

**Glen Ellyn Park District  
Board of Commissioners  
Workshop Meeting  
Oct. 3, 2017  
185 Spring Avenue  
7:00 p.m.**

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Public Participation**
- VI. Voucher List of Bills Totaling \$216,933.61**
- VII. Place 2017 Tax Levy on file**
- VIII. Goals and Objectives**
- IX. Staff Reports**
- X. Commissioners' Reports**
- XI. Adjourn**

# Accounts Payable

## Voucher Approval Document

Warrant Request Date: 10/3/2017



### Glen Ellyn Park District

Voucher List Presented to the Board of Commissioners

#### To the Executive Director:

The payment of the attached list of bills has been approved by the Park District Board of Commissioners and as of the date signed below, you are hereby authorized to pay them from the appropriate funds.

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

10	Corporate Fund	15,715.10
20	Recreation Fund	137,011.58
55	Special Recreation Fund	278.00
85	Asset Replacement Fund	18,098.90
94	Capital Improvements Fund	<u>45,830.03</u>
	<b>Report Total:</b>	<b>216,933.61</b>

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
 Printed: 09/28/2017 - 11:53AM  
 Batch: 00013.09.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199534	AARP Smart Driver Course	305.00	10/04/2017	Check Sequence: 1 20-25-000-525500-5728	ACH Enabled: False
	Check Total:	305.00			
Vendor: 101047 34845	Advantage Trailers & Hitches Crank Handle	22.72	10/04/2017	Check Sequence: 2 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	22.72			
Vendor: 146213	Purchase Advantage Card Albertsons Lantern Walk Trash Bags Meeting Supplies Meeting Supplies	57.90 33.15 7.99 7.99	10/04/2017 10/04/2017 10/04/2017 10/04/2017	Check Sequence: 3 20-26-000-535500-6801 20-30-150-530300-0000 10-00-000-585100-0000 20-00-000-585100-0000	ACH Enabled: False
	Check Total:	107.03			
Vendor: 103965 59377	Ancel, Glink, Diamond, Bush 8/17 Attorney Fees	410.00	10/04/2017	Check Sequence: 4 10-00-000-521100-0000	ACH Enabled: False
	Check Total:	410.00			
Vendor: 104993 110845	Aqua Pure Enterprises Inc. Filter Cleanse	282.33	10/04/2017	Check Sequence: 5 20-30-500-530600-0000	ACH Enabled: False
	Check Total:	282.33			
Vendor: 105167 98723	Armbrust Plumbing and Heating Camera Usage Leak Detection	504.00	10/04/2017	Check Sequence: 6 20-30-500-530210-0000	ACH Enabled: False
	Check Total:	504.00			
Vendor: 105807	AT&T			Check Sequence: 7	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	9/16-10/15/17 Service	65.38	10/04/2017	20-30-350-570300-0000	
	Check Total:	65.38			
Vendor: 198894	AT&T			Check Sequence: 8	ACH Enabled: False
	9/19-10/18/17 MSRC Fax	26.47	10/04/2017	20-00-000-570300-0000	
	9/19-10/18/17 Elevator Alarm	280.00	10/04/2017	20-00-000-570300-0000	
	9/19-10/18/17 Facility Lines	872.12	10/04/2017	20-00-000-570300-0000	
	9/19-10/18/17 Facility Lines	872.12	10/04/2017	10-00-000-570300-0000	
	9/19-10/18/17 Facility Lines	59.85	10/04/2017	20-30-350-570300-0000	
	9/19-10/18/17 Facility Lines	24.64	10/04/2017	20-30-150-570300-0000	
	9/19-10/18/17 Facility Lines	18.27	10/04/2017	20-30-500-570300-0000	
	9/19-10/18/17 Facility Lines	27.48	10/04/2017	20-30-500-570300-0000	
	9/19-10/18/17 Facility Lines	27.18	10/04/2017	10-00-000-570300-0000	
	9/19-10/18/17 Facility Lines	62.04	10/04/2017	20-00-000-570300-0000	
	9/19-10/18/17 Facility Lines	35.58	10/04/2017	20-30-450-570300-0000	
	9/19-10/18/17 Facility Lines	22.35	10/04/2017	20-30-450-570300-0000	
	9/19-10/18/17 Facility Lines	31.80	10/04/2017	20-30-450-570300-0000	
	9/19-10/18/17 HVAC Modem	22.71	10/04/2017	20-30-450-570300-0000	
	9/19-10/18/17 Copy Room Fax	22.02	10/04/2017	20-00-000-570300-0000	
	9/19-10/18/17 Pavillion Fax	36.52	10/04/2017	20-30-450-570300-0000	
	9/19-10/18/17 Facility Lines	48.11	10/04/2017	20-30-300-570300-0000	
	9/19-10/18/17 Facility Lines	22.35	10/04/2017	20-30-300-570300-0000	
	9/19-10/18/17 Facility Lines	22.35	10/04/2017	20-30-300-570300-0000	
	9/19-10/18/17 Facility Lines	23.35	10/04/2017	20-30-300-570300-0000	
	Check Total:	2,557.31			
Vendor: 199855	Avon Grips			Check Sequence: 9	ACH Enabled: False
95648	Putters	89.11	10/04/2017	20-30-300-530300-0000	
	Check Total:	89.11			
Vendor: 107690	Bag Tags, Inc.			Check Sequence: 10	ACH Enabled: False
22973	Bag Tags	1,885.00	10/04/2017	20-21-000-535500-1125	
	Check Total:	1,885.00			
Vendor: 108175	Barn Owl Feed & Garden			Check Sequence: 11	ACH Enabled: False
25206	Propane	50.00	10/04/2017	20-21-000-535500-1236	
25206	Propane	50.00	10/04/2017	20-21-000-535500-1163	
25206	Propane	49.99	10/04/2017	20-21-000-535500-1125	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	149.99			
Vendor: 108315	Batteries Plus			Check Sequence: 12	ACH Enabled: False
487108598	LED Strip Lighting	1,138.90	10/04/2017	85-30-100-541300-0000	
487285417	Batteries	20.95	10/04/2017	20-30-500-530300-0000	
487289196/062	Ballasts/LED Bulbs	89.75	10/04/2017	20-30-450-550300-0000	
487289698/879	LED Lights/Batteries	42.85	10/04/2017	20-30-200-550300-0000	
487289703	Lightbulbs	18.76	10/04/2017	20-30-450-541300-0000	
487289741/699	Batteries	201.85	10/04/2017	10-10-000-530340-0000	
	Check Total:	1,513.06			
Vendor: 110470	Bravo! Media			Check Sequence: 13	ACH Enabled: False
3530	On-Hold Recording	270.00	10/04/2017	20-00-000-521600-0000	
	Check Total:	270.00			
Vendor: 198825	Bricks 4 Kids Oak Brook			Check Sequence: 14	ACH Enabled: False
	Fall Classes	282.00	10/04/2017	20-22-000-525500-2370	
	Check Total:	282.00			
Vendor: 199559	Buck Bros., Inc.			Check Sequence: 15	ACH Enabled: False
148956	Z Turn Repairs	89.89	10/04/2017	10-10-000-530210-0000	
	Check Total:	89.89			
Vendor: 113050	Case Lots Inc.			Check Sequence: 16	ACH Enabled: False
6598	Toilet Paper/Paper Towels/Soap	522.50	10/04/2017	20-30-100-530300-0000	
6686	Garbage Bags	59.80	10/04/2017	20-30-100-530300-0000	
	Check Total:	582.30			
Vendor: 113456	Central Turf & Irrigation			Check Sequence: 17	ACH Enabled: False
7639287	Sprinkler Heads	655.68	10/04/2017	10-10-000-521315-0000	
	Check Total:	655.68			
Vendor: 115285	ComEd			Check Sequence: 18	ACH Enabled: False
	8/17-9/15/17 Electric	32.95	10/04/2017	10-00-000-570100-0000	
	Check Total:	32.95			
Vendor: 169850	Constellation New Energy - Gas LLC			Check Sequence: 19	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	8/2017 Gas	156.63	10/04/2017	20-30-200-570200-0000	
	8/2017 Gas	139.80	10/04/2017	10-00-000-570200-0000	
	8/2017 Gas	67.14	10/04/2017	20-30-150-570200-0000	
	8/2017 Gas	3,310.10	10/04/2017	20-30-500-570200-0000	
	8/2017 Gas	215.51	10/04/2017	20-30-450-570200-0000	
	8/2017 Gas	185.11	10/04/2017	20-30-300-570200-0000	
	8/2017 Gas	316.12	10/04/2017	20-30-100-570200-0000	
	Check Total:	4,390.41			
Vendor: 142399	Constellation New Energy, Inc.			Check Sequence: 20	ACH Enabled: False
	6/9-9/7/17 Electric	9,879.54	10/04/2017	20-30-200-570100-0000	
	6/9-9/7/17 Electric	1,418.77	10/04/2017	10-00-000-570100-0000	
	6/9-9/7/17 Electric	8,706.70	10/04/2017	20-30-450-570100-0000	
	6/9-9/7/17 Electric	399.63	10/04/2017	20-30-150-570100-0000	
	6/9-9/7/17 Electric	811.38	10/04/2017	10-00-000-570100-0000	
	6/9-9/7/17 Electric	340.27	10/04/2017	10-00-000-570100-0000	
	6/9-9/7/17 Electric	8,637.29	10/04/2017	20-30-100-570100-0000	
	6/9-9/7/17 Electric	890.58	10/04/2017	20-00-000-570100-0000	
	6/9-9/7/17 Electric	13,330.99	10/04/2017	20-30-500-570100-0000	
	6/9-9/7/17 Electric	62.47	10/04/2017	20-00-000-570100-0000	
	6/9-9/7/17 Electric	223.61	10/04/2017	20-00-000-570100-0000	
	6/9-9/7/17 Electric	259.87	10/04/2017	20-00-000-570100-0000	
	6/9-9/7/17 Electric	2,718.73	10/04/2017	20-00-000-570100-0000	
	6/9-9/7/17 Electric	368.57	10/04/2017	10-00-000-570100-0000	
	6/9-9/7/17 Electric	4,399.90	10/04/2017	20-30-300-570100-0000	
	6/9-9/7/17 Electric	515.55	10/04/2017	20-30-350-570100-0000	
	6/9-9/7/17 Electric	565.38	10/04/2017	20-30-300-570100-0000	
	Check Total:	53,529.23			
Vendor: 115428	Cool Science			Check Sequence: 21	ACH Enabled: False
1748	Fall Classes	192.00	10/04/2017	20-22-000-525500-2350	
	Check Total:	192.00			
Vendor: 115438	Cooling Equipment Service, Inc.			Check Sequence: 22	ACH Enabled: False
64012	Replace Fan Motor/Blade	783.78	10/04/2017	20-30-450-521600-0000	
	Check Total:	783.78			
Vendor: 199508	Discount Fence Company			Check Sequence: 23	ACH Enabled: False
309276	Install Dog Park Gate	3,545.00	10/04/2017	94-90-920-575110-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,545.00			
Vendor: 118633	Discovery Foreign Language Fall Classes	292.00	10/04/2017	Check Sequence: 24 20-22-000-525500-2301	ACH Enabled: False
	Check Total:	292.00			
Vendor: 199414 25733 25733 25733	Divine Signs and Graphics Signs Signs Signs	35.00 43.50 91.36	10/04/2017 10/04/2017 10/04/2017	Check Sequence: 25 20-00-000-521650-0000 20-30-100-521650-0000 20-21-000-535500-1130	ACH Enabled: False
	Check Total:	169.86			
Vendor: 119285 061412/217	Dreisilker Motors Contactor/HVAC Motor	260.13	10/04/2017	Check Sequence: 26 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	260.13			
Vendor: 119687 981/7	Dunham Woods Farm, Inc. Summer Classes	815.00	10/04/2017	Check Sequence: 27 20-22-000-525500-2301	ACH Enabled: False
	Check Total:	815.00			
Vendor: 200072	Adrienne Fors Cheer Music	94.00	10/04/2017	Check Sequence: 28 20-21-000-535500-1241	ACH Enabled: False
	Check Total:	94.00			
Vendor: 129093 115983	Fox Valley Fire & Safety Quarterly Alarm Monitoring	150.00	10/04/2017	Check Sequence: 29 20-21-000-525500-1161	ACH Enabled: False
	Check Total:	150.00			
Vendor: 198845	Glen Ellyn Lions Club Membership Dues	300.00	10/04/2017	Check Sequence: 30 20-00-000-585250-0000	ACH Enabled: False
	Check Total:	300.00			
Vendor: 132395 601117/5/4 601117/5/4 601117/5/4	Graphics III Paper Report Paper Report Paper Report Paper	158.25 158.24 61.73	10/04/2017 10/04/2017 10/04/2017	Check Sequence: 31 10-00-000-530100-0000 20-00-000-530100-0000 20-24-000-535500-4610	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	378.22			
Vendor: 132968 213897	Grower Equipment & Supple Company Befco Spreader	960.00	10/04/2017	Check Sequence: 32 85-10-000-575300-0000	ACH Enabled: False
	Check Total:	960.00			
Vendor: 200077	Andy Head Fall Family Fun	350.00	10/04/2017	Check Sequence: 33 20-24-000-525500-4610	ACH Enabled: False
	Check Total:	350.00			
Vendor: 135825 71735	Heritage FS Inc. Diesel Fuel	832.26	10/04/2017	Check Sequence: 34 10-10-000-530500-0000	ACH Enabled: False
	Check Total:	832.26			
Vendor: 200078 5044	Holmgren Electric Inc. Install LED Light Fixtures	16,000.00	10/04/2017	Check Sequence: 35 85-30-100-541300-0000	ACH Enabled: False
	Check Total:	16,000.00			
Vendor: 141739 980	Illinois Girls Lacrosse Association Fall Session	1,541.25	10/04/2017	Check Sequence: 36 20-21-000-525500-1174	ACH Enabled: False
	Check Total:	1,541.25			
Vendor: 200071	Joliet Express 12U Tournament Fees	105.00	10/04/2017	Check Sequence: 37 20-21-000-525500-1112	ACH Enabled: False
	Check Total:	105.00			
Vendor: 150450 29019	Kroeschell Engineering Company Install BACNET Board	1,680.00	10/04/2017	Check Sequence: 38 20-30-200-521600-0000	ACH Enabled: False
	Check Total:	1,680.00			
Vendor: 151470 26825 26871	Landscape Material Topsoil Playground Mulch	74.00 278.00	10/04/2017 10/04/2017	Check Sequence: 39 10-10-000-550500-0000 55-00-000-575915-0000	ACH Enabled: False
	Check Total:	352.00			
Vendor: 199105	Longstreth Sporting Goods,LLC			Check Sequence: 40	ACH Enabled: False



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1252800	Field Hockey Uniforms	1,136.35	10/04/2017	20-21-000-535500-1171	
	Check Total:	1,136.35			
Vendor: 154399	Magic of Gary Kantor Fall Classes	148.50	10/04/2017	20-22-000-525500-2310	ACH Enabled: False
	Check Total:	148.50			
Vendor: 154610 4973	Market Access Corporation Special Use Permits 8/17	1,360.00	10/04/2017	20-30-150-521205-0000	ACH Enabled: False
	Check Total:	1,360.00			
Vendor: 155350 01402842	McCann Industries Inc. Field Paint	153.04	10/04/2017	10-10-000-530600-0000	ACH Enabled: False
	Check Total:	153.04			
Vendor: 156599 62780	Menard's Door Spring	14.97	10/04/2017	20-30-475-530425-0000	ACH Enabled: False
62994/3438	Patio Blocks	131.88	10/04/2017	20-30-350-530210-0000	
62994/3438	Sump Pumps/Drainage Kit	503.40	10/04/2017	20-30-500-530210-0000	
63350	Cleaning Supplies	35.64	10/04/2017	10-10-000-530300-0000	
63469	Nuts/Bolts	70.18	10/04/2017	10-10-000-530300-0000	
64147/029	District Plantings	206.20	10/04/2017	10-10-000-550600-0000	
64269	Flotilla/Poochapalooza Supplies	98.71	10/04/2017	20-00-000-585175-0000	
	Check Total:	1,060.98			
Vendor: 198805 708244398	Molitor Athletic Fields VG Irrigation Repairs	1,775.00	10/04/2017	10-10-000-521315-0000	ACH Enabled: False
	Check Total:	1,775.00			
Vendor: 200073	Muscat Painting & Decorating Zero Depth Pool Painting	36,878.00	10/04/2017	94-90-930-575180-0000	ACH Enabled: False
	Check Total:	36,878.00			
Vendor: 159801 572276	National Seed Field Chalk	546.00	10/04/2017	10-10-000-550800-0000	ACH Enabled: False
572763	Fertilizer	2,500.00	10/04/2017	10-10-000-550400-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,046.00			
Vendor: 163300	Office Depot			Check Sequence: 48	ACH Enabled: False
	Office Supplies	77.72	10/04/2017	10-00-000-530100-0000	
	Office Supplies	77.72	10/04/2017	20-00-000-530100-0000	
	Check Total:	155.44			
Vendor: 162999	Official Finders			Check Sequence: 49	ACH Enabled: False
4601/826	Baseball Umpires	3,942.00	10/04/2017	20-21-000-525500-1233	
5080	Soccer/Softball Officials	250.00	10/04/2017	20-21-000-525500-1111	
5080	Soccer/Softball Officials	1,570.00	10/04/2017	20-21-000-525500-1120	
	Check Total:	5,762.00			
Vendor: 200058	Phase 1 Excavation Inc.			Check Sequence: 50	ACH Enabled: False
721	Remove/Replace Driveway Approach	3,995.25	10/04/2017	94-90-000-575110-0000	
	Check Total:	3,995.25			
Vendor: 170852	Pioneer Manufacturing Company			Check Sequence: 51	ACH Enabled: False
655133	Field Paint	357.00	10/04/2017	20-21-000-535500-1161	
655133	Field Paint	357.00	10/04/2017	20-21-000-535500-1120	
655133	Field Paint	357.00	10/04/2017	20-21-000-535500-1127	
655133	Field Paint	1,071.00	10/04/2017	20-21-000-535500-1125	
	Check Total:	2,142.00			
Vendor: 200025	Pizzo and Associates Ltd.			Check Sequence: 52	ACH Enabled: False
19069	Lake Ellyn Stewardship	1,411.78	10/04/2017	94-90-000-575170-0000	
	Check Total:	1,411.78			
Vendor: 171043	Plaques Plus, Inc.			Check Sequence: 53	ACH Enabled: False
C0908-11	Fall Trophies	855.00	10/04/2017	20-21-000-535500-1232	
	Check Total:	855.00			
Vendor: 171090	PMI Sports Inc.			Check Sequence: 54	ACH Enabled: False
525	Plaques	140.00	10/04/2017	20-21-000-535500-1160	
	Check Total:	140.00			
Vendor: 200068	Pro Am Team Sports			Check Sequence: 55	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
3165/87	Softball Jerseys	183.50	10/04/2017	20-21-000-535500-1112	
	Check Total:	183.50			
Vendor: 131601 3359042.001	Revere Electric Contractor Control	72.84	10/04/2017	10-10-000-520310-0000	Check Sequence: 56 ACH Enabled: False
	Check Total:	72.84			
Vendor: 200070	Rise Field Hockey Official Fees	85.00	10/04/2017	20-21-000-525500-1171	Check Sequence: 57 ACH Enabled: False
	Check Total:	85.00			
Vendor: 175540 20170871 2017920	Roselynn Fashions, LTD Coaches Shirts Coaches Shirts	1,000.80 64.90	10/04/2017 10/04/2017	20-21-000-535500-1161 20-21-000-535500-1161	Check Sequence: 58 ACH Enabled: False
	Check Total:	1,065.70			
Vendor: 176093 4423609	Russo Power Equipment Grease Caps/Filters	71.56	10/04/2017	10-10-000-530210-0000	Check Sequence: 59 ACH Enabled: False
	Check Total:	71.56			
Vendor: 176971	Sam's Club Direct Concessions Fitness Supplies Concessions Preschool Supplies Lantern Walk Supplies Maintenance Supplies Platform Open House Concessions	1,315.52 107.02 74.81 605.70 35.44 258.17 230.71 8.94	10/04/2017 10/04/2017 10/04/2017 10/04/2017 10/04/2017 10/04/2017 10/04/2017 10/04/2017	20-21-000-535500-1161 20-30-450-530102-0000 20-30-300-530095-0000 20-24-000-535500-4610 20-26-000-535500-6801 20-30-100-530300-0000 20-30-350-541300-0000 20-30-500-530095-0000	Check Sequence: 60 ACH Enabled: False
	Check Total:	2,636.31			
Vendor: 200067	Scholastic Inc. Big World Subscription	121.28	10/04/2017	20-24-000-535500-4610	Check Sequence: 61 ACH Enabled: False
	Check Total:	121.28			
Vendor: 199713	Mary Schultz Cheer Bows	64.35	10/04/2017	20-21-000-535500-1241	Check Sequence: 62 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	64.35			
Vendor: 178058	Seminole Sports, LLC			Check Sequence: 63	ACH Enabled: False
	Tournament Fees	435.00	10/04/2017	20-21-000-525500-1112	
	Check Total:	435.00			
Vendor: 179030	Sign A Rama			Check Sequence: 64	ACH Enabled: False
10147	Fall Classic Signs	1,150.00	10/04/2017	20-21-000-535500-1125	
10172	Sponsor Panels	259.20	10/04/2017	20-21-000-535500-1160	
	Check Total:	1,409.20			
Vendor: 199260	Single Path, LLC			Check Sequence: 65	ACH Enabled: False
20654705	9/17 Office 365 Subscription	226.50	10/04/2017	10-00-000-521400-0000	
20654705	9/17 Office 365 Subscription	226.50	10/04/2017	20-00-000-521400-0000	
20654706	9/17 IT Support	1,202.00	10/04/2017	10-00-000-521400-0000	
20654706	9/17 IT Support	1,202.00	10/04/2017	20-00-000-521400-0000	
	Check Total:	2,857.00			
Vendor: 154660	Sodexho, Inc. & Affiliates			Check Sequence: 66	ACH Enabled: False
211121	9/17 Senior Luncheon	104.00	10/04/2017	20-25-000-525500-5728	
	Check Total:	104.00			
Vendor: 181118	Staples Advantage			Check Sequence: 67	ACH Enabled: False
	Office Supplies	44.48	10/04/2017	10-00-000-530100-0000	
	Office Supplies	44.49	10/04/2017	20-00-000-530100-0000	
	Check Total:	88.97			
Vendor: 137161	The Home Depot CRC/GECF			Check Sequence: 68	ACH Enabled: False
	Fuses	11.79	10/04/2017	20-30-400-530210-0000	
	Check Total:	11.79			
Vendor: 101537	Verizon Wireless			Check Sequence: 69	ACH Enabled: False
	9/21-10/20/17 Cell Phones	98.63	10/04/2017	10-10-000-570300-0000	
	9/21-10/20/17 Cell Phone	31.70	10/04/2017	10-00-000-570300-0000	
	9/21-10/20/17 Cell Phone	31.70	10/04/2017	20-00-000-570300-0000	
	9/21-10/20/17 Cell Phone	29.00	10/04/2017	20-24-000-535500-4625	
	9/21-10/20/17 Cell Phones	70.00	10/04/2017	20-24-000-535500-4631	
	9/21-10/20/17 Cell Phone	29.00	10/04/2017	20-24-000-535500-4643	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	9/21-10/20/17 Hot Spot	38.01	10/04/2017	20-00-000-570300-0000	
	Check Total:	328.04			
Vendor: 190330	Village of Glen Ellyn Turkey Trot Permit Fee	50.00	10/04/2017	20-21-000-525500-1201	ACH Enabled: False
	Check Total:	50.00			
Vendor: 199264 3628946	Warehouse Direct Maintenance Supplies	200.33	10/04/2017	20-30-100-530300-0000	ACH Enabled: False
	Check Total:	200.33			
Vendor: 194608 4523295472 4523322382	Wilson Sporting Goods Platform Equipment Platform Equipment Platform Equipment	504.70 3,031.92 649.15	10/04/2017 10/04/2017 10/04/2017	20-30-350-541300-0000 20-30-350-541300-0000 20-30-350-541300-0000	ACH Enabled: False
	Check Total:	4,185.77			
Vendor: 194620	Windy City Field Hockey, LLC Tournament Fees	1,200.00	10/04/2017	20-21-000-525500-1171	ACH Enabled: False
	Check Total:	1,200.00			
	Total for Check Run:	171,713.87			
	Total of Number of Checks:	73			

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
 Printed: 09/25/2017 - 9:54AM  
 Batch: 00011.09.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 170268	Cash Fall Classic Banks	1,900.00	09/25/2017	Check Sequence: 1 20-00-000-100200-0000	ACH Enabled: False
	Check Total:	1,900.00			
Vendor: 115180	Comcast Cable 9/18-10/17/17 Service 9/18-10/17/17 Service	119.93 119.92	09/25/2017 09/25/2017	Check Sequence: 2 10-00-000-570300-0000 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	239.85			
Vendor: 119690	DuPage Co. Public Works 531-7/31/17 Water	259.09	09/25/2017	Check Sequence: 3 20-00-000-570400-0000	ACH Enabled: False
	Check Total:	259.09			
Vendor: 185380	TYCO Integrated Security Service: 10/1-12/31/17	98.01	09/25/2017	Check Sequence: 4 20-30-100-570300-0000	ACH Enabled: False
	Check Total:	98.01			
	Total for Check Run:	2,496.95			
	Total of Number of Checks:	4			

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
Printed: 09/20/2017 - 9:37AM  
Batch: 00008.09.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199530	Kane-Dupage SWCD			Check Sequence: 1	ACH Enabled: False
	Fish Release Lake Ellyn	1,330.00	09/20/2017	10-10-000-530615-0000	
	Check Total:	1,330.00			
	Total for Check Run:	1,330.00			
	Total of Number of Checks:	1			

# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
 Printed: 09/18/2017 - 2:15PM  
 Batch: 00006.09.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 131595	Glenbard South High School Summer Camps	10,063.35	09/20/2017	Check Sequence: 1 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	10,063.35			
Vendor: 199001	Glenbard West High School Summer Camps	30,639.44	09/20/2017	Check Sequence: 2 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	30,639.44			
	Total for Check Run:	40,702.79			
	Total of Number of Checks:	2			



# Accounts Payable

## Computer Check Proof List by Vendor

User: cyocum  
Printed: 09/20/2017 - 9:32AM  
Batch: 00007.09.2017



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199530	Kane-Dupage SWCD			Check Sequence: 1	ACH Enabled: False
	Fish Release Foxcroft	690.00	09/20/2017	10-10-000-530615-0000	
	Check Total:	690.00			
	Total for Check Run:	690.00			
	Total of Number of Checks:	1			



# MEMO

September 28, 2017

TO: Park District Board of Commissioners  
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel  
CC: Dave Harris, Executive Director  
RE: 2017 Tax Levy

Attached please find the 2017 tax levy ordinance. Consistent with previous years, staff is recommending approving a tax levy ordinance for 2017 that encompasses the amount of tax dollars allowed under the Property Tax Extension Limitation Law (PTELL). PTELL states a non-home rule taxing district can raise the 'aggregate tax levy' (also known as 'Cap Funds' or the 'operating levy', which is explained in further detail below) by the lesser of 5% or the current year CPI, plus any new growth. The 2016 CPI used for PTELL purposes for the 2017 tax levy is 2.1%. However, since the new growth is not yet known, historically the Board's policy has been to increase the tax levy by an amount that would include the CPI plus any *potential* new growth within the District. If the tax levy increase allowed by PTELL is lower than what the park district levied, the County Clerk's office will do the proper calculation for the Park District to reduce the levy increase from the amount approved by the park district to the amount allowed by PTELL. However, if the increase allowed by PTELL is higher than what the district levies, the park district will only receive the amounts approved in the tax levy ordinance.

Staff recommends a strategy similar to that used in previous years of levying an increase of 4.95%. While not finalized, nor will be until April 2018, new growth within the district has been less than 2% every year since *at least* 2005. Thus, obtaining new growth of more than 2.85% (4.95% less 2.10% CPI) seems unrealistic for 2017.

While this method of levying property taxes is not ideal, this practice is common for local taxing districts. Since the final assessed value of properties will not be known until the spring, taxing bodies are forced to guess what the new growth valuations are six months in advance. In order for taxing bodies to capture as much new growth as possible, a higher than expected increase is often used.

## What are the effects if the Board chooses to decrease the tax levy?

The Park District Board of Commissioners certainly has the option to decrease the tax levy in any given year. However, the portion of the tax levy being reduced could have negative ramifications in future years.

There are two portions of the tax levy DuPage County classifies; Cap Funds and Non-Cap Funds.

**Cap Funds**, also known as the Aggregate Levy, is based off the prior year revenue base and must adhere to PTELL. If the Board were to reduce this portion of the levy, future year's revenue bases would be reduced and, in turn, would decrease the amount allowed to be collected by the Park District going forward.

**Non-Cap Funds** consists of Debt Service (both referendum and non-referendum bonds) as well as the Special Recreation levy. Generally, these levies can be decreased and increased from year to year either through the tax levy process or through the issuance or non-issuance of bonds.

What is required from the Truth in Taxation law?

The Truth in Taxation law requires the determination of the proposed aggregate tax levy to be made not less than 20 days before the adoption of the tax levy ordinance. In addition, a notice of public hearing must be placed in the newspaper between 7 and 14 days prior to the public hearing for adoption of the tax levy, *if the aggregate tax levy is being increased by 5% or higher*. Since, staff is recommending a levy increase of less than 5%, no public hearing will be required for this year.

To comply with the Truth in Taxation law, staff proposes the following schedule:

October 3, 2017	Board places on file proposed tax levy.
November 14, 2017	Adoption of 2017 Tax Levy.

**Motion #1**

Motion to approve Resolution 17-02 "Truth in Taxation Law."

**Motion #2**

Motion to place on file the 2017 tax levy.

## Glen Ellyn Park District Proposed 2017 Tax Levy

	2016			Proposed 2017 Tax Levy				
	<u>Max Rate</u>	<u>Actual Rate</u>	<u>Taxes Extended</u>	<u>Proposed Dollars</u>	<u>Difference</u>	<u>% Change</u>	<u>Projected Rate (1)</u>	<u>Projected Rate % Change</u>
Corporate	0.350	0.1188	1,887,247	1,887,000	(247)		0.1142	
Recreation	0.370	0.0620	984,927	1,126,692	141,765		0.0682	
Police Protection	0.025	0.0001	1,589	1,500	(89)		0.0001	
Paving/Lighting	0.005	0.0001	1,589	1,500	(89)		0.0001	
IMRF	N/A	0.0128	203,340	205,000	1,660		0.0124	
Judgement/Liability	N/A	0.0080	127,087	125,000	(2,087)		0.0076	
Audit	0.005	0.0008	12,709	12,000	(709)		0.0007	
Special Recreation (2)	0.040	0.0400	635,437	686,000	50,563		0.0400	
<b>TAX CAP LEVY (3)</b>		<b>0.2426</b>	<b>3,853,924</b>	<b>4,044,692</b>	<b>190,768</b>	<b>4.95%</b>	<b>0.2433</b>	<b>0.29%</b>
<b>Debt Service Levy</b>								
Bond & Interest	<b>Ref Bonds</b>	0.0819	1,301,057	-	(1,301,057)		-	
Bond & Interest - Limited	<b>Non-Ref Bonds</b>	0.0736	1,169,204	1,155,900	(13,304)		0.0700	
		<b>0.1555</b>	<b>2,470,260</b>	<b>1,155,900</b>	<b>(1,314,360)</b>	<b>-53.21%</b>	<b>0.0700</b>	<b>-55.01%</b>
<b>TOTAL TAX LEVY</b>		<b>0.3981</b>	<b>6,324,184</b>	<b>5,200,592</b>	<b>(1,123,592)</b>	<b>-17.77%</b>	<b>0.3133</b>	<b>-21.31%</b>
				<b>Actual EAV 2015</b>	1,588,591,732			
				<b>Projected EAV 2016</b>	1,652,135,401 (1)			

(1) Assumes 4% Increase in EAV

(2) Levy will be reduced, if required, to achieve a tax rate no greater than .04. The proposed amount reflects a levy amount should the EAV increase by approximately 8%.

(3) Once EAV is determined, the aggregate tax levy will be reduced to an amount allowed by the Property Tax Extension Limitation Law (PTELL)



**RESOLUTION 17-02**

**TRUTH IN TAXATION LAW RESOLUTION**

**RESOLVED**, by the Board of Park Commissioners of the Glen Ellyn Park District, DuPage County, Illinois (“Park District”) that, based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the “Truth in Taxation Law”:

1. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, extended by the Park District, plus any amount abated by the Park District before extension, upon the final 2016 real estate tax levy of the Park District (2017 tax bill) is \$3,853,924.
2. The amount of real estate taxes, exclusive of election costs, public building commission leases and debt service levies, proposed to be levied by the Park District for 2017 (2018 tax bill) is \$4,044,692.
3. Based on the foregoing, the estimated percentage increase in the proposed 2017 aggregate levy over the amount of real estate taxes extended upon the final 2016 aggregate levy is 4.95%, and that, accordingly, no public hearing or publication is required under the Truth in Taxation Law.

AYES:

NAYS:

ABSENT:

Passed this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
President, Board of Park Commissioners

Attested and Filed this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

**ORDINANCE NO. 17-04**  
**AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF**  
**TAXES FOR THE YEAR 2017**  
**OF THE GLEN ELLYN PARK DISTRICT OF DU PAGE COUNTY, ILLINOIS**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GLEN ELLYN PARK DISTRICT OF DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

**Section 1:** That the sum of FIVE MILLION, TWO HUNDRED THOUSAND, FIVE HUNDRED NINETY TWO (\$5,200,592), or so much thereof as may be extended by law, be and the same is hereby assessed and levied for and against all of the taxable real property within the limits of this Park District, as the same is addressed and equalized for said taxes, for the year 2017, said total levy being for the various purposes of this Park District more particularly hereinafter set forth:

**1. Corporate Expenses**

Total hereby levied for general corporate purposes in accordance with Illinois Compiled Statute 70 ILCS 1205/5-1, 5-3 for the year 2017: \$ 1,887,000

**2. Recreation Expenses**

Total hereby levied for the purpose of planning, establishing, and maintaining recreation programs, in accordance with Illinois Compiled Statute 70 ILCS 1205/5-2, 5-3a for the year 2017: \$ 1,126,692

**3. Police Protection Expenses**

Total hereby levied for the paying of costs for police protection, in accordance with Illinois Compiled Statute 70 ILCS 1205/5-9 for the year 2017: \$ 1,500

**4. Paving & Lighting Expenses**

Total hereby levied for Paving & Lighting program costs, in accordance with Illinois Compiled Statute 70 ILCS 1205/5-6 for the year 2017: \$ 1,500

**5. Illinois Municipal Retirement Expenses**

Total hereby levied for the purpose of providing monies for the district's contribution to the Illinois Municipal Retirement Fund and/or Social Security, in accordance with Illinois Compiled Statute 40 ILCS 5/7-171, for the year 2017: \$ 205,000

**6. Liability Insurance Expenses**

Total hereby levied for the purpose of paying costs of insurance to protect against any liability which may be incurred as provided by The Local Government and Governmental Employees Tort Immunity Act, in accordance with Illinois Compiled Statute 745 ILCS 10/9-107 for 2017: \$ 125,000

**7. Audit Expenses**

Total hereby levied for the purpose of paying charges incident to the audit of the records of the Park District, in accordance with Illinois Compiled Statute 50 ILCS 310/9 for the year 2017:

\$ 12,000

**8. Bond & Interest Expenses**

Total hereby levied for the purpose of paying outstanding bonds including principal, interest, and bank fees in accordance with the provisions of "The Park District Code" for the year 2017:

\$ 1,155,900

**9. Joint Agreement Recreation Programs for the Handicapped Expenses**

Total hereby levied to provide recreation programs for the handicapped in accordance with Sec. 5-8 of "The Park District Code" for the year 2017:

\$ 686,000

**Total Amount Levied for 2017:**

\$ 5,200,592

**Summary of the 2017 Tax Levy:**

Corporate Expenses	\$ 1,887,000
Recreation Expenses	1,126,692
Police Protection Expenses	1,500
Paving & Lighting Expenses	1,500
Illinois Municipal Retirement Expenses	205,000
Liability Insurance Expenses	125,000
Audit Expenses	12,000
Bond & Interest Expenses	1,155,900
Joint Agreement Recreation Programs for the Handicapped Expenses	686,000

**Total Amount Levied for 2017:**

\$ 5,200,592

**Section 2:** That the taxes so levied and assessed as set forth by this ordinance upon the taxable property within the limits of this Park District, or so much thereof as may be extended by law, shall be collected and enforced in the same manner and by the same officers as general taxes are now collected and enforced for city and village purposes in the County of DuPage, State of Illinois, and shall be paid over by the officers so collecting the same to the Treasurer of this Park District.

**Section 3:** Any funds on hand at the end of the fiscal year that are not pledged for or allocated to a particular purpose may, by action of the board of commissioners, 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.

**Section 4:** That the Secretary of this Park District be and is hereby directed to file with the County Clerk of DuPage County, Illinois, within the time limit prescribed by law, a certified copy of this Ordinance.

**Section 5:** If any item or portion of this Ordinance is for any reason held invalid, such decision shall not effect the validity of the remaining portions of this Ordinance.

**Section 5:** That this Ordinance shall be in full force and effect from and after its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

\_\_\_\_\_  
Secretary of said Park District

(SEAL)

\_\_\_\_\_  
President, Board of Commissioners  
Glen Ellyn Park District  
DuPage County, Illinois





# MEMO

October 3, 2017

**TO:** Park District Board of Commissioners  
**FROM:** Dave Harris, Executive Director  
**RE:** Goals and Objectives 2017 (update) / 2018 (proposed)

As part of the annual budget process, the Glen Ellyn Park District establishes goals and objectives for the fiscal year. Critical goals were developed several years ago with the plan to repeat annually while adjusting and creating updated objectives. As a result, the Glen Ellyn Park District has shown excellent progress in those identified areas including community relations, expanded recreation opportunities, collaboration, marketing, economic stability and park operations. Attached is a list of the 2017 Goals and Objectives along with a status of each. Additionally, there is a proposed list of 2018 recommendations as well.

**Recommendation:** Staff will present an update for 2017 and a proposed list of goals and objectives for 2018. Following, staff will be available for questions and comments.

## 2017 Goals and Objectives (Updated)

### Provide opportunities for community outreach and relations

- Continue to explore additional opportunities for reciprocal marketing within the community to increase outreach and awareness. Potential opportunities include the Glen Ellyn Chamber of Commerce, Downtown Alliance, other local governmental agencies, non-for-profits and civic organizations. (On-going, 2017) **Update: Partnered with a new organization, Glen Ellyn Mom's Village, on several marketing initiatives and trades. Partnered with Charlie's Corner Foundation on the new Glow in the Park Lantern Walk. Continue to leverage sponsors to increase marketing and promotion of events/programs as well as funding improvements to the events as well.**
- Continue involvement and membership with community organizations including: Glen Ellyn Chamber of Commerce, Central DuPage Kiwanis, Glen Ellyn Lions Club and Glen Ellyn Rotary and look to expand participation with organizations such as the People's Resource Center. (on-going, 2017) **Update: Several different staff members belong to community organizations and service clubs creating potential opportunities for networking, collaboration and marketing. Examples of outcomes include the renovation of Prairie Path Park done in partnership with Glen Ellyn Rotary, GEPD Library and Village of Glen Ellyn Environmental Commission and the annual fish release at Lake Foxcroft and Lake Ellyn with the DuPage Kiwanis and the Glen Ellyn Kiwanis Clubs.**
- Continue the citizen advisory committees including Ackerman Sports and Fitness Center, Citizens' Finance Committee and Environmental Committee and develop an athletic advisory committee. (Ongoing, 2017) **Update: The advisory committees continue to meet several times each year. Staff is in the preliminary stage of coordinating and planning with athletic stakeholders to possibly schedule an initial meeting in December 2017/ January 2018.**

### Enhance Recreation program portfolio and opportunities

- Determine year-round use of new Park District 15 passenger bus to coordinate local trips, as well as longer stay trips. Develop family trips in addition to the adult and senior trips. Pursue sporting event group trips such as the Cubs, Bulls and Blackhawks. (Ongoing, 2017) **Update: Bus was purchased and in use for several new trips both local**

and longer distance; increased the number of trips offered for fall 2017 and will continue into 2018.

- Reorganize recreation department responsibilities focusing on workload balance, and creating specialty focus areas within the positions such as a Soccer Recreation Supervisor overseeing all soccer related programs throughout the year. Continue to expand the successful programs generating increased participation and net revenue while also developing new programs and events. Goals include high school intramurals, active adults, and south of Roosevelt Road. (February 2017) **Update: One additional Recreation Supervisor was hired in February 2017 to assist the entire department with workload balance and distribution focusing primarily on athletic programs and events. New athletic programs included a new pre-k soccer league, champions basketball academy, youth volleyball program while also increasing quality and participation established sports including house soccer, travel softball and baseball, field hockey basketball, instructional programs and Cheerleading. A part-time (non-benefited) Recreation Assistant was also hired to assist with day to day operations in general recreation program areas, special events and trips. The Park District inventory of complimentary and community wide events is quite substantial.**
- Review food operations to increase and improve opportunities and services including outside concessionaires, food trucks, etc. Also coordinate repurposing of upper concession stand at Ackerman Park converting it to possible storage for outdoor sports, park maintenance needs and soccer administration. (April 2017) **Update: Food truck secured during spring 2017 and plans are being made to schedule a food truck for fall to make them a regular addition to Ackerman Park during well attended events and programs. Additionally, in collaboration with Glen Ellyn Chamber of Commerce, the number of food trucks in attendance increased from four (4) in 2016 to 16 in 2017. Upper concession stand was converted and repurposed for soccer program storage and usage.**
- Increase and expand special events through partnerships/sponsorship opportunities, such as Pumpkin Fest Flotilla; Chocolate, Cheese and Wine Tasting; and other new events. (Ongoing, 2017) **Update: Second Annual Pumpkin Fest was continued, the Chocolate event was moved to February 2018; new events included Moonlight Golf at Maryknoll Park, Glow in the Park Lantern Walk, Father/Son Fall Fishing Picnic, July 4<sup>th</sup> raffle for private use of new Fishing dock on Lake Ellyn. Additional activities were also**

added to Family Fun Night (Photo booth and mechanical rides), Movies in the Park (crafts and games before the movie), to name a few.

- Expand athletic programs at Ackerman Sports and Fitness Center in the day time programming slots utilizing the popularity of daytime fitness and babysitting classes. Seek out athletic vendors to increase indoor summer programming in the gym, turf and rock climbing areas. (May, 2017) **Update: Introduced new contractual service providers to offer different sports activities during the day.**
- Research cutting edge fitness trends and classes while staying abreast of surrounding competitors of ASFC. Expand fee based fitness classes. Increase personal trainers and instructors to keep up with demand and prepare for other opportunities. (February, 2017) **Update: Offered a variety of fee based specialty classes including: TRX, Zumba for Kids, Zumbathon, Boot Camp classes for kids and adults, youth rock climbing class, belay classes, and scouting merit badge rock climbing classes. Pickleball lessons were added with private lessons now offered by the Park District Tennis Pro. Personal trainers offered new Breakthrough Workout programs, Weight Loss boot camps and Nutritional clinics. The insurance-based Silver Sneakers program currently popular at Ackerman SFC was added to the fitness center at Spring Avenue Recreation Center.**
- Continue to move special events to different parks and neighborhoods throughout the Park District. Continue the Commissioner Meet and Greet special events at two parks during the summer months. (August, 2017) **Update: Completed. Events are more strategically and geographically staged throughout the entire District**

### **Seek additional opportunities for intergovernmental initiatives in order to maximize services and minimize tax payer's expenditures**

- Continue discussions and cross marketing of events with staff at the College of DuPage focusing on aquatics and adult offerings. (April, 2017) **Update: Ongoing. Staff met with several different College of DuPage personnel to better understand what the college has to offer the community and how we can partner in the future. To date, we have set up trips to the MAC for our seniors in the new Park District bus. An attempt to coordinate a canoe lesson program at Lake Ellyn was determined to be logistically impossible for them. We will continue our efforts to use this valuable community resource.**

- Expand outdoor nature programs with Forest Preserve staff throughout the year at both parks and Forest Preserve locations. (May, 2017) **Update: The Park District worked with DuPage County Forest Preserve staff to offer a special event Winter Adventure Day as a jointly offered program at Hidden Lake (ice fishing, archery, geocaching and snowshoeing if there is snow). Also, a series of free nature walks has been offered at multiple places around town. Site stewards/managers from the DuPage County Forest Preserve, the Village of Glen Ellyn, and the Park District provide an overview of their perspective areas during the nature walk.**
- Update and renew Agreement with Glen Ellyn Platform Tennis Club up for renewal in March, 2017. Develop plan, timeline and program enhancements for possible addition of two (2) new platform tennis courts. (February, 2017) **Update: Completed as both an agreement has been completed and court expansion is nearly complete.**
- Update Park District ordinances and develop a collaborative Community Service Officer program with the Glen Ellyn Police to increase the monitoring and patrol of Park District property during the summer months (March, 2017) **Initial conversations with Police were constructive but police had other priorities including the opening of the new police station and had to defer further discussions. We will revisit and see if there is any interest on partnering as increased oversight of District assets and properties could be helpful.**

### **Improve overall efficiency and effectiveness of the Park District**

- Continue to seek outside athletic tournament opportunities to be held at the District's larger athletic venues such as Ackerman Park, Village Green and Newton Park turf and grass fields. (August, 2017) **Update: Deferred to 2018. Increased district programming and schedule conflicts created limited availability in 2017. New baseball tournament offered with Seminole Sports; continued our popular DeMarini and Game Day tournaments.**
- Meet with local ActiveNet user groups to share ideas and procedures, learn how other agencies are using the software and discussing shared issues and troubleshooting. (December, 2017) **Update: Ongoing –Staff attends the ActiveNet user group meetings and reports back to staff on changes, questions and improvements.**
- Establish an Information Technology Committee comprised of Park Board Commissioners and Citizens' Finance Committee members to review the Park District's

information technology need to improve overall efficiencies throughout the District and community. (ongoing, 2017) **Committee was established and provided technical support and direction for the recent i.t. improvements. Committees disbanded upon successful completion of the project.**

- Research and develop new picnic / shelter permit policies and procedures for all parks throughout the District. (March, 2017) **Update: Complete and implemented with recently revised and approved Park District ordinances.**
- Continue to re-develop and expand on registration options for summer camps creating more a-la-carte style opportunities to participate while increasing revenues for the camps. (May, 2017) **Update: Complete and feedback regarding the more flexible schedule is positive and appreciated.**
- Update and establish fees for rental opportunities at Ackerman Sports and Fitness Center through research comparisons, market demand and input from users and Advisory committee. (April, 2017) **Update: Deferred due to the unforeseen resignation of the previous facility manger. Will work with new management staff to research and formulate a recommendation.**
- Create a referral program for fitness members at Ackerman Sports and Fitness Center including a “Reward the Matters” program, adding a line to registration form, create more marketing ways to promote the program and in general creating more customer awareness. Seek out businesses to promote memberships. (September, 2017) **Update: Program is in place and will be evaluated by new management staff.**
- Develop strategic plan for Sunset Pool to include: assessment of membership fees, addition of new programs, expansion of Gator swim program, re-organize organizational management chart, increase specialty swim lesson offerings, improve operational policies and procedures for better personnel management, implement and practice customer service procedures, and develop in-house marketing of special events occurring at the pool throughout the summer. (April, 2017) **Update: Complete, will also re-visit and expand in 2018 with new Manager/Assistant Manager.**

**Increase Glen Ellyn Park District exposure to the community**

- Continue to promote the Park District through a multi-media based public information program. Expand marketing plans for the revenue facilities and recreation programs including but not limited to: monthly e-blasts promoting the District, website updates, signage/information centers at high traffic facilities, consistent use of local media services and social media (On-going, 2017) **Update: Ongoing. New information centers were introduced at both Ackerman SFC and Sunset Pool.**
- Continue to expand sponsorship and advertising opportunities throughout the District by working with Recreation Department staff on targeted programs including the summer Gators swim team program and the Glen Ellyn Lightning Running Club. (February, 2017) **Update: Complete/Deferred. A new sponsorship kit was mailed at the end of 2016 with reminder postcards sent throughout 2017. To date, the Marketing Department has raised almost \$14,000 in sponsorship and advertising revenue for 2017 events/programs. Opportunities have been re-evaluated for 2018 and a new kit will be sent in October/November 2017.**
- Expand the use of videos in marketing the Park District. Expand the photo library with the increase in programming and special events. (August, 2017) **Update: Complete/Ongoing. The Park District expanded its use of video marketing by livestreaming events such as Jazz in the Park, Lake Ellyn Cardboard Regatta and 2K for Kids Fun Run. Additional video was captured of both the Regatta and Glow in the Park Lantern Walk for use in 2018. Approximately 100 “photo shoots” of programs, events and facilities have taken place as of September 2017.**
- Clarify, expand and promote volunteer opportunities at the Park District. Areas include Adopt-A-Park, Restoration Days, athletics, special events and photography. (June, 2017) **Update: Ongoing. The Marketing Department is working with staff on developing a quarterly volunteer opportunities newsletter. A new form on the website has been successful in capturing interested parties. A large 24” x 36” poster was created to promote restoration work days, which was posted at District facilities and in the kiosk at Churchill Park. A volunteer ad was introduced into the Park District Activity Guides.**
- Increase public relations efforts and “storytelling” to further promote the Park District. Explore additional opportunities for reciprocal marketing in the community & surrounding areas. (September, 2017) **Update: Complete/Ongoing. The Marketing Department has produced over 40 pieces of content to date. In addition to standard press releases, articles were created to focus on specific programs (e.g. adult dance**

classes) which feature interview with participants and staff, follow-ups to successful seasons and more.

### **Improve and strengthen overall short and long term economic stability of the Park District**

- Develop Business Plan for the newly renovated Lake Ellyn Park Boathouse. Research and develop new fees based on different venues and rental size. (February, 2017) **Update:** Ongoing. Fees were adjusted for 2017 with increase for deck rental use and minimal increases for facility rental use post renovation. Additionally, expanded marketing efforts were implemented to coincide with the Boathouse restoration particularly towards the wedding and bridal industry.

### **Maintain and improve Glen Ellyn Park District Properties and Parks**

- Ensure that all 2017 capital improvement projects are done properly, on time, and at or below budgeted costs. (ongoing, 2017) **Update:** All 2017 major capital improvement projects have been completed, with the exception of the Maryknoll Platform Tennis Courts, which is due to be completed by the end of October. Please note: The Newton Park Athletic Field Lighting project was canceled and we are still waiting to receive the IGIG Grant funds for renovating the ASFC Parking Lot.
- Improve staff's efficiency and the overall quality of the parks and facilities. (April, 2017)
  - Develop and implement a GEPD Maintenance Standards of Care that will be used as a guide for all full-time and part-time staff to follow. The intent is to ensure that all parks and facilities are at their cleanest, safest, and most enjoyable for all park patrons. This Standards of Care will identify what is expected of staff and create a more cohesive work force. **Update:** Progress has been made and will continue into 2018. All full-time staff has received training for emergency procedures at all the Park District facilities and guidebooks are being created to assist staff when issues arise.
  - Transition all full-time staff into the on-call rotation and give direction as to what the expectations are. The staff member that lived in the Babcock house has been relieved of his 24/7 on call duties and now all full-time park staff are put into the on-call rotation for after hour emergencies. **Update:** Completed Staff has direction and understands the expectations of their on-call duties. The rotating, two (2) week on-call shifts program is working extremely well and staff does not see a need to make any changes at this time.



- Implement safety and emergency procedures for all Park District facilities (March 2017)
  - Create emergency manuals for all Park District facilities. These manuals will provide step by step instructions on how to safely secure each facility in case of an emergency. The emergency manuals will identify:
    - Shut offs for water, electric, gas, and alarms
    - Contacts: police, fire, public works, utilities, and facility managers
    - Preferred vendors, in case the emergency is beyond the District's capabilities.
  - Train all full-time staff, including Recreation staff and how to properly secure each facility in case of emergency. **Update: The Lake Ellyn Operating Procedures Manual has been updated since the major lake improvements that took place in 2016. The Preferred Vendors List has been updated. The Glen Ellyn Police and Fire Departments have been notified as to the changes in the Park District's on-call procedures and they have been very helpful in the transition process. Staff will continue working on emergency procedure manuals for all the facilities.**
  
- Evaluate Park District facility alarm systems and identify deficiencies. (August 2017)
  - Many of the systems have become antiquated and false alarms have become more frequent. Additionally, there are currently three different alarm monitoring companies being utilized by the Park District. Updating the alarm systems and choosing one monitoring company would reduce false alarms and in the long run save money. **Update: The emergency contact lists have recently been updated and the alarm companies have been notified. Many of the contacts and phone numbers were outdated. Staff will continue to research combining of the District's alarm system needs into one service provider. Some of the alarm systems are proprietary, making the transition difficult.**
  
- Develop a partnership with the Village of Glen Ellyn with the intent to identify opportunities where joint collaborations would be beneficial to both parties, as well as the residents of Glen Ellyn.
  - Create a GEPD/VofGE way-finding signage plan that identifies links between Park District and Village attractions, including: Lake Ellyn Park, Ackerman Park/Great Western Trail, Central Business District/Prairie Path, Sunset Pool, the Glen Ellyn Library, Village Hall, and other Glen Ellyn parks and attractions. (September, 2017)

- Determine property anomalies between the Park District and the Village and work toward rectifying these situations. An example, there is a property anomaly at Manor Park, where the Park District owns several parcels in the Village owned North Manor Woods, while the Village owns several parcels in the Park District owned Manor Park. (December, 2017) Update: **Very preliminary conversations have been had regarding way-finding signage that would benefit both the Village and the Park District. There have also been some discussions regarding Park District and Village property anomalies.**
- Research and implement new approaches toward environmentally friendly maintenance practices. (ongoing, 2017)
  - Work with the Environmental Advisory Committee to develop an action plan that identifies sensible alternatives to common maintenance practices. Update: **While still in its infancy, the Environmental Advisory Committee has made good progress and has clear direction. Topics discussed at the EAC meetings include: recruitment of new volunteers, potential collaborations (Village, C.O.D., etc.), recycling efforts, DuPage Monarch Project, and the Pesticide Free Park Pilot Program. One of the more challenging topics is the marketing of environmental practices to the public. Many times, our environmental events are attended by the same people, essentially “preaching to the choir”. A future goal for the EAB is to get the word out and encourage residents, clubs, organizations, etc. to get involved and participate more in environmentally friendly practices.**
  - Expand IPM program. IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. IPM is not only good for the environment, but if done properly can have significant cost savings. Update: **The Park District has been utilizing the IPM approach for several years and we have been able to maintain our properties at or above the same level of quality that we’ve seen in the past, but with less reliance on chemical pesticides. Staff evaluates turfgrass and other greenspace areas three (3) times a year to determine if there is a need for pesticides, fertilizer, aerating, overseeding, topdressing, etc. Many times, areas are in good condition and there is no need to treat with chemical pesticides or fertilizers.**

## **2018 Goals and Objectives (proposed)**

### **Provide opportunities for community outreach and relations**

- Continue to explore additional opportunities for reciprocal marketing within the community to increase outreach and awareness. Potential opportunities include the Glen Ellyn Chamber of Commerce, Downtown Alliance, other local governmental agencies, non-for-profits and civic organizations. (On-going, 2018)
- Continue involvement and membership with community organizations including: Glen Ellyn Chamber of Commerce, Central DuPage Kiwanis, Glen Ellyn Lions Club and Glen Ellyn Rotary and look to expand participation with other local organizations. (On-going, 2018)
- Continue collaboration with the District's Advisory Committees including: the Ackerman Sports and Fitness Center, Citizens Finance Committee, Environmental Committee and Athletic Advisory Committee. (Ongoing, 2018)
- Work with the local School Districts 41, 87 and 89 to improve communication of Park District athletic programs to students and their families. (Ongoing, 2018)
- Discuss with other local governmental agencies on potential opportunities of collaboration and partnerships which would maximize public assets and be beneficial to the tax payer (ongoing, 2018)
- Solidify the Friend of Glen Ellyn Parks Foundation with the goal of increasing District awareness, increasing scholarship opportunities and contributing towards specifically identified projects in partnership with the Park District. (ongoing, 2018)

### **Enhance Recreation program portfolio and opportunities**

- Continue to expand the successful programs generating increased participation and net revenue while also developing new programs and events. Goals include development and expansion of high school and adult leagues (soccer, basketball, volleyball), running fitness challenge, fencing, curling, pickleball, high school and women's platform tennis

and increased presence south of Roosevelt Road. Also, improvement and expansion of soccer opportunities for both house league and travel (Ongoing, 2018)

- Continue to expand and improve special events through partnerships and sponsorship opportunities, such as Pumpkin Fest Flotilla; Chocolate, Cheese and Wine Tasting; Glow in the Park Lantern Event, Fishing and Boating events and other new events. Review special events timeline for when events are offered throughout the year. (Ongoing, 2018).
- Update and refine strategic plan for the Ackerman Sports and Fitness Center including: update of asset inventory of cardio fitness equipment; upgrade of fitness center design to enlarge stretch and warm up area; review of the fitness hours of operations; development of timeline for capital project completion; develop membership survey for analysis and implementation of changes where needed. (Fall, 2018)
- Continue efforts to offer special events at various parks and neighborhoods throughout the Park District. Continue the Commissioner Meet and Greet special events at two parks during the summer months. (August, 2018)
- Establish committee to plan and coordinate events, activities and budgets for the 100-year celebration of the Park District in 2019. (February, 2018)
- Work to revise/expand while stabilizing the dance program potentially through cooperative agreements with private dance companies and surrounding park districts. (March, 2018)
- Continue to offer and expand adult classes, programs and trips including increased partnerships with other Park Districts and agencies throughout the year. (Ongoing, 2018)

**Seek additional opportunities for intergovernmental initiatives to maximize services and minimize tax payer's expenditures**

- Continue discussions and cross marketing of events with staff at the College of DuPage; focusing on aquatics, tours, concerts and adult offerings. (April, 2018)

- With the addition of two platform tennis courts, develop increased programming of the facility including expanded house league, increased opportunities for women and formulation of youth programs. Additionally, negotiate a renewed agreement with Glen Ellyn Platform Tennis Club (Fall, 2018)
- Update and review Agreement with Anima Glen Ellyn Children’s Chorus, up for renewal in August 2018. Re-evaluate rental fees for office and rehearsal space. Also review opportunities of expanded partnerships, collaborative programming and assistance for promotion of Anima’s activities (June, 2018)
- Evaluate and review current Lease Agreement with Hard Gainers located at the Ackerman Sports and Fitness Center prior to year three renewal timeline. (April, 2018)

#### **Improve overall efficiency and effectiveness of the Park District**

- Continue to seek outside athletic tournament opportunities to be held at the District’s larger athletic venues such as Ackerman Park, Village Green and Newton Park turf and grass fields. (August, 2018)
- Continue to seek special event opportunities and activities at Maryknoll Park. (Fall, 2018)
- Increase the use of information functions in ActiveNet software, as well as the Park District website, to include required forms for general programs and camps such as Safety village, Imagination Station, Contractual Camps, Preschool Camps, and Adventure Time. (February, 2018)
- Update and establish fees for rental opportunities at Ackerman Sports and Fitness Center through research comparisons, market demand and input from users and Advisory committee. (April, 2018)
- Review and update Athletic Committee By-laws (October, 2018)
- Update and revise strategic plan for Sunset Pool to include: annual assessment of membership fees, addition of new programs and special events, expansion of Gator

swim team program into late July and August, revamp swim lesson program, improve operational policies and procedures for better personnel management, streamline customer service procedures, revise/condense operational manuals, develop staff incentives and teamwork activities to improve staff morale. (June, 2018)

### **Increase Glen Ellyn Park District exposure to the community**

- Continue to promote the Park District through a multi-media based public information program including but not limited to: monthly e-blasts, program reminders, website updates, signage/information centers at high traffic facilities, consistent use of local media services and social media. (Ongoing, 2018)
- Expand sponsorship and advertising opportunities to include Gators swim team program, athletic programs such as Lakers Soccer and the Glen Ellyn Lightning Club, in addition to existing events/programs. (January, 2018)
- Continue to expand the use of video marketing including specific videos geared for promoting our personal trainers and racquet sports. (September, 2018)
- Introduce new quarterly volunteer opportunities newsletter. Work with staff to develop timelines and sign-up information for Restoration Work Days, athletics, special events, and photography. (January, 2018)
- Plan new marketing initiatives for the Glen Ellyn Park District's 100-year anniversary. New marketing to include a 100-year logo design and interactive elements. (December, 2018)
- Work with Ackerman SFC staff to rebrand the facility with specific focus areas to include the front desk, birthday party room and gymnasium hallway. (April, 2018)
- Expand the use of creative contests to promote District facilities, specifically Holes & Knolls Mini Golf, Splash pad, Sunset Pool, and Ackerman SFC. In addition, work with Naturalist on new seasonal "outdoor bingo" to encourage users to head to the parks. (October, 2018)

- Research the costs and option for new park signage for Maryknoll Park and Ackerman Park to increase marketing and promotional opportunities for the entire District. Both locations have exposure to significant vehicle traffic (May, 2018)

### **Improve and strengthen overall short and long term economic stability of the Park District**

- Survey surrounding Park Districts and rental facilities for comparison rates, venue amenities, rental packages and plans in preparation for the development of the Lake Ellyn Boathouse Business plan. Prepare business plan prior to 2019 budget process to be implemented with 2019 rental season. (September, 2019)

### **Maintain and improve Glen Ellyn Park District Properties and Parks**

- Ensure that all 2018 capital improvement projects are done properly, on time, and at or below budgeted costs. (ongoing, 2018)
  - Submit permits in a timely fashion and seek guidance from the Village of Glen Ellyn, DuPage County, and the State of Illinois.
  - Give clear direction to the architects, engineers, construction management team, and contractors.
  - Develop game plans and timelines.
  - Major capital projects include: ASFC Parking Lot Improvements, Churchill Park Rebuild Access Road, Lake Ellyn South Shoreline Sidewalk, MSRC Playground Replacement, MSRC Facility Improvements, President’s Park Playground Replacement, Spalding Park Shade Structure, and Village Green Park Drainage Improvements.
  - Engage a consultant to begin the planning process for Ackerman Park improvements which would begin to be implemented in late 2018 and 2019.
- Research and develop a neighborhood park improvement plan that identifies the needs of the local community, while addressing maintenance and park equipment deficiencies. (September, 2018)
  - Review inventory and assess park equipment to determine maintenance requirements.
  - Create neighborhood park surveys and distribute to the local community and assess the needs and wants.

- Schedule neighborhood park improvements to coincide with the playground replacement plan. When a neighborhood park playground is due for replacement, then the entire park should receive improvements.
  - Expand use of third party contractor to maintain curb appeal items within parks in a more timely and efficient manner
- Identify areas within the Park District that could be enhanced with environmental best management practices (BMP's) that encourages conservation. For example: The Prairie Path Park Rain Garden or the Lake Foxcroft Sustainable Garden. (October 2018)
    - Research and determine which parks would be good candidates for environmental BMP's. Ideally, these locations would be evenly spaced throughout the Park District.
    - Utilize the Environmental Advisory Committee as a resource to help determine which environmental BMP projects would be suitable and/or feasible to construct in the Park District.
    - Create a budget and a timeline for environmental BMP improvements.
    - As the District continues the process of improving and repairing its parking lots over the next several years, when doing so, include opportunities that would also improve stormwater management and mitigation. This could include the use of permeable pavers, rain gardens, curb cuts, etc.
- Establish a cooperative purchasing and bidding of contracted services agreement with the Village of Glen Ellyn. Consider partnering with the Village on concrete, paving, tree work, and other contracted services. Specific projects could include ASFC parking lot and Lake Ellyn south end path. Combining Park District and Village projects will expand the overall scope of projects, which will be more appealing to contractors and will lead to greater cost savings. (April 2018)
    - Meet with Village staff to see if they are agreeable to cooperative purchasing.
    - Determine the each other's role in the bid process, contractor scope review, awarding of contracts, and construction oversight.
    - Meet with Village staff annually to determine cooperative purchasing opportunities for the following construction season.
- Develop a partnership with the Village of Glen Ellyn with the intent to identify opportunities where joint collaborations would be beneficial to both parties, as well as the residents of Glen Ellyn.
    - Create a GEPD/V of GE way-finding signage plan that identifies links between Park District and Village attractions, including: Lake Ellyn Park, Ackerman



Park/Great Western Trail, Central Business District/Prairie Path, Sunset Pool, the Glen Ellyn Library, Village Hall, and other Glen Ellyn parks and attractions. (September, 2017)

- Determine property anomalies between the Park District and the Village and work toward rectifying these situations. An example there is a property anomaly at Manor Park, where the Park District owns several parcels in the Village owned North Manor Woods, while the Village owns several parcels in the Park District owned Manor Park. (December, 2017)
- Improve staff's efficiency and the overall quality of the parks and facilities. (April, 2017)
  - Develop and implement a GEPD Maintenance Standards of Care that will be used as a guide for all full-time and part-time staff to follow. The intent is to ensure that all parks and facilities are at their cleanest, safest, and most enjoyable for all park patrons. This Standards of Care will identify what is expected of staff and create a more cohesive work force.