

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
November 11, 2024 - 6:30 PM

1. Call to Order & Roll Call:
2. Pledge of Allegiance
3. Park District Mission: The Community Park District of La Grange Park supports a healthy and inclusive community by positively impacting physical, social, emotional, and environmental well-being.
4. Open Forum
5. Approval of the November 11, 2024 Agenda
6. Approval of Board Meeting Minutes
 - a. October 14, 2024 Regular Meeting Minutes
7. Communications/Proclamations/Presentations
 - a. IAPD Board Member Recognition
8. Staff Recognition
9. Staff Reports
 - a. Executive Report
 - b. Recreation Report
 - i. Superintendent of Recreation
 - ii. Marketing and Events Manager
 - iii. Recreation Manager
 - c. Parks Report
 - d. Financial Reports
10. Approve Monthly Disbursements

Motion and a second to approve the monthly disbursements in the amount of \$238,261.60
11. Committee Reports
 - a. Sustainability
 - i. Arbor Advocates
12. Unfinished Business
 - a. Tax Levy Ordinance #005-24
Ask for a motion and a second to approve Ordinance #005-24 AN
ORDINANCE LEVYING TAXES FOR THE FISCAL YEAR BEGINNING
MAY 1, 2025 AND ENDING APRIL 30, 2026 FOR THE COMMUNITY
PARK DISTRICT OF LA GRANGE PARK, STATE OF ILLINOIS,
COUNTY OF COOK **Roll Call**

b. P-Tell Ordinance #006-24

Ask for a motion and a second to approve Ordinance #006-24 AN
ORDINANCE PROVIDING FOR SPECIFIC REDUCTIONS OF THE 2024
PROPERTY TAX LEVY PURSUANT TO THE PROPERTY TAX
EXTENSION LIMITATION LAW

13. New Business

a. Yena Park Project Contract Award

Motion and a second to approve a contract with Landworks Limited in the
amount of \$1,297,608.38. **Roll Call**

b. Reimbursement Resolution

Motion and a second to approve Resolution 002-24 expressing official
intent regarding certain capital expenditures to be reimbursed from
proceeds of an obligation to be issued by the Community Park District of
LaGrange Park, Cook County, Illinois. **Roll Call**

c. Fund Transfer Resolution

Motion and a second to approve A motion and a second to approve
Resolution 003-24 to transfer \$275,000 from the Corporate Fund to the
Capital Fund and \$150,000 for the Recreation Fund to the Capital Fund.
Roll Call

d. Temporary Construction License for LGPLL

Motion and a second to approve granting a Temporary Construction
License for La Grange Park Little League for the installation of artificial turf
at Hanesworth South Field. **Roll Call**

e. Appointing a Delegate to the IAPD Annual Business Meeting

A motion and a second to approve the designation of Executive Director
Cannaday to serve as the delegate of the Community Park District of La
Grange Park at the Annual Business Meeting of the Illinois Association of
Park Districts to be held on Saturday, January 25, 2025 at 3:30pm. **All in
favor?**

f. 2025 Board Meeting Dates

A motion and a second to approve the 2025 Board Meeting Dates. **All in
favor?**

g. Park District Holidays

A motion and a second to approve the addition of an 11th floating holiday
for full time staff. **All in favor?**

h. Anti-Harassment and Anti-Discrimination Training

i. Cyber Security Training

14. Executive Session

Ask for a motion and a second to adjourn to Executive Session In
accordance with the Open Meetings Act under Section 2(c)(1) to discuss the
appointment, employment, compensation, discipline, performance, or dismissal
of specific employees. **All in favor?**

15. Reconvene Open Session

**Announce the time and ask for a motion and a second to arise from
Executive Session and Reconvene Open Session. Roll Call**

16. Potential Action on Items Discussed in Executive Session

17. Next Regular Meeting: Monday, December 9, 2024 at 6:00pm

18. Adjournment

Announce the time and ask for a motion and a second to adjourn. All in favor?

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.

AGENDA
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
November 11, 2024 - 6:30 PM

1. Call to Order & Roll Call:
2. Pledge of Allegiance
3. Park District Mission: The Community Park District of La Grange Park supports a healthy and inclusive community by positively impacting physical, social, emotional, and environmental well-being.
4. Open Forum
5. Approval of the November 11, 2024 Agenda
6. Approval of Board Meeting Minutes
 - a. October 14, 2024 Regular Meeting Minutes
7. Communications/Proclamations/Presentations
 - a. IAPD Board Member Recognition
8. Staff Recognition
9. Staff Reports
 - a. Executive Report
 - b. Recreation Report
 - i. Superintendent of Recreation
 - ii. Marketing and Events Manager
 - iii. Recreation Manager
 - c. Parks Report
 - d. Financial Reports
10. Approve Monthly Disbursements
11. Committee Reports
 - a. Sustainability
 - i. Arbor Advocates
12. Unfinished Business
 - a. Tax Levy Ordinance #005-24
 - b. P-Tell Ordinance #006-24
13. New Business
 - a. Yena Park Project Contract Award
 - b. Reimbursement Resolution

- c. Fund Transfer Resolution
- d. Temporary Construction License for LGPLL
- e. Appointing a Delegate to the IAPD Annual Business Meeting
- f. 2025 Board Meeting Dates
- g. Park District Holidays
- h. Anti-Harassment and Anti-Discrimination Training
- i. Cyber Security Training

14. Executive Session

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

15. Reconvene Open Session

16. Potential Action on Items Discussed in Executive Session

17. Next Regular Meeting: Monday, December 9, 2024 at 6:00pm

18. Adjournment

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.

MINUTES
REGULAR PARK DISTRICT BOARD MEETING
COMMUNITY PARK DISTRICT of La GRANGE PARK
1501 BARNSDALE ROAD, La GRANGE PARK, ILLINOIS
October 14, 2024 - 6:30 PM

1. Call to Order & Roll Call:

President Corte called the meeting to order at 6:36 pm. Present were Commissioners Ogden, Sauer and Stastny. Additionally present were Executive Director Jessica Cannaday, Marketing and Events Manager Susan Zander, Superintendent of Parks Sara Earhart, Superintendent of Recreation Zachary Kerby, Lauterbach & Amen Financial assistants Nicole Kozlowski and Samantha Crane, and Executive Administrative Assistant Laura Raimondi as recorder.

President Corte requested a motion and a second to allow Commissioner Zuck's attendance via Zoom conference in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference. Commissioner Stastny made the motion, seconded by Commissioner Sauer. Motion was passed unanimously by voice vote.

2. Pledge of Allegiance

3. Park District Mission: The Community Park District of La Grange Park supports a healthy and inclusive community by positively impacting physical, social, emotional, and environmental well-being.

4. Open Forum

5. Approval of the October 14, 2024 Agenda

Commissioner Ogden made a motion to approve the October 14, 2024 Agenda seconded by Commissioner Stastny. Motion was passed unanimously by voice vote.

6. Approval of Board Meeting Minutes

a. September 9, 2024 Regular Meeting Minutes

Commissioner Stastny made a motion to approve the September 9, 2024 minutes with noted grammatical corrections, seconded by Commissioner Sauer. Motion was approved unanimously by voice vote.

7. Communications/Proclamations/Presentations

8. Staff Recognition

9. Staff Reports

a. Executive Report

Executive Director Jessica Cannaday presented her report. The board asked Executive Director Cannaday to explore ordinances prohibiting eBike activity.

b. Recreation Report

- i. Superintendent of Recreation
Superintendent of Recreation Zachary Kerby presented his report. Questions were asked and answered.
- ii. Marketing and Events Manager Susan Zander presented her report. Questions were asked and answered.
- iii. Recreation Manager
Recreation Manager Michele Ritacco's report was presented. Questions were asked and answered.
- c. Parks Report
Superintendent of Parks Sara Earhart presented her report. The possibility of adding artificial turf to Hanesworth South was discussed. Staff discussed the plans for strengthening the new turf at Beach Oak Park.
- d. Financial Reports
Lauterbach & Amen Financial Assistants Nicole Kozlowski and Samantha Crane presented financial reports.

10. Approve Monthly Disbursements

Commissioner Ogden made a motion to approve the monthly disbursements in the amount of \$231,753.04 seconded by Commissioner Sauer. Motion was passed unanimously by a roll call vote.

11. Committee Reports

- a. Sustainability
 - i. Arbor Advocates
October 19th planting at Memorial Park 9:00 am on top of the hill.
Next Arbor Advocates meeting December 4th at 6:30 pm.

12. Unfinished Business

- a. Referendum Bond Update
No action taken. Andrew Arndt from Baird provided an update on the bond.
- b. Yena Park Project
No action taken. Groundbreaking in Spring. Bid opening November 4th. A Woodland theme will be implemented for the 3-5 year old creative play area.

13. New Business

- a. Draft Tax Levy Ordinance
Commissioner Stastny made a motion and Commissioner Ogden seconded to approve the draft 2024 tax levy for the following sum of money, totaling \$1,093,066 or as much thereof as may be authorized by law, is hereby levied to defray expenses and liabilities of the Park District. The Motion was passed unanimously by roll call vote.
- b. Strive for Fitness Contract Termination
Commissioner Ogden made a motion and Commissioner Sauer seconded to terminate the license and use agreement with Strive 4 Fitness agreement for cause due to failure to cure the prior defaults. Motion was passed unanimously by roll call vote.
- c. Library Snowplowing IGA

Commissioner Stastny made a motion and Commissioner Ogden seconded to renew the IGA with the La Grange Park Public Library for Snow and Ice Removal. Motion was passed unanimously by Roll Call vote.

14. Next Regular Meeting: Monday, November 11, 2024 at 6:30pm

15. Adjournment

President Corte called for the meeting to adjourn at 7:35 pm. Commissioner Ogden made a motion to adjourn seconded by Commissioner Stastny. Motion was passed unanimously by voice vote.

Secretary

Approved November 11, 2024

DATE: November 8, 2024

TO: Bob Corte, President, Community Park District Board of Commissioners

FROM: Jessica Cannaday, Executive Director

RE: October Board Report

Executive Office Report

Police Reports

There were no notable reports for October.

LWCF Grant/1150 Meadowcrest

We have received funding from the LWCF Grant for the acquisition of 1150 Meadowcrest. We are currently in the process of obtaining a Yellowbook Appraisal and will know the next steps in the next month or so.

Stone Monroe Tennis Courts & Robinhood Tennis Courts

- We are continuing to evaluate and do the due diligence work for both projects.

Recreation Center Expansion Funding

We will continue to stay in touch with our legislators regarding additional funding for the recreation center expansion project as well as look for alternative funding sources. Phase 1 of the project will be largely funded by \$12.8 million generated from the referendum bond issuance. This includes the elevated walking track, gymnasium, stage, new lobby, new front entrance, concessions, water detention, elevator and more. Phase 2 will include playground equipment, a full renovation of the existing recreational space, moving the offices to the second story, and furnishing the green roof for recreational activity.

15 Passenger Van

SEASPAR is declaring its 15 Passenger Van as surplus property, and is offering member agencies the opportunity to purchase the vehicle for approximately \$16,000. Staff is strongly considering this investment to further our recreational offerings, especially for our most underserved demographics: teens and seniors. Superintendent Kerby will be presenting information for your consideration, and we look forward to your hearing your feedback.

Office Revenue Report

August generated more than \$47,000 in program revenue. At the time of this report, the top earning program category is Ready Teddy at \$34,000. We also collected more than \$3,880 in other receipts, including a contribution from the La Grange Park Bandits in the amount of \$2,660. As of the time of this report, our Fall Revenue is still performing more than \$10,000 ahead of where we were in 2023.

Date: November 5th, 2024

To: Jessica Cannaday, Executive Director

From: Zak Kerby, Superintendent of Recreation

Re: November 2024 Board Report

Facilities

- Monthly Pest Inspections have returned back to preventative, no issues were found this month
- Monthly facility inspection came back with minimal items of note. We swapped the unsightly light fixture to my office and replaced it with a clean fixture from my office.
- Staff has been preparing for upcoming budget requests, looking at capital building projects like new carpeting, painting the walls in the rec center, a new HVAC Unit, new MPR speakers, and electrical upgrades to outdoor lighting.
- Park Jr High has returned all of our Spring requests for facilities with no major issues.
- Planning has begun to use 1150 Meadowcrest for programming in the Winter/Spring of 2025

Recreation

- Fall program registration has been going well, general recreation programming has brought in \$106,000 in revenue since the brochure offerings opened, compared to \$95,000 last year on the same date
- Outdoor Pickleball is continuing to play into the late fall season this year, with our last two outdoor leagues scheduled to play until Thanksgiving week. The weather has not dropped below 50 for this league yet.
- Indoor pickleball has kicked off at Park Jr High, with 36 individuals registered to participate on the same night as one of the outdoor leagues. Pickleball is still our biggest athletic offering.
- Women's Volleyball League at Park Jr High is going strong with 11 teams. Games will continue into the New Year
- Sports R Us are running youth athletics classes at Park Jr High on Saturdays, overall athletics enrollment has moved indoors this time of year.
- I met with the pickleball instructors on Tuesday, November 5th to talk about new offerings for the Spring, I am excited to share those soon.
- Recreation staff have been very busy this past month, with Scarecrow contest, Campfire in the Park, Glow in the Dark Scavenger Hunt, Trunk or Treat, Movie in the Park, and Pumpkin Carving. On top of that, Preschool took a field trip to the Pumpkin Patch and internally we celebrated Halloween with a 'holiday dip' party. We found a lot of success in all of these offerings and will continue to offer all of them moving forward.

Safety

- Sara and I completed our fourth All Staff Training on October 21st. We covered PPE, Communicable diseases, Lock Out/Tag Out, and Electrical safety. The staff got an overview of all these topics and how they applied to their jobs. Our next training will be November 18th at 3:30pm and will talk about Ergonomics, Safe Lifting, Slips/Trips/Falls, and Ladder Safety.
- Weather radios have been purchased for both the 1501 and 845 Barnsdale locations to keep staff up to date on incoming patterns as they are announced.
- Playground inspections have been completed for November and returned very minimal issues, mulch was raked and small amounts of graffiti were addressed

PROGRAM ANALYSIS		WINTER/SPRING 2024								
Type text here	#Programs	%Programs	#Participants			# Cancelled Program		Income		
	(total programs)		(Zak)	(Susan)	(Michele)	(LP)	(LG/WS)	(Zak)	(Michele)	Susan
Trips	4	1.68%	0	0	0	4	0			
Special Events	13	5.46%	0	374	0	1	1			\$5,400.00
Preschool	4	1.68%	0	0	155	1	0		\$137,112.00	
Early Childhood/ Enrichment	57	23.95%	0	0	409	5	4		\$26,736.75	
Theater	2	0.84%	0	0	70	0	0		\$24,950.00	
Leagues	7	2.94%	150	0	0	2	0	\$10,630.00		
Youth	44	18.49%	0	0	43	2	9		\$4,602.00	
Adult	12	5.04%	39	0	3	2	0	\$2,430.00	\$1,235.00	
Fitness	13	5.46%	109	0	9	4	0	\$4,868.00		
Youth Sports	75	31.51%	337	0	0	18	3	\$25,342.00		
Senior	7	2.94%	75	0	0	2	0	\$660.00		
TOTALS	238	100.00%	710	374	689	41	17	\$43,930.00	#####	\$5,400.00
Grand Total			1773 Participants Enrolled			58 Total cancelled programs (24%)			Total Rev: \$243,965.75	

NOTES										
1. Average program revenue - \$488.80/class (Based on 2,527 transactions bringing in \$100,692 between December 2023- June 2024)										
2. Highest participation came from Preschool/Early Childhood (409), Special Events (374) and Youth Sports (337)										
3. Of the 238 programs offered, 76 were cooped (32%) and 161 were administered by LP										
4. How many programs filled? 49 Programs										
5. Trends derived from the data										
a. Trips - Trips were unsuccessful without affordable transportatation available - Looking for coop oppurtunities										
b. Special Events - Adding a second session of Daddy Daughter Date Night doubled Special event revenue from last year										
c. Preschool/Early Childhood - Add Full Day Preschool option & increased ABC enrollment - Revenue increased \$14,329										
d. Theater/Play - revenue was up \$800 and participation was down 11. New Microphones were very noticable at the show										
e. Youth - Youth Activities were slower, but youth sports still has a strong showing										
f. Fitness - Pilates and Basic Yoga have been seeing marked increases										
g. Adult - Pickleball continues to excite the masses										
h. Sports - Leagues were down due to available space but continue to see strong enrollment										

6. Coops

- a. Coop enrollment elsewhere was lead by Gymnastics (101, 102, Boys, and Girls Gymnastics),
- b. Coop enrollment to La Grange Park was lead by Karate, Spirit Kids, and Little Lyons Soccer Club
- c. Gymnastics sent 62 participants and \$5692 to PD of La Grange
- d. Karate brought in 10 participants from PDLG and WS with \$760 in revenue
- e. Spirit Kids and Little Lyons both brough in 8 participants for \$192 and \$512, respectively
- f. Other cooped offerings offered elsewhere -

Harry potter Potions \$470 - 2 Enolled PDLG, Lets Code It - \$216 WS - 2 Enrolled

Magic Class \$420 WS - 18 Enrolled Dino Dig \$240 - PDLG - 10 Enrolled

PROGRAM ANALYSIS Summer 2024										
	#Programs %Programs (total programs)		#Participants (Zak) (Susan) (Michele)			# Cancelled Program (LP) (LG/WS)		Recreation Revenue (Zak) (Michele) Susan		
Special Events	17	8.13%	0	725	0	0	0			\$4,165.00
Youth	32	15.31%	0	0	54	3	11		\$5,695.00	
Preschool	0	0.00%	0	0	0	0	0			
Early Childhood/ Enrichment	5	2.39%	0	0	39	0	0		\$2,409.00	
Theater	1	0.48%	0	0	64	0	0		\$5,410.00	
Camps	70	33.49%	0	0	1228	0	0		\$273,550.00	
Trips	5	2.39%	4	0	0	4	0	\$321.00		
Adult	10	4.78%	55	0	0	2	0	\$4,162.00		
Fitness	9	4.31%	74	0	0	1	0	\$4,868.00		
Youth Sports	53	25.36%	347	0	0	17	0	\$25,955.00		
Senior	0	0.00%	0	0	0	0	0			
Leagues	7	3.35%	150	0	0	1	0	\$10,630.00		
TOTALS	209	100.00%	630	725	1385	28	11	\$45,936.00	\$287,064.00	\$4,165.00
Grand Total 2740 Participants Enrolled Total cancelled programs 16.2% Total Rev: \$337,165.00										

NOTES

1. Average program revenue - \$558.00/class (Excludes Summer Camps and Sponsorships)
2. Highest participation came from Summer Camps (1228), Special Events (725) and Youth Sports (347)
3. Of the 212 programs offered, 28 were cooped (13%) and 184 were administered by LP
1. Resident Registration total for April 11th - \$150,069.00
5. Unique individuals registered for programming this summer **2614**
6. Programs that reached full enrollment **31**
5. Trends derived from the data
 - a. Trips - Trips were coop'ed with the Village of North Riverside - We were able to send 4 people on 1 trip this summer
 - b. Special Events - Wacky Wednesday, MUTS, and Picnic in the Park are all extremely popular summer events
 - c. Preschool/Early Childhood - N/A
 - d. Theater/Play - Revenue came from ticket sales to Spongebob
 - e. Youth - Families tend to prefer longer format class/camps over hourly classes through the summer

- f. Fitness - Fitness class enrollment is hitting a high water mark, only cancelling one class this summer
- g. Adult - Pickleball continues to lead this charge in adult recreation
- h. Sports - Leagues were largely successful, only Cood Bags league did not catch on

6. Summer Camps

- a. Camps consisted of (4) 10 week camps, Before & After camp each week, (2) sections of Afternoon Antics and (2) Counselor in Training courses
- b. This was our first year offering Full day camp for ages 4-5, which was largely consistent and successful
- c. We employed 26 seasonal counselors this year
- d. Field trips were largely successful, as well as swimming days at Oakbrook Park District
- e. Areas of growth for next year are Counselor in Training program and outdoor adventure camps

7. Coops

- a. Coop enrollment elsewhere was lead by Magic Class, Pokemania and Harry Potter Camp
- b. Coop enrollment to La Grange Park was lead by Karate, Spirit Kids, and Little Lyons Soccer Club
- c. Karate brought in 8 participants from PDLG and WS with \$608 in revenue
- d. Summer brochure has a noticeable drop in registration for coop programming, with coops largely one hour weekly classes



SPECIAL EVENTS NOTES

- Scarecrow Contest- We had 14 families register for this year’s Scarecrow Contest. The winner was the Krynski-Jarosz family, whose scarecrow will be featured on the 2025 Fall brochure.
- Glow in the Dark Scavenger Hunt – We were overflowing with scavenger hunt participants, with 47 registered. The kids had a blast looking for clues inside and outside. We were lucky to have had such good weather so we could utilize the outdoors.
- Family Pumpkin Carving – Our inaugural family pumpkin patch and carving at Memorial Park was a hit, with 27 total participants. Jewel Osco donated the pumpkins for the event, and the Library followed up with their Jack O’Lantern Jubilee afterward.
- Trunk or Treat/Movie in the Park – Memorial Park was the place to be this Halloween season, with a record number of people turning up for the Trunk or Treat. The Parks Department set up the movie, and we started out the event with nearly 200 movie goers. Thanks to all who pitched in to make the evening a success.
- Haunted Trolley- Ready Teddy teachers handed out candy to trick or treaters on 31st street. Overall, the Community Park District gave out over 2,300 pieces of candy this Halloween!

LAGRANGE ROAD SIGN

There were 6 Park District ads on LaGrange Road in October: Self Defense, Trunk or Treat/Movie in the Park, Haunted Trolley, Nerf Warz, Matinee Movie Club, general info on the addition . St. Micheals and Latte Theater also had events posted.

MARKETING

- There are currently 2 sliders in rotation on the home page. (Parks update on trees & Holiday in the Park.)
- Marketing focuses for October were: Fall programming, Program Evaluations, special events & keeping the public informed of the Park District ‘happenings’
- Marketing focuses for November will be: Filling fall programming, the winter brochure (online Nov. 25th), getting ready for the Holiday in the Park & our new Christmas Light Contest!



We had 28 posts on Facebook in the month of October. We had a huge spike in our interactions when we posted about the Meadowcrest property Oct. 19. *Reach is down due to a pause in posting on ‘Connections’, but interestingly our interactions (comments, likes, etc.) has grown by 75.9% in the same time period.

CONSTANT CONTACT MARKETING

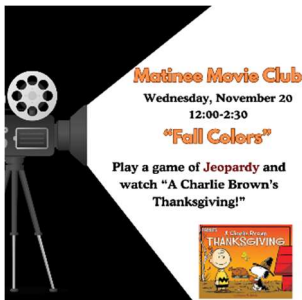
- As you can see from the below graphic, there were 26,372 total emails sent in October spread across 4 campaigns. (Campaigns = emails.) 25,577 were delivered and 795 bounced because of problems with the email address. (We are still working to get correct addresses for those individuals.) Constant Contact reports that the average company has an open rate of 34.51%. In comparison, the Community Park District had a 57% open rate in October. 2% of people who opened the emails clicked through to registrations for programs or to follow links for informational purposes. These are all numbers we are working to improve.



- Our week 9 email was our most opened and ‘clicked’ on. This is the email where we informed the public about the being awarded Open Land grant. We are able to see what other ads are generating interest.

https://www.communityparkdistrict.org/about/master-plan/meadowcrest-property	General Interest	96	68.1%
https://register.capturepoint.com/reg/cat_program_list.cfm?season_id=33710	Early Childhood	19	13.5%
https://register.capturepoint.com/reg/cat_program_class_detail.cfm?s=&t=&season_id=33710&program_id=2320820&family_mbr_str=	Youth Sports	18	12.8%
https://register.capturepoint.com/reg/cat_program_class_detail.cfm?s=&t=&season_id=33710&program_id=2320864&family_mbr_str=	General	5	3.5%
https://www.communityparkdistrict.org/about/master-plan/yena-park	General	3	2.1%
Total Click-throughs		141	100%

Coming soon!



Date: November 4, 2024

To: Jessica Cannaday, Executive Director

From: Michele Ritacco, Recreation Manager

Re: October Board Report

PRESCHOOL

- Happier Now Fundraiser brought in \$191 for our Ready Teddy St. Nicks Night
- St. Nick night is scheduled for Tuesday December 11th with a visit from Mr. & Mrs. Claus planned.
- The annual Pumpkin Farm Field Trip to Siegel's Cottonwood farm was a success! On Wednesday October 16th we had 200+ students and family members attend the field trip, as well as our wonderful Ready Teddy Staff.



- Halloween Week was Spooktacular! Parents provided crafts, activities and fun snacks to help celebrate the week!



Enrichment Classes

- NEW Enrichment session begins in November, as well as Miss Angie's Rocking Tots & Mighty Music Makers

THEATRE

- We are halfway to making it down the 'Yellow Brick Road "rehearsals are going well, and the casts are making great progress on their journey to Oz!
- Jodi Fadool has a Kids Karaoke Night Fundraiser planned for Sunday November

DANCE

- April Recital theme was officially decided, and it will be "The Magical World of Dance"

Date: November 1st, 2024

To: Jessica Cannaday, Executive Director

From: Sara Earhart, Superintendent of Parks

RE: October 2024 Board Report, Parks Department

- Safety training completed: All Staff Training in PPE, Lockout/Tagout, Bloodborne Pathogens and Electrical Safety. Parks staff attended Russo's Sthil Chainsaw Safety
- Staff attended the Arbor Advocates volunteer event October 19th and planted 2 new trees in Memorial Park. Staff also planted 4 new trees in Beach Oak Park. All 6 new trees were from a Fall CRTI grant awarded to the Park District. An additional tree was donated by a member of the Arbor Advocates and planted at Beach Oak Park to replace a dead tree.
- Staff installed Little Libraries at Robinhood and Yena parks, built by Eagle Scout Ben Clarke
- Staff repaired damaged closet door in Room 101 and East Side Exit door at the Rec. Center
- Staff assisted with set-up and tear down of Special Events including Campfire in the Park, Trunk or Treat, Movie in the Park and Jack O' Lantern Jubilee
- Trees we watered weekly when rainfall fell below 1 inch per week
- Regular mowing and line trimming at all parks
- Parks Baseball crew has ended the fall ball season and is working on off-season repairs and closing the fields for the winter
- Vehicle repairs: F-150 was taken for Emissions Testing and passed. Large Dump Truck was taken for State Safety Inspections and passed. New emergency break-away switch was installed on the small trailer
- Staff assisted in Nazareth High School Volunteer day at Memorial Park and the volunteers added mulch around our CRTI grant trees, collected trash, and raked playground mulch back into place around equipment
- Staff has continued working with the La Grange Park Police Department to prevent residents from riding motorized dirt bikes in our parks. We anticipate removing the temporary fencing in Memorial Park by mid-November. Documentation of damage to Hanesworth, Robinhood and Memorial Parks has been sent to the Police Department.



Community Park District of La Grange Park

Monthly Financial Report For the Month Ended October 31, 2024

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Lauterbach & Amen, LLP
668 N River Road, Naperville, IL 60563
Phone: 630.393.1483 www.lauterbachamen.com

Community Park District of La Grange Park
Balance Sheet
As of October 31, 2024

Assets

Current Assets

Petty Cash	\$ 360.00
1st Nat'l BF-Checking	9,688.06
1st Nat'l BF-MMF	12,934,267.59
1st Nat'l BF-Payroll Checking	17,507.10
IL Funds	2,151,572.37
Inner Fund Receivable	1,104.81
Property Taxes Receivable	<u>661,514.03</u>

Total Current Assets	<u>15,776,013.96</u>
-----------------------------	----------------------

Property and Equipment

Net Property and Equipment	<u>0.00</u>
-----------------------------------	-------------

Total Assets	<u><u>\$ 15,776,013.96</u></u>
---------------------	--------------------------------

Liabilities and Fund Balance

Current Liabilities

Accounts Payable-Corporate	\$ 0.18
Deffered Comp	(545.75)
IMRF Withholding	10,975.65
Property Tax Deferral	661,514.03
Scholarship Fund	<u>5,108.54</u>

Total Current Liabilities	<u>677,052.65</u>
----------------------------------	-------------------

Long-Term Liabilities

Total Long-Term Liabilities	<u>0.00</u>
------------------------------------	-------------

Total Liabilities	<u>677,052.65</u>
--------------------------	-------------------

Fund Balance

Fund Balance - Corporate Fund	595,240.97
Fund Balance - Recreation Fund	631,695.75
Fund Balance - IMRF Fund	35,800.36
Fund Balance - Social Security Fund	24,528.72
Fund Balance - Audit Fund	(1,974.72)
Fund Balance - Liability Insurance Fund	9,996.12
Fund Balance - Special Recreation Fund	78,482.09
Fund Balance - Bond & Interest Fund	221,158.24
Fund Balance - Capital Project Fund	13,489,053.08
Fund Balance - Park Assistance Fund	<u>14,980.70</u>

Total Fund Balance	<u>15,098,961.31</u>
---------------------------	----------------------

Total Liabilities and Fund Balance	<u><u>\$ 15,776,013.96</u></u>
---	--------------------------------

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
CORPORATE FUND							
Revenue							
401 - Property Taxes	\$ 12,968.23	\$ 311,206.73	\$ 0.00	\$ 20,714.04	\$ 620,000.00	\$ 308,793.27	50.19%
402 - Replacement Taxes	4,476.50	18,001.74	0.00	10,532.07	20,000.00	1,998.26	90.01%
412 - Program Sponsorships	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
420 - Interest Earned	7,064.23	18,851.15	2,092.71	11,803.25	10,000.00	(8,851.15)	188.51%
430 - Other Income	2,660.00	14,704.76	0.00	11,182.91	20,000.00	5,295.24	73.52%
Total Revenue	27,168.96	362,764.38	2,092.71	54,232.27	672,500.00	309,735.62	53.94%
Expenses							
501 - Full Time Wages	17,989.20	110,090.75	14,898.62	76,471.47	234,106.83	124,016.08	47.03%
502 - Part Time Wages	1,892.43	25,783.19	6,160.63	46,971.39	41,992.50	16,209.31	61.40%
503 - Overtime Wages	341.79	517.07	0.00	0.00	2,625.00	2,107.93	19.70%
505 - Wages Imrf	8,735.99	51,848.99	4,040.93	24,334.03	106,825.00	54,976.01	48.54%
512 - Health/Life Insurance	5,998.13	34,381.95	8,125.22	25,955.99	77,000.00	42,618.05	44.65%
513 - Employee Reimbursements	571.54	3,540.94	641.54	3,834.62	7,690.00	4,149.06	46.05%
514 - Professional Development	1,235.06	3,493.48	1,877.86	3,779.52	8,250.00	4,756.52	42.35%
515 - Uniforms	0.00	369.99	0.00	0.00	3,000.00	2,630.01	12.33%
516 - Incentives/Awards/Recognition	0.00	1,192.33	108.08	699.05	3,000.00	1,807.67	39.74%
601 - Legal Publications	64.46	64.46	0.00	286.68	1,000.00	935.54	6.45%
602 - Postage	219.00	379.60	132.00	449.30	1,600.00	1,220.40	23.73%
611 - Natural Gas	66.29	460.61	110.01	584.45	3,500.00	3,039.39	13.16%
612 - Electric	1,114.03	5,872.94	971.86	5,863.64	14,650.00	8,777.06	40.09%
613 - Water	5,118.20	17,843.18	8,063.30	13,716.67	35,000.00	17,156.82	50.98%
614 - Internet	312.80	1,564.00	309.80	1,890.71	4,275.00	2,711.00	36.58%
620 - Association Dues	0.00	0.00	765.00	1,090.00	6,925.00	6,925.00	0.00%
621 - Park Board Expenses	15.99	63.96	15.99	517.73	2,000.00	1,936.04	3.20%
630 - Office/Building/Program Supplies	207.48	889.12	690.68	2,464.21	8,530.00	7,640.88	10.42%
631 - Landscaping Supplies	896.97	7,145.90	2,101.93	8,935.43	20,000.00	12,854.10	35.73%
632 - Fuel	247.03	2,389.14	187.42	2,021.15	8,000.00	5,610.86	29.86%
640 - Repair Parts	184.00	5,065.03	996.97	4,143.32	8,175.00	3,109.97	61.96%
701 - Public Relations And Marketing	150.00	2,254.50	26.00	532.00	4,500.00	2,245.50	50.10%
702 - Computer Services	1,480.63	8,011.80	1,307.08	8,054.18	24,000.00	15,988.20	33.38%
703 - Security Services	0.00	730.50	0.00	934.23	2,800.00	2,069.50	26.09%
704 - Legal Services	573.75	2,613.75	1,738.75	3,830.50	12,000.00	9,386.25	21.78%

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
CORPORATE FUND							
705 - Financial Services	2,557.00	15,266.00	0.00	8,584.00	30,780.00	15,514.00	49.60%
707 - Landscaping Services	7,615.88	15,428.00	0.00	13,004.29	25,000.00	9,572.00	61.71%
708 - Printing And Design Services	0.00	1,227.89	0.00	0.00	1,000.00	(227.89)	122.79%
709 - Other Professional Services	6,024.04	16,935.24	2,693.10	8,727.65	33,245.00	16,309.76	50.94%
711 - Refuse Disposal	222.71	1,378.56	180.94	1,071.43	2,200.00	821.44	62.66%
712 - Portable Toilets	167.00	843.94	167.00	835.00	1,575.00	731.06	53.58%
714 - Credit Card Fees	0.00	0.00	0.00	60.00	0.00	0.00	0.00%
715 - Bank Fees	0.00	35.00	0.00	10.00	848.00	813.00	4.13%
719 - Subscriptions	647.00	1,608.62	0.00	86.48	1,500.00	(108.62)	107.24%
901 - Contingency	0.00	5,118.44	1,000.00	7,300.00	23,250.00	18,131.56	22.01%
950 - Transfer Out	0.00	0.00	0.00	53,000.00	231,000.00	231,000.00	0.00%
Total Expenses	64,648.40	344,408.87	57,310.71	330,039.12	991,842.33	647,433.46	34.72%
Excess Revenues (Expenses)	\$ (37,479.44)	\$ 18,355.51	\$ (55,218.00)	\$ (275,806.85)	\$ (319,342.33)	\$ (337,697.84)	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
RECREATION FUND							
Revenue							
401 - Property Taxes	\$ 2,076.38	\$ 49,828.31	\$ 0.00	\$ 4,362.99	\$ 108,150.00	\$ 58,321.69	46.07%
405 - Program Fees	47,876.00	514,458.25	43,585.50	467,114.73	880,000.00	365,541.75	58.46%
412 - Program Sponsorships	188.44	2,469.19	0.00	2,700.00	21,850.00	19,380.81	11.30%
420 - Interest Earned	7,110.77	20,474.54	3,311.87	14,803.04	10,000.00	(10,474.54)	204.75%
430 - Other Income	971.68	4,359.20	692.60	942.60	9,000.00	4,640.80	48.44%
Total Revenue	58,223.27	591,589.49	47,589.97	489,923.36	1,029,000.00	437,410.51	57.49%
Expenses							
501 - Full Time Wages	15,691.52	97,925.98	9,757.55	60,913.76	211,178.12	113,252.14	46.37%
502 - Part Time Wages	11,285.79	128,481.42	11,636.50	116,439.66	215,852.20	87,370.78	59.52%
503 - Overtime Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
504 - Interns Wages	0.00	0.00	0.00	0.00	1,100.00	1,100.00	0.00%
505 - Wages Imrf	9,190.18	47,155.76	14,638.61	61,213.64	193,591.20	146,435.44	24.36%
512 - Health/Life Insurance	6,296.16	37,064.71	4,924.31	28,744.73	67,500.00	30,435.29	54.91%
513 - Employee Reimbursements	110.00	589.29	30.00	197.76	1,350.00	760.71	43.65%
514 - Professional Development	1,247.67	1,383.67	0.00	473.95	6,000.00	4,616.33	23.06%
516 - Incentives/Awards/Recognition	0.00	0.00	0.00	341.41	0.00	0.00	0.00%
611 - Natural Gas	46.72	493.82	54.69	354.43	4,800.00	4,306.18	10.29%
612 - Electric	1,719.12	7,489.61	1,593.75	6,095.74	14,850.00	7,360.39	50.44%
613 - Water	0.00	915.12	0.00	911.16	2,300.00	1,384.88	39.79%
630 - Office/Building/Program Supplies	3,380.07	29,564.37	6,270.23	37,851.78	103,708.50	74,144.13	28.51%
640 - Repair Parts	1,295.39	2,712.87	0.00	4,651.21	20,000.00	17,287.13	13.56%
641 - Rentals	379.00	3,349.80	0.00	1,282.95	4,500.00	1,150.20	74.44%
701 - Public Relations And Marketing	125.00	908.37	468.00	1,144.63	4,000.00	3,091.63	22.71%
703 - Security Services	0.00	0.00	0.00	4,087.84	7,500.00	7,500.00	0.00%
708 - Printing And Design Services	0.00	6,885.93	0.00	3,074.24	13,000.00	6,114.07	52.97%
709 - Other Professional Services	130.13	38,933.63	1,341.00	35,523.83	52,700.00	13,766.37	73.88%
710 - Contractual Instructor Services	4,722.00	36,260.00	1,120.00	27,870.70	62,450.00	26,190.00	58.06%
711 - Refuse Disposal	553.52	3,471.93	500.56	2,931.46	5,400.00	1,928.07	64.30%
714 - Credit Card Fees	1,428.19	8,144.50	1,563.91	7,586.70	19,000.00	10,855.50	42.87%
716 - Co-Op Fees	0.00	1,686.20	5,475.48	6,568.90	18,500.00	16,813.80	9.11%
901 - Contingency	0.00	538.00	760.00	1,153.50	45,600.00	45,062.00	1.18%
950 - Transfer Out	0.00	0.00	0.00	0.00	100,000.00	100,000.00	0.00%

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
RECREATION FUND							
Total Expenses	<u>57,600.46</u>	<u>453,954.98</u>	<u>60,134.59</u>	<u>409,413.98</u>	<u>1,174,880.02</u>	<u>720,925.04</u>	<u>38.64%</u>
Excess Revenues (Expenses)	<u>\$ 622.81</u>	<u>\$ 137,634.51</u>	<u>\$ (12,544.62)</u>	<u>\$ 80,509.38</u>	<u>\$ (145,880.02)</u>	<u>\$ (283,514.53)</u>	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
IMRF FUND							
Revenue							
401 - Property Taxes	\$ 494.38	\$ 11,863.88	\$ 0.00	\$ 1,603.84	\$ 28,840.00	\$ 27,236.16	5.56%
420 - Interest Earned	416.31	1,094.12	181.92	830.83	50.00	(780.83)	1661.66%
Total Revenue	910.69	12,958.00	181.92	2,434.67	28,890.00	26,455.33	8.43%
Expenses							
510 - Imrf Employer Contribution	2,361.95	14,070.22	1,503.96	8,195.11	39,000.00	30,804.89	21.01%
Total Expenses	2,361.95	14,070.22	1,503.96	8,195.11	39,000.00	30,804.89	21.01%
Excess Revenues (Expenses)	\$ (1,451.26)	\$ (1,112.22)	\$ (1,322.04)	\$ (5,760.44)	\$ (10,110.00)	\$ (4,349.56)	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
SOCIAL SECURITY FUND							
Revenue							
401 - Property Taxes	\$ 1,377.93	\$ 33,067.02	\$ 0.00	\$ 1,563.06	\$ 71,770.40	\$ 38,703.38	46.07%
420 - Interest Earned	313.08	735.27	0.94	289.41	100.00	(635.27)	735.27%
Total Revenue	<u>1,691.01</u>	<u>33,802.29</u>	<u>0.94</u>	<u>1,852.47</u>	<u>71,870.40</u>	<u>38,068.11</u>	<u>47.03%</u>
Expenses							
511 - Fica Employer Contribution	<u>5,176.87</u>	<u>36,200.43</u>	<u>4,888.89</u>	<u>30,524.59</u>	<u>80,000.00</u>	<u>43,799.57</u>	<u>45.25%</u>
Total Expenses	<u>5,176.87</u>	<u>36,200.43</u>	<u>4,888.89</u>	<u>30,524.59</u>	<u>80,000.00</u>	<u>43,799.57</u>	<u>45.25%</u>
Excess Revenues (Expenses)	<u>\$ (3,485.86)</u>	<u>\$ (2,398.14)</u>	<u>\$ (4,887.95)</u>	<u>\$ (28,672.12)</u>	<u>\$ (8,129.60)</u>	<u>\$ (5,731.46)</u>	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
AUDIT FUND							
Revenue							
401 - Property Taxes	\$ 207.64	\$ 4,982.84	\$ 0.00	\$ 353.40	\$ 10,815.00	\$ 5,832.16	46.07%
420 - Interest Earned	0.00	67.63	0.00	35.89	5.00	(62.63)	1352.60%
Total Revenue	207.64	5,050.47	0.00	389.29	10,820.00	5,769.53	46.68%
Expenses							
705 - Financial Services	0.00	9,900.00	0.00	9,400.00	9,900.00	0.00	100.00%
Total Expenses	0.00	9,900.00	0.00	9,400.00	9,900.00	0.00	100.00%
Excess Revenues (Expenses)	\$ 207.64	\$ (4,849.53)	\$ 0.00	\$ (9,010.71)	\$ 920.00	\$ 5,769.53	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
LIABILITY INSURANCE FUND							
Revenue							
401 - Property Taxes	\$ 672.35	\$ 16,134.88	\$ 0.00	\$ 1,332.00	\$ 35,020.00	\$ 18,885.12	46.07%
420 - Interest Earned	103.82	180.07	0.00	73.02	50.00	(130.07)	360.14%
430 - Other Income	0.00	500.00	0.00	1,000.00	1,500.00	1,000.00	33.33%
Total Revenue	<u>776.17</u>	<u>16,814.95</u>	<u>0.00</u>	<u>2,405.02</u>	<u>36,570.00</u>	<u>19,755.05</u>	<u>45.98%</u>
Expenses							
514 - Professional Development	70.00	330.00	420.00	1,279.98	1,500.00	1,170.00	22.00%
630 - Office/Building/Program Supplies	0.00	459.81	340.14	4,762.14	3,000.00	2,540.19	15.33%
703 - Security Services	0.00	257.50	458.00	498.00	2,000.00	1,742.50	12.88%
709 - Other Professional Services	0.00	1,783.10	0.00	1,666.80	4,050.00	2,266.90	44.03%
717 - Pdrma Premium	0.00	13,992.96	0.00	10,694.22	28,500.00	14,507.04	49.10%
Total Expenses	<u>70.00</u>	<u>16,823.37</u>	<u>1,218.14</u>	<u>18,901.14</u>	<u>39,050.00</u>	<u>22,226.63</u>	<u>43.08%</u>
Excess Revenues (Expenses)	<u>\$ 706.17</u>	<u>\$ (8.42)</u>	<u>\$ (1,218.14)</u>	<u>\$ (16,496.12)</u>	<u>\$ (2,480.00)</u>	<u>\$ (2,471.58)</u>	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
SPECIAL RECREATION FUND							
Revenue							
401 - Property Taxes	\$ 3,005.81	\$ 72,132.40	\$ 0.00	\$ 3,918.99	\$ 156,560.00	\$ 84,427.60	46.07%
420 - Interest Earned	1,096.23	3,291.58	103.60	3,762.43	20.00	(3,271.58)	16457.90%
Total Revenue	4,102.04	75,423.98	103.60	7,681.42	156,580.00	81,156.02	48.17%
Expenses							
501 - Full Time Wages	1,000.00	6,150.88	778.46	4,858.17	13,100.00	6,949.12	46.95%
502 - Part Time Wages	1,083.75	2,541.50	1,534.25	4,927.87	10,000.00	7,458.50	25.42%
630 - Office/Building/Program Supplies	67.98	67.98	120.64	120.64	85,000.00	84,932.02	0.08%
710 - Contractual Instructor Services	20,710.17	21,048.31	0.00	19,871.96	18,000.00	(3,048.31)	116.94%
712 - Portable Toilets	850.00	4,250.00	850.00	5,168.10	9,500.00	5,250.00	44.74%
718 - Seaspar Contribution	0.00	32,681.50	0.00	27,275.50	65,363.00	32,681.50	50.00%
950 - Transfer Out	0.00	0.00	0.00	135,000.00	0.00	0.00	0.00%
Total Expenses	23,711.90	66,740.17	3,283.35	197,222.24	200,963.00	134,222.83	33.21%
Excess Revenues (Expenses)	\$ (19,609.86)	\$ 8,683.81	\$ (3,179.75)	\$ (189,540.82)	\$ (44,383.00)	\$ (53,066.81)	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
BOND & INTEREST FUND							
Revenue							
401 - Property Taxes	\$ 5,775.82	\$ 138,606.21	\$ 0.00	\$ 11,457.96	\$ 306,681.00	\$ 168,074.79	45.20%
420 - Interest Earned	<u>2,380.41</u>	<u>4,552.92</u>	<u>572.58</u>	<u>2,595.23</u>	<u>100.00</u>	<u>(4,452.92)</u>	<u>4552.92%</u>
Total Revenue	<u>8,156.23</u>	<u>143,159.13</u>	<u>572.58</u>	<u>14,053.19</u>	<u>306,781.00</u>	<u>163,621.87</u>	<u>46.66%</u>
Expenses							
801 - Bond Principal	0.00	0.00	205,000.00	205,000.00	215,000.00	215,000.00	0.00%
802 - Bond Interest	0.00	38,538.25	40,300.00	82,938.25	77,500.00	38,961.75	49.73%
803 - Paying Agent Fee	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>38,538.25</u>	<u>245,300.00</u>	<u>287,938.25</u>	<u>293,500.00</u>	<u>254,961.75</u>	<u>13.13%</u>
Excess Revenues (Expenses)	<u>\$ 8,156.23</u>	<u>\$ 104,620.88</u>	<u>\$ (244,727.42)</u>	<u>\$ (273,885.06)</u>	<u>\$ 13,281.00</u>	<u>\$ (91,339.88)</u>	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
CAPITAL PROJECT FUND							
Revenue							
410 - Grants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000,000.00	\$ 1,000,000.00	0.00%
412 - Program Sponsorships	0.00	0.00	0.00	0.00	500.00	500.00	0.00%
420 - Interest Earned	8,313.16	29,831.99	10,980.79	39,139.06	45,000.00	15,168.01	66.29%
450 - Transfer In	0.00	0.00	0.00	188,000.00	331,000.00	331,000.00	0.00%
459 - Bond Proceeds - 10/2024	12,800,576.96	12,800,576.96	0.00	0.00	0.00	(12,800,576.96)	0.00%
Total Revenue	12,808,890.12	12,830,408.95	10,980.79	227,139.06	1,376,500.00	(11,453,908.95)	932.10%
Expenses							
706 - Architectural/Engineering	42,890.45	175,626.28	6,141.34	49,326.62	130,000.00	(45,626.28)	135.10%
810 - Land	0.00	0.00	0.00	0.00	800,000.00	800,000.00	0.00%
811 - Land Improvements	20,819.00	285,177.20	0.00	25,207.75	1,259,000.00	973,822.80	22.65%
815 - Vehicles	0.00	0.00	0.00	0.00	55,000.00	55,000.00	0.00%
Total Expenses	63,709.45	460,803.48	6,141.34	74,534.37	2,244,000.00	1,783,196.52	20.53%
Excess Revenues (Expenses)	\$ 12,745,180.67	\$ 12,369,605.47	\$ 4,839.45	\$ 152,604.69	\$ (867,500.00)	\$13,237,105.47)	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
PARK ASSISTANCE FUND							
Revenue							
405 - Program Fees	\$ 178.75	\$ 1,303.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ (1,303.76)	0.00%
412 - Program Sponsorships	0.00	645.00	0.00	0.00	500.00	(145.00)	129.00%
420 - Interest Earned	163.59	432.45	89.44	345.78	1.00	(431.45)	43245.00%
Total Revenue	<u>342.34</u>	<u>2,381.21</u>	<u>89.44</u>	<u>345.78</u>	<u>501.00</u>	<u>(1,880.21)</u>	<u>475.29%</u>
Expenses							
630 - Office/Building/Program Supplies	0.00	274.99	0.00	172.88	1,500.00	1,225.01	18.33%
709 - Other Professional Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>
Total Expenses	<u>0.00</u>	<u>274.99</u>	<u>0.00</u>	<u>247.88</u>	<u>1,500.00</u>	<u>1,225.01</u>	<u>18.33%</u>
Excess Revenues (Expenses)	<u>\$ 342.34</u>	<u>\$ 2,106.22</u>	<u>\$ 89.44</u>	<u>\$ 97.90</u>	<u>\$ (999.00)</u>	<u>\$ (3,105.22)</u>	

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
ALL FUNDS							
Revenue							
401 - Property Taxes	\$ 26,578.54	\$ 637,822.27	\$ 0.00	\$ 45,306.28	\$ 1,337,836.40	\$ 700,014.13	47.68%
402 - Replacement Taxes	4,476.50	18,001.74	0.00	10,532.07	20,000.00	1,998.26	90.01%
405 - Program Fees	48,054.75	515,762.01	43,585.50	467,114.73	880,000.00	364,237.99	58.61%
410 - Grants	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00	0.00%
412 - Program Sponsorships	188.44	3,114.19	0.00	2,700.00	25,350.00	22,235.81	12.28%
420 - Interest Earned	26,961.60	79,511.72	17,333.85	73,677.94	65,326.00	(14,185.72)	121.72%
430 - Other Income	3,631.68	19,563.96	692.60	13,125.51	30,500.00	10,936.04	64.14%
450 - Transfer In	0.00	0.00	0.00	188,000.00	331,000.00	331,000.00	0.00%
459 - Bond Proceeds - 10/2024	12,800,576.96	12,800,576.96	0.00	0.00	0.00	(12,800,576.96)	0.00%
Total Revenue	12,910,468.47	14,074,352.85	61,611.95	800,456.53	3,690,012.40	(10,384,340.45)	381.42%
Expenses							
501 - Full Time Wages	34,680.72	214,167.61	25,434.63	142,243.40	458,384.95	244,217.34	46.72%
502 - Part Time Wages	14,261.97	156,806.11	19,331.38	168,338.92	267,844.70	111,038.59	58.54%
503 - Overtime Wages	341.79	517.07	0.00	0.00	2,625.00	2,107.93	19.70%
504 - Interns Wages	0.00	0.00	0.00	0.00	1,100.00	1,100.00	0.00%
505 - Wages Imrf	17,926.17	99,004.75	18,679.54	85,547.67	300,416.20	201,411.45	32.96%
510 - Imrf Employer Contribution	2,361.95	14,070.22	1,503.96	8,195.11	39,000.00	24,929.78	36.08%
511 - Fica Employer Contribution	5,176.87	36,200.43	4,888.89	30,524.59	80,000.00	43,799.57	45.25%
512 - Health/Life Insurance	12,294.29	71,446.66	13,049.53	54,700.72	144,500.00	73,053.34	49.44%
513 - Employee Reimbursements	681.54	4,130.23	671.54	4,032.38	9,040.00	4,909.77	45.69%
514 - Professional Development	2,552.73	5,207.15	2,297.86	5,533.45	15,750.00	10,542.85	33.06%
515 - Uniforms	0.00	369.99	0.00	0.00	3,000.00	2,630.01	12.33%
516 - Incentives/Awards/Recognition	0.00	1,192.33	108.08	1,040.46	3,000.00	1,807.67	39.74%
601 - Legal Publications	64.46	64.46	0.00	286.68	1,000.00	935.54	6.45%
602 - Postage	219.00	379.60	132.00	449.30	1,600.00	1,220.40	23.73%
611 - Natural Gas	113.01	954.43	164.70	938.88	8,300.00	7,345.57	11.50%
612 - Electric	2,833.15	13,362.55	2,565.61	11,959.38	29,500.00	16,137.45	45.30%
613 - Water	5,118.20	18,758.30	8,063.30	14,627.83	37,300.00	18,541.70	50.29%
614 - Internet	312.80	1,564.00	309.80	1,890.71	4,275.00	2,711.00	36.58%
620 - Association Dues	0.00	0.00	765.00	1,090.00	6,925.00	6,925.00	0.00%
621 - Park Board Expenses	15.99	63.96	15.99	517.73	2,000.00	1,936.04	3.20%
630 - Office/Building/Program Supplies	3,655.53	31,256.27	7,421.69	45,371.65	201,738.50	170,482.23	15.49%
631 - Landscaping Supplies	896.97	7,145.90	2,101.93	8,935.43	20,000.00	12,854.10	35.73%

REVENUE AND EXPENDITURE REPORT

For the 6 Months Ended 10/31/24

**Target Budget
50.00%**

	Current Year M-T-D Actual	Current Year Y-T-D Actual	Prior Year M-T-D Actual	Prior Year Y-T-D Actual	Annual Budget	Remaining Budget	% Collected Expended
ALL FUNDS							
632 - Fuel	247.03	2,389.14	187.42	2,021.15	8,000.00	5,610.86	29.86%
640 - Repair Parts	1,479.39	7,777.90	996.97	8,794.53	28,175.00	20,397.10	27.61%
641 - Rentals	379.00	3,349.80	0.00	1,282.95	4,500.00	1,150.20	74.44%
701 - Public Relations And Marketing	275.00	3,162.87	494.00	1,676.63	8,500.00	5,337.13	37.21%
702 - Computer Services	1,480.63	8,011.80	1,307.08	8,054.18	24,000.00	15,988.20	33.38%
703 - Security Services	0.00	988.00	458.00	5,520.07	12,300.00	11,312.00	8.03%
704 - Legal Services	573.75	2,613.75	1,738.75	3,830.50	12,000.00	9,386.25	21.78%
705 - Financial Services	2,557.00	25,166.00	0.00	17,984.00	40,680.00	15,514.00	61.86%
706 - Architectural/Engineering	42,890.45	175,626.28	6,141.34	49,326.62	130,000.00	(45,626.28)	135.10%
707 - Landscaping Services	7,615.88	15,428.00	0.00	13,004.29	25,000.00	9,572.00	61.71%
708 - Printing And Design Services	0.00	8,113.82	0.00	3,074.24	14,000.00	5,886.18	57.96%
709 - Other Professional Services	6,154.17	57,651.97	4,034.10	45,993.28	89,995.00	32,343.03	64.06%
710 - Contractual Instructor Services	25,432.17	57,308.31	1,120.00	47,742.66	80,450.00	23,141.69	71.23%
711 - Refuse Disposal	776.23	4,850.49	681.50	4,002.89	7,600.00	2,749.51	63.82%
712 - Portable Toilets	1,017.00	5,093.94	1,017.00	6,003.10	11,075.00	5,981.06	45.99%
714 - Credit Card Fees	1,428.19	8,144.50	1,563.91	7,646.70	19,000.00	10,855.50	42.87%
715 - Bank Fees	0.00	35.00	0.00	10.00	848.00	813.00	4.13%
716 - Co-Op Fees	0.00	1,686.20	5,475.48	6,568.90	18,500.00	16,813.80	9.11%
717 - Pdrma Premium	0.00	13,992.96	0.00	10,694.22	28,500.00	14,507.04	49.10%
718 - Seaspar Contribution	0.00	32,681.50	0.00	27,275.50	65,363.00	32,681.50	50.00%
719 - Subscriptions	647.00	1,608.62	0.00	86.48	1,500.00	(108.62)	107.24%
801 - Bond Principal	0.00	0.00	205,000.00	205,000.00	215,000.00	215,000.00	0.00%
802 - Bond Interest	0.00	38,538.25	40,300.00	82,938.25	77,500.00	38,961.75	49.73%
803 - Paying Agent Fee	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
810 - Land	0.00	0.00	0.00	0.00	800,000.00	800,000.00	0.00%
811 - Land Improvements	20,819.00	285,177.20	0.00	25,207.75	1,259,000.00	973,822.80	22.65%
815 - Vehicles	0.00	0.00	0.00	0.00	55,000.00	55,000.00	0.00%
901 - Contingency	0.00	5,656.44	1,760.00	8,453.50	68,850.00	63,193.56	8.22%
950 - Transfer Out	0.00	0.00	0.00	188,000.00	331,000.00	331,000.00	0.00%
Total Expenses	217,279.03	1,441,714.76	379,780.98	1,366,416.68	5,074,635.35	3,632,920.59	28.41%
Excess Revenues (Expenses)	\$ 12,693,189.44	\$ 12,632,638.09	\$ (318,169.03)	\$ (565,960.15)	\$ (1,384,622.95)	\$14,017,261.04)	

Financial Highlights
Community Park District of La Grange Park

Board Meeting Date: 11/11/2024
Financial Statement Date: 10/31/2024
For activity from 10/16/24-11/12/24

Cash Disbursements:		Amount
Vendor Disbursements		
Checks	4312-4357	137,730.14
CC FEES	ACH	1,428.19
IPBC	ACH	12,639.35
Total Vendor Disbursements		151,797.68

Payroll Disbursements:		Amount
October 25, 2024 Payroll Checks		
	Payroll Direct Deposit	334.29
	Payroll Taxes	24,794.46
	Payroll Deductions	8,427.18
		8,868.94
		42,424.87
November 8, 2024 Payroll Checks		
	Payroll Direct Deposit	91.77
	Payroll Taxes	26,245.87
	Payroll Deductions	8,817.95
		8,883.46
		44,039.05
Total Payroll Disbursements		86,463.92

Total Disbursements for Approval	\$ 238,261.60
---	----------------------

Community Park District of La Grange Park

Check Register

All Bank Accounts
October 16, 2024 - November 12, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
01-221	FICA Withholding	Illinois Department of Revenue	1,583.75			
01-221	FICA Withholding	Internal Revenue Service	7,350.39			
01-221	FICA Withholding	Illinois Department of Revenue	1,496.56			
01-221	FICA Withholding	Internal Revenue Service	6,930.62			
DIG RIGHT IN LANDSCAPING				4312	10/18/24	<u>20,819.00</u>
10-811-MEM	Land Improvements	HARDSCAPE REPAIR	20,819.00			
JSD PROFESSIONAL SER				4313	10/18/24	<u>42,538.89</u>
10-706-YEN	Architectural/Engineering	YENA PARK	15,672.94			
10-706-YEN	Architectural/Engineering	YENA PARK	11,257.96			
10-706-YEN	Architectural/Engineering	YENA PARK	12,440.00			
10-706-BEA	Architectural/Engineering	BEACH OAK PARK	3,167.99			
THE KENNETH COMPANY				4314	10/28/24	<u>4,220.00</u>
01-709-PKS	Other Professional Services	REPAIRS AT MEMORIAL	4,220.00			
ACE HARDWARE				4315	11/12/24	<u>36.20</u>
02-640-BRC	Repair Parts	ANCHORS	15.36			
01-640-VEH	Repair Parts	TAPE	5.38			
01-631-PKS	Landscaping Supplies	SCREWS	6.83			
01-631-PKS	Landscaping Supplies	SILICONE	8.63			
ANCEL, GLINK, DIAMOND, BUSH, DICIANNI &				4316	11/12/24	<u>701.25</u>
01-701-ADM	Public Relations and Marketing	LEGAL	701.25			
BEACON ATHLETICS LLC				4317	11/12/24	<u>669.95</u>
01-631-PKS	Landscaping Supplies	INVOICE 0600096-IN	484.95			
01-631-PKS	Landscaping Supplies	INVOICE 0600166-IN	185.00			
BEST OFFICIALS				4318	11/12/24	<u>132.00</u>
02-709-PSA	Other Program Services	UMPIRES	132.00			
BRAZILIAN UNITED SOCCER				4319	11/12/24	<u>555.00</u>
02-710-PSY	Program Service Contracts	FALL 2024 SESSION	555.00			
COM-ED				4320	11/12/24	<u>2,830.44</u>
01-612-PKS	Electric	MEMORIAL	477.55			
01-612-PKS	Electric	BEACH OAK	22.42			
01-612-PKS	Electric	LG ROAD	25.39			
01-612-PKS	Electric	BEACK OAK	22.42			
01-612-PKS	Electric	MAINT	136.12			
01-612-PKS	Electric	YENA	34.19			
02-612-BRC	Electric	REC. CENTER	1,607.69			
01-612-PKS	Electric	HANESWORTH	476.96			
01-612-PKS	Electric	SIGN	27.70			
DE LAGE LANDEN FINANCIAL SERVICES, INC				4321	11/12/24	<u>517.52</u>
01-709-OFF	Other Professional Services	COPIER	517.52			

Community Park District of La Grange Park

Check Register

All Bank Accounts
October 16, 2024 - November 12, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
DONNA WILDER 02-405-BRN	Building Rental Fees	ROOM REFUND	100.00	4322	11/12/24	<u>100.00</u>
FADOOL, JODI 02-630-PRT	Supplies	READY TEDDY SUPPLIES	8.61	4323	11/12/24	<u>8.61</u>
GINA JONES 02-901-PSA	Contingency	SOFTBALL 2024 WINNINGS	200.00	4324	11/12/24	<u>200.00</u>
GRAINGER 06-630-PAD	Safety Supplies	WEATHER RADIOS	82.50	4325	11/12/24	<u>82.50</u>
HOT SHOT 02-710-PSY	Program Service Contracts	FALL 2024 SESSION	3,188.50	4326	11/12/24	<u>3,188.50</u>
JITKA SULC 02-630-PRT	Supplies	READY TEDDY SUPPLIES	5.39	4327	11/12/24	<u>5.39</u>
JOE STASTNY 01-515-PKS	Uniforms	CHECK REQUEST	71.49	4328	11/12/24	<u>71.49</u>
KIDS KARATE 02-710-PSY	Program Service Contracts	SESSION 4 2024	1,641.60	4329	11/12/24	<u>1,641.60</u>
LA GRANGE PARK CHAMBER OF COMMERCE 01-701-ADM	Public Relations and Marketing	CHILIL COOK OFF	25.00	4330	11/12/24	<u>300.00</u>
01-620-ADM	Association Dues	DUES/CHRISTMAS TREE	275.00			
MARKET ACCESS CORP 02-710-BRN	Program Service Contracts	RENTAL	175.00	4331	11/12/24	<u>175.00</u>
MEGAN O'MALLEY 02-901-PSA	Contingency	SOFTBALL 2024 WINNINGS	200.00	4332	11/12/24	<u>200.00</u>
MISS ANGIE'S MUSIC LLC 02-710-PEC	Program Service Contracts	6 WEEK FALL SESSION	1,522.50	4333	11/12/24	<u>1,522.50</u>
NEXT GENERATION 01-515-ADM	Uniforms	INVOICE 211972	359.60	4334	11/12/24	<u>1,491.60</u>
01-701-ADM	Public Relations and Marketing	INVOICE 212086	1,132.00			
NICOR 01-611-BPK	Natural Gas	GAS AT MAINT.	76.78	4335	11/12/24	<u>206.08</u>
01-611-BPK	Natural Gas	GAS AT MEMORIAL	51.88			
02-611-BRC	Natural Gas	GAS AT REC. CENTER	77.42			
NOVENTECH, INC. 01-702-OFF	Computer Services	INVOICE 24134	269.40	4336	11/12/24	<u>974.38</u>
01-702-OFF	Computer Services	INVOICE 24093	125.00			
01-702-OFF	Computer Services	INVOICE 24036	579.98			
NRPA 01-620-ADM	Association Dues	MEMBERSHIP PACKAGE	700.00	4337	11/12/24	<u>700.00</u>
NUTOYS LEISURE PRODUCTS				4338	11/12/24	<u>444.09</u>

Community Park District of La Grange Park

Check Register

All Bank Accounts
October 16, 2024 - November 12, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
01-640-PKS	Repair Parts	SUPPLIES FOR PLAYGROUND AT MEMORIAL	444.09			
PIT STOP				4339	11/12/24	<u>1,017.00</u>
08-712-PKS	Portable Toilets	PIT STOP	850.00			
01-712-PKS	Portable Toilets	PIT STOP	167.00			
QUENCH				4340	11/12/24	<u>200.56</u>
01-709-BPK	Other Professional Services	WATER AT MAINT.	96.00			
01-709-OFF	Other Professional Services	WATER AT REC	104.56			
QUILL CORPORATION				4341	11/12/24	<u>384.84</u>
02-630-PSA	Supplies	INVOICE 40842225	110.39			
02-630-PRT	Supplies	INVOICE 40832054	125.44			
01-630-OFF	Office/Building/Program Supplies	INVOICE 40832054	149.01			
SEASPAR				4342	11/12/24	<u>32,681.50</u>
08-718-PAD	SEASPAR Contribution	MEMBER CONTRIBUTION	32,681.50			
SHARON JOHNS				4343	11/12/24	<u>370.00</u>
01-630-OFF	Office/Building/Program Supplies	ENVELOPES	370.00			
SHAW MEDIA				4344	11/12/24	<u>238.54</u>
01-601-ADM	Legal Publications	BID FOR YENA	238.54			
TAMELING INDUSTRIES				4345	11/12/24	<u>258.00</u>
01-631-PKS	Landscaping Supplies	TOPSOIL	258.00			
VILLAGE OF LAGRANGE PARK				4346	11/12/24	<u>900.62</u>
10-706-BEA	Architectural/Engineering	BO PLAN AND VAIRANCE REVIEW	900.62			
VILLAGE OF LAGRANGE PARK				4347	11/12/24	<u>1,418.10</u>
01-613-PKS	Water	WATER AT MEMORIAL	1,418.10			
VILLAGE OF WESTERN SPRINGS				4348	11/12/24	<u>2,010.72</u>
02-716-PGY	Co-op Fees	W/S 2024 PROGRAMS	2,010.72			
VISA				4349	11/12/24	<u>94.99</u>
01-630-OFF	Office/Building/Program Supplies	AMAZON-OFFICE CHAIR	94.99			
VISA				4350	11/12/24	<u>259.06</u>
01-632-VEH	Fuel	MOBIL-GAS	150.06			
01-709-VEH	Other Professional Services	METRO GARAGE	42.00			
01-632-VEH	Fuel	MOBIL-GAS	67.00			
VISA				4351	11/12/24	<u>1,710.07</u>
01-630-BPK	Supplies - Park Buildings	DOLLAR TREE-HALLOWEEN	18.75			
01-630-BPK	Supplies - Park Buildings	JEWEL-DRINKS	23.97			
01-631-PKS	Landscaping Supplies	RUSSO	351.83			
01-640-VEH	Repair Parts	AMAZON-BACKRACK	132.30			
01-630-BPK	Supplies - Park Buildings	DOLLAR TREE-HALLOWEEN	18.75			
01-630-BPK	Supplies - Park Buildings	ALDI-HALLOWEEN	7.69			

Community Park District of La Grange Park

Check Register

All Bank Accounts

October 16, 2024 - November 12, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
01-631-PKS	Landscaping Supplies	AMAZON-TAPE	33.47			
01-631-PKS	Landscaping Supplies	MCADAM LANDSCAPING	90.00			
01-640-VEH	Repair Parts	AMAZON RETURN	-132.30			
01-631-PKS	Landscaping Supplies	AMAZON-TREE WRAP ROLLS	585.50			
01-631-PKS	Landscaping Supplies	HINSDALE NURSERIES	102.13			
01-640-VEH	Repair Parts	AMAZON-BATTERY	93.98			
01-631-PKS	Landscaping Supplies	CENTRAL SOD FARMS	384.00			
VISA				4352	11/12/24	<u>3,718.03</u>
02-630-BRC	Supplies	CLEAN IT SUPPLY	164.54			
02-630-PSA	Supplies	MAKESTICKERS.COM	43.55			
02-709-BRC	Other Professional Services	ROSE PEST	79.00			
02-630-BRC	Supplies	OLLIE'S	42.97			
06-630-PAD	Safety Supplies	OLLIE'S	34.47			
02-630-PSA	Supplies	AMAZON-PICKLEBALLS	53.16			
02-630-PSR	Supplies	ALDI-MATINEE MOVIE	80.26			
08-630-PRT	Office/Building/Prog Supplies	AMAZON-INCLUSION SUPPLIES	24.74			
02-630-BRC	Supplies	CLEAN IT SUPPLY	129.79			
02-709-PRT	Other Professional Services	FIRST STUDENT BUSES	2,217.50			
02-709-BRC	Other Professional Services	POSTER COMPLIANCE	391.70			
02-630-PRT	Supplies	AMAZON-CUPS	20.69			
02-630-PSR	Supplies	PRIME VIDEO	3.99			
02-630-BRC	Supplies	AMAZON-LIGHT COVERS	23.99			
02-630-PSA	Supplies	SP TAPE	114.90			
02-630-PSA	Supplies	CLEAN IT SUPPLY	196.41			
02-630-BRC	Supplies	AMAZON-LIGHTBULBS FOR YOGA	32.38			
02-630-BRC	Supplies	AMAZON-MONITOR	63.99			
VISA				4353	11/12/24	<u>1,767.39</u>
02-630-PSE	Supplies	DOLLAR TREE-HALLOWEEN EVENTS	51.25			
02-630-PSE	Supplies	ETSY-SCAVENGER HUNT	4.80			
02-630-PSE	Supplies	AMAZON-HALLOWEEN EVENTS	146.81			
02-701-PAD	Public Relations/Marketing	SILKLETTER/SWAG	400.00			
02-709-PSE	Other Professional Services	OTC/HAUNTED TROLLEY	29.98			
02-630-PSE	Supplies	ACCIDENTAL USE	27.66			
02-630-PSE	Supplies	AMAZON-HALLOWEEN EVENTS	48.98			
02-630-PSE	Supplies	ETSY-SCAVENGER HUNT	3.99			
02-630-PSE	Supplies	TARGET-SCAVENGER HUNT	125.39			
02-630-PSE	Supplies	DOLLAR TREE- HALLOWEEN EVENTS	61.25			
02-630-PSE	Supplies	JEWEL-CAMPFIRE	123.80			
02-630-PSE	Supplies	JEWEL-SCAVENGER HUNT	29.75			
02-709-PSE	Other Professional Services	SWANK-MOVIE IN THE PARK	500.00			
02-630-PSE	Supplies	JEWEL-TRUNK OR TREAT	59.37			
02-630-PSE	Supplies	CVS-PUMPKIN CARVING	52.76			
02-630-PSE	Supplies	JEWEL-HAUNTRE TROLLEY	79.17			
02-701-PAD	Public Relations/Marketing	HAPPIER NOW-SPONSOR LUNCH	22.43			
VISA				4354	11/12/24	<u>473.65</u>
02-630-PRT	Supplies	DISCOUNT SCHOOL SUPPLIES	464.66			
02-630-PRT	Supplies	JOANN FABRICS	8.99			
VISA				4355	11/12/24	<u>947.21</u>

Community Park District of La Grange Park

Check Register

All Bank Accounts
October 16, 2024 - November 12, 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
02-630-PRT	Supplies	TPT	4.25			
02-630-PRT	Supplies	TPT	4.00			
02-641-PTT	Rentals	LIFESTORAGE	379.00			
02-630-PEN	Supplies	JEWEL-ENRICHMENT	59.86			
02-630-PTT	Supplies	AMAZON-THEATER	58.97			
02-630-PRT	Supplies	TPT	3.00			
02-630-PRT	Supplies	ALDI	34.32			
02-630-PEN	Supplies	ALDI-ENRICHMENT	23.91			
02-630-PRT	Supplies	AMAZON	98.28			
02-630-PRT	Supplies	TPT	2.00			
02-630-PRT	Supplies	TONYS	16.84			
02-630-PRT	Supplies	TPT	2.50			
02-630-PRT	Supplies	AMAZON	108.82			
02-630-PRT	Supplies	AMAZON	45.97			
02-630-PRT	Supplies	TPT	3.00			
02-709-PRT	Other Professional Services	FLYING HIGH	100.00			
02-630-PEN	Supplies	JEWEL	2.49			
VISA				4356	11/12/24	<u>4,622.87</u>
01-621-ADM	Park Board Expenses	ZOOM	15.99			
01-514-ADM	Professional Development	IAPD	221.00			
01-614-BPK	Internet	COMCAST 845	144.90			
02-711-BRC	Refuse Disposal	REPUBLIC WASTE-1501	489.53			
01-711-PKS	Refuse Disposal	REPUBLIC WASTE-845	221.62			
01-614-OFF	Internet	COMCAST-1501	167.90			
02-630-PRT	Supplies	SIEGELS PUMPKIN FARM	3,005.69			
02-630-PSE	Supplies	ROSATIS-SCAVENGER HUNT	117.28			
01-514-ADM	Professional Development	LA CABANITA-STAFF LUNCH	238.96			
WEST SUBURBAN CHAMBER OF COMME				4357	11/12/24	<u>325.00</u>
01-620-ADM	Association Dues	MEMBERSHIP	325.00			
CAPTUREPOINT				CAPTURE	10/31/24	<u>1,428.19</u>
02-714-PAD	Credit Card Fees	CAPTUREPOINT	1,428.19			
IPBC-HEALTH INS				IPBC	10/31/24	<u>12,639.35</u>
02-512-PAD	Health/Life Insurance - Prog Admin	IPBC - HEALTH INS- October 2024	5,567.65			
01-512-PKS	Health/Life Insurance	IPBC - HEALTH INS- October 2024	4,221.50			
01-512-ADM	Health/Life Insurance	IPBC - HEALTH INS- October 2024	2,107.79			
02-512-BRC	Health/Life Insurance - Rec Center	IPBC - HEALTH INS- October 2024	728.51			
01-512-ADM	Health/Life Insurance	IPBC-HEALTH INS- October 2024	13.90			
Check List Total						<u><u>151,797.68</u></u>

Community Park District of La Grange Park

Payroll Journal Entry

October 15, 2024 - November 12, 2024

Reference	Date	GL Account	GL Account Description	Debit Amount	Credit Amount
Payroll Checks					
PAYROLL	10/25/24	01-110	1st Nat'l BF-Payroll Checking		25,128.75
PAYROLL	11/08/24	01-110	1st Nat'l BF-Payroll Checking		26,337.64
PAYROLL	10/25/24	01-221	FICA Withholding		8,427.18
PAYROLL	11/08/24	01-221	FICA Withholding		8,817.95
PAYROLL	10/25/24	01-224	Defferred Comp		181.25
PAYROLL	11/08/24	01-224	Defferred Comp		183.25
PAYROLL	10/25/24	01-225	IMRF Withholding		2,736.54
PAYROLL	11/08/24	01-225	IMRF Withholding		2,749.06
PAYROLL	10/25/24	01-227	Dental Insurance Withholding		172.53
PAYROLL	11/08/24	01-227	Dental Insurance Withholding		172.53
PAYROLL	10/25/24	01-501-ADM	Full Time Wages	4,500.00	
PAYROLL	11/08/24	01-501-ADM	Full Time Wages	4,500.00	
PAYROLL	10/25/24	01-505-ADM	Wages IMRF	955.50	
PAYROLL	11/08/24	01-505-ADM	Wages IMRF	877.50	
PAYROLL	10/25/24	01-513-ADM	Employee Reimbursements	230.77	
PAYROLL	11/08/24	01-513-ADM	Employee Reimbursements	270.77	
PAYROLL	10/25/24	01-512	Health/Life Insurance	5,778.62	
PAYROLL	11/08/24	01-512	Health/Life Insurance	5,778.62	
PAYROLL	10/25/24	03-510	IMRF Employer Contribution	1,178.43	
PAYROLL	11/08/24	03-510	IMRF Employer Contribution	1,183.27	
PAYROLL	10/25/24	04-511	FICA - Employer Contribution	2,520.49	
PAYROLL	11/08/24	04-511	FICA - Employer Contribution	2,619.25	
PAYROLL	10/25/24	01-502-OFF	Wages Part Time	365.50	
PAYROLL	11/08/24	01-502-OFF	Wages Part Time	293.00	
PAYROLL	10/25/24	01-505-OFF	Wages IMRF	1,514.48	
PAYROLL	11/08/24	01-505-OFF	Wages IMRF	1,532.36	
PAYROLL	10/25/24	01-501-PKS	Wages Full Time	4,494.60	
PAYROLL	11/08/24	01-501-PKS	Wages Full Time	4,494.60	
PAYROLL	10/25/24	01-502-PKS	Wages Part Time	561.21	
PAYROLL	11/08/24	01-502-PKS	Wages Part Time	844.77	
PAYROLL	10/25/24	01-503-PKS	Wages Overtime	341.79	
PAYROLL	11/08/24	01-503-PKS	Wages Overtime	8.76	
PAYROLL	11/08/24	01-513-PKS	Employee Reimbursements	70.00	
PAYROLL	10/25/24	02-501-PAD	Wages Full Time	5,662.30	
PAYROLL	11/08/24	02-501-PAD	Wages Full Time	5,662.30	
PAYROLL	10/25/24	02-502-PAD	Wages Part Time	229.50	
PAYROLL	11/08/24	02-502-PAD	Wages Part Time	189.00	
PAYROLL	10/25/24	02-505-PAD	Wages IMRF	474.81	
PAYROLL	11/08/24	02-505-PAD	Wages IMRF	550.25	
PAYROLL	11/08/24	02-513-PAD	Employee Reimbursements	110.00	
PAYROLL	10/25/24	02-501-BRC	Wages Full Time	1,365.00	
PAYROLL	11/08/24	02-501-BRC	Wages Full Time	1,365.00	
PAYROLL	10/25/24	02-502-BRN	Wages Part Time	160.00	
PAYROLL	11/08/24	02-502-BRN	Wages Part Time	136.00	
PAYROLL	10/25/24	02-501-PRT	Wages Full Time	538.46	
PAYROLL	11/08/24	02-501-PRT	Wages Full Time	538.46	
PAYROLL	10/25/24	02-502-PRT	Wages Part Time	2,406.79	
PAYROLL	11/08/24	02-502-PRT	Wages Part Time	3,447.31	
PAYROLL	10/25/24	02-505-PRT	Wages IMRF	3,351.68	
PAYROLL	11/08/24	02-505-PRT	Wages IMRF	4,479.58	
PAYROLL	10/25/24	02-502-PEN	Wages Part Time	519.75	
PAYROLL	11/08/24	02-502-PEN	Wages Part Time	548.63	
PAYROLL	10/25/24	02-502-PTT	Wages Part Time	633.19	
PAYROLL	11/08/24	02-502-PTT	Wages Part Time	268.87	
PAYROLL	10/25/24	02-502-PYD	Wages Part Time	75.00	
PAYROLL	11/08/24	02-502-PYD	Wages Part Time	236.25	
PAYROLL	10/25/24	02-502-PGA	Wages Part Time	330.00	
PAYROLL	11/08/24	02-502-PGA	Wages Part Time	105.00	

Community Park District of La Grange Park
Payroll Journal Entry

October 15, 2024 - November 12, 2024

Reference	Date	GL Account	GL Account Description	Debit Amount	Credit Amount
PAYROLL	10/25/24	02-502-PSA	Wages Part Time	884.50	
PAYROLL	11/08/24	02-502-PSA	Wages Part Time	618.00	
PAYROLL	10/25/24	02-502-PFT	Wages Part Time	144.00	
PAYROLL	11/08/24	02-502-PFT	Wages Part Time	198.00	
PAYROLL	10/25/24	08-501-ADM	Full Time Wages	500.00	
PAYROLL	11/08/24	08-501-ADM	Full Time Wages	500.00	
PAYROLL	10/25/24	08-502-PRT	Part Time Wages	352.75	
PAYROLL	11/08/24	08-502-PRT	Part Time Wages	565.25	
PAYROLL	10/25/24	01-231	Health Insurance Withholding		5,778.62
PAYROLL	11/08/24	01-231	Health Insurance Withholding		5,778.62
PAYROLL	10/25/24	02-502-PSE	Part Time Wages	43.50	
PAYROLL	10/25/24	01-505-PKS	Wages IMRF	2,032.25	
PAYROLL	11/08/24	01-505-PKS	Wages IMRF	1,768.25	
PAYROLL	10/25/24	02-501-PTT	Wages Full Time	107.69	
PAYROLL	11/08/24	02-501-PTT	Wages Full Time	107.69	
PAYROLL	10/25/24	02-501-PYD	Wages Full Time	172.31	
PAYROLL	11/08/24	02-501-PYD	Wages Full Time	172.31	
Totals				86,463.92	86,463.92

Distribution count = 75

To: Bob Corte
President, Community Park District Board Commissioners

From: Jessica Cannaday, Executive Director

Date: November 8, 2024

Re: Estimated Tax Levy Ordinance Draft

Recommendation

Motion and a second to approve Ordinance 005-24 AN ORDINANCE LEVYING TAXES FOR THE FISCAL YEAR BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026 FOR THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK, STATE OF ILLINOIS, COUNTY OF COOK

Background

The Truth in Taxation Law requires that the Park District Board estimate the amount of property taxes to be levied at least 20 days prior to the adoption of the annual tax levy. The Park District's proposed 2024 tax levy ordinance was presented for review at the October 14, 2024 Regular Board meeting.

The total 2024 estimated tax levy for Community Park District corporate, recreation, and special purposes levies (i.e. aggregate levy) is \$ 916,066.00. An estimated additional \$177,000 will be levied for the Special Recreation Fund.

The proposed levy is 4.9% higher (\$51,350) higher than the 2023 levy. Upon analyzing the fund balances for our special purposes funds, the levy allocation has been adjusted to offset deficits in the recreation budget while ensuring that the adjusted funds remain within our fund balance policy.

The draft levy amounts for the IMRF Fund, Liability Fund, Recreation Fund, Audit Fund, and Social Security Fund, are all lower than the amounts levied for tax year 2023. Due to the significant EAV increase, we anticipate our payment to SEASPAR to increase more than \$20,000, and have adjusted the levy for that fund accordingly.

Under the Property Tax Extension Limitation Law (PTELL) – The county will automatically reduce our levy request based on what the agency is entitled to under the law.

Once approved, staff will file the levy ordinance with the Cook County Clerk.

**COMMUNITY PARK DISTRICT OF LA GRANGE PARK
2024 ANNUAL TAX LEVY ORDINANCE NO. 005-24**

**AN ORDINANCE LEVYING TAXES FOR THE FISCAL YEAR BEGINNING MAY 1,
2025 AND ENDING APRIL 30, 2026 FOR THE COMMUNITY PARK DISTRICT OF LA
GRANGE PARK, STATE OF ILLINOIS, COUNTY OF COOK**

Be it ordained by the Board of Park Commissioners of the Community Park District of La Grange Park, Cook Counties, Illinois, that:

SECTION 1: A tax for the following sum of money, totaling \$1,093,066 or as much thereof as may be authorized by law, is hereby levied to defray expenses and liabilities of the Park District.

I. CORPORATE FUND			
Personnel Services	\$	511,112	
Administrative Expenses	\$	81,323	
Contractual Services	\$	71,000	
Equipment and Supplies	\$	<u>20,451</u>	\$ 683,886
(70 ILCS 1205/5-1; 5-3 and P.A. 97-974)			
II. RECREATION FUND			
For Recreation Program Expense Not Paid with Program Fees and Charges			\$ 108,000
(70 ILCS 1205/5-2; 5-3a and P.A. 97-974)			
III. ILLINOIS MUNICIPAL RETIREMENT FUND			
For payment of Employer Contributions to the Illinois Municipal Retirement Fund Pursuant to 40 ILCS 5/7-17			\$ 10,000
IV. SOCIAL SECURITY FUND			
For funding the Employer portion of a Social Security Obligation pursuant to 40 ILCS 5/21-110			\$ 69,680
V. AUDIT FUND			
For Payment of Independent Annual Audit by a Certified Public Accountant Pursuant to 50 ILCS 310/9			\$ 10,500

VI. LIABILITY FUND

For Payment of Insurance Premiums and
Related Risk Management Expenses
Pursuant to 745 ILCS10/09

\$ 34,000

VII. SPECIAL RECREATION FUND

For Payment of Expenses to Offer Joint
Recreation Services for Persons that Have a
Disability pursuant to 70 ILCS 1205/5-8

\$ 177,000
\$1,093,066

RECAPITULATION

CORPORATE FUND LEVY	\$ 683,886
RECREATION FUND LEVY	\$ 108,000
ILLINOIS MUNICIPAL RETIREMENT FUND LEVY	\$ 10,000
SOCIAL SECURITY FUND LEVY	\$ 69,680
AUDIT FUND LEVY	\$ 10,500
LIABILITY FUND LEVY	\$ 34,000
SPECIAL RECREATION FUND LEVY	\$ 177,000
	\$ 1,093,066

SECTION 3. The Secretary of the Park District is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois as provided by law, accompanied by the certificate of the presiding officer as to compliance with the Truth-in-Taxation Law, and said County Clerk is hereby directed to extend taxes sufficient to produce the amounts levied herein, or so much as is authorized by law, in accordance with applicable law.

SECTION 4. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

SECTION 5. The unexpended balance of any item or items levied in and by this ordinance may be expended in making up any deficit of any item or items in the same general appropriation and levy made by this ordinance. The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

SECTION 6. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 11th day of November, 2024.

APPROVED this 11th day of November, 2024.

Robert Corte, President

ATTEST:

Alexandria Zuck, Secretary

AYES:

NAYS:

ABSENT:

CERTIFICATE OF COMPLIANCE

COMMUNITY PARK DISTRICT OF LA GRANGE PARK, ILLINOIS

COUNTY OF COOK

I, Robert Corte, do hereby certify that I am duly qualified and acting President and presiding officer of the COMMUNITY PARK DISTRICT OF LA GRANGE PARK, Cook County, Illinois; and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-100.

This certificate applies to the 2024 levy.

Robert Corte, President
Community Park District of La Grange Park
1501 Barnsdale Road
La Grange Park, Illinois 60526

Date: November 11, 2024

(SEAL)

COMMUNITY PARK DISTRICT OF LA GRANGE PARK, ILLINOIS

COUNTY OF COOK

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

I further certify that the foregoing is a full, true and complete copy of the ordinance adopted at the regular meeting of said Board of Commissioners of said District held on the eleventh day of November 2024 entitled:

“2024 ANNUAL TAX LEVY ORDINANCE”

I do further certify that the deliberations of the members of said Board of Commissioners of Community Park District of La Grange Park on the adoption of said ordinance were taken openly; that said meeting was held at a specified time and place convenient to the public, that the vote on the adoption of said ordinance was taken openly; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict accordance with the provisions of the Open Meeting Act, as amended, and that said Board of Commissioners has complied with all of the applicable provisions of said Act and its procedural rules in the adoption of said ordinance.

IN WITNESS THEREOF I affix my official signature and seal of this office at La Grange Park, Illinois, this eleventh day of November 2024.

(SEAL)

Alexandria Zuck, Secretary

**COMMUNITY PARK DISTRICT OF LA GRANGE PARK
ORDINANCE NO. 006-24**

**AN ORDINANCE PROVIDING FOR SPECIFIC REDUCTIONS OF THE 2024
PROPERTY TAX LEVY PURSUANT TO THE PROPERTY TAX EXTENSION
LIMITATION LAW**

WHEREAS, the Board of Park Commissioners of the Community Park District of La Grange Park has adopted a property tax levy for the Community Park District of La Grange Park; and

WHEREAS, the Community Park District of La Grange Park is subject to the Property Tax Extension Limitation Law, 35 ILCS §200/18-185 et seq.; and

WHEREAS, the property tax levy enacted by the Community Park District of La Grange Park may need to be reduced by the Cook County Clerk so as to conform to the Property Tax Extension Limitation Law;

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

SECTION 1: If a reduction in the aggregate extension of the Community Park District of La Grange Park is required pursuant to the Property Tax Extension Limitation Law to comply with the limiting rate, then the Cook County Clerk is hereby directed to reduce the Corporate Fund levy of the Community Park District of La Grange Park by the entire reduction amount (100%), which may be required by the Property Tax Extension Limitation Law. If the required reduction is larger than the total Corporate Fund levy, then the Cook County Clerk shall proportionally reduce the levy of each of the other funds by the difference.

SECTION 2: This ordinance shall pertain to the tax year 2024 levy.

SECTION 3: This ordinance shall take effect from the date of its passage and approval as provided by law.

PASSED AND APPROVED by the Board of Park Commissioners of the Community Park District of La Grange Park, Cook County, Illinois, this 11th day of November 2024

Robert Corte, President

ATTEST: _____
Alexandria Zuck, Secretary

AYES:

NAYS:

ABSENT:

To: Robert Corte
President, Community Park District Board Commissioners

From: Jessica Cannaday, Executive Director

Date: November 8, 2024

Re: 13b – Reimbursement Ordinance

Recommendation

Approve a contract with Landworks Limited in the amount of \$1,297,608.38.

Background

On the following pages you will find the bid results and recommendation from JSD.

Yena Park Budget:

Landworks Limited Base Bid	\$1,297,608.38
Landscape Structures Play Equipment (Purchased by CPD)	\$177,180.00
DuMor Site Furnishings (Purchased by CPD)	\$9,288.00
Poligon Shelter (Purchased by CPD)	\$19,360.40
A/E Fees	\$110,000.00
CPA Audit	\$2,500.00
Project Total:	\$1,615,936.78
Alternate Bid	
Pickleball Court Development	\$112,857.00
Contingency	\$50,000
Grand Total:	\$1,778,793.78

2024/2025 Capital Fund Budget

	2024-2025	2024-2025
	BUDGET	ESTIMATED
Revenues		
Grants	\$ 1,000,000.00	\$ 942,400.00
Donations and Sponsorships	\$ 500.00	\$ 39,400.00
Interest Earned	\$ 45,000.00	\$ 197,534.87
Other Income		\$ 12,800,576.96
Funds Transferred In	\$ 425,000.00	\$ 425,000.00

Total Revenue	\$ 1,470,500.00	\$ 14,404,911.83
----------------------	------------------------	-------------------------

Expenses		
Architectural/Engineering services	\$ 130,000.00	\$ 232,466.90
Land	\$ 800,000.00	\$ 685,000.00
Land Improvements	\$ 1,259,000.00	\$ 1,920,680.20
Building Improvements		
Machinery		
Equipment		
Vehicles	\$ 55,000.00	\$ 55,000.00

Total Expenses	\$ 2,244,000.00	\$ 2,893,147.10
-----------------------	------------------------	------------------------

Net Income	\$ (773,500.00)	\$ 11,511,764.73
-------------------	------------------------	-------------------------

No Fund Balance Policy

25% Expenses	Proposed FB	50% Expenses
\$ 561,000.00	\$ 12,631,211.20	\$ 1,122,000.00



November 7, 2024

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

Re: William G. Yena Park Letter of Recommendation

Dear Jessica:

Bids were opened on Monday, November 4, 2024, for the William G. Yena Park project. Seven bids were received, opened, read aloud, and included the following bidders: Copenhaver Construction, D&J Landscape, Inc., Hacienda Landscaping, Inc., Innovation Landscape, Inc., Landworks Limited, Martam Construction, Inc., and Schwartz Excavating. The low bid received was **\$1,297,608.38**, as corrected, from **Landworks Limited**, located in Bolingbrook, IL.

JSD Professional Services has reviewed the qualifications of the low bid contractor and spoke with their references. We have found no evidence which would disqualify them from being awarded the contract for this work. Attached is the Bid Tabulation Summary.

Three alternates were included in the bid documents, *Alternate A: Pickleball Court Development*, *Alternate B: Port-a-Pottie Enclosure* and *Alternate C: 8-Foot Height Ballfield Fence Extension*. JSD recommends that the Park Board decline all alternates at this time. The alternates will be included within the A101-2017 Standard Form of Agreement Article 4.2.2 in the event the Park District decides to proceed with one of the alternates.

If the Park Board agrees, we hereby recommend that the contract for the William G. Yena Park project be awarded to **Landworks Limited**, in the amount of **\$1,297,608.38**. Please call should you have any questions or require additional information. We look forward to working with the Community Park District toward the successful completion of this project!

Sincerely,

Sarah Dreier, PLA, ASLA

Enc: Bid Tabulation Summary
Bid Opening Results
Cc: Lori Vierow, JSD

							
BIDDERS:	Copenhaver Construction	D&J Landscape Inc.	Hacienda Landscaping, Inc.	Innovation Landscape Inc.	Landworks Limited	Martam Construction, Inc.	Schwartz Excavating
William G. Yena Park, Community Park District							
BID RECAP SUMMARY							
BID BOND INCLUDED	X	X	X	X	X	X	X
ACKNOWLEDGEMENT OF ADDENDA	X	X	X	X	X	X	X
BID GRAND TOTAL	\$1,469,033.00	\$1,437,949.87	\$1,391,009.70	\$1,536,424.63	\$1,297,640.33	\$1,676,818.00	\$1,455,293.43
ALTERNATE							
A. PICKLEBALL COURT DEVELOPMENT	\$130,920.00	\$100,258.35	\$122,654.00	\$115,739.22	\$113,565.40	\$110,003.00	\$94,425.55
B. PORT-A-POTTIE ENCLOSURE	\$6,000.00	\$9,875.00	\$5,500.00	\$5,800.00	\$5,336.00	\$11,600.00	\$5,335.00
C. 8' HT. BALLFIELD FENCE EXTENSION	\$12,750.00	\$12,707.50	\$12,750.00	\$13,260.00	\$12,707.50	\$12,070.00	\$12,707.50

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
GENERAL CONDITIONS								
Contracting and General Requirements (maximum allowable 5%)	X	lump sum	\$55,879.25	\$55,879.25	\$50,000.00	\$50,000.00	\$61,921.00	\$61,921.00
As-built Drawings	X	lump sum	\$8,500.00	\$8,500.00	\$12,000.00	\$12,000.00	\$18,000.00	\$18,000.00
SUBTOTAL				\$64,379.25		\$62,000.00		\$79,921.00
A. SITE PREPARATION:								
1. Furnish, install, and maintain temporary 6' link construction fencing to secure fence during construction.	1,850	linear feet	\$6.35	\$11,747.50	\$7.00	\$12,950.00	\$10.00	\$18,500.00
2. Furnish and install silt fence & erosion control feature as shown on plan or as required by regulatory authorities.	1,850	linear feet	\$4.05	\$7,492.50	\$4.00	\$7,400.00	\$6.00	\$11,100.00
3. Furnish and install construction entrance.	1	each	\$2,150.00	\$2,150.00	\$1,200.00	\$1,200.00	\$1,600.00	\$1,600.00
4. Furnish and install inlet sediment control device.	4	each	\$50.00	\$200.00	\$350.00	\$1,400.00	\$550.00	\$2,200.00
5. Remove existing play apparatus, edging, player benches, shelters and chain link fencing (including footings). Stockpile existing infield mix.	X	lump sum	\$30,117.00	\$30,117.00	\$82,500.00	\$82,500.00	\$33,585.00	\$33,585.00
6. Remove existing asphalt, and concrete pavement and walls including base.	X	lump sum	\$31,605.00	\$31,605.00	\$90,000.00	\$90,000.00	\$55,785.00	\$55,785.00
7. Remove three existing light poles, including base.	X	lump sum	\$1,380.00	\$1,380.00	\$8,000.00	\$8,000.00	\$8,570.00	\$8,570.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
8. Remove trees as noted on the plans including rootball and haul off site.	12	each	\$600.00	\$7,200.00	\$1,200.00	\$14,400.00	\$1,650.00	\$19,800.00
9. Root prune any existing tree close to construction limits.	X	lump sum	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00	\$2,800.00	\$2,800.00
10. Transplant existing 4-inch memorial tree.	1	each	\$1,200.00	\$1,200.00	\$400.00	\$400.00	\$875.00	\$875.00
SUBTOTAL				\$96,592.00		\$221,250.00		\$154,815.00

B. SITE GRADING AND EXCAVATION:

1. Topsoil strip and stockpile encountered during grading operations.		cubic yard	\$65.00	\$19,175.00	\$60.00	\$9,000.00		\$10,500.00
2. Cut, place, and compact to accommodate improvements.		cubic yard	\$40.00	\$6,000.00	\$70.00	\$7,000.00		\$9,875.00
3. Topsoil respread.		cubic yard	\$20.00	\$3,300.00	\$45.00	\$6,750.00		\$17,875.00
4. Surplus material hauled off site.		cubic yards	\$60.00	\$58,800.00	\$60.00	\$66,600.00		\$13,785.00
SUBTOTAL				\$87,275.00		\$89,350.00		\$52,035.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
C. SITE DRAINAGE:								
1. Furnish and install cleanout.	5	ea.	\$350.00	\$1,750.00	\$400.00	\$2,000.00	\$320.00	\$1,600.00
2. Furnish and install underdrainage pipe transition.	2	ea.	\$800.00	\$1,600.00	\$200.00	\$400.00	\$85.00	\$170.00
3. 6" Rigid, non perforated PVC-SDR-26 with porous granular backfill.	99	linear feet	\$45.00	\$4,455.00	\$40.00	\$3,960.00	\$38.00	\$3,762.00
4. 6" dia. Perforated PVC-SDR-26 with washed gravel backfill, and soil separator and filter fabric sock on all perforated pipe.	151	linear feet	\$45.00	\$6,795.00	\$40.00	\$6,040.00	\$39.00	\$5,889.00
5. Connect to existing catch basin by an approved method, including boring under walk.	X	lump sum	\$1,600.00	\$1,600.00	\$700.00	\$700.00	\$1,550.00	\$1,550.00
6. Water line - 3/4" "k" Copper	60	linear feet		\$7,200.00		\$9,600.00	\$155.00	\$9,300.00
7. Provide Buffalo Box, RPZ, water meter and water connection.	X	lump sum	\$3,840.00	\$3,840.00	\$1,200.00	\$1,200.00	\$6,500.00	\$6,500.00
8. Furnish and install dry well for drinking fountain.	1	each	\$2,150.00	\$2,150.00	\$1,600.00	\$1,600.00	\$2,350.00	\$2,350.00
9. Drainage – 4" perforated SDR-26 storm	57	linear feet	\$38.00	\$2,166.00	\$30.00	\$1,710.00	\$36.00	\$2,052.00
10. Drainage – 12" SDR26 storm sewer	57	linear feet	\$70.00	\$3,990.00	\$60.00	\$3,420.00	\$120.00	\$6,840.00

BID TABULATION
William G. Yena Park

*As Corrected

		Landworks Limited			Hacienda Landscaping, Inc.		D&J Landscape Inc.	
Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
11. Drainage – MWRD observation well	1	each	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00	\$1,985.00	\$1,985.00
12. 36" dia. outlet structure.	1	each	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00
13. Engineered soil for volume control	30	cubic yards	\$100.00	\$3,000.00	\$95.00	\$2,850.00	\$75.00	\$2,250.00
SUBTOTAL				\$45,046.00		\$40,980.00		\$46,748.00

D. CONCRETE/ASPHALT PAVEMENT:

1. 4" thick reinforced concrete walk.	7,303	square feet	\$13.83	\$101,000.49	\$16.00	\$116,848.00	\$20.00	\$146,060.00
2. 5" thick reinforced concrete walk.	10,787	square feet	\$14.29	\$154,146.23	\$17.00	\$183,379.00	\$20.00	\$215,740.00
3. 6" x 18" curb	148	linear feet	\$70.75	\$10,471.00	\$53.00	\$7,844.00	\$36.00	\$5,328.00
4. Curb faced concrete walk with thickened curb edge. See detail.	161	linear feet	\$18.84	\$3,033.24	\$45.00	\$7,245.00	\$38.00	\$6,118.00
5. ADA Ramp	2	ea.	\$1,912.75	\$3,825.50	\$1,300.00	\$2,600.00	\$1,400.00	\$2,800.00
6. Furnish and install ADA detectable warning strip.	1	each	\$862.50	\$862.50	\$650.00	\$650.00	\$2,500.00	\$2,500.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
7. Decomposed granite with aluminum edging.	3	cubic yards	\$1,065.00	\$3,195.00	\$180.00	\$540.00	\$245.00	\$735.00
SUBTOTAL				\$276,533.96		\$319,106.00		\$379,281.00

E. SITE ELECTRICAL & PLUMBING

1. Contractor shall install all electrical work for the shelter and GFI's. Contractor shall coordinate with the Park District. The electrical system shall include all equipment, controls, & miscellaneous appurtenances to fulfill the intent of the electrical plans, specifications and details.

X	lump sum	\$42,417.75	\$42,417.75	\$1,600.00	\$1,600.00	\$42,417.75	\$42,417.75
---	----------	-------------	-------------	------------	------------	-------------	-------------

2. Furnish and install all plumbing work per the plumbing plans and specifications. Costs shall include water service connection, all valves, valve boxes, etc. as required to meet Village of La Grange Park requirements.

X	lump sum	\$58,032.00	\$58,032.00	\$43,000.00	\$43,000.00	\$94,000.00	\$94,000.00
---	----------	-------------	-------------	-------------	-------------	-------------	-------------

SUBTOTAL			\$100,449.75		\$44,600.00		\$136,417.75
----------	--	--	--------------	--	-------------	--	--------------

F. FENCING

1. Furnish and install 8' high black vinyl coated chain link fencing including posts, rails, and fence fabric.

264	linear feet	\$87.40	\$23,073.60	\$88.00	\$23,232.00	\$87.40	\$23,073.60
-----	-------------	---------	-------------	---------	-------------	---------	-------------

2. Furnish and install 6' high black vinyl coated chain link fencing including posts, rails, and fence fabric as shown and noted on plan.

160	linear feet	\$82.80	\$13,248.00	\$83.00	\$13,280.00	\$82.80	\$13,248.00
-----	-------------	---------	-------------	---------	-------------	---------	-------------

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
3. Furnish and install 10' high black vinyl coated chain link fencing including posts, rails and fence fabric as shown and noted on the plan. Posts shall be pile-driven.	267	linear feet	\$101.20	\$27,020.40	\$102.00	\$27,234.00	\$101.20	\$27,020.40
4. Furnish and install 3' wide x 7' high black vinyl coated pedestrian gates with transom. See plan.	2	each	\$1,035.00	\$2,070.00	\$1,100.00	\$2,200.00	\$1,035.00	\$2,070.00
5. Furnish and install 10' wide black vinyl coated maintenance gate.	1	each	\$2,990.00	\$2,990.00	\$2,950.00	\$2,950.00	\$2,990.00	\$2,990.00
6. Furnish and install 9' high black vinyl coated chain link fencing including posts, rails and fence fabric as shown and noted on the plan. Posts shall be pile-driven.	120	linear feet	\$88.55	\$10,626.00	\$89.00	\$10,680.00	\$88.55	\$10,626.00
SUBTOTAL				\$79,028.00		\$79,576.00		\$79,028.00

G. TENNIS COURT

1. Furnish and install tennis posts #2201-11P, tennis net #8353, and net tie-down #8371-30 by Patterson Williams or approved equal with sleeve and cap #8303-24-2N	1	each	\$7,808.00	\$7,808.00	\$6,900.00	\$6,900.00	\$5,996.25	\$5,996.25
2. TENNIS COURT: Hot Mix Asphalt Court Pavement:								
a. Furnish and install asphalt surface course, binder course, and recompact existing aggregate base.	804	square yards	\$63.56	\$51,102.24	\$84.00	\$67,536.00	\$60.00	\$48,240.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
b. Apply court surface coating. Minimum 2 coats plus all line painting (minimum 2 coats). Install surface coating and line paint per manufacturer's recommendations.	X	lump sum	\$12,161.00	\$12,161.00	\$12,500.00	\$12,500.00	\$12,161.25	\$12,161.25
SUBTOTAL				\$71,071.24		\$86,936.00		\$66,397.50

H. BALLFIELD DEVELOPMENT

1. Furnish and install 3" depth of infield mix, after compaction utilizing 3" of stockpiled infield mix for bottom three inches.	263	cubic yard	\$295.00	\$77,585.00	\$130.00	\$34,190.00	\$150.00	\$39,450.00
2. Furnish and install backstop by Patterson Williams.	2	each	\$24,096.00	\$48,192.00	\$24,200.00	\$48,400.00	\$21,724.50	\$43,449.00
3. Re-set existing pins on each ballfield.	X	each	\$2,150.00	\$2,150.00	\$2,300.00	\$2,300.00	\$2,250.00	\$2,250.00
SUBTOTAL				\$127,927.00		\$84,890.00		\$85,149.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
I. BASKETBALL COURT								
1. Furnish and install Patterson Williams Basketball Standards, including backboard, rim, and net, or approved equal.	3	each	\$8,450.00	\$25,350.00	\$5,800.00	\$17,400.00	\$6,265.80	\$18,797.40
2. Hot Mix Asphalt Court Pavement:								
a. Furnish and install asphalt surface course, binder course, and recompact existing aggregate base.	159	square yards	\$63.56	\$10,106.04	\$84.00	\$13,356.00	\$60.00	\$9,540.00
b. Apply court surface coating. Minimum 2 coats plus all line painting (minimum 2 coats). Install surface coating and line paint per manufacturer's recommendations.	X	lump sum	\$5,031.00	\$5,031.00	\$5,500.00	\$5,500.00	\$5,031.25	\$5,031.25
SUBTOTAL				\$40,487.04	\$36,256.00		\$33,368.65	
J. SHELTER								
1. Assemble and install Shelter. Cost to include shelter as supplied by Poligon or approved equal. Cost to include all hardware, labor and materials needed to assemble, erect and install the structure as supplied with custom 9' eave height, roofing materials, and all other items shown on the plans.	1	each	\$11,660.00	\$11,660.00	\$17,000.00	\$17,000.00	\$13,888.32	\$13,888.32
SUBTOTAL				\$11,660.00	\$17,000.00		\$13,888.32	

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
K. CREATIVE PLAY AREA								
1. Apparatus: Assemble and install 2-5 area play apparatus as shown and noted on plan and in play apparatus schedule. Including complimentary age appropriate signage.	X	lump sum	\$21,308.00	\$21,308.00	\$16,800.00	\$16,800.00	\$14,240.12	\$14,240.12
2. Apparatus: Assemble and install 5-12 area play apparatus as shown and noted on plan and in play apparatus schedule. Including complimentary age appropriate signage.	X	lump sum	\$69,805.00	\$69,805.00	\$63,000.00	\$63,000.00	\$53,088.28	\$53,088.28
3. Furnish and install engineered wood fiber (EWF) play surface at elevation shown after compaction, including fabric. EWF to be approved by the Landscape Architect and Owner.	154	cubic yards	\$106.00	\$16,324.00	\$91.00	\$14,014.00	\$52.00	\$8,008.00
SUBTOTAL				\$107,437.00		\$93,814.00		\$75,336.40

L. SITE FURNISHINGS:

1. Furnish and install player bench #1119-15P manufactured by Patterson Williams. In-ground.	5	each	\$2,550.00	\$12,750.00	\$1,900.00	\$9,500.00	\$2,158.00	\$10,790.00
2. Furnish and install bleachers #1171-315A as manufactured by Patterson Williams.	4	each	\$7,950.00	\$31,800.00	\$6,000.00	\$24,000.00	\$6,582.00	\$26,328.00
3. Assemble and install 6' bench with back, surface mount, as manufactured by Dumor or approved equal.	3	each	\$3,808.00	\$11,424.00	\$2,830.00	\$8,490.00	\$650.00	\$1,950.00
4. Assemble and install litter receptacles as manufactured by Dumor or approved equal.	3	each	\$3,178.00	\$9,534.00	\$2,200.00	\$6,600.00	\$585.00	\$1,755.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
5. Furnish and install interpretive signs.	2	each	\$2,950.00	\$5,900.00	\$1,600.00	\$3,200.00	\$2,360.00	\$4,720.00
6. Furnish and install drinking fountain as manufactured by MDF with recessed hose bibb and locking door, or approved equal.	1	each	\$10,925.00	\$10,925.00	\$6,900.00	\$6,900.00	\$6,680.00	\$6,680.00
7. Furnish and install bike rack by Treetop Products or approved equal.	1	each	\$665.00	\$665.00	\$1,150.00	\$1,150.00	\$1,100.00	\$1,100.00
8. Assemble and install picnic table as manufactured by Dumor or approved equal.	1	each	\$3,834.00	\$3,834.00	\$2,930.00	\$2,930.00	\$850.00	\$850.00
9. Assemble and install ADA picnic table as manufactured by Dumor or approved equal.	1	each	\$4,050.00	\$4,050.00	\$3,450.00	\$3,450.00	\$850.00	\$850.00
SUBTOTAL				\$90,882.00		\$66,220.00		\$55,023.00

M. LAWN RESTORATION

1. Fine grade, fertilize, and seed all areas disturbed during construction using a blended bluegrass seed. Install per recommended seeding rates including erosion control blanket.	0.6	acres	\$20,450.00	\$12,270.00	\$36,000.00	\$21,600.00	\$25,350.00	\$15,210.00
2. Fine grade, fertilize, and seed areas using Field of Dreams Gameday mix by Conserv FS or approved equal. Install per recommended seeding rates including erosion control blanket.	2.2	acres	\$22,336.00	\$49,139.20	\$36,000.00	\$79,200.00	\$45,738.00	\$100,623.60

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
3. Fine grade, fertilize, and seed all areas disturbed during construction using the modified Volume Control Area plant list as supplied by Genesis Nursery. Install per recommended seeding rates including erosion control blanket.	1861	square feet	\$1.09	\$2,028.49	\$1.50	\$2,791.50	\$1.15	\$2,140.15
4. Water seed during 2-week establishment period by applying a minimum 1-inch equivalent rainfall per week over entire sodded area.	2	weeks	\$6,150.00	\$12,300.00	\$7,200.00	\$14,400.00	\$6,800.00	\$13,600.00
5. Fine grade and seed all areas disturbed during construction using the modified low-profile prairie seed mix by Stantec. Install per recommended seeding rates including erosion control blanket.	2250	square feet	\$1.05	\$2,362.50	\$1.75	\$3,937.50	\$2.50	\$5,625.00
6. Fine grade and seed all areas disturbed during construction using the modified woodland edge seed mix by Prairie Nursery. Install per recommended seeding rates including erosion control blanket.	3413	square feet	\$1.15	\$3,924.95	\$1.75	\$5,972.75	\$2.50	\$8,532.50
SUBTOTAL				\$82,025.14		\$127,901.75		\$145,731.25

N. LANDSCAPE PLANTINGS:

1. Betula nigra	2	3" cal	\$860.00	\$1,720.00	\$800.00	\$1,600.00	\$785.00	\$1,570.00
2. Gymnocladus dioicus McKBranched	2	3" cal	\$860.00	\$1,720.00	\$950.00	\$1,900.00	\$750.00	\$1,500.00
3. Nyssa sylvatic M.O.N 2 Majestic	2	3" cal	\$905.00	\$1,810.00	\$950.00	\$1,900.00	\$790.00	\$1,580.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
4. Quercus rubra	3	3" cal	\$885.00	\$2,655.00	\$900.00	\$2,700.00	\$745.00	\$2,235.00
5. Quercus x. 'Scarlet Letter'	2	3" cal	\$815.00	\$1,630.00	\$900.00	\$1,800.00	\$785.00	\$1,570.00
6. Ulmus x. 'Morton'	1	3" cal	\$905.00	\$905.00	\$800.00	\$800.00	\$750.00	\$750.00
7. Ceanothus americanus (NGN)	15	#3 GAL	\$35.00	\$525.00	\$120.00	\$1,800.00	\$49.00	\$735.00
8. Spiraea alba (NGN)	15	#5 GAL	\$85.00	\$1,275.00	\$150.00	\$2,250.00	\$48.00	\$720.00
9. Syringa meyeri 'Palibin'	7	36" bb	\$90.00	\$630.00	\$180.00	\$1,260.00	\$185.00	\$1,295.00
10. Hemerocallis x 'Rosy Returns'	51	#1 GAL	\$35.00	\$1,785.00	\$40.00	\$2,040.00	\$95.00	\$4,845.00
11. Calamagrostis acutiflora	24	#1 GAL	\$35.00	\$840.00	\$40.00	\$960.00	\$85.00	\$2,040.00
SUPPLIES								
1. Supply and install shredded hardwood cedar mulch at 3" deep within all planting beds.	10	cy	\$110.00	\$1,100.00	\$180.00	\$1,800.00	\$350.00	\$3,500.00
2. Furnish and install 3" deep mushroom compost in all perennial and groundcover beds.	2	cy	\$110.00	\$220.00	\$160.00	\$320.00	\$250.00	\$500.00
SUBTOTAL				\$16,815.00	\$21,130.00		\$22,840.00	

D&J Landscape Inc.

Page 67
00 04 10-13

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
7. Grading and excavation for pickleball courts.	X	lump sum	\$19,395.00	\$19,395.00	\$10,500.00	\$10,500.00	\$5,420.00	\$5,420.00
8. Furnish and install 10' high black vinyl coated chain link fencing including posts, rails and fence fabric as shown and noted on the plan. Posts shall be pile-driven.	193	linear feet	\$101.20	\$19,531.60	\$102.00	\$19,686.00	\$101.20	\$19,531.60
9. Furnish and install 3' wide x 7' high black vinyl coated pedestrian gates with transom. See plan.	2	each	\$1,035.00	\$2,070.00	\$1,050.00	\$2,100.00	\$1,035.00	\$2,070.00
10. Furnish and install 4' high black vinyl coated chain link fencing including posts, rails, and fence fabric as shown and noted on plan.	52	linear feet	\$63.25	\$3,289.00	\$64.00	\$3,328.00	\$63.25	\$3,289.00
11. DEDUCT: Kentucky Bluegrass Blend Seed Mix	0.1	acres	-\$20,450.00	-\$2,045.00	-\$36,000.00	-\$3,600.00		-\$4,300.00
SUBTOTAL				\$112,857.00		\$115,454.00		\$100,038.60

B. PORT-A-POTTIE ENCLOSURE

1. Furnish and install port-a-pottie enclosure.	1	each	\$5,336.00	\$5,336.00	\$5,500.00	\$5,500.00	\$9,875.00	\$9,875.00
SUBTOTAL				\$5,336.00		\$5,500.00		\$9,875.00

BID TABULATION
William G. Yena Park

*As Corrected

Landworks Limited

Hacienda Landscaping, Inc.

D&J Landscape Inc.

Item / Description	Approx. Quantity	Unit	Unit Price	Subtotal	Unit Price	Subtotal	Unit Price	Subtotal
C. 8' HT. BALLFIELD FENCE EXTENSION								
1. Furnish and install 8' high black vinyl coated chain link fencing including posts, rails, and fence fabric.	170	linear feet	\$74.75	\$12,707.50	\$75.00	\$12,750.00	\$74.75	\$12,707.50
SUBTOTAL				\$12,707.50		\$12,750.00		\$12,707.50

UNIT PRICES

The following unit prices will be used to establish costs for changes to the contract. Provide the following unit prices based on the plans, details and specifications.

1. Surplus material hauled off site.	100	cubic yard		\$11,000.00		\$6,000.00	\$89.00	\$8,900.00
2. Remove unsuitable soils and dispose of off-site and provide 6-in clean black screened topsoil	100	cubic yard		\$19,500.00		\$6,000.00	\$75.00	\$7,500.00
3. Topsoil	100	cubic yard		\$9,500.00		\$12,000.00	\$85.00	\$8,500.00
4. Tree removal 6" - 8"	X	lump sum	\$900.00	\$900.00	\$1,600.00	\$1,600.00	\$1,850.00	\$1,850.00
5. Tree removal 9" - 12"	X	lump sum	\$1,265.00	\$1,265.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
6. Private utility locate.	X	lump sum	\$4,040.00	\$4,040.00	\$9,000.00	\$9,000.00	\$3,500.00	\$3,500.00
7. Furnish and install a water tight boot for stormline connection.	X	lump sum	\$1,685.00	\$1,685.00	\$900.00	\$900.00	\$2,300.00	\$2,300.00

DATE: November 8, 2024

TO: Bob Corte, President, Community Park District Board of Commissioners

FROM: Jessica Cannaday, Executive Director

RE: 13b Reimbursement Resolution

Recommendation

A motion and a second to approve Resolution 002-24 expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the Community Park District of LaGrange Park, Cook County, Illinois.

Background

This action allows the park district to reimburse expenses incurred for the Recreation Center Expansion from Bond Proceeds that were paid up to 60 days prior the passage of this resolution. To date, the park district has paid \$115,042.76 in expenses for this project. The resolution would allow us to reimburse the capital fund \$35,167.76 from the Bond Proceeds.

MINUTES of a regular public meeting of the Board of Park Commissioners of the Community Park District of LaGrange Park, Cook County, Illinois, held at the Recreation Center, 1501 Barnsdale Road, LaGrange Park, Illinois, in said Park District at 6:30 o'clock P.M., on the 11 day of November, 2024.

* * *

The meeting was called to order by the President, and upon the roll being called, Bob Corte, the President, and the following Park Commissioners were physically present at said location: _____

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: _____

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that the District has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of one or more obligations and that the Board of Park Commissioners would consider the adoption of a resolution expressing its official intent with regard to such expenditures.

Whereupon Park Commissioner _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each Park Commissioner prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION 002-24 expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the Community Park District of LaGrange Park, Cook County, Illinois.

* * *

WHEREAS, the Board of Park Commissioners (the “*Board*”) of the Community Park District of LaGrange Park, Cook County, Illinois (the “*District*”), has developed a list of capital projects described in *Exhibit A* hereto (the “*Project*”); and

WHEREAS, all or a portion of the expenditures relating to the Project (the “*Expenditures*”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Park Commissioners of the Community Park District of LaGrange Park, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The District reasonably expects to reimburse the Expenditures with proceeds of one or more obligations.

Section 3. Maximum Amount. The maximum principal amount of the obligation expected to be issued for the Project is \$10,700,000.

Section 4. Ratification. All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed and approved.

Section 5. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 11, 2024.

President, Board of Park Commissioners

Secretary, Board of Park Commissioners

EXHIBIT A

DESCRIPTION OF CAPITAL PROJECTS

Improve the site of and renovate the Recreation Center and build and equip an addition thereto, including building a gymnasium with athletic and recreational facilities

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt the resolution.

Upon the roll being called, the following Park Commissioners voted AYE: _____

The following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Park Commissioners of the Community Park District of LaGrange Park, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Alexandria Zuck
Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Commissioners of the Community Park District of LaGrange Park, Cook County, Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 11th day of November, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the Community Park District of LaGrange Park, Cook County, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District, this 11th day of November, 2024.

Alexandria Zuck
Secretary, Board of Park Commissioners

[SEAL]

DATE: November 8, 2024

TO: Bob Corte, President, Community Park District Board of Commissioners

FROM: Jessica Cannaday, Executive Director

RE: 13c Fund Transfers

Recommendation

A motion and a second to approve Resolution 003-24 to transfer \$275,000 from the Corporate Fund to the Capital Fund and \$150,000 for the Recreation Fund to the Capital Fund.

Background

In the 2024/25 financial planning process, the Community Park District anticipated transferring surplus funds from the Corporate and Recreation Fund to use for capital improvements in both the Corporate and Recreation Funds totaling \$425,000. These funds will assist with Yena Park improvements and the acquisition of 1150 Meadowcrest.

RESOLUTION No. 003-24
A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS
OF THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK

WHEREAS, the COMMUNITY PARK DISTRICT OF LA GRANGE (“Park District”) is a park district duly organized under Illinois Park District Code, 70 ILCS 1205/1 et seq.; and

WHEREAS, the Board of Commissioners (“Board”) of the Park District has full power to pass all necessary ordinances and resolutions to conduct the business of the Board (70 ILCS 1205/8.1(d); and

WHEREAS, the Park District’s General Fund revenues may be used for any lawful corporate purpose, including the provision of capital improvements for park and recreational purposes; and

WHEREAS, according to the Board’s Fund Balance Policy, unrestricted fund balance targets for the General Fund should represent no more than six months of operating expenditures, and balances above the maximum shall be transferred to other funds or to capital projects at the Board’s discretion; and

WHEREAS, according to the Board’s Fund Balance Policy, unrestricted fund balance targets for the Recreation Fund should represent no more than six months of operating expenditures, and balances above the maximum shall be transferred to capital projects fund or general fund and will be used to fund future recreation projects and needs; and

WHEREAS, the Park District is empowered to set aside any funds on hand at the end of the fiscal year that are not pledged for or allocated to a particular purpose to be transferred to a capital improvement fund and accumulated therein, but the total amount accumulated in the fund may not exceed 1.5% of the aggregate assessed valuation of all taxable property in the Park District; and

WHEREAS, the Board finds it to be in the best interest of the Park District and its residents to execute certain fund transfers to set aside money for capital expenditures.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the COMMUNITY PARK DISTRICT OF LA GRANGE as follows:

Section One: The recitals above are hereby incorporated into and made part of this Resolution.

Section Two: The Park District's Executive Director is hereby authorized and directed to carry out the following transfers to set aside money for capital expenditures:

<u>From</u>	<u>To</u>	<u>Amount</u>
General Fund	Capital Fund	\$275,000
Recreation Fund	Capital Fund	\$150,000

These transfers are permanent transfers of funds and the amounts are not intended to be, and will not be, repaid to the funds from which the amounts are being transferred.

Section Three: If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Resolution.

Section Five: This Resolution shall supersede any resolution or motion, or parts of resolutions or motions, in conflict with any part herein, and any such resolution or motion, or parts thereof, are hereby repealed.

Section Six: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this 11th day of November, 2024 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Commissioners
COMMUNITY PARK DISTRICT OF LA
GRANGE PARK

ATTEST:

Secretary, Board of Commissioners
COMMUNITY PARK DISTRICT OF LA GRANGE PARK

To: Bob Corte
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: November 11, 2024

Re: Temporary Construction License for La Grange Park Little League | Item 13d

Recommendation

Motion and a second to approve granting a Temporary Construction License for La Grange Park Little League for the installation of artificial turf at Hanesworth South Field.

Background

At the La Grange Park Little League's board meeting on November 6, 2024, the league approved the funding to install artificial turf around home plate and the pitcher's mound at Hanesworth South Field.

The League is recommending this improvement to increase the amount of playable time available at the south field due to the fields at Yena Park being unavailable from the spring of 2025-Fall of 2026.

It Starts With The Turf

Estimate

44w154 Rohrsen Rd.
Hampshire IL 60140
(847) 340-7278
itstartswiththeturf@Gmail.com
847-340-7278
itstartswiththeturf@gmail.com

Estimate No:

315

Date:

09/16/2024

For: La Grange Park Dist Little League
icanhaul@comcast.net,
SEarhart@communityparkdistrict.org
(708) 774-3661

Description	Quantity	Rate	Amount
Install Turf home plate area 21foot round home plate. dig out existing baseball mix add 5 inches of base rock, installed Turf and install infill, sod around new turf area	2	\$5,400.00	\$10,800.00
Install turf pitching mound remove existing mound, install base rock and compact install turf and infill set mound to right slope.	1	\$2,900.00	\$2,900.00
	Subtotal		\$13,700.00
	0%		\$0.00
	Total		\$13,700.00
Total			\$13,700.00

Notes

Price is a based on doing 2 home plate if doing only one price would be \$5800

To: Bob Corte
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: November 8, 2024

Re: 13e Delegate Representative at the IAPD Annual Business Meeting

Recommendation

A motion and a second to approve the designation of Executive Director Cannaday to serve as the delegate of the Community Park District of La Grange Park at the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 25, 2025 at 3:30pm

Background

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts states that each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates may include members of the governing boards of member district, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Delegates must present proper credentials consisting of a certificate by the Secretary of the member district showing that the governing board authorized said delegate during an official meeting.

This year's meeting will be held on Saturday, January 25, 2025 at 3:30pm. Board members interested in attending may be added to the delegate list on the certificate contained in the board packet on Monday night.

To: Robert Corte
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: November 8, 2024

Re: 2025 Board Meeting Dates | Agenda Item 13f

Recommendation

A motion and a second to approve the 2025 Board Meeting Dates

Background

The 2025 Regular Park Board meetings shall be held on the second Monday of each month at the Recreation Center, 1501 Barnsdale Road, at 6.30pm, with the exception of the December meeting, which shall begin, as customary, at 6:00pm.

PROPOSED: COMMUNITY PARK DISTRICT OF LA GRANGE PARK 2025 REGULAR BOARD MEETING SCHEDULE

Regular meetings of the Community Park District Board of Commissioners are held on the 2nd Monday of each month at the Recreation Center located at 1501 Barnsdale Road, unless specified otherwise. Any amendments to the schedule below or any special meeting called by the Board will be made at least 48 hours in advance in accordance with the Open Meetings Act.

Monday, January 13th at 6:30pm

Monday, February 10th at 6:30pm

Monday, March 10th at 6:30pm

Monday, April 14th at 6:30pm

Monday, May 12th at 6:30pm

Monday, June 9th at 6:30pm

Monday, July 14th at 6:30pm

Monday, August 11th at 6:30pm

Monday, September 8th at 6:30pm

Monday, October 13th at 6:30pm

Monday, November 10th at 6:30pm

Monday, December 8th at 6:00pm

To: Robert Corte
President, Community Park District Board Commissioners

From: Jessica Cannaday

Date: November 8, 2024

Re: Park District Holidays | Agenda Item 13g

Recommendation

A motion and a second to approve the addition of a floating holiday

Background

in June of 2021, Juneteenth became officially recognized as a Federal Holiday, bringing the total number of Federally recognized holidays to 11.

The Community Park District Board currently has 10 holidays approved that fall on days that will least impact the community as program participation would be very low around major holidays. Typically, in our industry, one-off holidays like Columbus Day/Indigenous Peoples Day, call for the creation of out of school time activities, as traditionally working parents would still need a safe place for their kids.

The Community Park District would apply the 11th vacation day for office staff on December 26 and allow for park staff, and potentially future full time facility staff, to utilize the 11th holiday as a floating holiday.

DATE: November 11, 2024

TO: Bob Corte, President, Community Park District Board of Commissioners

FROM: Jessica Cannaday, Executive Director

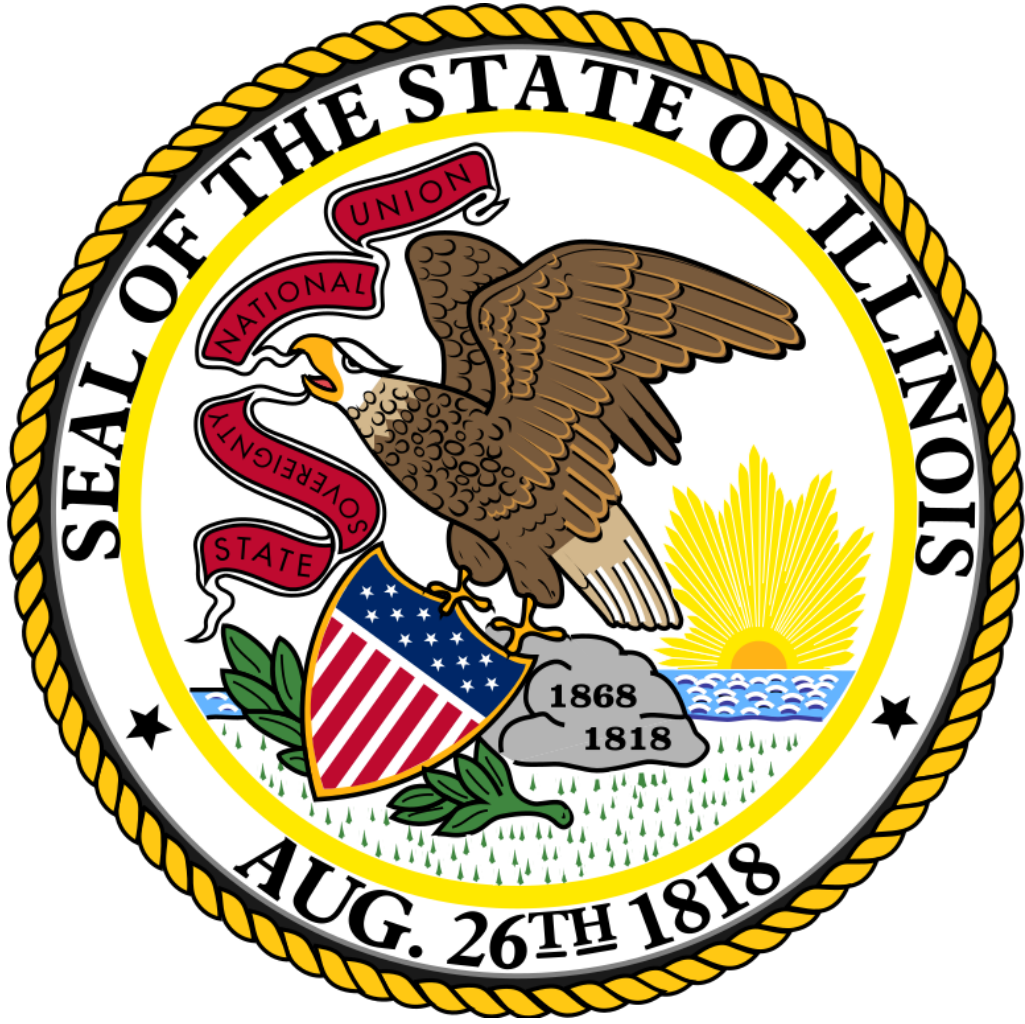
RE: Agenda Items 14h and i Anti-Harassment and Anti-Discrimination, and Cyber Security Training

Recommendation:

For Review.

History:

The board will complete Anti-Harassment training as required by law. Please review the following pages prior to the meeting. Cyber Security Training will be conducted onsite. Please bring a laptop or tablet to the meeting if you have one.



STATE OF ILLINOIS SEXUAL HARASSMENT PREVENTION TRAINING



SEXUAL HARASSMENT IS PROHIBITED IN ILLINOIS

- The Illinois Human Rights Act makes it a civil rights violation “[f]or any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment.” 775 ILCS 5/2-102(D).
- The Illinois General Assembly finds that tolerance of sexual harassment has a detrimental influence in workplaces by creating a hostile environment for employees, reducing productivity, and increasing legal liability.
- The State of Illinois encourages employers to adopt and actively implement policies to ensure their workplaces are safe for employees to report concerns about sexual harassment without fear of retaliation, loss of status, or loss of promotional opportunities.



EMPLOYERS REQUIRED TO PROVIDE SEXUAL HARASSMENT PREVENTION TRAINING FOR ALL EMPLOYEES

- Every employer the State of Illinois is required to provide employees with sexual harassment prevention training that complies with sections 2-109 and 2-110 of the Illinois Human Rights Act (“IHRA”).
- All employees regardless of their status (i.e. short-term, part-time, or intern) must be trained.
- If an employer has an independent contractor working on-site with the employer’s staff, the independent contractor should receive sexual harassment prevention training.



WHAT INFORMATION WILL BE COVERED

- an explanation of sexual harassment consistent with the Illinois Human Rights Act;
- examples of conduct that may constitute unlawful sexual harassment;
- a summary of Federal and State statutory laws concerning sexual harassment including remedies available to victims; and
- a summary of employer responsibilities in the prevention, investigation, and corrective measures of sexual harassment.



WHAT IS SEXUAL HARASSMENT?

Under the Illinois Human Rights Act, “Sexual harassment” means any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.



TYPES OF UNLAWFUL SEXUAL HARASSMENT

- **Quid Pro Quo Sexual Harassment.** “You do something for me, and I’ll do something for you.” This means that a manager or supervisor may not tell an employee that in order to receive a promotion, raise, preferred assignment, or other type of job benefit – or to avoid something negative like discipline or an unpleasant assignment – the employee must do something sexual in return.
- **Hostile Work Environment Sexual Harassment.** “The air at work is full of sexual references and it is impacting me.” A hostile work environment may occur when unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.



UNWELCOME BEHAVIOR

- Sexual conduct becomes sexual harassment when the behavior is unwelcome. Behavior may be unwelcome in the sense that the victim did not solicit or invite it, or in the sense that the victim regarded the conduct as undesirable or offensive.
- Welcome behavior can quickly become unwelcome behavior. What starts off as welcome behavior (consensual joking) can cross a line and become unwelcome behavior.
- Also, consent can be revoked at any time. When someone experiencing sexual harassment behavior says, “stop talking to me like this” it must stop. The perpetrator cannot use as a defense “Well you started it.” or “You were ok with it at first.”



WORKING ENVIRONMENT

- An employee's "working environment" is not limited to the physical location where the employee is assigned. The "working environment" extends to other worksites including off-site, mobile or moving worksites/locations.
- For example, a "working environment" includes the courthouse for a lawyer, or an off-site event for a caterer.



GENDER IDENTITY & SEXUAL ORIENTATION

- A person can be the victim of sexual harassment regardless of the victim's gender identity or the perpetrator's gender identity.
- A person can be the victim of sexual harassment regardless of the victim's sexual orientation or the perpetrator's sexual orientation.



EMPLOYEES AND NONEMPLOYEES AS VICTIMS OF SEXUAL HARASSMENT

- The Illinois Human Rights Act protects Employees and now Nonemployees from sexual harassment.
- Employees include co-workers, supervisors and managers.
- Nonemployees include persons who are not employees, but are directly performing services for an employer, such as contractors or consultants (independent contractors or gig workers).



CONTINUED- EMPLOYEES AND NONEMPLOYEES AS VICTIMS OF SEXUAL HARASSMENT

- Victims of sexual harassment can include Employees and Nonemployees when sexually harassed by other Employees or Nonemployees.
- Victims of sexual harassment can include not only the target of the sexual harassment, but also those Employees or Nonemployees who are Bystanders or Witnesses to the sexual harassment.



EMPLOYEES AND NONEMPLOYEES AS PERPETRATORS OF SEXUAL HARASSMENT

- The Illinois Human Rights Act prohibits Employees and Nonemployees from engaging in sexual harassment.
 - Employees include co-workers, supervisors and managers.
 - Nonemployees include persons who are not employees, but are directly performing services for an employer, such as contractors or consultants (independent contractors or gig workers).
- Employers are responsible for sexual harassment perpetrated by their Employees and Nonemployees against other Employees and Nonemployees.
- Employers are also responsible for sexual harassment perpetrated by their Employees and Nonemployees against customers/patrons.



CUSTOMERS/PATRONS AS VICTIMS OF SEXUAL HARASSMENT

- The Illinois Human Rights Act protects Customers/Patrons from sexual harassment in “places of public accommodation,” such as stores, hotels, restaurants, theaters, museums, health clubs and hospitals.
- Employers that are also “places of public accommodation” are responsible for sexual harassment of Customers/Patrons when perpetrated by their Employees or Nonemployees.



CUSTOMERS/ PATRONS AND THIRD PARTIES AS PERPETRATORS OF SEXUAL HARASSMENT

- The Illinois Human Rights Act prohibits sexual harassment of Employees and Nonemployees by Customers/Patrons and Third Parties.
 - Employers are responsible for sexual harassment of their Employees and Nonemployees by Customers/Patrons.
 - Employers are also responsible for sexual harassment of their Employees and Nonemployees by Third Parties such as sales representatives, vendors, and/or delivery persons.



WHAT INFORMATION WILL BE COVERED

- an explanation of sexual harassment consistent with the Illinois Human Rights Act;
- examples of conduct that may constitute unlawful sexual harassment;
- a summary of Federal and State statutory laws concerning sexual harassment including remedies available to victims; and
- a summary of employer responsibilities in the prevention, investigation, and corrective measures of sexual harassment.



WHAT ARE EXAMPLES OF INAPPROPRIATE CONDUCT?

Sexual harassment includes unwelcome conduct of a sexual nature (sexual advances and requests for sexual favors). Examples include:

- Pressure for sexual favors or to go out on a date
- Deliberate touching, leaning over, or cornering another person
- Sexual looks or gestures or whistling at someone



CONTINUED- WHAT ARE EXAMPLES OF INAPPROPRIATE CONDUCT?

Sexual harassment includes unwelcome conduct of a sexual nature (sexual advances and requests for sexual favors). Examples include:

- Sending letters, telephone calls, e-mails, texts, or other materials of a sexual nature
- Sexual teasing, jokes, remarks, or questions
- Referring to another as a “girl,” “hunk,” “doll,” “babe,” “honey,” “tootsie”, etc.
- Actual or attempted rape or sexual assault



CONTINUED - EXAMPLES OF INAPPROPRIATE CONDUCT

More examples of conduct that may constitute sexual harassment include:

- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Sexual comments, sexual innuendos, or sexual stories
- Touching another employee such as their clothing, hair, or body



CONTINUED - EXAMPLES OF INAPPROPRIATE CONDUCT

More examples of conduct that may constitute sexual harassment include:

- Sexual comments about a person's clothing, body, or looks
- Kissing sounds, howling and smacking lips
- Telling lies or spreading rumors about a person's sex life
- Massaging neck, shoulders, etc.



SEXUAL HARASSMENT IN ONLINE ENVIRONMENTS

- Our conduct online and through social media can constitute sexual harassment even when it occurs “off the clock”, “off-site”, or even “out of state”.
- Online sexual harassment includes using e-mail, cell phone texts, internet posting, online comments, blog posts, and social media (such as Facebook, Twitter, LinkedIn, Instagram, YouTube, and Snapchat) to send communications of a sexual nature.



CONTINUED- SEXUAL HARASSMENT IN ONLINE ENVIRONMENTS

Examples include:

- Flirting and requests or demands to go on a date or have sex
- Sending inappropriate pictures or videos including sexually graphic material
- Using sexual language or comments including sexually offensive language
- Cyber stalking



WHAT INFORMATION WILL BE COVERED

- an explanation of sexual harassment consistent with the Illinois Human Rights Act;
- examples of conduct that may constitute unlawful sexual harassment;
- a summary of Federal and State statutory laws concerning sexual harassment including remedies available to victims; and
- a summary of employer responsibilities in the prevention, investigation, and corrective measures of sexual harassment.



WHAT CAN I DO IF I EXPERIENCE, WITNESS, OR BECOME AWARE OF UNWELCOME SEXUAL CONDUCT?

If you experience, witness or become aware of unwelcome sexual conduct, know that:

- You have the right to tell the person to stop. The initiating and participating persons must stop the unwelcome behavior upon request. If they continue the behavior or retaliate against you because you asked them to stop, they can be found to have violated the law by engaging in sexual harassment or retaliation.



CONTINUED- WHAT CAN I DO IF I EXPERIENCE, WITNESS, OR BECOME AWARE OF UNWELCOME SEXUAL CONDUCT?

If you experience, witness or become aware of unwelcome sexual conduct, know that:

- You have the right to report the sexual harassment. Several reporting options are available. The option you choose may depend on the nature and severity of the unwelcome conduct of a sexual nature. Persons who report sexual harassment or participate in investigations are protected from retaliation.



REPORTING SEXUAL HARASSMENT – SEVERAL OPTIONS

The choice of how to report an allegation of sexual harassment is a personal one, and these options are not mutually exclusive. You may pursue one or more of the following reporting options:

1. [Call the State of Illinois Sexual Harassment & Discrimination Helpline](#)
2. Report the Incident to Your Employer
3. File a Charge with the Illinois Department of Human Rights (IDHR)
4. File a Charge with the U.S. Equal Employment Opportunity Commission (EEOC)



CALL THE STATE OF ILLINOIS SEXUAL HARASSMENT AND DISCRIMINATION HELPLINE

If you or someone you know has experienced or witnessed unwelcome conduct of a sexual nature in the workplace, please call the State of Illinois Sexual Harassment and Discrimination Helpline for assistance. Calls are confidential and can be made anonymously.

Call: 1-877-236-7703

Visit <http://www.illinois.gov/SexualHarassment>

Helpline representatives can help callers navigate their numerous reporting options and share additional information related to counseling, legal assistance, and frequently asked questions.



REPORTING SEXUAL HARASSMENT – SEVERAL OPTIONS

The choice of how to report an allegation of sexual harassment is a personal one, and these options are not mutually exclusive. You may pursue one or more of the following reporting options:

1. Call the State of Illinois Sexual Harassment & Discrimination Helpline
2. [Report the Incident to Your Employer](#)
3. File a Charge with the Illinois Department of Human Rights (IDHR)
4. File a Charge with the U.S. Equal Employment Opportunity Commission (EEOC)



REPORTING SEXUAL HARASSMENT TO AN EMPLOYER

Report the incident to one or more of the following employer representatives:

1. Your Supervisor or any member of management you trust. Supervisors and members of management are responsible for knowing the employer's internal complaint investigation and resolution process. Supervisors can help effect immediate positive change.
2. Human Resources Officers can work with management to investigate and resolve sexual harassment complaints. This option may be preferred, if the perpetrator of the sexual harassment is a supervisor or manager.



CONTINUED- REPORTING SEXUAL HARASSMENT TO AN EMPLOYER

Report the incident to one or more of the following employer representatives:

3. Designated Sexual Harassment Reporting Officers are often established by employers to specifically receive and investigate sexual harassment complaints. Consult your employer's sexual harassment policy for specific reporting contact information.



REPORTING SEXUAL HARASSMENT – SEVERAL OPTIONS

The choice of how to report an allegation of sexual harassment is a personal one, and these options are not mutually exclusive. You may pursue one or more of the following reporting options:

1. Call the State of Illinois Sexual Harassment & Discrimination Helpline
2. Report the Incident to Your Employer
3. File a Charge with the Illinois Department of Human Rights (IDHR)
4. File a Charge with the U.S. Equal Employment Opportunity Commission (EEOC)



REPORTING SEXUAL HARASSMENT TO THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS (IDHR)

The Illinois Department of Human Rights (IDHR) is a state agency responsible for enforcing the Illinois Human Rights Act, the state law which makes it illegal to engage in sexual harassment or retaliation.

- Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).
- IDHR has jurisdiction (authority) to investigate employers who have 1 or more employees.
- To start the process, submit a Complainant Information Sheet to IDHR.



REMEDIES AVAILABLE UNDER THE ILLINOIS HUMAN RIGHTS ACT

- After IDHR completes its investigation, the Complainant (the employee):
 1. May file a lawsuit in civil court, or
 2. May file a complaint with the Illinois Human Rights Commission (HRC) if IDHR found “substantial evidence” of a violation.
- Complainants who prevail in the HRC or Court may receive an order awarding remedies allowed by the Illinois Human Rights Act to make the Complainant “whole.”
- Remedies may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, and attorney’s fees and costs.



REPORTING SEXUAL HARASSMENT TO THE IDHR (CONTACT INFORMATION)

To file a charge, call IDHR or visit them online:

1-800-662-3942 | www.ILLINOIS.GOV/DHR

IDHR Offices Locations:

- Chicago. Office: 312-814-6200 | 866-740-3953 (TTY), 555 W. Monroe St., 7th Floor, Chicago, IL 60661
- Springfield. Office: 217-785- 5100 | 866-740-3953 (TTY), 524 S. 2nd St., Suite 300, Intake Unit, Springfield, IL 62702
- Marion. Office: 618-993-7463 | 217-740-3953 (TTY), 2309 W Main St, Marion, IL 62959



REPORTING SEXUAL HARASSMENT – SEVERAL OPTIONS

The choice of how to report an allegation of sexual harassment is a personal one, and these options are not mutually exclusive. You may pursue one or more of the following reporting options:

1. Call the State of Illinois Sexual Harassment & Discrimination Helpline
2. Report the Incident to Your Employer
3. File a Charge with the Illinois Department of Human Rights (IDHR)
4. File a Charge with the U.S. Equal Employment Opportunity Commission (EEOC)



REPORTING SEXUAL HARASSMENT TO THE U.S. EEOC

The United States Equal Employment Opportunity Commission (EEOC) is responsible for enforcing Title VII of the Civil Rights Act of 1964, the federal law that make it illegal to engage in sexual harassment or retaliation.

- Complainants (victims of sexual harassment) may file a charge at any time within 300 days of the incident(s).
- The EEOC has jurisdiction (authority) to investigate employers who have 15 or more employees.
- To start the process, call the EEOC or visit their website.



REMEDIES AVAILABLE UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

After EEOC completes its investigation:

1. The Complainant (the employee) may file a lawsuit in federal court.
2. The EEOC may help parties reach a settlement through an informal process called “conciliation” if the EEOC finds “reasonable cause” to believe discrimination occurred.



CONTINUED- REMEDIES AVAILABLE UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

Complainants who prevail in federal court may receive an order awarding remedies allowed by Title VII to make the employee “whole.”

Remedies may include: back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, punitive damages, and attorney’s fees and costs.



REPORTING SEXUAL HARASSMENT TO THE U.S. EEOC (CONTACT INFORMATION)

To file a charge, call or visit online:

- 1-800-669-4000 | www.EEOC.GOV
- 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)
- 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only)

U.S. EEOC Offices Serving Illinois

Chicago District Office. JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604

St. Louis District Office. Robert A. Young Federal Building, 1222 Spruce St., Rm. 8.100, St. Louis, MO 63103



WHAT INFORMATION WILL BE COVERED

- an explanation of sexual harassment consistent with the Illinois Human Rights Act;
- examples of conduct that may constitute unlawful sexual harassment;
- a summary of Federal and State statutory laws concerning sexual harassment including remedies available to victims; and
- a summary of employer responsibilities in the prevention, investigation, and corrective measures of sexual harassment.



IS MY EMPLOYER RESPONSIBLE FOR SEXUAL HARASSMENT?

Yes, employers are responsible for sexual harassment in two ways:

- **Manager/Supervisor Harassment.** Employers are strictly liable for sexual harassment perpetrated by its members of management regardless of whether the employer knew of the harassment.
- **Co-Worker & Nonemployee Harassment.** Employers are liable for sexual harassment perpetrated by an employee (co-worker) or nonemployees (vendors) only if the employer knew or reasonably should have known of the harassment and failed to take prompt corrective action.



EMPLOYER RESPONSIBILITIES

We will now discuss employer responsibilities and liabilities concerning incidents of sexual harassment in workplaces including their responsibilities to:

- Prevent the incidence of sexual harassment in their workplaces;
- Investigate incidents of sexual harassment in their workplaces; and
- Correct the incidence of sexual harassment in their workplaces.



EMPLOYER RESPONSIBILITY - PREVENTION

1. Develop, implement and regularly communicate the employer's sexual harassment policy.
2. Provide training for managers and employees on sexual harassment prevention.
3. Ensure clear communication on how to report incidents of sexual harassment or conduct of a sexual nature.



CONTINUED- EMPLOYER RESPONSIBILITY - PREVENTION

4. Managers and supervisors should monitor their work environment to ensure the workplace is free of sexual harassment – supervisors should be aware of the conduct within their supervision.
5. Managers and supervisors must lead by example and model appropriate conduct – refrain from engaging in conduct of a sexual nature.
6. Managers and supervisors should conduct a sexual harassment climate check throughout the year -discuss the topic at a team or staff meeting, in-service day or as part of structured communication such as division/unit newsletters.



EMPLOYER RESPONSIBILITY - INVESTIGATION

1. Immediately respond to a complaint of sexual harassment and initiate an inquiry or investigation.
2. Interview the complainant (victim) and take reasonable action to protect the victim from retaliation or experiencing further sexual harassment during the investigation.
3. Interview all relevant witnesses.



CONTINUED- EMPLOYER RESPONSIBILITY - INVESTIGATION

4. Interview the alleged perpetrator of the sexual harassment.
5. Document the investigation results and maintain the file as an employment record.
6. Take corrective action as appropriate.



EMPLOYER RESPONSIBILITY – CORRECTIVE MEASURES

1. Take appropriate corrective disciplinary action up to and including termination of employment where organizational policy has been violated.
2. In situations where the conduct in question did not rise to the level of sexual harassment or a violation of policy, but is concerning or may be considered grooming behavior, consider counseling, training and closer supervision of the employee.



CONTINUED- EMPLOYER RESPONSIBILITY –CORRECTIVE MEASURES

3. Take reasonable action within the organization to reduce the likelihood of future sexual harassment incidents by updating policies and communicating them to the workforce; providing supplemental or tailored sexual harassment training; or restructuring the working environment or reporting relationships.
4. Follow up with the complainant (victim) at regular intervals to ensure they and the workplace remains free from sexual harassment.



COMPLETION & CERTIFICATION

Thank you for completing the

Annual Sexual Harassment Prevention Training

Please take the following actions:

1. Print and sign the “Certificate of Participation” provided.
2. Return the Certificate to your employer representative.



CERTIFICATE OF PARTICIPATION SEXUAL HARASSMENT PREVENTION TRAINING

I certify that I have carefully read and reviewed the content of, and completed, the Sexual Harassment Prevention Training pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-109 and 2-110.

Training Participant Information:

(Printed Name - First, Middle Initial, Last)

(Signature)

Training Date/Location:

(Company Name/Work Location)

(Training Date)

Training Method

