Bond Principal	0.00	0.00	125,000.00	0.00	0.21
09-791 Bond Interest	0.00	26,975.00	53,950.00	50.00	50.04
10-709 Trade Services- Cap Proj	0.00	0.00	4,000.00	0.00	0.00
11-801 Supplies-Memorial Proj	0.00	0.00	1,500.00	0.00	102.19
	<u> </u>	<u> </u>	<u> </u>		
Total Expenses	107,855.94	287,149.82	1,727,204.13	16.63	16.82
	<u> </u>	<u> </u>	<u> </u>		
Net Income	\$ 98,085.34	\$ (5,462.76)	\$ (21,110.13)	25.88	(28.38)
	<u> </u>	<u> </u>	<u> </u>		

9,056.25

Income Statement
For the Three Months Ending July 31, 2020
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Prev YTD	Prev % Budget
Revenues						
Corporate Fund Taxes	\$ 97,438.79	\$ 99,838.08	\$ 514,000.00	19.42	\$ 116,199.28	21.84
Replacement Taxes	2,608.70	5,119.54	15,000.00	34.13	7,290.22	48.60
Interest Earned-Corp. F	43.22	271.82	1,000.00	27.18	1,666.28	166.63
Other Income - Corpor	0.00	0.00	2,500.00	0.00	0.00	0.00
Total Revenues	100,090.71	105,229.44	532,500.00	19.76	125,155.78	22.71
Expenses						
Full Time Wages-Admi	11,816.30	41,111.15	159,068.00	25.85	29,522.73	15.24
Part Time Wages	935.33	935.33	28,600.00	3.27	13,593.74	38.84
Overtime Wages	0.00	0.00	2,500.00	0.00	0.00	0.00
Wages - Program Lead	3,125.00	9,056.25	60,000.00	15.09	12,915.68	19.28
Legal Publications	0.00	0.00	500.00	0.00	41.09	34.24
Postage Stamps	110.00	220.00	1,000.00	22.00	220.00	44.00
Public Relations	0.00	0.00	8,000.00	0.00	0.00	0.00
Telephones	710.29	2,145.61	8,450.00	25.39	1,444.83	20.79
Association Dues	0.00	0.00	6,800.00	0.00	0.00	0.00
Professional Developm	0.00	0.00	7,250.00	0.00	0.00	0.00
Subscriptions	0.00	0.00	1,000.00	0.00	45.00	6.00
Mileage Reimburseme	230.76	807.66	3,000.00	26.92	0.00	0.00
Park Board Expense	60.00	329.90	7,500.00	4.40	4,737.29	37.90
Computer Services	862.75	2,252.00	8,500.00	26.49	1,561.75	20.82
Security Services	0.00	469.53	2,100.00	22.36	469.53	23.48
Health Insurance Admi	17,885.19	30,856.61	70,250.00	43.92	0.00	0.00
Professional Services	1,888.75	4,243.75	23,000.00	18.45	13,873.68	69.37
Office Machine Contra	230.44	460.88	20,000.00	2.30	609.02	4.68
Refuse Disposals	137.58	415.98	5,500.00	7.56	0.00	0.00
Portable Toilets	2.67	2.67	1,500.00	0.18	1,299.70	21.66
Trade Services	895.76	5,699.21	23,000.00	24.78	8,632.99	5.72
Utilites - Natural Gas	112.08	431.12	2,500.00	17.24	1,066.73	46.38
Utilities - Electricity	661.57	1,768.88	11,000.00	16.08	3,299.51	21.57
Utilities - Water	0.00	0.00	16,000.00	0.00	193.10	1.29
Bank Fees	35.00	35.00	500.00	7.00	66.00	13.20
Supplies	410.99	682.78	27,700.00	2.46	3,687.82	11.71
Equipment	1,122.05	1,122.05	16,000.00	7.01	0.00	0.00

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2020
CORPORATE FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Prev YTD	Prev % Budget
Repair Parts	246.22	352.11	6,500.00	5.42	321.35	4.59
Awards & Remembran	0.00	236.71	1,500.00	15.78	71.13	4.74
Staff Uniforms	51.00	51.00	2,100.00	2.43	0.00	0.00
Other Expenses	0.00	0.00	8,500.00	0.00	2,649.93	132.50
	<hr/>	<hr/>	<hr/>		<hr/>	
Total Expenses	41,529.73	103,686.18	539,818.00	19.21	100,322.60	12.97
	<hr/>	<hr/>	<hr/>		<hr/>	
Net Income	\$ 58,560.98	\$ 1,543.26	\$ (7,318.00)	(21.09)	\$ 24,833.18	(11.16)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>		<hr/> <hr/>	

132.50

Income Statement
For the Three Months Ending July 31, 2020
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Recreation Fund Taxes	\$ 17,578.86	\$ 17,805.21	\$ 93,000.00	19.15	\$ 10,962.20	18.58
Interest Earned - Rec. F	33.31	194.83	1,500.00	12.99	1,648.73	109.92
Programs Fees - Gener	9,331.16	77,256.16	649,600.00	11.89	146,929.46	26.17
Donations & Sponsorsh	0.00	0.00	10,500.00	0.00	3,800.00	37.25
Other Income - Recreat	0.00	0.00	500.00	0.00	18,429.10	921.46
Total Revenues	26,943.33	95,256.20	755,100.00	12.62	181,769.49	28.66
Expenses						
Full Time Wages-Rec	8,086.43	22,236.75	169,153.00	13.15	36,552.10	20.59
Part Time Wages-Prog	8,838.20	16,426.41	138,250.00	11.88	36,936.75	34.57
Wages - Rental Supervi	0.00	0.00	4,100.00	0.00	0.00	0.00
Wages - Program Lead	2,866.51	7,734.64	81,175.00	9.53	9,810.90	13.96
Program Marketing	44.93	44.93	2,000.00	2.25	0.00	0.00
Telephones	60.00	207.88	2,160.00	9.62	264.66	25.35
Professional Developm	0.00	0.00	4,000.00	0.00	0.00	0.00
Mileage	0.00	0.00	250.00	0.00	0.00	0.00
Security Services	0.00	0.00	8,000.00	0.00	0.00	0.00
Health Insurance Rec.	10,450.74	26,078.82	71,750.00	36.35	96.00	0.15
Refuse Disposals	307.24	929.15	4,500.00	20.65	891.70	19.82
Trade Services	395.60	1,075.60	5,000.00	21.51	223.98	4.48
Utilites - Natural Gas	40.71	379.13	3,000.00	12.64	316.68	13.20
Utilities - Electricity	716.64	2,221.18	13,000.00	17.09	2,745.91	22.88
Utilities - Water	0.00	231.20	1,500.00	15.41	331.50	33.15
Program Contractual S	478.30	1,160.72	117,200.00	0.99	14,724.00	12.04
Credit Card Fees	1,117.85	1,795.30	11,500.00	15.61	4,344.09	39.49
Brochure Printing	0.00	105.00	17,500.00	0.60	2,714.70	15.97
Co-op Fees	3,151.48	3,151.48	16,450.00	19.16	4,941.09	29.32
Bank Fees	37.00	96.00	0.00	0.00	35.00	0.00
Supplies	1,857.02	2,705.90	60,950.00	4.44	9,662.06	16.36
Equipment	547.08	547.08	8,100.00	6.75	913.94	9.72
Repair Parts	1,369.95	1,572.92	6,000.00	26.22	1,474.40	29.49
Other Expenses	249.00	787.64	7,100.00	11.09	284.50	9.48

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2020
RECREATION FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Total Expenses	<u>40,614.68</u>	<u>89,487.73</u>	<u>752,638.00</u>	11.89	<u>127,263.96</u>	18.21
Net Income	\$ <u>(13,671.35)</u>	\$ <u>5,768.47</u>	\$ <u>2,462.00</u>	234.30	\$ <u>54,505.53</u>	(84.41)

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

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-IM	\$ 7,763.35	\$ 7,944.43	\$ 41,200.00	19.28	\$ 8,769.75	25.06
Interest IMRF	<u>5.86</u>	<u>36.65</u>	<u>174.00</u>	21.06	<u>82.76</u>	82.76
Total Revenues	<u>7,769.21</u>	<u>7,981.08</u>	<u>41,374.00</u>	19.29	<u>8,852.51</u>	25.22
Expenses						
IMRF Contributio	<u>2,495.31</u>	<u>7,822.23</u>	<u>46,833.81</u>	16.70	<u>5,221.52</u>	17.09
Total Expenses	<u>2,495.31</u>	<u>7,822.23</u>	<u>46,833.81</u>	16.70	<u>5,221.52</u>	17.09
Net Income	\$ <u><u>5,273.90</u></u>	\$ <u><u>158.85</u></u>	\$ <u><u>(5,459.81)</u></u>	(2.91)	\$ <u><u>3,630.99</u></u>	79.94

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

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes FI	\$ 9,699.35	\$ 9,925.70	\$ 51,500.00	19.27	\$ 10,962.20	21.92
Interest-FICA	<u>3.58</u>	<u>23.58</u>	<u>100.00</u>	23.58	<u>67.10</u>	67.10
Total Revenues	<u>9,702.93</u>	<u>9,949.28</u>	<u>51,600.00</u>	19.28	<u>11,029.30</u>	22.01
Expenses						
FICA-Employer C	<u>2,812.34</u>	<u>7,730.11</u>	<u>49,514.32</u>	15.61	<u>10,672.72</u>	21.15
Total Expenses	<u>2,812.34</u>	<u>7,730.11</u>	<u>49,514.32</u>	15.61	<u>10,672.72</u>	21.15
Net Income	\$ <u><u>6,890.59</u></u>	\$ <u><u>2,219.17</u></u>	\$ <u><u>2,085.68</u></u>	106.40	\$ <u><u>356.58</u></u>	(95.60)

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2020
AUDITING FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes Auditin	\$ 1,510.08	\$ 1,555.35	\$ 8,000.00	19.44	\$ 2,192.44	24.36
Interest Auditing	<u>0.89</u>	<u>4.96</u>	<u>5.00</u>	99.20	<u>17.95</u>	359.00
Total Revenues	<u>1,510.97</u>	<u>1,560.31</u>	<u>8,005.00</u>	19.49	<u>2,210.39</u>	24.55
Expenses						
Professional Service-A	<u>0.00</u>	<u>0.00</u>	<u>8,700.00</u>	0.00	<u>0.00</u>	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>8,700.00</u>	0.00	<u>0.00</u>	0.00
Net Income	\$ <u><u>1,510.97</u></u>	\$ <u><u>1,560.31</u></u>	\$ <u><u>(695.00)</u></u>	(224.51	\$ <u><u>2,210.39</u></u>	724.72

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

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-PD	\$ 6,466.23	\$ 6,647.31	\$ 34,400.00	19.32	\$ 8,769.75	21.92
Interest-PDRMA	4.76	26.56	50.00	53.12	69.05	690.50
Other Income-PD	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	0.00	<u>(1,500.00)</u>	0.00
Total Revenues	<u>6,470.99</u>	<u>6,673.87</u>	<u>36,950.00</u>	18.06	<u>7,338.80</u>	18.34
Expenses						
Professional Servi	2,402.55	2,402.55	8,500.00	28.27	0.00	0.00
Security Reference	0.00	0.00	750.00	0.00	0.00	0.00
PDRMA Premium	16,648.80	16,648.80	30,000.00	55.50	13,630.80	45.44
Safety Supplies	<u>534.91</u>	<u>1,040.01</u>	<u>1,500.00</u>	69.33	<u>262.75</u>	17.52
Total Expenses	<u>19,586.26</u>	<u>20,091.36</u>	<u>40,750.00</u>	49.30	<u>13,893.55</u>	35.00
Net Income	<u>\$ (13,115.27)</u>	<u>\$ (13,417.49)</u>	<u>\$ (3,800.00)</u>	353.09	<u>\$ (6,554.75)</u>	(2,114.

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

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Property Taxes-SE	\$ 18,817.90	\$ 19,225.32	\$ 100,000.0	19.23	\$ 19,731.95	19.73
Interest-SEASPAR	<u>21.13</u>	<u>157.93</u>	<u>20.00</u>	789.65	<u>216.69</u>	1,083.
Total Revenues	<u>18,839.03</u>	<u>19,383.25</u>	<u>100,020.0</u>	19.38	<u>19,948.64</u>	19.94
Expenses						
Full Time Wages-	634.62	2,221.17	8,500.00	26.13	0.00	0.00
ADA Portable Res	183.00	261.04	5,500.00	4.75	0.00	0.00
ADA Assesibility	0.00	0.00	25,000.00	0.00	0.00	0.00
Special Rec-Instrut	0.00	0.00	4,000.00	0.00	0.00	0.00
SEASPAR Contrib	<u>0.00</u>	<u>28,875.00</u>	<u>61,000.00</u>	47.34	<u>30,389.00</u>	49.82
Total Expenses	<u>817.62</u>	<u>31,357.21</u>	<u>104,000.0</u>	30.15	<u>30,389.00</u>	29.98
Net Income	<u>\$ 18,021.41</u>	<u>\$ (11,973.96)</u>	<u>\$ (3,980.00)</u>	300.85	<u>\$ (10,440.36)</u>	771.65

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

	Current Month Actual	Year to Date Actual	Budget	YTD Percentag	Previous YTD	Prev % Budget
Revenues						
Property Taxes-Bond& Interest- Bond&Interest	\$ 34,325.24 11.97	\$ 35,185.36 82.63	\$ 180,000.00 25.00	19.55 330.52	\$ 41,656.34 0.00	23.14 0.00
	<u> </u>	<u> </u>	<u> </u>		<u> </u>	
Total Revenues	<u>34,337.21</u>	<u>35,267.99</u>	<u>180,025.00</u>	19.59	<u>41,656.34</u>	23.14
Expenses						
Bonds & Interest-Profe	0.00	0.00	500.00	0.00	0.00	0.00
Bond Principal	0.00	0.00	125,000.00	0.00	250.00	0.21
Bond Interest	0.00	26,975.00	53,950.00	50.00	28,775.00	50.04
	<u> </u>	<u> </u>	<u> </u>		<u> </u>	
Total Expenses	<u>0.00</u>	<u>26,975.00</u>	<u>179,450.00</u>	15.03	<u>29,025.00</u>	16.31
Net Income	\$ <u>34,337.21</u>	\$ <u>8,292.99</u>	\$ <u>575.00</u>	1,442.2	\$ <u>12,631.34</u>	623.77

Community Pk District LaGrange Pk
Income Statement
For the Three Months Ending July 31, 2020
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 Pr	\$ <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 Three Months Ending July 31, 2020
MEMORIAL FUND

	Current Month Actual	Year to Date Actual	Budget	YTD Percentage	Previous YTD	Prev % Budget
Revenues						
Interest Earned- Fu	\$ 1.90	\$ 10.64	\$ 20.00	53.20	\$ 75.67	378.35
VMF Donations	<u>275.00</u>	<u>375.00</u>	<u>500.00</u>	75.00	<u>200.00</u>	40.00
Total Revenues	<u>276.90</u>	<u>385.64</u>	<u>520.00</u>	74.16	<u>275.67</u>	53.01
Expenses						
Supplies-Memoria	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	0.00	<u>408.76</u>	102.19
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	0.00	<u>408.76</u>	102.19
Net Income	\$ <u>276.90</u>	\$ <u>385.64</u>	\$ <u>(980.00)</u>	(39.35)	\$ <u>(133.09)</u>	(110.9

Community Pk District LaGrange Pk

Purchase Journal

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

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

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
7/31/20	01-801 Supplies Cash Basis	100161	SPLASH PAD SIGNAGE ALPHAGRAPHICS	40.01	 40.01	PKS
7/31/20	01-606 Telephones Cash Basis	17808018-7-20	PHONE FOR SIGNAGE AT&T	79.33	 79.33	OFF
7/31/20	01-606 Telephones Cash Basis	45847158-7-20	1501 PHONE AT&T	79.54	 79.54	OFF
7/31/20	01-711 Utilities - Electricity Cash Basis	0000-7-2020	ELECTRIC MEMORIAL COM-ED	181.60	 181.60	PKS
7/31/20	01-711 Utilities - Electricity Cash Basis	3000-7-2020	ELECTRIC SIGN COM-ED	23.31	 23.31	PKS
7/31/20	01-711 Utilities - Electricity Cash Basis	3011-7-2020	ELECTRIC BEACH OAK COM-ED	19.30	 19.30	PKS
7/31/20	02-711 Utilities - Electricity Cash Basis	5008-7-2020	ELECTRIC REC CENTER COM-ED	1,376.33	 1,376.33	BRC
7/31/20	01-711 Utilities - Electricity Cash Basis	6006-7-2020	YENA ELECTRIC COM-ED	19.30	 19.30	PKS
7/31/20	01-711 Utilities - Electricity Cash Basis	7005-7-2020	ELECTRIC HANESWORTH COM-ED	229.94	 229.94	PKS
7/31/20	01-711 Utilities - Electricity Cash Basis	7017-7-2020	ELECTRIC PAVILLION COM-ED	24.01	 24.01	PKS
7/31/20	01-711 Utilities - Electricity Cash Basis	9007-7-2020	ELECTRIC MAINT. BLDG COM-ED	179.93	 179.93	BPK
7/31/20	02-801 Supplies Cash Basis	SUM7-2020	REIMBURSEMENT PLAYTIME IN PARK DEBBIE FLOTO	19.99	 19.99	PGC
7/31/20	01-801 Supplies Cash Basis	7307584123-0-	OFFICE SUPPLIES HITOUCH	48.38	 48.38	OFF
7/31/20	01-801 Supplies Cash Basis	7307584123-0-	OFFICE SUPPLIES HITOUCH	19.26	 19.26	OFF
7/31/20	01-801	7308341617-0-	OFFICE SUPPLIESQ	83.74		OFF

Community Pk District LaGrange Pk

Purchase Journal

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
	Supplies Cash Basis		HITOUCH		83.74	
7/31/20	01-801 Supplies Cash Basis	7308760037-0-	OFFICE SUPPLIES HITOUCH	55.81		OFF
					55.81	
7/31/20	01-801 Supplies Cash Basis	7308760037-01	OFFICE SUPPLIES HITOUCH	1.08		OFF
					1.08	
7/31/20	02-703 Security Services Cash Basis	34552073-7-20	1501 SECURITY JOHNSON CONTROLS SEC	1,593.93		BRC
					1,593.93	
7/31/20	02-801 Supplies Cash Basis	6105243-00-7-	CLEANING SUPPLIES KRANZ INCORPORATED	429.12		BRC
					429.12	
7/31/20	06-717 Security Reference Check Cash Basis	1108	HEALTH SCREEN FOR NEW HIRE MATT CRILLY LAGRANGE MEDICAL CENTER	200.00		PAD
					200.00	
7/31/20	01-801 Supplies 01-804 Repair Parts Cash Basis	JULY2020	845 SUPPLIES YENA REPAIRS LAGRANGE PARK ACE HARDWARE	43.16 55.78		BPK PKS
					98.94	
7/31/20	05-705 Professional Service-Audi Cash Basis	47053	AUDIT BILLING LAUTERBACH & AMEN, LLP	6,950.00		ADM
					6,950.00	
7/31/20	02-717 Program Contractual Serv Cash Basis	33	MUSIC INSTRUCTOR MISS ANGIE'S MUSIC LLC	220.50		PGA
					220.50	
7/31/20	01-710 Utilites - Natural Gas Cash Basis	132-7-2020	GAS MEMORIAL NICOR	48.82		BPK
					48.82	
7/31/20	02-710 Utilites - Natural Gas Cash Basis	1501-7-2020	GAS 1501 NICOR	40.94		BRC
					40.94	
7/31/20	01-710 Utilites - Natural Gas Cash Basis	845-7-2020	GAS 845 NICOR	63.17		BPK
					63.17	
7/31/20	01-802 Equipment 01-801 Supplies 01-702 Computer Services Cash Basis	8831	JESSICA COMPUTER PARKS COMPUTER SHOP COMPUTER NOVENTECH, INC.	729.00 1,000.00 1,048.00		OFF PKS OFF
					2,777.00	
7/31/20	01-702	8951	MONTHLY MANAGEMENT	230.00		OFF

Community Pk District LaGrange Pk

Purchase Journal

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
	Computer Services Cash Basis		NOVENTECH, INC.		230.00	
7/31/20	01-705 Professional Services Cash Basis	07312020	MONTHLY ACCOUNTING FEE JULY 2020 P.J. MESI & CO	975.00		ADM
					975.00	
7/31/20	08-708 ADA Portable Restrooms Cash Basis	PS332990	PORT A POTTIES PIT STOP	520.00		PKS
					520.00	
7/31/20	01-801 Supplies Cash Basis	8496395	OFFICE SUPPLIES QUILL CORPORATION	274.94		OFF
					274.94	
7/31/20	01-801 Supplies Cash Basis	8766159	NAME PLATES FOR BOARD MEETING QUILL CORPORATION	29.58		OFF
					29.58	
7/31/20	01-707 Refuse Disposals Cash Basis	0551-01491036	GARBAGE 845 REPUBLIC SERVICES	137.89		PKS
					137.89	
7/31/20	08-717 Special Rec-Instrutors Cash Basis	HUGO-7-2020	INCLUSION INSTRUCTOR TRACK SEASPAR	25.63		PAD
					25.63	
7/31/20	02-717 Program Contractual Serv Cash Basis	2499	INSTRUCTOR LIL PINTS SOCCER VB SPORTS R US	1,248.00		PSC
					1,248.00	
7/31/20	01-804 Repair Parts Cash Basis	2439-RD-7-202	YENA REPAIRS VISA	57.07		PKS
					57.07	
7/31/20	02-801 Supplies 01-801 Supplies Cash Basis	2447 FS 7 2020	PVC PIPE MISTER GAS VISA	115.67 74.02		PGA VEH
					189.69	
7/31/20	02-901 Other Expenses 02-801 Supplies 02-801 Supplies Cash Basis	2595 AJ 7 2020	THEATER STORAGE SUMMER CAMP SUPPLIES RT SUPPLIES VISA	249.00 471.04 9.99		PTT PGA PRT
					730.03	
7/31/20	02-604 Program Marketing 01-608 Professional Development 06-801 Safety Supplies Cash Basis	2629 JC 7 2020	ADOBE SOFTWARE YEARLY EMPLOYEE LUNCH IPRA SAFETY TRAINING VISA	609.88 67.39 32.00		PAD ADM ADM
					709.27	
7/31/20	02-801 Supplies	2686-AK-7-202	SOFTBALLS FOR LEAGUE	329.98		PSC

Community Pk District LaGrange Pk

Purchase Journal

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

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Job ID
	01-801 Supplies Cash Basis		KEY TAG VISA	16.98		BPK
					346.96	
7/31/20	02-405 Programs Fees - General Cash Basis	PKREFUND7-	PARK RENTAL DEPOSIT REFUND WITHROW, MARILYN	60.00		PKS
					60.00	
				20,437.34	20,437.34	

Community Pk District LaGrange Pk

Check Register

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

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

Check #	Date	Payee	Cash Accou	Amount
PRTR	7/6/20	FIRST NATIONAL BANK OF BROOK.	01-100	13,845.98
20650	7/7/20	AT&T	01-100	155.38
20651	7/7/20	COM-ED	02-100	1,378.21
20652	7/7/20	COMCAST	01-100	444.91
20653	7/7/20	NICOR	01-100	152.79
20654	7/7/20	REPUBLIC SERVICES	02-100	444.82
FDTD071020	7/10/20	INTERNAL REVENUE SERVICE	01-100	4,094.89
STTD071020	7/10/20	ILLINOIS DEPT OF REV	01-100	827.42
20649	7/10/20	IVY INVESTMENTS	01-100	50.00
20655	7/20/20	ANCEL, GLINK, DIAMOND, BUSH, DICIAN	01-100	913.75
20656	7/20/20	PETER CHIN	02-100	48.00
20657	7/20/20	CRYSTAL CLEAN AQUARIUM MAINT.	02-100	45.00
20658	7/20/20	FREDRIKSEN & SONS	02-100	265.60
20659	7/20/20	LAGRANGE PARK ACE HARDWARE	02-100	600.14
20660	7/20/20	LEAF	01-100	148.14
20661	7/20/20	MILLER, TONY	02-100	48.00
20662	7/20/20	MISS ANGIE'S MUSIC LLC	02-100	433.30
20663	7/20/20	NAPA AUTO PARTS	01-100	236.21
20664	7/20/20	NEXT GENERATION	02-100	170.00
20665	7/20/20	NOVENTECH, INC.	01-100	862.75
20666	7/20/20	P.J. MESI & CO	01-100	975.00
20667	7/20/20	PALOS SPORTS	02-100	98.59
20668	7/20/20	PARK DIST. OF LG	02-100	2,231.42
20669	7/20/20	PDRMA	06-100	16,648.80
20670	7/20/20	PIT STOP	08-100	185.67
20671	7/20/20	PLEASANT DALE PARK DISTRICT	02-100	2,402.55
20672	7/20/20	QUENCH	01-100	82.30
20673	7/20/20	QUILL CORPORATION	01-100	79.57
20674	7/20/20	ROSE PEST SOLUTIONS	02-100	130.00
20675	7/20/20	TRUGREEN-CHEMLAWN	01-100	895.76
20676	7/20/20	U.S. ALLIANCE FIRE	02-100	1,430.00
20677	7/20/20	VILLAGE OF LAGRANGE PARK	01-100	28,335.93
20678	7/20/20	VILLAGE OF WESTERN SPRINGS	02-100	920.06
20679	7/20/20	VISA	02-100	5,932.64
20680	7/20/20	YPV DISTRIBUTION	06-100	56.00
PRTR072420	7/21/20	FIRST NATIONAL BANK OF BROOK.	01-100	14,094.03

Community Pk District LaGrange Pk

Check Register

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

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

Check #	Date	Payee	Cash Accou	Amount
FDTD072420	7/24/20	INTERNAL REVENUE SERVICE	01-100	4,156.82
STTD072420	7/24/20	ILLINOIS DEPT OF REV	01-100	842.25
20681	7/24/20	IVY INVESTMENTS	01-100	50.00
20685	8/4/20	AMERICAN SOFTBALL ASSOC	02-100	250.00
PRTR0807	8/5/20	FIRST NATIONAL BANK OF BROOK.	01-100	15,054.67
20682	8/7/20	IVY INVESTMENTS	01-100	50.00
FDTD0807	8/7/20	INTERNAL REVENUE SERVICE	01-100	4,605.33
STTD0807	8/7/20	ILLINOIS DEPT OF REV	01-100	908.32
20683	8/10/20	ALPHAGRAPHICS	01-100	40.01
20684	8/10/20	AT&T	01-100	158.87
20685	8/10/20	COM-ED	02-100	2,053.72
20686	8/10/20	DEBBIE FLOTO	02-100	19.99
20687	8/10/20	HITOUCH	01-100	208.27
20688	8/10/20	JOHNSON CONTROLS SEC	02-100	1,593.93
20689	8/10/20	KRANZ INCORPORATED	02-100	429.12
20690	8/10/20	LAGRANGE MEDICAL CENTER	06-100	200.00
20691	8/10/20	LAGRANGE PARK ACE HARDWARE	01-100	98.94
20692	8/10/20	LAUTERBACH & AMEN, LLP	05-100	6,950.00
20693	8/10/20	MISS ANGIE'S MUSIC LLC	02-100	220.50
20694	8/10/20	NICOR	01-100	152.93
20695	8/10/20	NOVENTECH, INC.	01-100	3,007.00
20696	8/10/20	P.J. MESI & CO	01-100	975.00
20697	8/10/20	PIT STOP	08-100	520.00
20698	8/10/20	QUILL CORPORATION	01-100	304.52
20699	8/10/20	REPUBLIC SERVICES	01-100	137.89
20700	8/10/20	SEASPAR	08-100	25.63
20701	8/10/20	SPORTS R US	02-100	1,248.00
20702	8/10/20	VISA	02-100	2,033.02
20703	8/10/20	WITHROW, MARILYN	02-100	60.00
20705	8/10/20	DEBBIE FLOTO	02-100	82.59
BDFEE0731	8/10/20	WELLSFARGO CORPTRUST	09-100	250.00
Total				146,350.93

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: August 7, 2020

Re: Pets in the Park | Agenda Item 11a

Recommendation

For discussion only.

Background

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

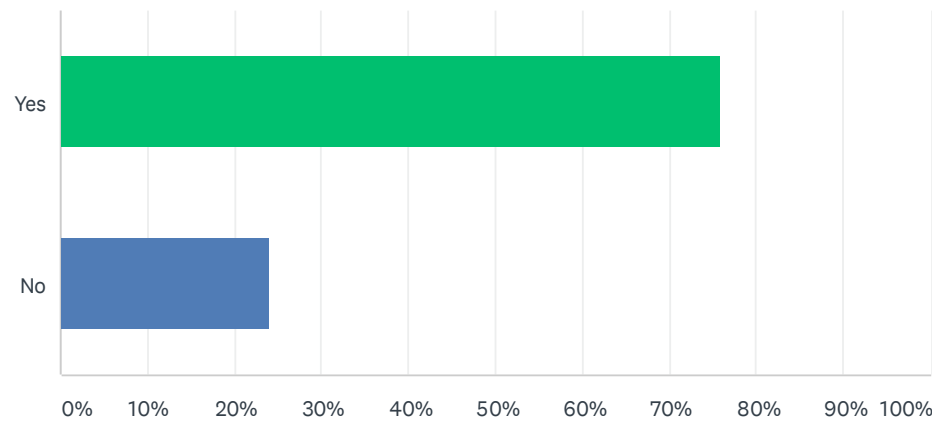
The Community Park District can maintain its traditional prohibition regarding animals/dogs in parks or amend it to allow domestic animals in parks. More than 75% of park and recreation agencies in the surrounding areas allow domestic animals in public parks. Policies are developed to meet the unique needs of the community. Items to consider:

- Leash requirements
- Prohibited areas
- Areas of access
- Fines
- Special events

Results from the community survey has been provided for your review.

Q1 Should leashed dogs be permitted in Community Park District of La Grange Park public parks?

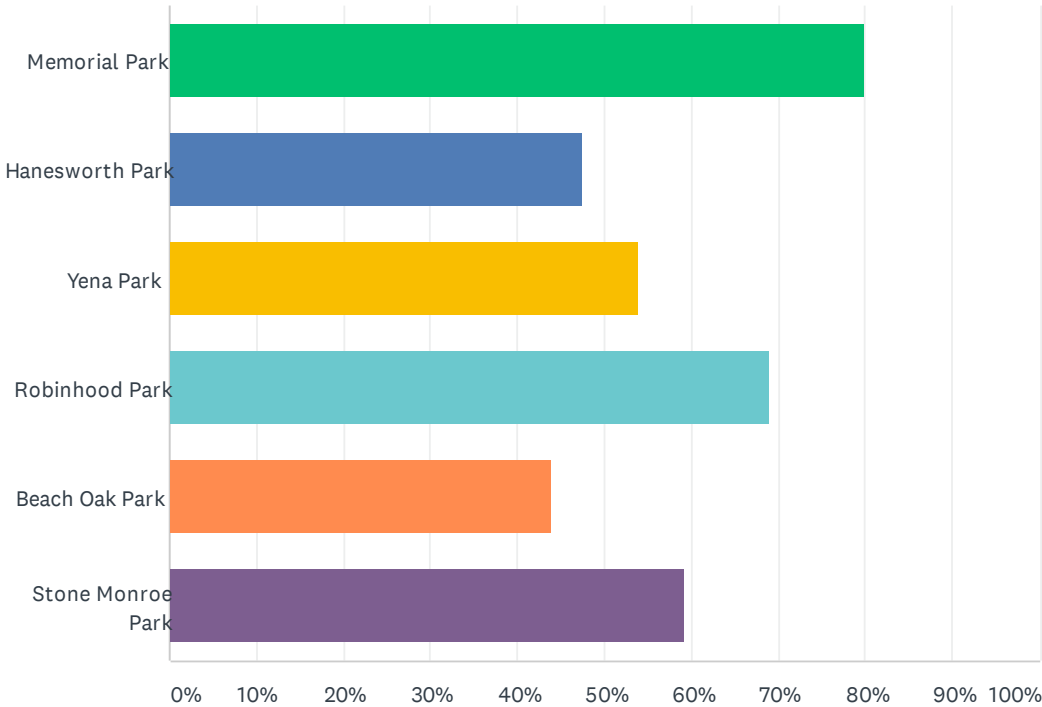
Answered: 295 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	75.93%	224
No	24.07%	71
TOTAL		295

Q2 If leashed dogs are permitted in only certain parks, which park(s) would be most appropriate?

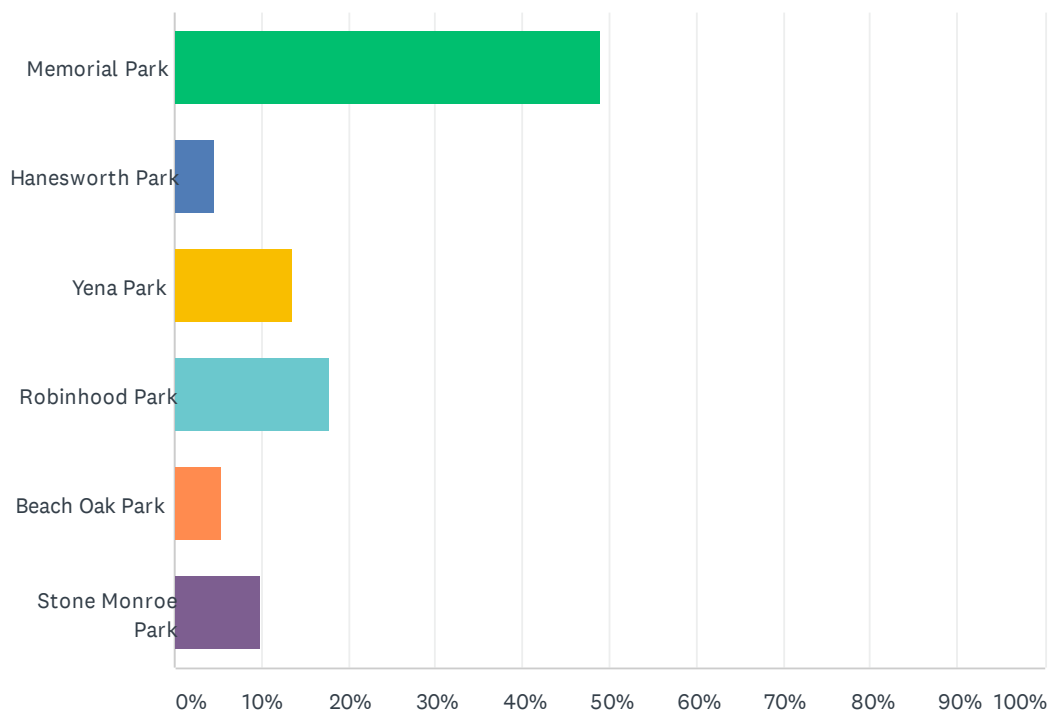
Answered: 248 Skipped: 49



ANSWER CHOICES	RESPONSES	
Memorial Park	79.84%	198
Hanesworth Park	47.58%	118
Yena Park	54.03%	134
Robinhood Park	68.95%	171
Beach Oak Park	43.95%	109
Stone Monroe Park	59.27%	147
Total Respondents: 248		

Q3 If dogs were only permitted in one (1) park, which park would be most appropriate?

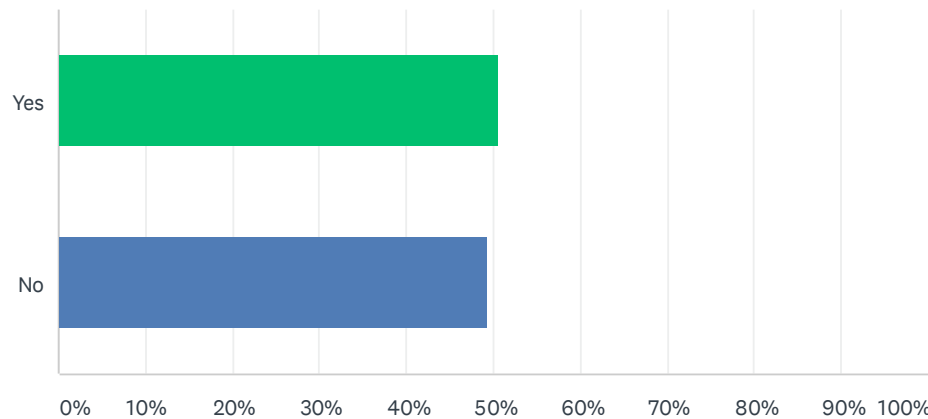
Answered: 243 Skipped: 54



ANSWER CHOICES	RESPONSES	
Memorial Park	48.97%	119
Hanesworth Park	4.53%	11
Yena Park	13.58%	33
Robinhood Park	17.70%	43
Beach Oak Park	5.35%	13
Stone Monroe Park	9.88%	24
TOTAL		243

Q4 Dogs should be permitted at summer concerts:

Answered: 294 Skipped: 3



ANSWER CHOICES		RESPONSES	
Yes		50.68%	149
No		49.32%	145
TOTAL			294

Q5 Please provide any questions, comments, or suggestions you may have:

Answered: 102 Skipped: 195

Dogs in Parks Community Input Survey

#	RESPONSES	DATE
1	Why the need to restrict dogs? a unleashed dog park would be necessary if dogs are banned from green spaces.	8/7/2020 10:03 AM
2	Unfortunately people don't keep dogs from urinating on playground and park equipment used by kids. Please keep dogs away from our parks, and kids because not all dogs are nice and not all dog owners are wise.	8/6/2020 7:02 PM
3	There are already quite a few dogs in the parks--especially the tennis courts. Makes it tough when you have little kids that are afraid of dogs...	8/6/2020 9:44 AM
4	Please be considerate of others. Some people do not care to sit down in the Park or at a concert where a dog has taken care of business. Those spots are not scrubbed clean.	8/6/2020 7:22 AM
5	If dogs are allowed in parks, it should be leashed only. I'd love to see an actual dog park in our area, but considering the lack of space, having the opportunity to enter the park with dogs (away from playground areas) would be welcome. I myself have a dog, but I also am a parent and I would not want unfamiliar dogs in areas where children play. Additionally, providing clean-up bags would encourage people to be responsible in cleaning up after their pets.	8/6/2020 12:09 AM
6	I did not mention any park that dogs should be in as they should not be in any that kids or a lot of people are in. It is not fair for us to potentially step on dog poop , have our kids being afraid of their barking or worrying about them being unleashed and running into traffic. However, maybe a suitable solution would be to have a dog park- but not have it mixed in with the parks now. Thanks so much for listening.	8/5/2020 6:02 PM
7	The only trouble is if dogs are aggressive with other dogs. Even walking my dog outside, there are dogs who constantly bark or even lunge at my dog and I. Leaving it to the owners discretion might not be best either.	8/5/2020 2:56 PM
8	Require dog owners to pick up poop.	8/5/2020 7:12 AM
9	If your dog needs to get out and run go to one of the open fields in Bemis woods. Unfortunately when it comes to a dogs bathroom breaks, not everyone is on top of clean up. Parks are for the kids. Woods are for the dogs...	8/5/2020 1:37 AM
10	Though I do feel that dogs should be allowed in parks, when I think about playing with my children in the same grass that dogs urinate and defecate on, it makes me not want to utilize the grass areas with my kids. I believe there should be designated parks or areas that they're allowed.	8/4/2020 9:12 PM
11	Animals bring joy and open up conversations between people. I've met so many more people because we've owned dogs. Plus, they are good companions.	8/4/2020 8:29 PM
12	I see no problem with leashed dogs. Keeping in mind to be considerate of others	8/4/2020 8:27 PM
13	I don't know which parks. It would be great to have a dog park with a lot of space for dogs to run around off leash.	8/4/2020 3:54 PM
14	Please enforce dogs on leashes. Owner let them run free at parks and assume everyone is ok with dogs running to them and jumping on them.	8/4/2020 3:33 PM
15	It's difficult to say only some parks allow dogs. I would open up to all and be sure to enforce the leashed policy.	8/4/2020 2:27 PM
16	There has to be some sort of rule/monitoring for picking up dog waste. Bags and garbage cans should be available.	8/4/2020 2:27 PM
17	Parks are for people. Dog parks are for dogs! It can't be assumed that all people are comfortable around dogs.	8/4/2020 11:21 AM
18	It would be nice to be able to bring dogs, but there are people with allergies, people who are afraid, children running around. It's not safe.	8/4/2020 10:58 AM
19	Would be great if we had a dog park in the area.	8/4/2020 10:58 AM
20	I love dogs! My only concern is some people not cleaning after their own dog. I see dog waste on sidewalks.	8/4/2020 10:55 AM
21	People will not clean up after their dogs!	8/4/2020 10:30 AM

Dogs in Parks Community Input Survey

22	There should be an unleaded dog play area added to one of the parks	8/4/2020 10:08 AM
23	We are longtime LGP residents and recently at our child's baseball game at Elbert Park with several LGP residents who brought their dogs. While many were responsible dog owners with control of their pets, the majority had dogs pulling at the leash and barking throughout the night while also getting into our younger child's face and attempting to jump on her. We would love to see residents enjoying their dogs at the parks but are discouraged by the lack of responsible pet owners we have encountered in our LGP village. We are in support of a dog park but worry about ensuring residents are respectful and responsible in their actions.	8/4/2020 9:01 AM
24	Dog owners should be encouraged to walk their dogs in parks ONLY after they have pooped so there is no chance they will poop in the park. ALWAYS on leashes.	8/4/2020 8:39 AM
25	Limit leash length to no more than 6 ft. Prohibit use of flexi leads Consideration for dogs that have earned a Canine Good Citizen certificate	8/4/2020 7:49 AM
26	Extra garbage cans should be provided to help deal with dog waste	8/4/2020 7:13 AM
27	Overall, I don't mind dogs, but I worry about dog poop in/near the playgrounds and grass when my children are playing.	8/4/2020 6:59 AM
28	There should be posted fines for not cleaning up, along with a phone number to report issues. It would be great if an area could be fenced for off-leash dogs.	8/4/2020 6:16 AM
29	Are we the only village that doesn't allow dogs in any park? Maybe we could have a dog park then?	8/4/2020 5:14 AM
30	We think that the owners should be allowed to have dogs with them in parks only if they clean up after dogs. If caught not cleaning up ban them forever and fine them too. Maybe some people will try to not be responsible, but most will follow the rules.	8/4/2020 4:12 AM
31	Dogs are great as long as people clean up after them!	8/3/2020 11:13 PM
32	As a dog owner who walks their dog several times daily, I have noticed an increase in dog droppings left by others on the sidewalks and nearby lawns and parkways. It is rather disgusting to those of us who do clean up after our animals. I would hate to see the same abuse of the parks.	8/3/2020 10:00 PM
33	As long as they are being picked up after themselves dogs should be permitted but they should be on a leash.	8/3/2020 9:25 PM
34	Add pick up (poop stations) near park areas, and a water fountain at robinhood. Consider opening a dog park.	8/3/2020 9:23 PM
35	I think dogs should only be allowed in parks if they are leashed, under control, and pet owners pick up the poo. Little kids can be scared of dogs.	8/3/2020 9:08 PM
36	Dogs should not be in playground areas	8/3/2020 8:54 PM
37	all parks should have prominent signage to indicate if it is dog friendly or not. Also appropriate pet waste disposal.	8/3/2020 8:49 PM
38	Allowed only if leashed and owner prepared to clean up after the dog.	8/3/2020 8:18 PM
39	Removing dogs is lame	8/3/2020 7:57 PM
40	No dogs in the park Make a fenced dog park somewhere if so desired	8/3/2020 7:09 PM
41	there could be a small fenced in area for the dogs within the larger park area. Also people could need to get a pass / prove live in La Grange Pk	8/3/2020 6:56 PM
42	Sign says NO DOGS. You start allowing it will get out of control and it will start to get messy. I'm sure the staff will enjoy being in poop patrol. Because the calls will come in to have staff clean up.. If you want to be progressive Make a dog park! Like right behind the park district building. One place only. Can be monitored easily every day for cleanliness.	8/3/2020 6:47 PM
43	Dogs are a significant part of family life. It is most enjoyable being able to bring our furry little ones with us as we go to the park with our children. However when there are concerts, dogs could/would be distracting to the performers / audience and shouldn't be in attendance.	8/3/2020 6:45 PM
44	Past summer concerts at Memorial Park had food vendors, running and playing children, and	8/3/2020 6:38 PM

Dogs in Parks Community Input Survey

harmonious meeting of townspeople while listening to music entertainment. Getting dogs agitated (barking, lunging, growling, snarling) or confronted ruins the resemblance of peace. Lawsuits happen if a child is bitten. Sidewalks have always been good for pets where they are not tearing up grass or eliminating waste. A park without a playground would be better for dogs than sharing children's play space, but the grass will be torn up by huge dogs running like seen at Park Junior High School. Someone has to pay to maintain the grass. The "dog" question reads more about people not wanting to leave their pets at home; rather, the question is whether families and children have to be confronted by all sized dogs that have different obedience training and wavering, lax adult attention. Our answer is emphatical, "No dogs in village parks; parks are for children to explore and not animals."

45	My biggest concerns would be people not picking up after their dogs and not following the leash rule. We already see people bringing their dogs to Memorial without leashes on occasion, I fee like allowing dogs in general would cause that to happen much more frequently. Also- please don't allow dogs at outdoor concerts. People bring their poorly trained dogs to events like the Pet Parade and they go crazy and it's stressful for everyone around.	8/3/2020 6:36 PM
46	Dogs in the parks will keep the geese out. Geese don't have owners to clean up their shit.	8/3/2020 6:23 PM
47	Dogs are a liability near people. They do not belong in a public setting. Too many dog owners do not take responsibility for their animals, both allowing them to go where they should not, as well as not picking up dog waste. Too many dog owners treat their animals like small children, hoping for forgiveness for bad, sometimes dangerous, behaviors rather than taking responsibility for an animal that cannot always understand the situation it may find itself in. Dogs are not the same as children. Dogs are good companions at home but do not belong in public places, even on a leash. Do not allow dogs to come into parks or summer concerts.	8/3/2020 5:58 PM
48	Need a dog park	8/3/2020 5:24 PM
49	I might consider dogs on leash in parks only during certain early morning hours	8/3/2020 4:53 PM
50	N/A	8/3/2020 4:48 PM
51	Would love to have a local dog park or dog run with enclosures to allow for dogs around. There is nothing nearby and we have a very big dig population in LGP	8/3/2020 4:42 PM
52	I would expect that dogs would be kept off of ball fields, etc. And having stations to dispense dog waste bags and cans to dispose in would make things better.	8/3/2020 4:34 PM
53	I would love a fenced dog park.	8/3/2020 4:31 PM
54	Great idea for the community. Should all in all parks and enclosed courts if not in use.	8/3/2020 4:16 PM
55	Thank you for considering a change! Hope La Grange follows!	8/3/2020 3:59 PM
56	Provide doggie pick up bags at parks where dogs are allowed.	8/3/2020 3:42 PM
57	How about you fence little dog parks within the parks?	8/3/2020 3:35 PM
58	Provide poop bag dispensers and trash bins.	8/3/2020 3:35 PM
59	Would be helpful if waste collection containers were available at the parks.	8/3/2020 3:33 PM
60	When I had a dog, none were allowed in the parks, not even walking around the park, now I don't see why LEASHED dogs would be a problem! Concerts, however, only standing at a distance, not in the amphitheater area.	8/3/2020 3:33 PM
61	We should have a designated dog parks, just for dogs.	8/3/2020 3:31 PM
62	Will need som sort of ordinance for non-compliance.	8/3/2020 3:25 PM
63	I don't mind dogs in parks as long as they are being cleaned up afterwards.	8/3/2020 3:25 PM
64	A lot of children are scared of dogs even if they are leashed	8/3/2020 3:24 PM
65	Please consider modifying some park space to create a dog park. That would be a great service to residents and perhaps a revenue stream for charging residents and neighborhood network residents.	8/3/2020 3:23 PM
66	Leashed is great—how would that be enforced without causing trouble between park/concert attendees?	8/3/2020 3:18 PM

Dogs in Parks Community Input Survey

67	Don't stop people from bringing out their pets. I can't believe this is actually a survey.	8/3/2020 3:12 PM
68	People don't pick up their dogs waste... leave them home not in parks	8/3/2020 3:10 PM
69	A dog park or an area for unleashed dogs would be nice! Also enforcing pet waste removal would be easier if the bag dispensers with the trash cans were installed.	8/3/2020 3:02 PM
70	I would love to be able to take our dog to the park. I think leashes and pickup should be required. Would the village provide more trash bins and bags for clean up? We always have them with us, but some people don't, which could cause messes.	8/3/2020 3:02 PM
71	Many kids/people are allergic. Also, I know several kids scared of dogs - or have anxiety. Most owners think everyone loves dogs - which I understand, but is not accurate.	8/3/2020 2:58 PM
72	Many communities allow for this now. We should follow suit.	8/3/2020 2:46 PM
73	My sons are allergic to dogs. Dog hair and dog dander left behind at parks triggers their allergies. It would good to allow dogs to one park, however.	8/3/2020 2:45 PM
74	As much as I love dogs, for me this takes away the from the safety and enjoyment of the use of parks. I do not want to try to enjoy a park where dogs are barking loud, a dog fight could occur, a dog biting a human, a child, dog poop on the grass, dog poop smell in the garbage. It's a HARD NO for me. 45 Years in the village and let's keep it safe and poop free please. All the best.	8/3/2020 2:45 PM
75	I'm new to the area so not familiar with all the parks. It is very limiting to not be able to walk my dogs through the parks and I've never lived anywhere that it wasn't allowed. I think with signs about leashes and picking up after your pets, they should be allowed in all parks.	8/3/2020 2:44 PM
76	Im a dog owner and I stil wild not be ok w dogs at events or parks. Not everyone picks up after their dog even when waking them in the neighborhood. I've witnessed people allowing their dogs to poop on sidewalks and it was not cleaned. People also don't clean up well if their dog has runny dropping's. Some adults and kids are also afraid and allergic to dogs. Perhaps a dog friendly park with an enclosed fence/area specific for dogs is a compromise	8/3/2020 2:43 PM
77	Dogs should not be in the playground area. It would be bestif they were allowed on the open field areas when not being used by teams or other groups.	8/3/2020 2:38 PM
78	In my opinion, the best way is to have a designated dog park.	8/3/2020 2:38 PM
79	No dogs at any parks.	8/3/2020 2:37 PM
80	Dogs are the worst! They are messy, loud, and scare children. Please keep them out of the parks, so everyone can enjoy them. Or if you must, make a fenced-in dog park at the least-used park.	8/3/2020 2:28 PM
81	I'm not answering #3 as my answer to #2 should be explanatory. No dogs at concerts or any large gathering. I would expect a lot of dog fights.	8/3/2020 2:28 PM
82	A fenced-in dog run should be made available to the community.	8/3/2020 2:27 PM
83	Most dog owners are considerate and will pick up after their dogs. However the few that don't will ruin the parks for families when we are stepping in poop. Also, a lot of people are scared and allergic to dogs and will make the parks inaccessible to them.	8/3/2020 2:27 PM
84	As long as people pick up after their dogs, the dogs are well behaved, are licensed and vaccinated, I believe should be no problem is having dogs in all the parks.	8/3/2020 2:24 PM
85	People will not pick up in the fields near volleyball, basketball, and concerts. There is no way for a barefoot volleyball player to clean their feet once they step in anything.	8/3/2020 2:23 PM
86	I live in Brookfield, but visit LGP parks often with friends or for exercise, and I would not want to have to put up with dog waste smells in the trash cans, or to have dogs barking at me while I'm just trying to enjoy the park.	8/3/2020 2:20 PM
87	I wish everyone would pick up after their dogs in LGP like I do.	8/3/2020 2:19 PM
88	Our neighborhood has many dogs and a paucity of places to take them. The perks are a logical place. Why is this resisted if owners are cleaning up after them?	8/3/2020 2:16 PM
89	Dog owners are naive and dogs are unpredictable. The two main concerns with dogs in the	8/3/2020 2:16 PM

Dogs in Parks Community Input Survey

park are: #1 dog waste (all owners think they will always clean up after their dog but inevitably some don't) and #2 dog control (all dog owners think their dog is perfect and won't bite a kid or snap at another dog and inevitably it happens). If designated dog areas are established at LGP parks that would be acceptable.

90	It should be stated that all dog owners should be required to pick up after their dogs!	8/3/2020 2:16 PM
91	Dogs should be able to be in parks as long as they are leashed and with the owner. Owners should not be able to tie their dogs to poles or benches and walk away.	8/3/2020 2:15 PM
92	Not all dog owners are responsible, which is why I do not think its a good idea. Who will clean up ?? There are many in our neighborhood, Robinhood, Forest Rd, Homestead and other streets that do not clean up their dog doings. Additionally, now we see used masks and carryout food trash.	8/3/2020 2:15 PM
93	Dogs should not be allowed in the playground equipment area.	8/3/2020 2:14 PM
94	There should be some sort of fine for not picking up after your dog in the park (or in the parkway or a private yard)	8/3/2020 2:13 PM
95	It would be wonderful to have a fenced-in area where unleashed dogs would be permitted.	8/3/2020 2:12 PM
96	Unleased dogs are a problem on many levels.	8/3/2020 2:07 PM
97	Have cans for dog disposal bags.	8/3/2020 2:03 PM
98	Need enforcement for people who don't pick up poop. Suggest also putting out poop bag and garbage can stations.	8/3/2020 2:01 PM
99	We would LOVE a dog park somewhere if at all possible, and I know many others who feel the same way.	8/3/2020 2:01 PM
100	I don't think leashed dogs should be allowed because nobody follows the leashing rules and the dogs just end up walking around unleashed, and there seems to be no enforcement.	8/3/2020 2:00 PM
101	Too congested without dogs. There are so many people, bicycles and kids it's hard to get around already.	8/3/2020 2:00 PM
102	while i want dogs to have space to run, as a family with severe allergies, we have to be careful	8/3/2020 1:57 PM

Q6 Please provide your zip code (required)

Answered: 297 Skipped: 0

Dogs in Parks Community Input Survey

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Dogs in Parks Community Input Survey

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Dogs in Parks Community Input Survey

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Dogs in Parks Community Input Survey

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Dogs in Parks Community Input Survey

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Dogs in Parks Community Input Survey

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Dogs in Parks Community Input Survey

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Dogs in Parks Community Input Survey

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Q7 Please provide your contact information (optional)

Answered: 112 Skipped: 185

ANSWER CHOICES	RESPONSES	
Name	91.07%	102
Company	0.00%	0
Address	83.04%	93
Address 2	8.93%	10
City/Town	91.96%	103
State/Province	0.00%	0
ZIP/Postal Code	81.25%	91
Country	0.00%	0
Email Address	79.46%	89
Phone Number	67.86%	76

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: August 7, 2020

Re: Smoke Policy Amendment | Agenda Item 11b

Recommendation

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

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

Background

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

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

Section 6: Employee Conduct

6.1 Introduction

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

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

6.2 Compliance with Park District Policies & Procedures

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

6.3 Compliance with Supervisory Directive

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

6.4 Smoking

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

6.5 Expeditious & Diligent Performance of Duties

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

6.6 Acting in Park District's Interests

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

8.2 Examples of Reasons for Disciplinary Action

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

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

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

8.3 Review of Disciplinary Action Other Than Dismissal

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

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

~~3.12.10 **Smoke**, which includes smoking tobacco inside any CPD building. Smoking during all outdoor special events shall be restricted to designated areas.~~

3.12.10 **Smoke**, No person shall smoke or vape any tobacco or cannabis products or cigarettes, and no person shall use any tobacco in or upon any District property.

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

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

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

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

Section 4: Regulation of Recreational Uses

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

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

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

4.2 Bicycling – No person shall:

4.2.1 Ride a bicycle across or upon any athletic field, play court, playground, any wet or newly seeded grassy area, or any area on CPD property not specifically

To: Tim Ogden
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: August 7, 2020

Re: Meeting Format | 12a

Recommendation

The board is to discuss and provide direction as how to conduct future open meetings.

Background

Included is information regarding the rules regarding open meetings during the governor's disaster proclamation. If the board chooses to hold its meeting virtually, "at least one member of the body, chief legal counsel, or chief administrative officer must be physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration."

Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act during the COVID-19 Pandemic

Updated July 2, 2020

As public bodies across the State are taking action to curb the spread of COVID-19, this document is intended to serve as guidance from the Public Access Counselor (“PAC”) based on the current status of the law and, where applicable, the Governor’s Executive Orders issued as a result of the COVID-19 pandemic. As the situation is rapidly evolving, the PAC will update this guidance as necessary. If you have questions about the Open Meetings Act and/or the Freedom of Information Act, please contact the PAC at the following number: 1-877-299-3642 or by email at publicaccess@atg.state.il.us.

Gubernatorial Disaster Proclamations and Executive Orders

On March 9, 2020, pursuant to his authority under section 7 of the Illinois Emergency Management Agency Act (IEMA Act),¹ the Governor of Illinois “declared[d] all counties in the State of Illinois as a disaster area” in response to the outbreak of COVID-19.² The Governor then issued a series of executive orders for coping with the disaster. Because of the rapid spread of COVID-19, the Governor issued Executive Order No. 2020-10 (“Stay at Home Order”), which among other things, provides that, subject to certain limited exceptions, beginning on March 21, 2020, “all individuals currently living within the State of Illinois are required to stay at home or at their place of residence * * * ” and that [a]ll businesses and operations in the State, except Essential Businesses and Operations, *** are required to cease all activities within the State[.]”³ The Executive Order excepts from these prohibitions “Essential Governmental Functions,” a term which is defined to include: “all services provided by the State or any municipal, township, county, subdivision, or agency of governmental and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public[.]”⁴ The Order further provides that “[e]ach government body shall determine its Essential Governmental functions and identify employees and/or contractors necessary to the performance of those functions” and that “[n]othing in [the Order] shall prohibit any individual from performing or accessing Essential Governmental Functions.”⁵ (Emphasis Added). On April 1, 2020, the Governor issued a second Disaster Proclamation⁶ and extended the applicability of several executive orders through April 30, 2020, including the Stay at Home Order.⁷

¹20 ILCS 3305/7 (West 2018).

²Gubernatorial Disaster Proclamation, issued March 9, 2020, at 2.

³Executive Order No. 2020-10, §1(2), issued March 20, 2020.

⁴Executive Order No. 2020-10, §1(10), issued March 20, 2020.

⁵Executive Order No. 2020-10, §1(10), issued March 20, 2020.

⁶Gubernatorial Disaster Proclamation, issued April 1, 2020.

⁷Executive Order No. 2020-18, Part 1, issued April 1, 2020.

The Open Meetings Act

Of the many ways governments are responding to the COVID-19 pandemic, public bodies are addressing the important responsibility to limit circumstances that might allow for the spread of the COVID-19 virus while fulfilling their obligation to comply with the transparency and openness requirements of the Open Meetings Act (“OMA”).⁸

Executive Order No. 2020-07, issued March 16, 2020,⁹ and extended on April 1, 2020, by Executive Order No. 2020-18, suspends the OMA provisions relating to in-person attendance by members of a public body. Specifically, the Governor’s Order: (1) suspends the requirement in Section 2.01¹⁰ that “members of a public body must be physically present;” and (2) suspends the limitations in Section 7 on when remote participation is allowed.¹¹ Executive Order 2020-33, issued April 20, 2020, extended the applicable OMA provisions until May 29, 2020, and Executive Order 2020-39, issued May 29, 2020, extended the relevant provisions “through June 27, 2020 or until corresponding legislation (SB 2135) is enacted and takes effect, whichever comes first.”

On May 23, 2020, the legislature passed Senate Bill 2135, which includes **amendments to the Open Meetings Act**. The Governor signed the bill on June 12, 2020, which became Public Act 101-0640. The amendments to the OMA became effective on June 12, 2020, and accordingly, supersede Executive Order 2020-39. The text of Public Act 101-0640 is available [here](#). The following is a brief summary of the provisions of Public Act 101-0640 that relate to OMA.

Requirement for Physical Presence of a Quorum for Members of a Public Body

The OMA generally requires that in order for public body members to attend a meeting by a means other than a physical presence: (1) a quorum of members of the public body must be physically present at the meeting location; and (2) the public body must have adopted rules governing remote attendance.¹² However, the new law, Public Act 101-0640, allows a public body to hold “an open or closed meeting by audio or video conference without the physical presence of a quorum of the members” during a public health disaster as long as several enumerated conditions are met.¹³

Existence of a Disaster

The new remote meeting provisions of the OMA are only applicable when “the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to

⁸5 ILCS 120/1 *et seq.* (West 2018).

⁹Executive Order No. 2020-07, §6, issued March 16, 2020.

¹⁰5 ILCS 120/2.01 (West 2018).

¹¹Executive Order No. 2020-18, Part 1, issued April 1, 2020.

¹²*See* 5 ILCS 120/2.01 (West 2018), as amended by Public Act 101-640, effective June 12, 2020; *see* 5 ILCS 120/7 (West 2018), as amended by Public Act 101-640, effective June 12, 2020.

¹³5 ILCS 120/7(e) (West 2018), as amended by Public Act 101-0640, effective June 12, 2020.

public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area.”¹⁴ In addition, the head of the public body (as defined in Section 2(e) of the Freedom of Information Act), must determine that “an in-person meeting or a meeting conducted under [the OMA] is not practical or prudent because of a disaster.”¹⁵ According to the Freedom of Information Act, the “head of the public body” is “the president, mayor, chairman, presiding officer, director, superintendent, manager, supervisor or individual otherwise holding primary executive and administrative authority for the public body, or such person’s duly authorized designee.”¹⁶

Convenient and Open Meetings

OMA requires public meetings to be “convenient and open” for members of the public.¹⁷ To that end, OMA sets forth several transparency requirements that may pose challenges for holding public meetings during this public health emergency. Public gatherings, and especially public gatherings of more than ten people, can hasten the spread of COVID-19 throughout communities. In addition, members of a public body and their staffs may become exposed to or infected with COVID-19, which could require quarantine or isolation. With these public health concerns in mind, public bodies are encouraged to cancel any public meetings that are not deemed essential at this time.

Public Act 101-0640 addresses some of the challenges posed while setting forth certain requirements to maintain transparency of public business. Pursuant to Public Act 101-0640, once the required conditions exist to hold a remote meeting during a disaster, the public body must adhere to further requirements for conducting the meeting. These additional conditions are set out in the new Sections 7(e)(3) through 7(e)(10) of OMA (5 ILCS 120/7(e)(3) – 7(e)(10) (West 2018), as amended by Public Act 101-0640, effective June 12, 2020).

Member Participation

All members of the public body who are participating in the meeting, regardless of their physical location shall be:

- Verified, able to hear one another, and able to hear discussion and testimony (7(e)(3));
- All votes shall be conducted by a roll call and each member’s vote on each issue shall be identified and recorded (7(e)(6));
- At least one member of the public body or the chief legal counsel or chief administrative officer must be physically present at the regular meeting location, unless physical presence is “unfeasible due to the disaster” (7(e)(5));

¹⁴5 ILCS 120/7(e)(1) (West 2018), as amended by Public Act 101-0640, effective June 12, 2020.

¹⁵5 ILCS 120/7(e)(2) (West 2018), as amended by Public Act 101-0640, effective June 12, 2020.

¹⁶5 ILCS 140/2(e) (West 2018).

¹⁷See 5 ILCS 120/2.01 (West 2018), as amended by Public Act 101-640, effective June 12, 2020.

- Each member of the public body who participates in a remote meeting held in accordance with these disaster requirements “is considered present at the meeting for purposes of determining a quorum and participating in all proceedings (7(e)(8)).

Public Participation

When the meeting is in open session, Section 7(e)(4) of OMA requires the meeting to be conducted in a manner that allows members of the public present at the regular meeting location of the body to hear all discussion, testimony, and votes. If attendance at the regular meeting location is not feasible because of the disaster, Section 7(e)(4) further provides that the public body must make alternative arrangements, with the proper notice, which “allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes[.]” Alternative arrangements include offering a telephone number or web-based link.

Notice provisions

Unless there is a bona fide emergency, in order to hold a remote meeting, public bodies must provide 48 hours’ notice in accordance with Section 2.02 of the OMA,¹⁸ which also requires public bodies to post the notice of the meeting and the agenda at the principal office of the body holding the meeting and the building in which the meeting is to be held. In addition to the existing notice requirements under Section 2.02(a) and 2.02(b), the new law requires notice for remote meetings to be: provided to all members of the public body, posted on the public body’s website,¹⁹ and provided to any news media who has requested notice of meetings. However, if the public body declares a bona fide emergency, notice shall be given pursuant to the existing requirements in Section 2.02(a) of the OMA, which state, “notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any new medium which has filed an annual request for notice.”²⁰ In the event of a bona fide emergency meeting, the presiding officer is required to state the nature of the emergency at the beginning of the meeting.

Recordings

In addition to the requirement in Section 2.06(a)²¹ to keep verbatim recordings of closed meetings, Section 7(e)(9) requires public bodies holding open meetings under the new Public Act to keep a verbatim record of all their meetings, including the open sessions, in the form of an audio or video recording. These verbatim records shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06, including maintaining the records for at least 18 months after the meeting was held.²²

¹⁸5 ILCS 120/2.02 (West 2018).

¹⁹Section 2.02(a) and 2.02(b) only require public bodies to provide advance notice on their websites if the websites are maintained by full-time staff.

²⁰5 ILCS 120/2.02(a) (West 2018).

²¹5 ILCS 120/2.06(a) (West 2018).

²²5 ILCS 120/2.06(c) (West 2018).

Postponing or Cancellation of Public Meetings

Public bodies may choose to postpone or cancel public meetings. Where a public body does not have critical issues that must be addressed because time is of the essence, cancelling or postponing public meetings may be prudent during the COVID-19 outbreak, rather than holding meetings that could pose a risk of danger to the public. If a public body chooses to cancel a meeting after it has already posted the notice and agenda in accordance with the OMA's 48-hours' notice requirement, the public body should place the cancellation notice on its website, at the principal office of the public body, and at the meeting location.

PAC is often asked whether cancelling a meeting or changing a meeting date requires 10 days' notice of the change by publication in a newspaper. The answer is no; this requirement applies only to a change in the **schedule of regular meetings**,²³ for example, changing the regular meeting dates from Mondays to Thursdays. This specific notice and publication requirement does not apply to cancelling a single meeting.

Meetings Held In-Person

Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19. Public bodies should continue to be aware of appropriate public health considerations if the circumstances do not exist to hold a remote meeting, the public body decides to hold an in-person meeting, or members of the public are present at the normal location to observe a remote meeting. If a public body determines it is necessary to hold a public meeting, consider the following actions to recognize and address the serious public health issues involved with COVID-19:

- Hold your public meeting in a larger room than normal. For example, instead of a conference room, hold a meeting in an auditorium, a gymnasium, or other large space in order to facilitate social distancing.
- You may consider having a separate room for the public that is video or audio linked to the room where the public body is meeting. This arrangement can promote social distancing by utilizing large spaces while still allowing for open meetings.
- You may consider recording the entire meeting,²⁴ open portions as well as any closed sessions, for persons who are unable to attend or access open meetings during this public health crisis. Post the open session recording on your public body's website as soon after the meeting as is practical.
- Be sure to clearly designate the location of a meeting in the notice and posting required under OMA, as well as instructions for accessing the meeting remotely. Public bodies

²³See 5 ILCS 120/2.03 (West 2018).

²⁴Remember, for meetings held under the new remote meetings provisions, the entire meeting **must** be recorded. See 5 ILCS 120/7(e)(9) (West 2018), as amended by Public Act 101-0640, effective June 12, 2020.

are encouraged to place additional signage in the facility hosting a public meeting so the public is aware of the specific room or space location where a meeting is being held, especially if meetings are being held in places where staffing is minimal and there may be limited personnel to assist the public in locating a public meeting.

If public bodies are convening via electronic means, such as by conference call or by web-assisted meetings, the public body should ensure that the public has a means to both observe and comment during these meetings. This can be achieved by sharing conference call or other log-in information in the notice of the public meeting. To help ensure all meetings are “convenient and open” to the public to the greatest extent possible, public bodies should offer multiple ways for the public to access a public meeting, such as offering both a telephone number and a weblink, so that individuals who do not have internet services have an option to access the meeting.

Public bodies may consider using third party resources that provide conference call-in lines or other virtual meeting programs to host their meetings during the COVID-19 pandemic. Public bodies should be aware, however, that there have been recent instances of outside parties “hijacking” video conferences by inserting inappropriate and offensive language or graphic images onto the screen that all participants can see. If using a web-based conference call or video-conferencing service, public bodies should exercise caution and thoroughly review all terms and conditions of use, including any provisions related to security, data collection, and users’ privacy.

Public Comment

OMA requires public bodies to allow for public comment.²⁵ Members of the public may be prevented from attending public meetings because of compliance with quarantine or isolation orders or following the general instruction to remain at home during the pandemic. Public bodies are urged to provide remote access to members of the public and to update their websites and social media with the goal of openness and transparency during this time. Further, public bodies should consider taking public comment by email or written submission and reading those public comments into the record of the public meeting. If members of the public attend meetings in-person, social distancing is essential as outlined above. In addition, during public comment periods, have commenters approach a microphone one at a time instead of gathering in close proximity. If the public body convenes via electronic means, it should provide multiple alternative means for the public to comment, such as, telephone or video-conference capabilities, in addition to the submission of emailed or written comments noted above.

²⁵See 5 ILCS 120/2.06(g) (West 2018).

The Freedom of Information Act

While public bodies across the State are taking steps to protect their employees and the public by reducing staff and partially or fully closing public offices, they are also attempting to comply with the requirements of the Freedom of Information Act (“FOIA”). None of the Governor’s executive orders issued to date, the Attorney General Act,²⁶ nor FOIA²⁷ provides the Office of the Illinois Attorney General or the Public Access Counselor with the authority to suspend FOIA’s statutory deadlines. Only an executive order issued pursuant to section 7 of the IEMA Act can suspend the statutory deadlines or an act of the General Assembly can alter such deadlines. Public bodies, therefore, should continue to comply with FOIA and respond to each request promptly, to the extent they are able to, given the limitation on staff and resources during the COVID-19 pandemic.

Public bodies’ responses to the COVID-19 pandemic may limit public bodies, to varying degrees, from fully functioning and transacting business. At the same time, all public bodies must be aware that the General Assembly has already determined that “[i]t is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible in compliance with [FOIA][.]”²⁸ To date, none of the COVID-related Executive Orders authorize public bodies to disregard FOIA or to issue blanket denials of all FOIA requests where the General Assembly has already determined that it is the public policy of this State to provide “full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees[.]”²⁹ In addition, the legislature has not amended FOIA to change or extend any deadline requirements during the COVID-19 pandemic or other public health emergency. Therefore, in the FOIA context, the determination of how to provide this specific essential governmental function must necessarily include a review of the staff and resources required to respond to FOIA requests within the statutory deadlines.

FOIA Response Time Requirements

FOIA requires each public body to promptly respond to a request for public records, either by complying with or denying the request, within 5 business days after the public body has received the request.³⁰ The public body may extend the time to respond for an additional 5 business days from the original due date, if: (1) the requested records are stored in a different location; (2) the request requires the collection of a substantial number of specified records; (3) the request requires an extensive search; (4) additional efforts must be made to locate the records; (5) the records require analysis by specific personnel to determine if any exception to the disclosure

²⁶See 15 ILCS 205/0.01 *et seq.* (West 2018).

²⁷See 5 ILCS 140/1 *et seq.* (West 2018).

²⁸5 ILCS 140/1 (West 2018).

²⁹5 ILCS 140/1 (West 2018).

³⁰5 ILCS 140/3(d) (West 2018), as amended by Public Act 101-081, effective July 12, 2019.

applies; (6) the response cannot be compiled within the requisite time limits without unduly burdening the public body's operations; and (7) the public body needs to consult with another public body that has a substantial interest in the request.³¹

Due to the COVID-19 pandemic and preventative measures taken in attempt to control the spread of the virus, various public bodies are operating with limited staff and resources. Many public bodies have chosen to allow their employees to work remotely, while other public bodies have partially or completely closed their offices. In addition, as more and more individuals become ill or come into contact with someone infected with COVID-19 and are isolated or quarantined, public employees may be unable to report to work. In such circumstances, public bodies may assert an exception listed above, particularly if responding to the request is unduly burdensome in the circumstances, requires review by an unavailable staff member, or requires resources to obtain records located off-site. If a public body seeks to utilize an extension, it must notify the requester of the reasons for the delay and the date on which the public body will respond to the request.

Given that the length of the pandemic remains unknown, it may be difficult to respond to the request even with an extension. Both requesters and public bodies should keep in mind that FOIA allows the public body and the requester to come to a mutually agreeable response period to comply with a FOIA request.³² Members of the public and media are asked to keep these considerations in mind and are strongly encouraged to work with public bodies to agree on reasonable and appropriate response times in light of the public health concerns that we all face.

³¹5 ILCS 140/3(e) (West 2018), as amended by Public Act 101-081, effective July 12, 2019.

³²5 ILCS 140/3(e) (West 2018), as amended by Public Act 101-081, effective July 12, 2019.