

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting
March 19, 2019
185 Spring Avenue
7:00 p.m.**

Agenda

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Recognition – Lakers Trainers**
- VI. Public Participation**
- VII. Consent Agenda:** All items in Section VII are included in the Consent Agenda by the Board and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Agenda.
 - A. Voucher List of Bills Totaling \$156,209.31
 - B. Minutes: February 19, 2019 Regular Meeting minutes and March 5, 2019 Workshop Meeting Minutes
- VIII. New Business**
 - A. Personnel Policy Update – Employee Expense Reimbursements
 - B. Program Survey Presentation
- IX. Staff Reports**
 - A. Finance Report
 - B. Staff Reports
- X. Commissioners’ Reports**
- XI. Adjourn to Executive Session**

Under section 2 (c) 5 of the Open Meetings Act for the purpose of discussion of the purchase of real property for the use of the district, including discussion of whether a particular parcel should be acquired and/or sold.
- XII. Adjourn**



MEMO

March 12, 2019

TO: Park District Board of Commissioners

**FROM: Clint Babicz, Assistant Superintendent of Athletics
Brad Thomas, Recreation Supervisor**

**CC: Dave Harris, Executive Director
Kathleen Esposito, Superintendent of Recreation**

RE: Future Pros Recognition

The Glen Ellyn Park District Board of Commissioners would like to recognize Ruben Stivan and the Future Pros Training staff for their hard work, dedication, loyalty and longevity providing training, leadership, mentoring and skill development for the Lakers Futbol Club and the Glen Ellyn Park District. Over the past 20 years, Future Pros has been instrumental in the establishment and expansion of the sport of youth soccer within the Glen Ellyn community while also influential in the athletic and social development of 1000's of youth soccer players that have worn the Laker colors.

Along with Ruben and his trainers: Alberto Perez, Joel Cortes, Roberto Arciniega, Jacek Lechowicz, Jorge Perez, Martin Aparicio, Ginger Dilworth, Dante Espejo, and Brianne Henrichs; Future Pros has dedicated and expended countless hours working with players, volunteers, coaches, parents and staff to provide quality soccer experiences and life lessons for the girls and boys of Glen Ellyn. The trainers do so professionally, maturely, enthusiastically and passionately, always prepared and with a balance of competitiveness and fairness.

With the support and involvement of the Future Pros organization, the Glen Ellyn Lakers program currently consists of 21 teams along with the newly created Midwest FC program which currently has six (6) teams. Future Pros staff also conducts complimentary skills clinics for the District's recreational house soccer program, assists with our WDSRA Soccer Play Day while providing training for the District's summer camps. Also, as a result of their expanded training efforts, the Lakers Academy program for first and second graders continues to improve and expand. The collaborative partnership between Future Pros and the Park District has evolved over the years to include learn to play soccer, house league, Laker Academy, youth and high school travel along with summer camps and specialty programs. This has created improved continuity between the various programs and opportunities for all skill levels.

Recent evaluations of the trainers have stated:

"We really like what Dante is doing with this team. He teaches the game the right way and coaches skills that only a true professional can see. He is fair with his expectations and challenges the girls to get the best out of the team."

"We're thrilled with both Roberto and Martin as our coaches! They have really helped our boys profess in their skills and endurance."

"Ginger really understands her girls. She motivates them by encouraging them and making practice informative but fun at the same time."

"We love how Joel looks at your boys almost as family. Wouldn't trade that for anything."

"Brienne is a great coach, she challenges the girls in a positive and supportive way."

"Jacek is doing a great job with the kids. Serious, as always, but kids are learning by leaps and bounds."

"Alberto is very dedicated and considerate. I can trust him coaching my son."

"Jorge is great with the boys. He is very understanding and encouraging."

The Glen Ellyn Park District is proud and honored to partner with Ruben and the Future Pros Trainers in providing such a quality and unique community soccer program. In an era where the athletic customer is often seeking the latest and greatest opportunity, it's refreshing and comforting that the Lakers are still able to provide such an outstanding and quality program within the District's boundaries. Ruben, Dante, Joel, Alberto, Ginger, Martin, Roberto, Brienne, Jorge and Jacek are a significant reason for that continued success.

On behalf of the Glen Ellyn Park District and the Board of Commissioners, we would like to again acknowledge, recognize and thank Ruben Stivan and Future Pros for their dedication and commitment to the Glen Ellyn Park District and Glen Ellyn community.

Accounts Payable

Voucher Approval Document

Warrant Request Date: 3/19/2019



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	\$	31,090.56
20	Recreation Fund		111,998.37
55	Special Recreation Fund		3,480.00
85	Assest Replacement Fund		6,948.38
94	Capital Improvements Fund		2,692.00
		Report Total:	<u>\$ 156,209.31</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 03/14/2019 - 10:59AM
 Batch: 00010.03.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200222	Accurate Repro Inc.			Check Sequence: 1	ACH Enabled: False
147025	Posters	225.34	03/20/2019	20-00-000-521650-0000	
147025	Posters	85.94	03/20/2019	20-30-100-521650-0000	
	Check Total:	311.28			
Vendor: 199108	AAP Financial Services Advance Auto Parts			Check Sequence: 2	ACH Enabled: False
	Equipment Repairs	244.42	03/20/2019	10-10-000-530210-0000	
	Vehicle Repairs	323.86	03/20/2019	10-10-000-530340-0000	
	Check Total:	568.28			
Vendor: 101047	Advantage Trailers & Hitches			Check Sequence: 3	ACH Enabled: False
47603	Truck Lights	149.80	03/20/2019	10-10-000-530340-0000	
	Check Total:	149.80			
Vendor: 103170	Alexander Equipment Company			Check Sequence: 4	ACH Enabled: False
152164	Chainsaws/Parts	545.50	03/20/2019	94-90-000-575170-0000	
	Check Total:	545.50			
Vendor: 103201	All Star Sports Instruction			Check Sequence: 5	ACH Enabled: False
	Winter Programs	9,912.00	03/20/2019	20-21-000-525500-1261	
	Check Total:	9,912.00			
Vendor: 103965	Ancel Glink, P.C.			Check Sequence: 6	ACH Enabled: False
68945	2/19 Attorney Fees	645.00	03/20/2019	10-00-000-521100-0000	
	Check Total:	645.00			
Vendor: 103977	Anderson Pest Control			Check Sequence: 7	ACH Enabled: False
5104865	3/19 Pest Control	32.67	03/20/2019	10-10-000-521600-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
5104865	3/19 Pest Control	26.07	03/20/2019	20-30-150-521600-0000	
5104865	3/19 Pest Control	75.01	03/20/2019	20-30-200-521600-0000	
5104865	3/19 Pest Control	27.71	03/20/2019	20-00-000-521600-0000	
5104865	3/19 Pest Control	59.36	03/20/2019	20-30-100-521600-0000	
5104865	3/19 Pest Control	34.86	03/20/2019	20-30-500-521600-0000	
5104865	3/19 Pest Control	109.18	03/20/2019	20-30-450-521600-0000	
5104865	3/19 Pest Control	38.81	03/20/2019	20-30-300-521600-0000	
5104865	3/19 Pest Control	15.36	03/20/2019	20-21-000-525500-1236	
	Check Total:	419.03			
Vendor: 199986 241675	Anthem Sports, LLC Volleyball Net System	4,497.88	03/20/2019	Check Sequence: 8 85-30-100-541300-0000	ACH Enabled: False
	Check Total:	4,497.88			
Vendor: 198948 19-0222	Artistic Trades, Inc. MSRC Sign Painting	675.00	03/20/2019	Check Sequence: 9 10-10-000-550250-0000	ACH Enabled: False
	Check Total:	675.00			
Vendor: 106040 5013094183	Cintas Corporation No. 2 First Aid Supplies	143.32	03/20/2019	Check Sequence: 10 20-30-100-530100-0000	ACH Enabled: False
	Check Total:	143.32			
Vendor: 115365 9495	Conservation Design Forum Landscape Design	2,055.00	03/20/2019	Check Sequence: 11 94-90-865-575110-0000	ACH Enabled: False
	Check Total:	2,055.00			
Vendor: 169850 2536104 2536104 2536104 2536104 2536104 2536104 2536104 2536104	Constellation New Energy - Gas LLC 1/19 Gas 1/19 Gas 1/19 Gas 1/19 Gas 1/19 Gas 1/19 Gas 1/19 Gas 1/19 Gas	2,016.21 939.74 233.68 378.89 2,002.34 672.80 1,938.19 1,018.74	03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019 03/20/2019	Check Sequence: 12 20-30-200-570200-0000 10-00-000-570200-0000 20-30-150-570200-0000 20-30-500-570200-0000 20-30-450-570200-0000 20-30-300-570200-0000 20-30-100-570200-0000 20-30-350-570200-0000	ACH Enabled: False
	Check Total:	9,200.59			
Vendor: 118510	Lisa Marie DiMaggio			Check Sequence: 13	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Winter Classes	372.00	03/20/2019	20-22-000-525500-2358	
	Check Total:	372.00			
Vendor: 129093 247878	Fox Valley Fire & Safety Alarm Monitoring	150.00	03/20/2019	20-21-000-525500-1161	ACH Enabled: False
	Check Total:	150.00			
Vendor: 132271 Various	Grainger, Inc. Building Repairs	387.11	03/20/2019	20-30-150-550300-0000	ACH Enabled: False
	Check Total:	387.11			
Vendor: 135825 37000478	Heritage FS Inc. Diesel Fuel	709.58	03/20/2019	10-10-000-530500-0000	ACH Enabled: False
	Check Total:	709.58			
Vendor: 137160 749	Holsteins Garage Fleet Inspections	875.00	03/20/2019	10-10-000-530340-0000	ACH Enabled: False
	Check Total:	875.00			
Vendor: 200043 1018	Hot Shots Sports-Chicago Winter Classes	224.00	03/20/2019	20-30-100-525500-0000	ACH Enabled: False
	Check Total:	224.00			
Vendor: 141750	Illinois Dept of Agriculture Herbicide License	20.00	03/20/2019	10-10-000-585250-0000	ACH Enabled: False
	Check Total:	20.00			
Vendor: 198881 14376	Integrity Fitness Machine Maintenance	1,100.00	03/20/2019	20-30-100-521600-0000	ACH Enabled: False
	Check Total:	1,100.00			
Vendor: 123355 20091006	Jeff Ellis & Associates Aquatic Seminar	136.00	03/20/2019	20-30-100-525500-0000	ACH Enabled: False
	Check Total:	136.00			
Vendor: 200555	Michael Jozik			Check Sequence: 22	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
1104	Door Installation	250.00	03/20/2019	85-30-100-541300-0000	
	Check Total:	250.00			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 23	ACH Enabled: False
	Nuts/Bolts	16.42	03/20/2019	10-10-000-530210-0000	
	Party Wagon Repairs	16.17	03/20/2019	10-00-000-585990-0000	
	Locks/Keys	125.54	03/20/2019	20-21-000-535500-1181	
	Pipe Break Pump	124.18	03/20/2019	20-30-450-550300-0000	
	Bulbs	5.02	03/20/2019	20-30-450-530210-0000	
	Lock Tight	12.59	03/20/2019	10-10-000-530300-0000	
	Keys	2.24	03/20/2019	10-10-000-550200-0000	
	Nuts/Bolts	6.97	03/20/2019	10-10-000-530300-0000	
	Electrical Supplies	12.56	03/20/2019	10-10-000-530300-0000	
	Check Total:	321.69			
Vendor: 156599	Menard's			Check Sequence: 24	ACH Enabled: False
10398	Tool Organizer	19.44	03/20/2019	10-10-000-530300-0000	
10406	Building Repairs	29.32	03/20/2019	10-10-000-530300-0000	
10422	Party Wagon Repairs	34.23	03/20/2019	10-10-000-530907-0000	
10519	Fence Repairs	64.95	03/20/2019	10-10-000-550850-0000	
9391	Hooks	17.98	03/20/2019	10-10-000-530300-0000	
9574	Cleaning Supplies	51.17	03/20/2019	10-10-000-530300-0000	
	Check Total:	217.09			
Vendor: 199925	Mercury Screen Printing			Check Sequence: 25	ACH Enabled: False
8042/43	Uniforms	11,688.00	03/20/2019	20-21-000-535500-1172	
	Check Total:	11,688.00			
Vendor: 161204	Scott Norman			Check Sequence: 26	ACH Enabled: False
	Boot Reimbursement	50.00	03/20/2019	10-00-000-585815-0000	
	Check Total:	50.00			
Vendor: 199047	Office Depot Credit Plan			Check Sequence: 27	ACH Enabled: False
	Office Supplies	18.74	03/20/2019	10-10-000-530100-0000	
	Check Total:	18.74			
Vendor: 199468	Pitney Bowes Reserve Account			Check Sequence: 28	ACH Enabled: False
	Replenish Meter	1,100.00	03/20/2019	10-00-000-521800-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Replenish Meter	1,200.00	03/20/2019	20-00-000-521800-0000	
	Check Total:	2,300.00			
Vendor: 200133 8438100	Power Systems Fitness Equipment	1,902.08	03/20/2019	20-30-100-530102-0000	Check Sequence: 29 ACH Enabled: False
	Check Total:	1,902.08			
Vendor: 101000 8017	R.A. Adams Enterprises, Inc. Trailer Repairs	285.36	03/20/2019	10-10-000-530210-0000	Check Sequence: 30 ACH Enabled: False
	Check Total:	285.36			
Vendor: 173350 24960	Randall Pressure Systems Inc. Winter Service #1445	94.69	03/20/2019	10-10-000-530210-0000	Check Sequence: 31 ACH Enabled: False
	Check Total:	94.69			
Vendor: 173885 51887	Regional Truck Equipment Warning Lights	2,200.50	03/20/2019	85-10-000-575200-0000	Check Sequence: 32 ACH Enabled: False
	Check Total:	2,200.50			
Vendor: 173930	Reindeers, Inc. Fan Reels	96.36	03/20/2019	10-10-000-530210-0000	Check Sequence: 33 ACH Enabled: False
	Check Total:	96.36			
Vendor: 176093 152279 5712858	Russo Power Equipment Chain Saw Repairs Cylinder	51.35 31.87	03/20/2019 03/20/2019	10-10-000-530210-0000 10-10-000-530210-0000	Check Sequence: 34 ACH Enabled: False
	Check Total:	83.22			
Vendor: 200491 2019-056 2019-056	Safe Haven IT, Inc. IT Maintenance 3/19 IT Maintenance 3/19	1,800.00 1,800.00	03/20/2019 03/20/2019	10-00-000-521400-0000 20-00-000-521400-0000	Check Sequence: 35 ACH Enabled: False
	Check Total:	3,600.00			
Vendor: 181118	Staples Advantage Office Supplies Office Supplies Office Supplies	30.10 30.11 203.44	03/20/2019 03/20/2019 03/20/2019	10-00-000-530100-0000 20-00-000-530100-0000 20-30-100-530100-0000	Check Sequence: 36 ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Digital Copies	99.47	03/20/2019	10-10-000-530100-0000	
	Check Total:	363.12			
Vendor: 199821	Nicki Tazelaar			Check Sequence: 37	ACH Enabled: False
	Meet Expenses	40.22	03/20/2019	20-21-000-535500-1170	
	Check Total:	40.22			
Vendor: 199341	Team 6 Soccer			Check Sequence: 38	ACH Enabled: False
19031001	Referee Fees	1,953.00	03/20/2019	20-21-000-525500-1121	
	Check Total:	1,953.00			
Vendor: 188120	Unique Products & Service Corporation			Check Sequence: 39	ACH Enabled: False
360825	Maintenance Supplies	238.96	03/20/2019	20-30-150-550300-0000	
	Check Total:	238.96			
Vendor: 200423	Village of Glen Ellyn-Special			Check Sequence: 40	ACH Enabled: False
	Ordinance Recording Fee	91.50	03/20/2019	94-90-000-575900-0000	
	Check Total:	91.50			
Vendor: 190330	Village of Glen Ellyn-Water			Check Sequence: 41	ACH Enabled: False
	1/2-2/4/19 Water	97.11	03/20/2019	20-30-200-570400-0000	
	1/2-2/4/19 Water	42.72	03/20/2019	20-00-000-570400-0000	
	1/2-2/4/19 Water	23.58	03/20/2019	20-00-000-570400-0000	
	1/2-2/4/19 Water	122.77	03/20/2019	10-00-000-570400-0000	
	1/2-2/4/19 Water	34.35	03/20/2019	20-30-150-570400-0000	
	1/2-2/4/19 Water	19.86	03/20/2019	20-30-500-570400-0000	
	1/2-2/4/19 Water	112.37	03/20/2019	20-30-350-570400-0000	
	1/2-2/4/19 Water	139.88	03/20/2019	20-30-450-570400-0000	
	1/2-2/4/19 Water	1,014.20	03/20/2019	20-30-100-570400-0000	
	1/2-2/4/19 Water	48.30	03/20/2019	20-00-000-570400-0000	
	1/2-2/4/19 Water	42.72	03/20/2019	20-00-000-570400-0000	
	Check Total:	1,697.86			
Vendor: 192415	Eric Wassell			Check Sequence: 42	ACH Enabled: False
	Fuel	127.18	03/20/2019	10-10-000-530500-0000	
	Check Total:	127.18			
Vendor: 193195	West Side Tractor Sales			Check Sequence: 43	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
N76655	JD 1445 Broom Repairs	688.64	03/20/2019	10-10-000-530210-0000	
	Check Total:	688.64			
	Total for Check Run:	61,404.58			
	Total of Number of Checks:	43			

Accounts Payable

Computer Check Proof List by Vendor



User: cyocum
 Printed: 03/13/2019 - 8:46AM
 Batch: 00009.03.2019

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 146213	Albertsons/Safeway			Check Sequence: 1	ACH Enabled: False
	Bingo Snacks	10.00	03/13/2019	20-25-000-535500-5728	
	Staff Meeting	11.98	03/13/2019	10-00-000-585250-0000	
	Staff Meeting	11.98	03/13/2019	20-00-000-585250-0000	
	Check Total:	33.96			
Vendor: 135160	BSN Sports			Check Sequence: 2	ACH Enabled: False
904073670	Ballfield Equipment	847.84	03/13/2019	10-10-000-530300-0000	
	Check Total:	847.84			
Vendor: 170268	Cash			Check Sequence: 3	ACH Enabled: False
	Princess Tea Supplies	100.00	03/13/2019	20-26-000-525500-6816	
	Check Total:	100.00			
Vendor: 130257	Game Day USA			Check Sequence: 4	ACH Enabled: False
	Tournament Fees	625.00	03/13/2019	20-21-000-525500-1233	
	Check Total:	625.00			
Vendor: 199561	New Wave LaCrosse			Check Sequence: 5	ACH Enabled: False
	Tournament Fees	595.00	03/13/2019	20-21-000-525500-1172	
	Check Total:	595.00			
Vendor: 181113	Standard Industrial & Auto			Check Sequence: 6	ACH Enabled: False
51973	Auto Parts	57.77	03/13/2019	10-10-000-530210-0000	
	Check Total:	57.77			
Vendor: 199170	US LAX Events			Check Sequence: 7	ACH Enabled: False
	Tournament Fees	850.00	03/13/2019	20-21-000-525500-1172	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	850.00			
Vendor: 193185	WDSRA			Check Sequence: 8	ACH Enabled: False
B&RB 2019	Event Donation	3,480.00	03/13/2019	55-00-000-575350-0000	
	Check Total:	3,480.00			
	Total for Check Run:	6,589.57			
	Total of Number of Checks:	8			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 03/13/2019 - 8:14AM
 Batch: 00008.03.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200411	Abbington Distintive Banquets			Check Sequence: 1	ACH Enabled: False
Deposit	Mother/Son Dance	1,000.00	03/20/2019	20-26-000-525500-6816	
Deposit	Daddy/Daughter Dance	1,000.00	03/20/2019	20-26-000-525500-6816	
	Check Total:	2,000.00			
Vendor: 180936	Accela, Inc. #774375			Check Sequence: 2	ACH Enabled: False
ACC44353	Annual Maintenance Fees	5,306.94	03/20/2019	10-00-000-521400-0000	
ACC44353	Annual Maintenance Fees	5,306.94	03/20/2019	20-00-000-521400-0000	
	Check Total:	10,613.88			
Vendor: 200222	Accurate Repro Inc.			Check Sequence: 3	ACH Enabled: False
146790	Banners	704.46	03/20/2019	20-00-000-521650-0000	
146790	Banners	354.99	03/20/2019	20-30-100-521650-0000	
146790	Banners	26.00	03/20/2019	20-30-300-530345-0000	
146790	Banners	27.94	03/20/2019	20-30-400-530900-0000	
146790	Banners	16.97	03/20/2019	20-21-000-535500-1120	
	Check Total:	1,130.36			
Vendor: 103689	American Soccer Company, Inc.			Check Sequence: 4	ACH Enabled: False
6560733	Uniforms	1,270.68	03/20/2019	20-21-000-535500-1120	
	Check Total:	1,270.68			
Vendor: 100182	AMI Graphics, LLC			Check Sequence: 5	ACH Enabled: False
852908	Banners	122.86	03/20/2019	20-21-000-535500-1120	
852908	Banners	122.86	03/20/2019	20-00-000-521650-0000	
	Check Total:	245.72			
Vendor: 105807	AT&T			Check Sequence: 6	ACH Enabled: False
	2/23-3/22/19 Service	152.78	03/20/2019	20-30-150-570300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	152.78			
Vendor: 199674 2139	A-Team Recyclers, LLC Recycling Services	50.00	03/20/2019	Check Sequence: 7 10-00-000-540700-0000	ACH Enabled: False
	Check Total:	50.00			
Vendor: 108315 P11803481	Batteries Plus Ballasts	68.85	03/20/2019	Check Sequence: 8 20-30-200-530300-0000	ACH Enabled: False
	Check Total:	68.85			
Vendor: 200219	Border Wars Lacrosse Tournament Fees	2,700.00	03/20/2019	Check Sequence: 9 20-21-000-525500-1172	ACH Enabled: False
	Check Total:	2,700.00			
Vendor: 198825	Bricks 4 Kids Oak Brook Winter Classes	423.00	03/20/2019	Check Sequence: 10 20-22-000-525500-2370	ACH Enabled: False
	Check Total:	423.00			
Vendor: 135160 904578198	BSN Sports Equipment	2,456.00	03/20/2019	Check Sequence: 11 20-21-000-535500-1232	ACH Enabled: False
	Check Total:	2,456.00			
Vendor: 190365 2102	Chicagoland Circulation Activity Guide Delivery	2,310.00	03/20/2019	Check Sequence: 12 20-00-000-521650-0000	ACH Enabled: False
	Check Total:	2,310.00			
Vendor: 106040 9044983302 9044983302	Cintas Corporation No. 2 First Aid Cabinets First Aid Cabinets	400.00 485.43	03/20/2019 03/20/2019	Check Sequence: 13 20-30-100-530320-0000 20-30-100-530100-0000	ACH Enabled: False
	Check Total:	885.43			
Vendor: 123355 20090814	Jeff Ellis & Associates CPR Certifications	96.00	03/20/2019	Check Sequence: 14 20-30-100-525500-0000	ACH Enabled: False
	Check Total:	96.00			
Vendor: 148305	Rebecca Karales			Check Sequence: 15	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	1/19-2/19 Mileage	26.68	03/20/2019	20-00-000-585270-0000	
	Check Total:	26.68			
Vendor: 166407	KH Kim's Taekwondo Winter Classes	3,042.00	03/20/2019	20-21-000-525500-1275	ACH Enabled: False
	Check Total:	3,042.00			
Vendor: 199859	Jim Laubinger Tournament Fees	550.00	03/20/2019	20-21-000-525500-1233	ACH Enabled: False
	Check Total:	550.00			
Vendor: 151620 34357	Lauterbach & Amen, LLP Annual Financial Audit	12,250.00	03/20/2019	10-00-000-521900-0000	ACH Enabled: False
	Check Total:	12,250.00			
Vendor: 200234 33268 33667	Marathon Sportswear Uniforms Uniforms	1,182.03 292.07	03/20/2019 03/20/2019	20-30-500-530401-0000 20-21-000-535500-1120	ACH Enabled: False
	Check Total:	1,474.10			
Vendor: 156599 9573 9588 9588	Menard's Maintenance Supplies Shower Heads Electrical Repairs	86.19 32.97 35.68	03/20/2019 03/20/2019 03/20/2019	20-30-150-530300-0000 20-30-450-550300-0000 20-30-150-550300-0000	ACH Enabled: False
	Check Total:	154.84			
Vendor: 199259 324895	Mendel Plumbing, Heating, Air Conditioning Pipe Break Repairs	3,496.00	03/20/2019	20-30-450-550300-0000	ACH Enabled: False
	Check Total:	3,496.00			
Vendor: 200107	Ryan Miller 1/19-2/19 Mileage	121.81	03/20/2019	20-00-000-585250-0000	ACH Enabled: False
	Check Total:	121.81			
Vendor: 163300	Office Depot Office Supplies Office Supplies	118.29 118.30	03/20/2019 03/20/2019	10-00-000-530100-0000 20-00-000-530100-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Office Supplies	42.49	03/20/2019	10-10-000-530100-0000	
	Check Total:	279.08			
Vendor: 200177 230506	Performance Chemical & Supply, Inc. Vacuum Bags	28.16	03/20/2019	20-30-100-530300-0000	ACH Enabled: False
	Check Total:	28.16			
Vendor: 199121 3102954782 3102954782	Pitney Bowes Global 12/18-3/19 Lease 12/18-3/19 Lease	183.01 183.02	03/20/2019 03/20/2019	10-00-000-521400-0000 20-00-000-521400-0000	ACH Enabled: False
	Check Total:	366.03			
Vendor: 171043 E0208-87	Plaques Plus, Inc. League Awards	448.99	03/20/2019	20-21-000-535500-1121	ACH Enabled: False
	Check Total:	448.99			
Vendor: 158500	Bob Morrow Ref's Inc. 2/19 Referee Fees 2/19 Referee Fees	2,044.00 7,728.00	03/20/2019 03/20/2019	20-21-000-525500-1140 20-21-000-525500-1141	ACH Enabled: False
	Check Total:	9,772.00			
Vendor: 199058 7169 7169	Rotary Club of Glen Ellyn Monthly Dues Monthly Dues	73.50 73.50	03/20/2019 03/20/2019	20-00-000-585250-0000 10-00-000-585250-0000	ACH Enabled: False
	Check Total:	147.00			
Vendor: 199946 2227257	Ruggers Rugby Supply Equipment	92.38	03/20/2019	20-21-000-535500-1280	ACH Enabled: False
	Check Total:	92.38			
Vendor: 178058	Seminole Sports, LLC Tournament Fees	460.00	03/20/2019	20-21-000-525500-1233	ACH Enabled: False
	Check Total:	460.00			
Vendor: 199065 196573	Servicemaster Commercial 3/19 Janitorial Services	2,350.00	03/20/2019	20-30-450-521600-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	2,350.00			
Vendor: 178570 9439	Sherwin Williams Co. Paint	20.89	03/20/2019	Check Sequence: 32 20-30-150-530600-0000	ACH Enabled: False
	Check Total:	20.89			
Vendor: 181118	Staples Advantage Office Supplies Office Supplies Office Supplies	449.66 470.16 125.61	03/20/2019 03/20/2019 03/20/2019	Check Sequence: 33 10-00-000-530100-0000 20-00-000-530100-0000 20-30-100-530100-0000	ACH Enabled: False
	Check Total:	1,045.43			
Vendor: 200442	Wendy Stoner Supplies	263.54	03/20/2019	Check Sequence: 34 20-24-000-535500-4610	ACH Enabled: False
	Check Total:	263.54			
Vendor: 199759 29091	TeamSnap, Inc. Team Communication Services	802.41	03/20/2019	Check Sequence: 35 20-21-000-525500-1172	ACH Enabled: False
	Check Total:	802.41			
Vendor: 183781 997441/0	Terrace Supply Company CO2	42.00	03/20/2019	Check Sequence: 36 20-30-500-530600-0000	ACH Enabled: False
	Check Total:	42.00			
Vendor: 152534 796831 796831	The Lifeguard Store CPR Mannequins CPR Mannequins	555.25 555.25	03/20/2019 03/20/2019	Check Sequence: 37 20-00-000-541250-0000 20-30-500-530320-0000	ACH Enabled: False
	Check Total:	1,110.50			
Vendor: 184207 3004366061	Thyssenkrup Elevator 1/19-3/19 Maintnenace Contract	654.57	03/20/2019	Check Sequence: 38 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	654.57			
Vendor: 200495	Village of Glen Ellyn-Fuel 2/19 Fuel	1,549.90	03/20/2019	Check Sequence: 39 10-10-000-530500-0000	ACH Enabled: False
	Check Total:	1,549.90			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199264 4211857	Warehouse Direct Maintenance Supplies	358.82	03/20/2019	Check Sequence: 40 20-30-100-530300-0000	ACH Enabled: False
	Check Total:	358.82			
Vendor: 199040 1179	Wee Heart Music Winter Classes	10,337.50	03/20/2019	Check Sequence: 41 20-22-000-525500-2362	ACH Enabled: False
	Check Total:	10,337.50			
	Total for Check Run:	75,647.33			
	Total of Number of Checks:	41			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 03/07/2019 - 9:29AM
 Batch: 00005.03.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199204	Carmel Dad's Club Tournament Fees	550.00	03/07/2019	20-21-000-525500-1172	ACH Enabled: False
	Check Total:	550.00			
Vendor: 192405	Washington Park District Tournament Fees	2,750.00	03/07/2019	20-21-000-525500-1172	ACH Enabled: False
	Check Total:	2,750.00			
	Total for Check Run:	3,300.00			
	Total of Number of Checks:	2			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 03/04/2019 - 4:12PM
 Batch: 00002.03.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 105807	AT&T 2/21-3/20/19 Service	138.44	03/06/2019	Check Sequence: 1 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	138.44			
Vendor: 199135	Eclipse Select Soccer Club Tournament Fees	650.00	03/06/2019	Check Sequence: 2 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	650.00			
Vendor: 200113	Groot, Inc.			Check Sequence: 3	ACH Enabled: False
3064009	3/19 Scavenger Services	195.00	03/06/2019	10-00-000-521300-0000	
3064009	3/19 Scavenger Services	87.20	03/06/2019	20-30-200-521300-0000	
3064009	3/19 Scavenger Services	106.20	03/06/2019	20-30-450-521300-0000	
3064009	3/19 Scavenger Services	235.16	03/06/2019	20-30-350-521300-0000	
3064009	3/19 Scavenger Services	458.54	03/06/2019	10-00-000-521300-0000	
3064009	3/19 Scavenger Services	406.85	03/06/2019	20-30-500-521300-0000	
3064009	3/19 Scavenger Services	210.99	03/06/2019	20-30-100-521300-0000	
3064009	3/19 Scavenger Services	224.45	03/06/2019	20-30-150-521300-0000	
	Check Total:	1,924.39			
Vendor: 200550	Southern Indiana Showcase Tournament Fee	795.00	03/06/2019	Check Sequence: 4 20-21-000-525500-1123	ACH Enabled: False
	Check Total:	795.00			
	Total for Check Run:	3,507.83			
	Total of Number of Checks:	4			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 03/06/2019 - 10:16AM
Batch: 00003.03.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 141722	Illinois Boys Lacrosse Association			Check Sequence: 1	ACH Enabled: False
	League Fees	5,760.00	03/06/2019	20-21-000-525500-1172	
	Check Total:	5,760.00			
	Total for Check Run:	5,760.00			
	Total of Number of Checks:	1			

**Glen Ellyn Park District
Board of Commissioners
Regular Meeting
February 19, 2019
185 Spring Avenue**

I. Call to Order

Vice President Ward called the meeting to order at 7:04 p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Cornell, Nephew, Durham, Wilson, Stortz and Vice President Ward. President Weber was absent.

Staff members present were Executive Director Harris, Superintendent of Recreation Esposito, Superintendent of Parks & Planning Hopkins, Executive Assistant Dikker and Marketing & Communications Supervisor O’Kray.

III. Pledge of Allegiance

Vice President Ward led the Pledge of Allegiance

IV. Changes to the Agenda

None.

V. Recognition – Glen Ellyn Chamber of Commerce

The Park Board of Commissioners recognized the Glen Ellyn Chamber of Commerce for their continued partnership in planning, organizing and staging the 4th annual Chocolate, Cheese and Wine event.

Vice President Ward stated that the Glen Ellyn Chamber of Commerce, represented by Dawn Smith, the Executive Director and Steve Thompson, past President, has partnered with the Park District on the Chocolate, Cheese and Wine event since its inception 2016. The evening included a night of wine, chocolate and cheese tastings from around the world. The event took place in early February at the Village Links Reserve 22 Restaurant. Ward said that this year, the entire Village Links restaurant was closed to the public enabling the event to utilize the restaurant and banquet area. This allowed an additional 50 tickets to be sold while increasing the number of vendors. The event was at capacity including 100 of whom were Glen Ellyn residents.

The Chocolate, Cheese and Wine event is a combined fundraiser for the Glen Ellyn Chamber of Commerce and the Glen Ellyn Park District. Funds generated are shared among the two organizations each year. This year the event raised \$4,000 for the Park District with the funds earmarked for the scholarship program which enables residents in need to receive financial assistance for Park District programs and activities.

Ward provided that the success of the event is due in large part to the efforts of Dawn Smith and Steve Thompson, the excellent staff at the Chamber and the committee of Chamber volunteers and merchants who work tirelessly negotiating contracts, securing sponsorships, and coordinating the logistics of the event. The Park Board of Commissioners and staff of the Glen Ellyn Park District thanked Dawn Smith, Steve Thompson and The Glen Ellyn Chamber of Commerce for their continued collaboration and gratefully accepted the \$4,000 check to aid the many children and families from the community who benefit from the Park District scholarship program.

VI. Public Participation

None.

VII. Consent Agenda

Commissioner Durham moved, seconded by Commissioner Stortz, to approve the Consent Agenda including the Voucher List of Bills totaling \$423,045.31 and the January 15, 2019 Regular Meeting minutes.

Roll Call: Aye: Commissioners Durham, Stortz, Cornell, Nephew, Wilson, Stortz and Vice President Ward

Nay: None

Motion Carried.

VIII. New Business

A. Ackerman Park O.S.L.A.D Grant

Executive Director Harris stated that the Glen Ellyn Park District was awarded a \$400,000 Open Space Lands Acquisition and Development (OSLAD) grant by Governor Pritzker and the Illinois Department of Natural Resources (IDNR). The OSLAD grant will fund a portion of the planned phase IV improvements at Ackerman Park, which includes renovation of the softball “hub”, an artificial turf athletic field, irrigation and drainage upgrades, bioswales, improved grass fields, an outdoor exercise area, and a trail system throughout the entire park.

The OSLAD grant enables the District to implement long overdue and well-planned improvements to Ackerman Park while reducing the financial burden for the District and residents. As discussed for the past year and vetted through a planning committee comprised of stakeholders, Board members, staff and consultant several improvements were prioritized to be completed including improved playability for soccer and softball, the addition of a recreational trail system throughout the park, improved storm water management, expanded irrigation, environmental best practices and an outdoor exercise area.

Harris reviewed the timeline of the Master Plan process for Ackerman Park describing phases I-III which took place from 2015-2018. Phase IV construction is anticipated to begin in June of 2019 and is expected to be completed in early 2020.

Harris provided that after a highly competitive and extensive process, over 89 park districts, forest preserves, and recreation agencies throughout the state will receive a total of over \$28 million in OSLAD Grants in 2019. The improvement projects planned with these funds will benefit residents of Illinois by providing open space and new/improved recreational facilities and public parks. Additionally, these projects will also generate additional revenue through job creation and the promotion of recreation.

Following, the Park Board of Commissioners posed questions regarding the OSLAD grant and look forward to commencement of this project.

B. O.S.L.A.D. - B.E.P. Utilization Plan – Resolution 19-01

Harris stated that recipients of an OSLAD grant are required to have a Business Enterprise Program (B.E.P.) Plan in place. Harris discussed that the B.E.P. plan establishes a goal for the District to contract with businesses that have been certified as owned and controlled by persons who are minorities, female, or persons with disabilities on projects where State Grant Funds are used. Resolution 19-01 was presented to adopt such a plan and to authorize and direct the District to take the necessary steps in implementing this Utilization Plan. Harris said the Utilization Plan presented has been reviewed by counsel and following a brief discussion Commissioner Stortz moved, followed by Commissioner Durham to approve Resolution 19-01, a Resolution adopting a Business Enterprise Program Utilization Plan for the District.

Roll Call: Aye: Commissioners Stortz, Durham, Cornell, Nephew, Wilson and Vice President Ward
Nay: None

Motion Carried.

C. Ackerman Advisory Committee Meeting update

Superintendent of Recreation Esposito stated that the Ackerman Sports and Fitness Center Advisory Committee meeting was held on Thursday, February 7, 2019. In attendance was Co-Chairman Durham along with 5 committee members and staff with discussion centered around highlights from 2018 as well as goals and projects planned for 2019.

Esposito shared some of the highlights from 2018 and projects planned for 2019. Esposito said those in attendance had very positive comments regarding the facility and were excited to hear of the new items posed for 2019. Co-chairman Durham commended Facility Manager Ryan Miller for his efforts as they have had an impact on the Facility. He said the facility looks more polished, the banners are an excellent addition and staff is always courteous and positive.

Harris concluded that the meeting went well and briefed the committee on the RFP for the Ackerman facility and all look forward to the upcoming project. The Board had a brief discussion and also look forward to the upcoming project proposals.

D. Purchase of 2019 Budgeted Maintenance Vehicles

Superintendent of Parks and Planning Hopkins discussed the Vehicle & Equipment program that was established within the Asset Replacement Fund (ARF) to accumulate reserves in order to have future funds available for the replacement of vehicles and equipment. Hopkins discussed the equipment that was recognized to be replaced as well as the new equipment that was recommended for purchase as this will allow staff to better meet the increased demands for maintenance activities district-wide.

Hopkins reviewed the joint purchasing program, Illinois Department of Central Management Services (CMS), sponsored by the DuPage Mayors & Managers conference and discussed the benefits of purchasing through this program. Following a brief discussion among the Board regarding use of the various equipment, Commissioner Cornell moved seconded by Commissioner Stortz to approve the purchase of the following:

One (1) 2019 Ford F – 350 (Crew Cab, Pick Up Truck) in the amount of \$41,863.00 from Bob Ridings Fleet Sales of Taylorville, Illinois

One (1) 2019 Ford F – 150 (Crew Cab, Utility Truck) in the amount of \$26,690.00 from Morrow Brothers Ford of Greenfield, Illinois

One (1) 2019 Toro Groundsmaster 7210 (Polar Track) in the amount of \$47,067.00 from Reinders Inc. of Mundelein, Illinois

One (1) 2019 Toro Groundsmaster 4000 (Large Production Mower) in the amount of \$80,276.00 from Reinders Inc. of Mundelein, Illinois

One (1) 2019 John Deere 310L EP (Backhoe) in the amount of \$80,440.00 from Westside Tractor Sales of Rockdale, Illinois

Roll Call: Aye: Commissioners Cornell, Stortz, Nephew, Durham, Wilson and Vice President Ward

Nay: None

Motion Carried.

IX. Staff Reports

Executive Director Harris stated the Community Awards are next Tuesday evening and will consist of recognizing various volunteers and community members. The Park District will recognize Dan Minkus as the District’s volunteer of the year. Harris discussed the generosity of Dan Minkus and thanked Commissioners Wilson, Cornell and Nephew for attending next week as well. Harris discussed the difficult conditions affecting ice skating this year saying that Lake Ellyn only had 1 day of ice skating this season and that the weather does not look favorable for the near future. The Park District hosted its first pop up event on Monday serving hot chocolate at Newton Park to those skating on the Newton rink, along with the sledders from the hill and the soccer players who were participating in the Frosty 3 on 3 tournament. Esposito said it was a great turn out for

the first event and patrons were very appreciative. Harris thanked Marketing and Communications Supervisor O’Kray for her efforts in compiling the 2018 Annual Report. Lastly, Harris reported that the minimum wage increase became official as of today and will begin in January of 2020. Harris said that staff will have a report at a following Board meeting with the financial impact on the District.

Superintendent of Recreation Esposito said that Spring/Summer Park District brochures will be delivered on March 2nd.

X. Commissioners’ Reports

Commissioner Cornell thanked staff for their diligent work during the Polar Vortex. Commissioner Nephew and her husband enjoyed their evening at the Chocolate/Cheese and wine event and she looks forward to the Community Awards next Tuesday evening. She also thanked staff for their efforts during the extreme cold. Commissioner Durham was happy to have Ackerman open during the cold weather and also enjoyed the Chocolate/Cheese and wine event. Commissioner Stortz is pleased Executive Harris will be meeting with state representatives to discuss legislative matter. Stortz commended staff for keeping Ackerman open during the cold weather and is looking forward to the WDSRA Black & Red Bash fundraiser in March. Commissioner Wilson thanked staff and Commissioner Ward and his daughter enjoyed the Daddy Daughter dance that was held at the Abbington. Ward said they also attended the pop-up event at Newton Park and thoroughly enjoyed the hot chocolate and sledding.

XI. Adjourn

There being no further business, Vice President Ward moved, seconded by Commissioner Stortz to adjourn the Regular Meeting at 8:14 p.m.

*Roll Call: Aye: Commissioners Ward, Stortz, Cornell, Nephew, Durham, and Wilson
Nay: None*

Motion Carried.

Respectfully submitted,

Kimberly Dikker
Board Secretary

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
March 5, 2019
185 Spring Avenue**

I. Call to Order

President Weber called the meeting to order at 7:04 p.m.

II. Roll Call of Commissioners

Upon roll call, those answering present were Commissioners Nephew, Durham, Ward, Wilson, Stortz and President Weber. Commissioner Cornell arrived at 7:25pm.

Staff members present were Executive Director Harris, Superintendent of Finance & Personnel Cinquegrani, Superintendent of Recreation Esposito, Communications & Marketing Supervisor O’Kray and Executive Assistant Dikker.

III. Pledge of Allegiance

President Weber led the Pledge of Allegiance.

IV. Changes to the Agenda

None.

V. Public Participation

None.

VI. Voucher List of Bills Totaling \$368,121.68

Commissioner Durham moved, seconded by Commissioner Stortz, to approve the Voucher List of Bills totaling \$368,121.68

*Roll Call: Aye: Commissioners Durham, Stortz, Nephew, Ward, Wilson, and President Weber.
Nay: None.*

Motion Carried.

VII. 2018 Annual Report

Executive Director Harris stated that 2018 was the fifth year that the District has provided an Annual Report of the District to the community. Over the years the report has become much more streamlined and provides a readable, understandable and brief snapshot of the District’s year in review for the community. It is distributed through two District wide eblasts, available on the District website and posted on the District social media sites. Hard copies are available on request.

Director Harris then presented an overview of the 2018 Annual Report highlighting the past year's financial results and achievements, special events and programming, athletic and community events, partnerships and collaborations, distinguished volunteers along with upcoming projects for 2019. The Park Board had a brief discussion and commended the Park District on providing the community with relevant and worthwhile information in a readable and transparent manner.

VIII. Staff Reports

Executive Director Harris thanked those Park Board Commissioners who attended the Glen Ellyn Community Awards night where Dan Minkus was recognized as Park District Volunteer of the Year. Harris thanked Commissioner Nephew for providing a great introduction that evening. Harris also thanked Commissioners Stortz, Durham, Ward, Cornell and Wilson for attending the 2019 WDSRA Black & Red Bash. The evening was a huge success for a great cause and close to \$50,000 was generated from the "Raise the Paddle" event. Harris relayed that this Friday he and Commissioner Stortz would be attending the IAPD Legislative Breakfast where State Representative Costa Howard and State Senator Glowiak are expected to be in attendance. Lastly it was stated that the Spring Brochure was delivered this past Saturday.

IX. Commissioners' Reports

Commissioner Cornell attended both the Community Awards evening and the WDSRA Black & Red Bash and had a wonderful time stating that it was a great reflection of the community and the Park Districts involvement with the community as well. Fellow Commissioners echoed that sentiment and also enjoyed the events.

X. Adjourn to Executive Session

At 8:02 p.m. Commissioner Nephew moved, seconded by Commissioner Ward, to convene into executive session under Section 2(c)1 for the discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees or legal counsel for the district.

XI. Reconvene to Executive Session

The Workshop meeting reconvened at 8:59 p.m.

XIII. Adjourn

There being no further business, Commissioner Ward moved, seconded by Commissioner Durham to adjourn the Regular Meeting at 9:00 p.m.

Roll Call: Aye: Commissioners Ward, Durham, Cornell, Nephew, Wilson, Stortz, and President Weber

Nay: None

Motion Carried.

Respectfully submitted,

Kimberly Dikker
Board Secretary



MEMO

March 14, 2019

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
CC: Dave Harris, Executive Director
RE: Policy Manual Update

Please find attached proposed updates to the Park District’s policy manual. These sections include:

Chapter III – Personnel Policies

- **Section 6.13 – Reimbursements**
- **Section 6.14 – Education and Training**
- **Section 6.19 – Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses**

In 2018, former Governor Bruce Rauner approved an amendment to the Illinois Wage Payment Collection Act (IWPCA) which requires employers to reimburse employees for “all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the employer.” (820 ILCS 115/9.5). This amendment became effective in 2019.

While the park district’s current policy is sufficient and meets the requirements, it was staff’s and counsel’s recommendation to state within the policy manual that the park district is 1) not required to reimburse *unauthorized* employment-related expenses and 2) also has the ability to enforce a timeframe of 30 days after the date of the expense to submit request for reimbursements. Both restrictions are allowable under the IWPCA amendment and written and approved by legal counsel.

Attached are the proposed changes (additions) recommended by Park District’s legal counsel to the above stated policies.

Motion:

Motion to approve the revisions to the Park District Policy Manual, which include Chapter III Section 6.13 Reimbursements, Chapter III Section 6.14 Education and Training, and Chapter III Section 6.19 Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses as presented.

**GLEN ELLYN PARK DISTRICT
POLICY MANUAL
CHAPTER III. PERSONNEL POLICIES**

6.13 Reimbursements

A. *Reimbursement for Car Expenses*

All employees who are required and authorized to use their personal car in the performance of District duties shall receive reimbursement for such expense at the current IRS determined auto expense reimbursement rate. [Employees shall not be reimbursed for unauthorized use of personal vehicles for the performance of Park District duties. It is imperative that, prior to using a personal vehicle for Park District business, employees first obtain authorization from the District.](#) All employees who receive a car reimbursement shall be required to file a copy of their automobile insurance policy with the District's Business Department. [Requests for reimbursement of an approved car expense must be submitted within thirty \(30\) days of the expense being incurred. Failure to submit a request for reimbursement of an approved expense may result in the denial of the request for reimbursement.](#)

B. *Reimbursement for All Other Expenses*

[Employees must obtain prior approval before incurring any expenses not specifically discussed herein. Failure to obtain prior approval may result in an employee being ineligible for reimbursement. Requests for reimbursement of approved expenses must be submitted within thirty \(30\) days of the date upon which the expense was incurred. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.](#)

[Exempt Park District employees who elect to use personal electronic devices of any type, including but not limited to cellular telephones, tablets and computers, for the purpose of completing Park District work outside of the workplace and for their own convenience, either at home or elsewhere, shall not be entitled to reimbursement for the use of such devices, beyond that which is specified in Section 8.31\(D\)\(1-3\), -because such employees are not required to work at home or at other locations outside of the Park District. Further, exempt employees who elect to work at home or at a location outside the workplace for their own convenience shall not be entitled to reimbursement for data or data plans used for the purpose of doing such work as they are not required by the Park District to work at home or outside of the work place. Non-exempt employees should not be working from home or at a location outside of the Park District for any reason.](#)

6.14 Education and Training

A. *Service Training*

It shall be the practice of the District to conduct special in-service training programs which will better equip an employee to fulfill his job responsibilities.

B. *Education and Tuition Reimbursement*

If, in the opinion of the Director and department head, some ultimate benefit will accrue to the District, after one year of employment permission may be granted to full-time employees to attend educational courses and to make partial or full reimbursement of tuition. [No employee shall be reimbursed for educational expenses incurred without first obtaining prior approval from the Executive Director to incur a reimbursable expense. If prior approval to incur an educational](#)

expense is obtained, employee reimbursement for approved expenses shall be as follows:

1. Requests for tuition reimbursement must be made before the educational course is taken.
2. Tuition reimbursement will be granted only upon successful completion of the educational course. Successful completion is defined as a minimum grade of C or equivalent for undergraduate credit and B for graduate credit.
3. If an employee leaves the District service within twelve (12) months after receiving tuition reimbursement, he must return all monies received.
4. The Park District will reimburse a maximum of \$3,000 per fiscal year per employee for educational and tuition reimbursement.
5. Time off may be granted by the Director upon recommendation of the department head to attend educational courses if work schedules can be arranged and if it is determined that the education will make the employee more valuable to the District.
6. Employees requesting tuition reimbursement must submit appropriate documentation in support of their reimbursement request. The absence of such supporting documentation may result in the denial of the request for reimbursement.

C. *Organization Membership*

The District will consider the payment of both professional and service organizational dues for appointive, administrative and supervisory personnel. Such payments will only be made if the employee has obtained authorization to incur the organization membership expense(s) in advance. Requests for reimbursement must be made within thirty (30) days of the date upon which the expense is incurred. Employees requesting reimbursement for organizational membership shall be required to provide documentation of the expenses incurred in order to obtain reimbursement. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.

1. Professional organizations are defined as a broadly accepted viable organization relative to the Parks and Recreation field such as the Illinois Park and Recreation Association, Midwest Institute of Park Executives, and Suburban Parks and Recreation Association.

D. *Holding of Organizational Office*

Before indicating a willingness to accept nomination or appointment to a non-work office requiring time during normal working hours, approval shall be secured from the Director. The Director shall have approval by the Board of Commissioners.

6.19 Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses

A. *Purpose*

The Board of Commissioners of the Glen Ellyn Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds. Prior approval is a prerequisite to reimbursement under this policy. Prior approval must be in writing. Employees may request prior approval from their supervisor via electronic mail. Requests for prior approval of expenses should be as specific as possible with regard to the expenses that the employee expects to incur. Employees and officers who fail to obtain prior approval before incurring expenses may not receive reimbursement under this policy. Requests for reimbursement must be submitted within thirty (30) days of the

date upon which the expense is incurred. Employees who request reimbursement under this policy shall be required to provide documentation in support of their reimbursement requests. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.

B. *Definitions*

"Entertainment" includes, but is not limited to, shows, amusements, theaters, ~~circuses~~, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. *Authorized Types of Official Business*

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

D. *Categories of Expenses*

1. *Airfare* – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. *Personal Automobiles* –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. *Automobile Rentals* – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid- size cars are required for two or fewer employees or officers traveling together and a full- size vehicle may be used

for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. *Public Transportation* – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. *Other Transportation* – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. *Hotel/Motel Accommodations* – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.
7. *Meals* – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
8. *Vacation in Conjunction with Business Travel* – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. *Accompanied Travel* – Family members may accompany the traveler when traveling on official Park District business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling

alone, using the minimum costs to the Park District for lodging, meals, and transportation.

10. *Parking* – Parking fees at a hotel/motel will be reimbursed only with a receipt.
11. *Entertainment Expenses* – No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. *Approval of Expenses*

1. *Expenses for Members of the Board of Commissioners* – Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
2. *Expenses for Officials or Employees Other than Members of the Board of Trustees* – Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA (\$286.00 per day as of September 2016) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
3. *Advanced Expenses* – Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.
4. *Other Expenses* – All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director’s approval. Employees must request advance approval prior to incurring any expenses not specifically addressed herein above. Requests for prior approval of “other” expenses must be in writing and may be made via electronic mail, as set forth above in paragraph A. Failure to obtain such advance approval may result in the denial of the request for reimbursement. Requests for reimbursement must be submitted within thirty (30) days of the date upon which the approved expense is incurred. Employees who request reimbursement under this policy shall be required to provide documentation in support of their reimbursement requests. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.

F. *Documentation of Expenses*

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Expense form:

- (1) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense;
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

G. *Travel, Meal, and Lodging Expense Report Form.*

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1. [This form must be completed and submitted with supporting documentation within thirty \(30\) of the date upon which the expense was incurred, otherwise the employee may not be reimbursed for the expense. Failure to submit the form in a timely fashion may result in denial of the request for reimbursement.](#)

**Attachment 1
GLEN ELLYN PARK DISTRICT**

**TRAVEL, MEAL AND LODGING EXPENSE
REIMBURSEMENT FORM**

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Executive Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS



MEMO

March 14, 2019

TO: Park District Board of Commissioners
FROM: Kathleen Esposito, Superintendent of Recreation
CC: Dave Harris, Executive Director
RE: Customer Satisfaction Survey Presentation

One of the Recreation Department's goals and objectives that has been identified the past few years included the evaluation and review of athletic facilities, programs and services in order to measure use and demand as well as value to our constituents. Measuring customer satisfaction through program surveys and evaluations have become an important part of the programming process every year.

One method to measure customer satisfaction is the distribution of surveys upon the conclusion of an event or program. Customer satisfaction surveys enables participants to provide their feedback regarding the program. Their input is an important part of future planning for staff. With over 2,400 programs and 115 special events every year, the surveys serve as an important component of planning and budgeting. In addition to programming surveys, facility use satisfaction surveys are gathered from Boathouse renters and analyzed by staff every year. Each facility also provides comment cards at the reception areas for customers to complete during their visit. These are also evaluated on a regular basis.

A power point presentation will be presented at the Board meeting, highlighting summaries of the various customer satisfaction surveys utilized by staff every year. Staff will be available for comments and questions following the presentation.

Glen Ellyn Park District

Investment Report

February 28, 2019

	Prior Year February 2018	1st Quarter March 2018	2nd Quarter June 2018	3rd Quarter September 2018	4th Quarter December 2018	Current Year February 2019
Bank Balances						
Wheaton/Glen Ellyn Bank & Trust	\$ 303,210.22	\$ 537,087.27	\$ 623,151.28	\$ 371,341.46	\$ 543,377.18	\$ 259,552.35
Bridgeview Bank - CD (2)	248,069.05	248,069.05	248,069.05	248,069.05	-	-
Illinois Funds - 9347	3,362,887.64	3,381,378.57	3,455,602.18	4,502,754.30	4,554,583.59	4,589,829.48
Illinois Park District Liquid Asset Fund	202,388.72	202,618.11	203,463.71	204,418.29	205,491.14	206,259.18
Illinois Metropolitan Investment Fund	3,008,949.24	2,873,214.58	5,260,907.91	5,521,385.12	3,073,774.80	2,304,051.38
Total Bank Balance	\$ 7,125,504.87	\$ 7,242,367.58	\$ 9,791,194.13	\$ 10,847,968.22	\$ 8,377,226.71	\$ 7,359,692.39
Illinois Metropolitan - Liquidating Trust (1)	\$ 260,232.82	\$ 248,777.11	\$ 248,777.11	\$ 248,777.11	\$ 248,777.11	\$ 248,777.11
Interest Rates						
Bridgeview Bank - CD (2)	1.15%	1.15%	1.15%	1.15%	-	-
Illinois Funds - 9347	1.36%	1.47%	1.85%	2.02%	2.33%	2.44%
Illinois Park District Liquid Asset Fund	1.23%	1.33%	1.77%	1.88%	2.18%	2.30%
Illinois Metropolitan Investment Fund	1.38%	1.47%	1.81%	1.91%	2.21%	2.32%
Interest (3)						
Bridgeview Bank - CD (2)	218.84	\$ 242.29	\$ 234.48	\$ 234.48	\$ -	\$ -
Illinois Funds - 9347	3,508.50	4,226.09	5,248.52	7,475.78	8,982.09	8,568.14
Illinois Park District Liquid Asset Fund	190.49	229.39	295.81	315.18	379.39	363.92
Illinois Metropolitan Investment Fund	3,299.83	3,651.31	7,481.12	8,527.44	6,577.06	4,259.69
Total Interest	\$ 7,217.66	\$ 8,349.08	\$ 13,259.93	\$ 16,552.88	\$ 15,938.54	\$ 13,191.75

(1) The account value stated reflects the amount of funds yet to be recovered and does not represent the current market value of the asset.

(2) 18-month Certificate of Deposit matured in November 2018. For reporting purposes, interest is estimated monthly. Interest is disbursed to the park district quarterly.

(3) Interest shown is for only the month stated.



General Ledger
Consolidated Budget By
Account Type



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Period 02 - 02
Fiscal Year 2018 - 2019

Description	2018 Period Amt	2018 End Bal	2018 Budget	2019 Period Amt	2019 End Bal	2019 Budget
Revenue						
Property Tax Receipts	<u>0.00</u>	<u>0.00</u>	<u>5,068,838.36</u>	<u>0.00</u>	<u>0.00</u>	<u>5,153,450.00</u>
Other Taxes	<u>0.00</u>	<u>16,080.26</u>	<u>151,800.00</u>	<u>0.00</u>	<u>17,280.63</u>	<u>127,500.00</u>
Charges for Services	<u>86,659.96</u>	<u>334,166.76</u>	<u>1,991,865.00</u>	<u>88,936.53</u>	<u>327,092.98</u>	<u>2,065,700.00</u>
Program Fees	<u>232,647.88</u>	<u>1,723,990.40</u>	<u>3,823,088.00</u>	<u>436,957.97</u>	<u>1,689,981.21</u>	<u>4,012,637.00</u>
Rentals	<u>59,296.08</u>	<u>235,299.74</u>	<u>607,864.00</u>	<u>27,290.17</u>	<u>262,826.34</u>	<u>636,100.00</u>
Concessions	<u>16.00</u>	<u>1,346.20</u>	<u>80,300.00</u>	<u>33.27</u>	<u>551.30</u>	<u>83,700.00</u>
Interest Income	<u>18,297.65</u>	<u>26,106.96</u>	<u>37,500.00</u>	<u>13,044.67</u>	<u>28,774.09</u>	<u>71,500.00</u>
Licenses & Permits	<u>840.00</u>	<u>6,090.00</u>	<u>12,630.00</u>	<u>1,260.00</u>	<u>6,535.00</u>	<u>14,745.00</u>
Grants & Donations	<u>1,478.00</u>	<u>3,110.67</u>	<u>117,092.00</u>	<u>4,270.00</u>	<u>7,665.00</u>	<u>58,660.00</u>
Debt Proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,623,000.00</u>
Miscellaneous Income	<u>290.32</u>	<u>2,135.32</u>	<u>68,700.00</u>	<u>5,181.14</u>	<u>13,607.14</u>	<u>56,300.00</u>
Transfers Received	<u>0.00</u>	<u>0.00</u>	<u>2,761,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,623,158.00</u>
Chargeback Revenue	<u>0.00</u>	<u>0.00</u>	<u>503,259.00</u>	<u>0.00</u>	<u>0.00</u>	<u>518,733.00</u>
Revenue	399,525.89	2,348,326.31	15,223,997.36	576,973.75	2,354,313.69	18,045,183.00

Description	2018 Period Amt	2018 End Bal	2018 Budget	2019 Period Amt	2019 End Bal	2019 Budget
<i>Expense</i>						
Salaries & Wages	<u>255,555.70</u>	<u>384,794.62</u>	<u>3,097,778.00</u>	<u>202,989.34</u>	<u>328,847.08</u>	<u>3,306,730.00</u>
Salaries & Wages - Programs	<u>52,518.76</u>	<u>76,458.50</u>	<u>797,053.00</u>	<u>47,977.67</u>	<u>72,722.60</u>	<u>799,470.75</u>
Contractual Labor	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>975.00</u>	<u>975.00</u>	<u>10,000.00</u>
Contractual Services - Other	<u>21,314.55</u>	<u>22,704.16</u>	<u>559,239.00</u>	<u>40,004.66</u>	<u>54,368.07</u>	<u>629,063.00</u>
Contractual Services- Programs	<u>59,860.17</u>	<u>113,617.36</u>	<u>1,236,197.00</u>	<u>145,074.69</u>	<u>228,181.41</u>	<u>1,312,887.00</u>
Materials & Supplies	<u>15,166.49</u>	<u>14,214.10</u>	<u>408,603.00</u>	<u>32,673.67</u>	<u>35,953.12</u>	<u>431,253.00</u>
Materials & Supplies -Programs	<u>14,526.92</u>	<u>16,813.74</u>	<u>397,484.00</u>	<u>46,101.04</u>	<u>52,985.52</u>	<u>407,952.50</u>
Computer SoftHardware Equip.	<u>-369.97</u>	<u>-369.97</u>	<u>22,000.00</u>	<u>282.69</u>	<u>282.69</u>	<u>35,500.00</u>
Other Equipment	<u>14,118.72</u>	<u>16,185.77</u>	<u>118,200.00</u>	<u>12,082.35</u>	<u>17,466.25</u>	<u>120,800.00</u>
Building & Landscaping	<u>1,747.87</u>	<u>672.74</u>	<u>116,925.00</u>	<u>4,911.85</u>	<u>8,886.85</u>	<u>121,175.00</u>
Insurance Expenses (PCL)	<u>13,055.11</u>	<u>13,045.11</u>	<u>186,400.00</u>	<u>26,333.32</u>	<u>26,333.32</u>	<u>193,140.00</u>
Employment Expenses	<u>78,524.51</u>	<u>101,595.26</u>	<u>1,063,400.00</u>	<u>100,859.36</u>	<u>127,788.75</u>	<u>1,050,500.00</u>
Utilities	<u>34,768.51</u>	<u>36,681.58</u>	<u>602,250.00</u>	<u>24,643.69</u>	<u>25,616.60</u>	<u>598,850.00</u>
Capital	<u>10,551.08</u>	<u>30,747.79</u>	<u>1,194,904.00</u>	<u>526,099.47</u>	<u>570,947.47</u>	<u>4,599,974.00</u>
Debt Service	<u>0.00</u>	<u>0.00</u>	<u>1,158,900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,185,950.00</u>
Miscellaneous Expenses	<u>22,177.78</u>	<u>58,447.58</u>	<u>364,571.00</u>	<u>30,902.69</u>	<u>61,984.48</u>	<u>389,050.00</u>
Transfers Out	<u>0.00</u>	<u>0.00</u>	<u>2,761,061.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,623,158.00</u>
Chargebacks & Indirect Expense	<u>0.00</u>	<u>0.00</u>	<u>502,782.80</u>	<u>0.00</u>	<u>0.00</u>	<u>518,733.40</u>
<i>Expense</i>	<u>593,516.20</u>	<u>885,608.34</u>	<u>14,597,747.80</u>	<u>1,241,911.49</u>	<u>1,613,339.21</u>	<u>18,334,186.65</u>

Description	2018 Period Amt	2018 End Bal	2018 Budget	2019 Period Amt	2019 End Bal	2019 Budget
Revenue Total	399,525.89	2,348,326.31	15,223,997.36	576,973.75	2,354,313.69	18,045,183.00
Expense Total	593,516.20	885,608.34	14,597,747.80	1,241,911.49	1,613,339.21	18,334,186.65
Grand Total	-193,990.31	1,462,717.97	626,249.56	-664,937.74	740,974.48	-289,003.65

General Ledger
Consolidated Budget By
Account Type



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Period 02 - 02
Fiscal Year 2018 - 2019

Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
10	Corporate Fund				
10	Revenue				
10	Property Tax Receipts	0.00	2,108,000.00	0.00	2,093,000.00
10	Other Taxes	8,040.13	75,900.00	8,640.32	63,750.00
10	Charges for Services	0.00	0.00	0.00	0.00
10	Rentals	0.00	0.00	0.00	0.00
10	Interest Income	6,828.81	10,000.00	9,902.11	22,000.00
10	Grants & Donations	0.00	0.00	0.00	0.00
10	Miscellaneous Income	1,510.32	200.00	11,987.14	1,000.00
10	Transfers Received	0.00	78,530.00	0.00	83,657.00
10	Chargeback Revenue	0.00	0.00	0.00	0.00
10	Revenue	16,379.26	2,272,630.00	30,529.57	2,263,407.00
10	Expense				
10	Salaries & Wages	140,856.30	1,178,674.00	121,002.68	1,246,439.00
10	Contractual Labor	0.00	10,000.00	975.00	10,000.00
10	Contractual Services - Other	5,089.06	210,392.00	9,973.09	246,215.00
10	Materials & Supplies	5,665.39	184,700.00	17,659.98	180,200.00
10	Computer SoftHardware Equip.	-399.96	11,500.00	109.98	20,000.00
10	Other Equipment	574.64	3,300.00	1,111.00	3,300.00
10	Building & Landscaping	672.74	103,500.00	7,268.10	108,500.00
10	Insurance Expenses (PCL)	13,045.11	186,400.00	26,333.32	193,140.00
10	Employment Expenses	41,796.69	472,500.00	59,448.05	464,000.00
10	Utilities	5,238.56	51,150.00	4,906.50	50,700.00
10	Capital	0.00	2,500.00	0.00	2,500.00
10	Miscellaneous Expenses	5,579.00	46,030.00	5,695.05	45,850.00
10	Transfers Out	0.00	102,374.00	0.00	127,374.00
10	Expense	218,117.53	2,563,020.00	254,482.75	2,698,218.00
	Revenue Total	16,379.26	2,272,630.00	30,529.57	2,263,407.00
	Expense Total	218,117.53	2,563,020.00	254,482.75	2,698,218.00
	Grand Total	-201,738.27	-290,390.00	-223,953.18	-434,811.00
10	Corporate Fund	-201,738.27	-290,390.00	-223,953.18	-434,811.00

General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
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Period 02 - 02
Fiscal Year 2018 - 2019

Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
20	Recreation Fund				
20	Revenue				
20	Property Tax Receipts	0.00	1,169,502.36	0.00	1,243,500.00
20	Other Taxes	8,040.13	75,900.00	8,640.31	63,750.00
20	Charges for Services	334,166.76	1,991,865.00	327,092.98	2,065,700.00
20	Program Fees	1,723,990.40	3,828,538.00	1,689,981.21	4,012,637.00
20	Rentals	235,359.74	607,864.00	262,826.34	636,100.00
20	Concessions	1,346.20	80,300.00	551.30	83,700.00
20	Product Sales	20.00	0.00	0.00	0.00
20	Interest Income	15,868.27	20,000.00	18,295.40	35,000.00
20	Licenses & Permits	6,090.00	12,630.00	6,535.00	14,745.00
20	Grants & Donations	3,110.67	13,000.00	7,665.00	20,000.00
20	Miscellaneous Income	625.00	8,500.00	1,620.00	11,000.00
20	Transfers Received	0.00	0.00	0.00	0.00
20	Chargeback Revenue	0.00	503,259.00	0.00	518,733.00
20	Revenue	2,328,617.17	8,311,358.36	2,323,207.54	8,704,865.00
20	Expense				
20	Salaries & Wages	236,411.30	1,896,804.00	201,791.21	2,008,291.00
20	Salaries & Wages - Programs	76,458.50	797,053.00	72,722.60	799,470.75
20	Contractual Services - Other	17,615.10	348,847.00	44,394.98	382,848.00
20	Contractual Services- Programs	113,617.36	1,238,397.00	228,181.41	1,312,887.00
20	Materials & Supplies	8,555.90	224,103.00	18,293.14	251,053.00
20	Materials & Supplies -Programs	16,813.74	399,629.00	52,985.52	407,952.50
20	Computer SoftHardware Equip.	29.99	10,500.00	172.71	15,500.00
20	Other Equipment	4,111.13	19,900.00	7,566.82	22,500.00
20	Building & Landscaping	0.00	13,425.00	1,618.75	12,675.00
20	Employment Expenses	58,159.15	574,700.00	66,443.31	569,200.00
20	Utilities	31,443.02	551,100.00	20,710.10	548,150.00
20	Capital	0.00	0.00	0.00	0.00
20	Debt Service	0.00	0.00	0.00	0.00
20	Miscellaneous Expenses	52,868.58	318,541.00	56,289.43	343,200.00
20	Transfers Out	0.00	1,768,508.00	0.00	1,587,345.00
20	Chargebacks & Indirect Expense	0.00	503,258.80	0.00	518,733.40
20	Expense	616,083.77	8,664,765.80	771,169.98	8,779,805.65
Revenue Total		2,328,617.17	8,311,358.36	2,323,207.54	8,704,865.00
Expense Total		616,083.77	8,664,765.80	771,169.98	8,779,805.65
Grand Total		1,712,533.40	-353,407.44	1,552,037.56	-74,940.65
20	Recreation Fund	1,712,533.40	-353,407.44	1,552,037.56	-74,940.65

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Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
45	Debt Service Fund				
45	Revenue				
45	Property Tax Receipts	0.00	1,155,900.00	0.00	1,153,950.00
45	Interest Income	0.00	1,000.00	0.00	2,000.00
45	Debt Proceeds	0.00	0.00	0.00	0.00
45	Transfers Received	0.00	<u>0.00</u>	0.00	<u>0.00</u>
45	Revenue	0.00	1,156,900.00	0.00	1,155,950.00
45	Expense				
45	Debt Service	0.00	1,158,900.00	0.00	1,155,950.00
45	Transfers Out	0.00	<u>1,000.00</u>	0.00	<u>2,000.00</u>
45	Expense	0.00	1,159,900.00	0.00	1,157,950.00
Revenue Total		0.00	1,156,900.00	0.00	1,155,950.00
Expense Total		0.00	1,159,900.00	0.00	1,157,950.00
Grand Total		0.00	-3,000.00	0.00	-2,000.00
45	Debt Service Fund	0.00	-3,000.00	0.00	-2,000.00

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Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
55	Special Recreation Fund				
55	Revenue				
55	Property Tax Receipts	0.00	635,436.00	0.00	663,000.00
55	Interest Income	370.94	0.00	0.00	0.00
55	Transfers Received	0.00	<u>0.00</u>	0.00	<u>0.00</u>
55	Revenue	370.94	635,436.00	0.00	663,000.00
55	Expense				
55	Salaries & Wages	7,527.02	42,500.00	6,053.19	52,000.00
55	Employment Expenses	1,639.42	16,200.00	1,897.39	17,300.00
55	Capital	1,596.73	509,404.00	0.00	847,874.00
55	Transfers Out	0.00	<u>0.00</u>	0.00	<u>0.00</u>
55	Expense	10,763.17	568,104.00	7,950.58	917,174.00
Revenue Total		370.94	635,436.00	0.00	663,000.00
Expense Total		10,763.17	568,104.00	7,950.58	917,174.00
Grand Total		-10,392.23	67,332.00	-7,950.58	-254,174.00
55	Special Recreation Fund	-10,392.23	67,332.00	-7,950.58	-254,174.00

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Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
85	Asset Replacement Fund				
85	Revenue				
85	Property Tax Receipts	0.00	0.00	0.00	0.00
85	Rentals	0.00	0.00	0.00	0.00
85	Interest Income	2,790.79	0.00	0.00	0.00
85	Grants & Donations	0.00	35,000.00	0.00	32,500.00
85	Miscellaneous Income	0.00	40,000.00	0.00	24,300.00
85	Transfers Received	0.00	1,897,531.00	0.00	1,739,501.00
85	Revenue	2,790.79	1,972,531.00	0.00	1,796,301.00
85	Expense				
85	Other Equipment	11,500.00	95,000.00	8,788.43	95,000.00
85	Capital	0.00	259,000.00	26,690.00	301,000.00
85	Transfers Out	0.00	785,000.00	0.00	800,000.00
85	Expense	11,500.00	1,139,000.00	35,478.43	1,196,000.00
	Revenue Total	2,790.79	1,972,531.00	0.00	1,796,301.00
	Expense Total	11,500.00	1,139,000.00	35,478.43	1,196,000.00
	Grand Total	-8,709.21	833,531.00	-35,478.43	600,301.00
85	Asset Replacement Fund	-8,709.21	833,531.00	-35,478.43	600,301.00

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Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
94	Capital Improvements Fund				
94	Revenue				
94	Interest Income	3,122.77	6,000.00	576.58	12,000.00
94	Grants & Donations	0.00	269,092.00	0.00	6,160.00
94	Debt Proceeds	0.00	0.00	0.00	2,623,000.00
94	Miscellaneous Income	1,190.23	0.00	0.00	0.00
94	Transfers Received	0.00	785,000.00	0.00	800,000.00
94	Revenue	4,313.00	1,060,092.00	576.58	3,441,160.00
94	Expense				
94	Capital	29,852.19	1,143,900.00	544,257.47	3,293,600.00
94	Debt Service	0.00	0.00	0.00	30,000.00
94	Transfers Out	0.00	104,179.00	0.00	106,439.00
94	Expense	29,852.19	1,248,079.00	544,257.47	3,430,039.00
Revenue Total		4,313.00	1,060,092.00	576.58	3,441,160.00
Expense Total		29,852.19	1,248,079.00	544,257.47	3,430,039.00
Grand Total		-25,539.19	-187,987.00	-543,680.89	11,121.00
94	Capital Improvements Fund	-25,539.19	-187,987.00	-543,680.89	11,121.00

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Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
96	Cash In Lieu of Land Fund				
96	Revenue				
96	Interest Income	287.11	500.00	0.00	500.00
96	Miscellaneous Income	<u>0.00</u>	<u>20,000.00</u>	<u>0.00</u>	<u>20,000.00</u>
96	Revenue	287.11	20,500.00	0.00	20,500.00
96	Expense				
96	Capital	<u>-701.13</u>	<u>110,000.00</u>	<u>0.00</u>	<u>155,000.00</u>
96	Expense	-701.13	110,000.00	0.00	155,000.00
	Revenue Total	287.11	20,500.00	0.00	20,500.00
	Expense Total	-701.13	110,000.00	0.00	155,000.00
	Grand Total	988.24	-89,500.00	0.00	-134,500.00
96	Cash In Lieu of Land Fund	988.24	-89,500.00	0.00	-134,500.00

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Fund	Description	2018 End Bal	2018 Budget	2019 End Bal	2019 Budget
Revenue Total		2,352,758.27	15,429,447.36	2,354,313.69	18,045,183.00
Expense Total		885,615.53	15,452,868.80	1,613,339.21	18,334,186.65
Grand Total		1,467,142.74	-23,421.44	740,974.48	-289,003.65