PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners
Wednesday, November 16, 2022 at 6:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Agenda

1. **Call to order**
   a. Attendance

2. **Acceptance of meeting minutes**
   a. September 14, 2022 Regular Meeting Minutes
      Documents: Attachment A (Pgs. 3-4)

3. **Public participation**

5. **Superintendent's Report**

   a. Monthly Division Updates
      Documents: Attachment B (Pgs. 6-8)
   b. Project Updates
      Documents: Attachment C (Pgs. 11-15)
   c. Department Financials
      Documents: Attachment D (Pgs. 16-20)

5. **Old business**
   a. Approve the Pigeon Hill Preserve Memorandum of Understanding between the City and Environmental Learning Centers of CT
      Documents: Attachment E (Pgs. 21-22)
   b. By Commissioners

6. **New business**
   a. Presentation from Phani Gorty on Cricket Field Proposal
   b. Presentation from Brian Avery on Quinlan Park Site Improvements Plans
      Documents: Attachment F (Pgs. 23-37)
   c. Presentation from Sean Dagesse; Bank of America on Park Trust Fund Portfolio
      Documents: Attachment G (Pgs. 38-169)
   d. Presentation from Deputy Superintendent Sarah Larson on Low Mow Pilot Program Proposal
      Documents: Attachment H (Pgs. 170-179)
   e. Approval to award contract for Kern Park Design and Improvements
   f. Approve recommendation from the Policy Committee to Adopt the 2023 Policy Manual
      Documents: Attachment I (Pgs. 180-294)
   g. Park Security Proposal for FY23 and make recommendation to move to Finance Committee
      Documents: Attachment J (Pg. 295)
   h. Consider a request from the Superintendents to reduce the number of summer meetings for the 2023 Board of Park Commissioners Calendar
   i. By Commissioners

7. **Committee reports**
   a. Fund Development Committee
   b. Policy Committee
   c. Finance Committee
   d. City Council Liaison updates

8. **Adjourn**

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Topic: Board of Park Commissioners
Time: Nov 16, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://bristolct-gov.zoom.us/j/82867107975?pwd=Z29EbWErY1FKejhkNlpTeDgyellxQT09

Meeting ID: 828 6710 7975
Passcode: 131247
One tap mobile
+13017158592,,82867107975# US (Washington DC)
+13092053325,,82867107975# US

Dial by your location
+1 301 715 8592 US (Washington DC)
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 931 3860 US
+1 929 205 6099 US (New York)
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
Meeting ID: 828 6710 7975
Find your local number: https://bristolct-gov.zoom.us/u/keyxcrraeP

ATTACHMENT A

PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners
Wednesday, September 14, 2022 at 6:00 p.m.
Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Minutes

1. **Call to order**
   a. Chair Mayor Jeffrey Caggiano called the meeting to order at 6:01 p.m.
   b. Attendance

Present:	Mayor Jeffrey Caggiano, Chair Robert Fiorito, Vice Chair Sandra Bogdanski, Commissioner Cynthia Donovan, Commissioner Leonard Lamothe, Commissioner Robert Lawson, Commissioner Emily Michaud, Commissioner Andrew Howe, City Council Liaison Erica Benoit, Community Engagement Coordinator Dr. Joshua Medeiros, Superintendent Sarah Larson, Deputy Superintendent
Absent:	Marie O'Brien, Board of Finance Liaison

2. **Acceptance of meeting minutes**
   a. **MOTION:** Made by Vice Chair Fiorito to accept the July 20, 2022 Regular Meeting Minutes and July 28, 2022 Special Meeting Minutes.
   Seconded by: Commissioner Donovan, all in favor; motion carried.

3. **Public participation**
   a. **MOTION:** Made by Vice Chair Fiorito to move up New Business Items 6a. and 6fi.
   Seconded by Commissioner Donovan, all in favor; motion carried.

   6a. Brian Avery of American Legion Post #209 provided update on the Quinlan Park Bell and made a request for approval from the board for a brick fundraiser to raise funds to purchase the elements for the vision of the space. Discussion followed.
   MOTION: Made by Commissioner Donovan to table for the November meeting, with the expectation Mr. Avery return with a rendering of the vision for Bell and the Quinlan Park space as well as an itemization as to how funds raised will be spent.
   Seconded by: Vice Chair Fiorito, all in favor; motion carried.

   6fi. Dave Carello, Tim Gamache, and Bruce Barton of Veterans Council all spoke on behalf of amending the Celebrating a Life Memorial Tree & Bench Program in removing Veterans Memorial Boulevard as one of its approved listed park spaces. Discussion followed.
   MOTION: Made by Vice Chair Fiorito to amend the Celebrating a Life Memorial Tree & Bench Program removing Veterans Memorial Boulevard from the list of approved park spaces.

DRAFT

Seconded by: Commissioner Donavan, all in favor; motion carried.

MOTION: Made by Vice Chair Fiorito to remove the existing plaques in Veterans Memorial Boulevard and work with the families on relocating them to different park locations. Seconded by: Commissioner Donovan, all in favor; motion carried.

b. **MOTION:** Made by Commissioner Bogdanski to move up New Business Item 6b. Seconded by: Commissioner Donovan, all in favor; motion carried.

6b. Ryan Chmielewski and Jonathan Tunsky from Weston & Sampson presented on the Page Park Revitalization updates. Discussion Followed.

4. Superintendent's Report

a. Superintendent Medeiros presented the Monthly Division Updates. Discussion followed.
b. Superintendent Medeiros presented the Project Updates. Discussion followed.
c. Superintendent Medeiros reviewed the Department Financials. Discussion followed.
d. Superintendent Medeiros reviewed the End of the Year 2022 Financial Report Overview. Discussion followed.
e. Community Engagement Coordinator Erica Benoit presented the Park Ambassador Report. Discussion followed.
f. **MOTION:** Made by Vice Chair Fiorito to accept and place the Superintendent's Report on file. Seconded by: Commissioner Donovan, all in favor; motion carried.

5. Old business

a. By Commissioners:
   i. Commissioner Donovan inquired about retrieving Veterans Council fundraising accounting records from years past. Council Liaison Howe will look into it.
   ii. Chair Mayor Caggiano inquired about the Pigeon Hill Memorandum, requesting to see it.
   iii. Vice Chair Fiorito provided updates on the Ed Swicklas monument.
   iv. Commissioner Lamothe provided updates on the Veterans Memorial Boulevard canon. Inquired about Page Pool losing water. The status of the QR Codes project and the Veterans Memorial Boulevard sign damage.

6. New business

c. **MOTION:** Made by Vice Chair Fiorito to place the Emergency Action Plan for Page Park Pond Dam on file and send to DEEP. Seconded by: Commissioner Donovan, all in favor; motion carried.
d. **MOTION:** Made by Vice Chair Fiorito to table the request from City Council to designate Pigeon Hill Preserve as an official park to be co-managed by the Parks and Environmental Learning Centers of CT until the MOU is received and reviewed by this board. Seconded by: Commissioner Lawson, all in favor; motion carried.
e. Superintendent Medeiros presented the Policies & Procedures Manual 22-23 Draft.
f. Approve of the Policy Committee policy recommendations:
   ii. **MOTION:** Made by Commissioner Bogdanski to approve the Risk Management Policy. Seconded by: Vice Chair Fiorito, all in favor; motion carried.
   iii. **MOTION:** Made by Commissioner Bogdanski to approve the Banner Hanging Policy. Seconded by: Vice Chait Fiorito, all in favor; motion carried.
g. By Commissioners: None.

7. Committee reports

a. Fund Development Committee: Chair Donovan provided updates that fundraising logistics for the 2nd Annual Dinner on the Diamond have commenced and the Committee has also begun to outline

their Marketing and Communications Plan.

b. Policy Committee: All items discussed were voted on above.
c. Finance Committee: Chair Fiorito provided updates that review of the Bristol Blues Contract continues, Year End FY22 Financials were reviewed, and the Annual Review of Fee Schedules will be discussed next meeting.
d. City Council Liaison updates: None.

8. Adjourn

a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 7:59 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion carried**.**

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

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ATTACHMENT B

PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Superintendent Report
Board of Park Commissioners
November 16, 2022

I. Parks, Grounds and Facilities Division Highlights

- The outdoor restrooms and irrigation systems have been closed down for the season.
- Leaf operations are still in motion and will continue through Thanksgiving.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Graffiti	Rockwell Outdoor Pavilion	Cleaned
Arson	Mulch Patch Behind Mrs. Rockwell	Extinguished
ATV Damage to Field	Rockwell Park Soccer Field	In Progress

II. Recreation Division Highlights

- Recreation Division met with BAIMS Principal, Lea McCabe, on the usage of the BAIMS gymnasium for programming. BPYRCS will utilize this location for programs starting this November.
- Recreation Supervisor, Amry Shelby, is in the final planning stages of the 25th Annual Turkey Shoot Basketball Contest on Saturday, November 19th
    - The event has received generous sponsorships again this year including:
        - Dick's Sporting Goods
        - BEST
        - Lake Compounce
        - Price Chopper
- Improvements to Pine Lake continues to progress. The shed and sign projects have been completed. The pre-fabricated bathroom and climbing wall are gaining traction with on-going meetings regarding both projects.
- The Recreation Division helped facilitate this year's Pequabuck River Duck Race. The Duck Race was able to raise almost $4,000 for the City Arts & Culture Commission.

Recreation & Event Measures	October 2021	October 2022
# of youth engaged in recreation programs	271	313
# of adults engaged in recreation programs	91	166*
Total # of recreation programs running	16	23

** Number only includes team captains for all adult league teams. The number does not include the other team participants.*

III. Aquatics Division Highlights

- Aquatics Supervisor, Jaimie Clout, presented at the Iowa State Parks and Recreation Conference on November 4th.
- The Aquatics Division has launched a hiring campaign in search of Lifeguards and Water Safety Instructors.
- The Splash team had a successful Trunk or Treat event.
- Over 16 families attended the Night of the Masked Swimmer event held at DMAC on October 30th.
- Aquatics Supervisor, Jaimie Clout, will be presenting at the CRPA Annual Conference on November 21st.

Aquatics Measures	October 2021	October 2022
# of visits to the Dennis Malone Aquatics Center	1297	1147
# of pool memberships sold	35	38
# program participants	436	506

IV. Outreach, Marketing, and Event Highlights

- BPRYCS launched the Parks Project Portal to improve communication and transparency with community members and residents. Patrons will now have 24/7 access to project updates, documents, budgets and funding sources, renderings, and timelines for local parks projects. The Parks Project Portal is accessible via the BPRYCS website homepage at www.BristolRec.com.
- BPRYCS hosted an outdoor showing of Hocus Pocus for this year's Halloween Spooktacular held at the Rockwell Park Amphitheater on Friday, October 28th. Goodie bags of candy and treats were handed out to attendees upon arrival.
- BPRYCS hosted the last Green Team of the season on Saturday, October 22nd at Rockwell Park in preparation for Halloween.
- Community Engagement Coordinator, Erica Benoit, hosted the Winter/Spring 2022-2023 Programming Workshop to review Winter/Spring brochure deadlines, MyRec updates, and division programming changes/updates.
- Community Engagement Coordinator, Erica Benoit, worked with Community Services Coordinator Aubrey Minkler to launch the 2022 Holiday Gift Giving Program and campaign. Together they designed and launched new promotional materials, adjusted the assistance application, enlisted the City and the Bristol Police Department as campaign partners, and added additional avenues to donate to and participate in the program.
- Community Engagement Coordinator, Erica Benoit, and Superintendent Dr. Joshua Medeiros attended an informational meeting with Soofa Signs, a solar powered informational and way-finding sign provider. It was determined there was interest in foot traffic and park usage data collecting capabilities in the future.

Outreach, Marketing, and Event Measures	October 2021	October 2022
Total # of e-mails sent	17	27
% of emails opened	26%	44%
Email click rate	2%	3%

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Holiday Lights Display	November 1, 2022 – January 2, 2023	Evenings	Page Pool
Stuff-A-Cruiser (Holiday Gift Giving Program)	November 19, 2022	10:00 AM – 2:00 PM	Bristol Walmart
25th Annual Turkey Shoot Basketball Contest	November 19, 2022	9:30 AM – 12:00 PM	Chippens Hill Middle School Gymnasium
CRPA - 62nd Annual Conference & Tradeshow	November 21–22, 2022	N/A	Mohegan Sun - Conference Center
Letters to Santa	December 2 – 20, 2022	Dawn to Dusk	Federal Hill Green Page Park Rockwell Park
Underwater Photos with Scuba Santa	December 3-4, 2022	5:00 PM – 8:00 PM	Dennis Malone Aquatics Center
Holiday Program Volunteer Assistance *(Formerly the Annual Toy Drive)*	December 3, 2022	10:00 AM – 2:00 PM	Page Pool
Winter Wonderland	December 8 – 9, 2022	6:00 – 7:30 PM	Rockwell Park – Mrs. Rockwell's Pavilion
	December 10–11, 2022	12:00 PM– 4:00 PM	

ATTACHMENT C

Active Parks, Recreation, Youth and Community Services Projects (Updated: 11/10/2022)

Project Name	Description	Status	Anticipated/Estimated Costs	Funding Source(s)	Target Completion Goal
Seymour Park & Wilson Field Court Renovation	Full post-tension concrete reconstruction of Seymour and Wilson basketball courts and tennis court conversion into 4 pickleball courts with netting and fencing	Construction is underway on both Seymour Park and Wilson's Field courts. Concrete work is expected to be completed in the fall with painting and lining completed in the spring once weather breaks. Grand opening for the new courts will be spring 2023.	$475,000- Seymour, $150,000- Wilson	$73,061- capital outlay (1017000), $76,939- various equip (0017021-589100), and $475,000- Seymour CIP (22L01).	Spring 2023
E.G. Stocks Playground and Casey Field Upgrades (phase 1)	Site enhancements including ADA, court lights, splash pad and field upgrades.	Playground replacement installation is underway and expected to be completed in early December. Phase 1 improvements are out to bid with a closing date of 11/22. Construction is expected to commence winter/spring 2023 with project completed by summer.	$109,000 for design/bid/construction admin. TBD costs for construction	$1,025,000- CIP (3027004).	Fall 2022/ Spring 2023
Kern Park Planning & Improvements	Design and construction of site improvements	Interviews were held with 2 firms. Contract award is expected by Parks Board in November and City Council in December. Community engagement efforts expected to commence in early 2023.	$300,000	$300,000- ARPA	Winter 2023
Perry J. Spinelli- Phase 2	Phase 2 interior and exterior renovations with a vision of establishing a premier rental facility.	Phase 2 design documents are completed and expected to go out to bid in the fall. Construction for phase 2 will commence over the winter/spring 2023 season.	$73,600 for design/bid/construction admin. TBD costs for construction	$810,000-CIP (3027010-22C02 & 21L01)	Spring 2023
Page Park Revitalization and Renovation	Utilize the Page Park master plan to fully renovate the park.	A successful community engagement event was held over Zoom on 10/12 with 22 participants. The program was recorded and is available on the website. We are engaged in permitting and site plan review including meetings with DEEP.	$13.6 million (4yr phased approach)	$2,000,000- CIP (3027010)	Fall 2023 (phase 1)

Pigeon Hill Preserve	Installation of signage and site security features to bring the park online to the public	Pending Board of Park Commissioner approval of the management MOU with the Environmental Learning Centers of CT; this project will involve the purchasing of a new entrance sign, educational signs, security fence, and a rustic style-split rail fence in order to bring the park online for public. Anticipated grand opening would be April 2023 for Earth Day.	TBD	TBD with potential for donations from Covanta	Spring 2023
Pine Lake Improvements (phase 2)	Renovations for the park including prefabricated bathroom and upgraded facilities/amenities.	New sign for the park has been installed. Landscape Gardner Steven Schriver is developing a landscaping plan for the front of the park. We received 1 bid for a climbing wall structure and expect that to be constructed in the spring. Command Construction has been retained for site work for the bathrooms. Anticipate a grand re-opening of the park in summer 2023.	$425,000 estimated for all upgrades	$275,000- ARPA (3071032-22C23), $150,000- CIP (3021032-20031)	Summer 2023
Rockwell Park Pavilion-Bathroom Expansion	Bathroom expansion built onto the Mrs. Rockwell Building to provide a formal public bathroom reducing reliance on port-o-johns.	Exterior work has been completed on the bathrooms. Millennium Builders is awaiting ceiling heaters and plumber getting the fixtures, partition and accessories installed. We anticipate the bathrooms opening along with other park bathrooms in spring 2023.	$8,892 for design, $134,205 for construction	$200,000- Rockwell Park Capital Project (3027014-21C06)	Fall 2022 completion with a spring 2023 opening to public
Rockwell Park Enhancements	Establishment of fitness pad, trail and course improvements and ADA work.	The fitness pad has been installed with surfacing work underway. We anticipate a formal grand opening event to be scheduled shortly. The para fitness pads by the soccer fields will be coming late fall or early 2023.	$241,288- fitness pad, $68,675-para fitness course	$400,000- ARPA (3077014-22C21)	Fall 2022
Veterans Memorial Boulevard Enhancements	Removal of tennis courts, creation of urban garden, and a prefabricated bathroom.	Construction has been completed on the urban garden. A successful community planting day was held and formation of the garden and pathways will continue over the winter. We anticipate a grand opening in spring 2023.	$37,000- removal/garden $130,000- prefabricated bathroom estimates	$37,000- CT Urban Forest Council Grant (1067021-22G47), $300,000- ARPA (3077011-22C20)	Spring 2023

Welcome to the Parks Project Portal

The City of Bristol Parks, Recreation, Youth and Community Services Department (BPRYCS) is engaged in a variety of park improvement projects in order to achieve our mission of delivering high quality facilities to our residents. Due to the complex nature of projects and the unpredictability of the construction industry at this time, project updates are very fluid and can change on a weekly basis. As a means to keep you informed we have created an interactive Parks Projects Portal (PPP)! The PPP provides status reports on all projects happening within the park system, special presentations, and an opportunity for you to provide comments and feedback on existing projects or recommendations for new projects.
We invite you to explore!

The Parks Project Portal will be updated on an ongoing basis - we appreciate your patience as we work to provide the most up to date project details!

Current Projects

Page Park

Page Park Revitalization Plans

Rockwell Park

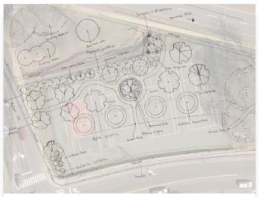
Fitness Pad & Para Fitness Course

Casey Field & Stocks Playground

Splash Pad and Playground

Page Park

Perry J. Spinelli Pavilion Renovations



Veterans Memorial Boulevard

Boulevard Enhancements

General Project Updates

10-Year Capitol Improvement Plan

2022-2024 Strategic Plan

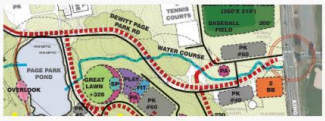
2020 Master Plan

City of Bristol
Parks, Recreation Youth and Community Services
Department Website: www.BristolRec.com
51 High Street
Bristol, CT, 06010, US
parksandrecreation@bristolct.gov

Page Park

Page Park Revitalization

The Page Park Revitalization Project incorporates findings from the community driven 2020 Master Plan and represents a wholesale re-imagining of this major city park.



Updates

October 12, 2022 - Community Forum

Watch the Recording - Here

Superintendent Dr. Josh Medeiros and Jonathan Tunsky from Weston & Sampson were joined by community members for an interactive discussion on the Page Park Revitalization project. Participants were able to learn more about the latest park designs and changes to come over the next few years. (Format: 30-40 minute presentation followed by panel discussion and Q & A)

Project Documents

Community Project Updates - Video Recording
10/12/22

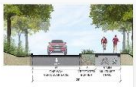
Design Concepts Presented to Board of Parks Commissioners
9/14/22

3D Renderings
August 2022

Overall Improvement Phasing
7/29/22

Board of Park Commissioners Master Plan Revision Vote
4/20/22

Design Concepts Presented to Board of Parks Commissioners 4/20/22



Design Concepts Presented to Board of Parks Commissioners 2/16/22

Design Concepts Presented to Board of Parks Commissioners 12/14/21

We Want Your Feedback!

Please share your comments, questions, and input!

Name

Please share your feedback on the Page Park Revitalization:

Date

mm/dd/yyyy

By checking this box and submitting your information, you are granting us permission to use your feedback for planning and promotional purposes.

Send Message

Park Project Portal - Home Project Archives PROJECT PORTAL

Bristol PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Park Project Portal - Home Project Archives BristolRec.com

Project Archives

Quinlan Park

Refurbishments and Additions

October 2022

Page Park

Dam Assessment & EAP

August 2022

DMAC

New Sign

August 2022

Veterans Memorial Boulevard

Blue Star Memorial Garden

July 2022

Peck Park

Tennis & Pickleball Courts

June 2022

Brackett & Rockwell Park

Basketball Court Resurfacing

June 2022

Federal Hill Green

Playground Equipment Upgrades

May 2022

Main Office - 51 High Street

Community Garden

August 2021

Rockwell Park

Bike Pump Park Opening

August 2021

Veterans Memorial Boulevard

Urban Garden & Bike Lanes

Urban Garden

The tennis courts have been removed from Memorial Boulevard to make way for more green space. Plans to install an Urban Garden are well underway.

This Urban Garden will include the addition of twenty-one native trees and over forty shrubs that will infiltrate storm water, improve air quality, and reduce ambient temperatures for this section of the city. This project was made possible by a grant through the CT Urban Forest Council provided by the Connecticut Department of Energy and Environmental Protection Division of Forestry and funded by the Regional Greenhouse Gas Initiative.

Save the Date

November 5, 2022

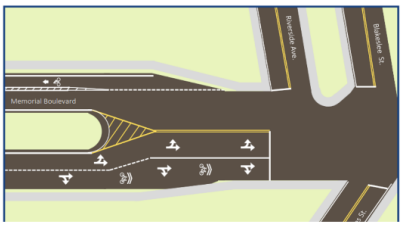
Community Planting Day
Memorial Boulevard
Urban Garden

10:00 AM - 12:00 PM

Learn More

Bike Lanes

A recent paving project made way for the addition of Bike Lanes on Memorial Boulevard! The community connectivity upgrade will result in new traffic patterns and drivers can expect to see new directional signals, road markings, and traffic signs. Memorial Boulevard will be a shared roadway, designed to offer a balanced and multimodal transportation system. Benefits to the new roadway configuration include connectivity of local bike infrastructure, traffic calming, increased safety and walkability for pedestrians, and overall healthier community environment.

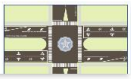


Project Documents

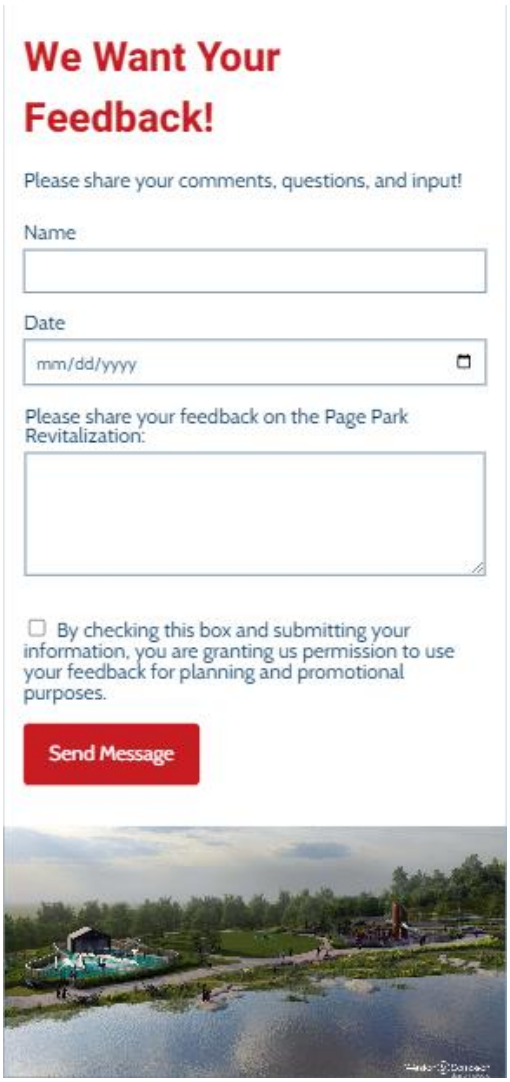
Urban Garden Plans
August 2022

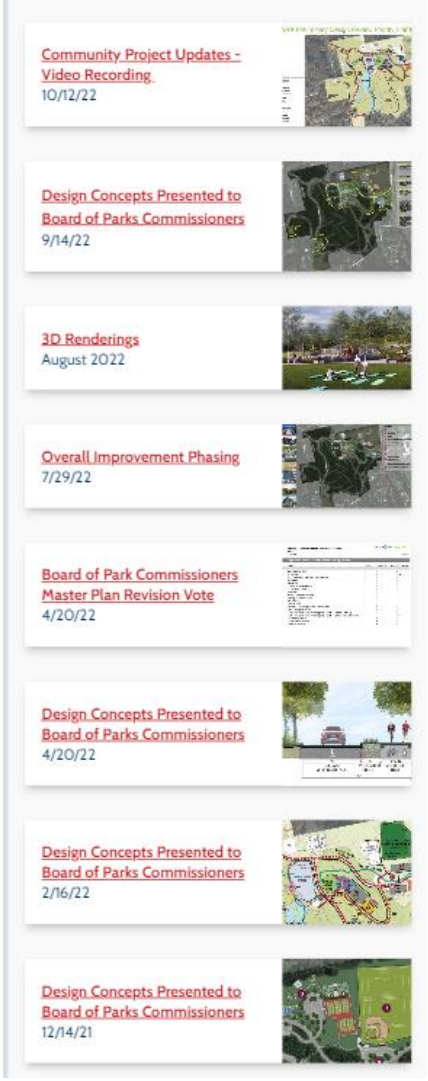
Bike Lane Breakdown
October 2022

Bike Lane Intersections
October 2022



Community Connectivity Upgrades
August 2022


We Want Your Feedback!
Please share your comments, questions, and input!
Name
Date
mm/dd/yyyy
Please share your feedback on the Page Park Revitalization:
By checking this box and submitting your information, you are granting us permission to use your feedback for planning and promotional purposes.
Send Message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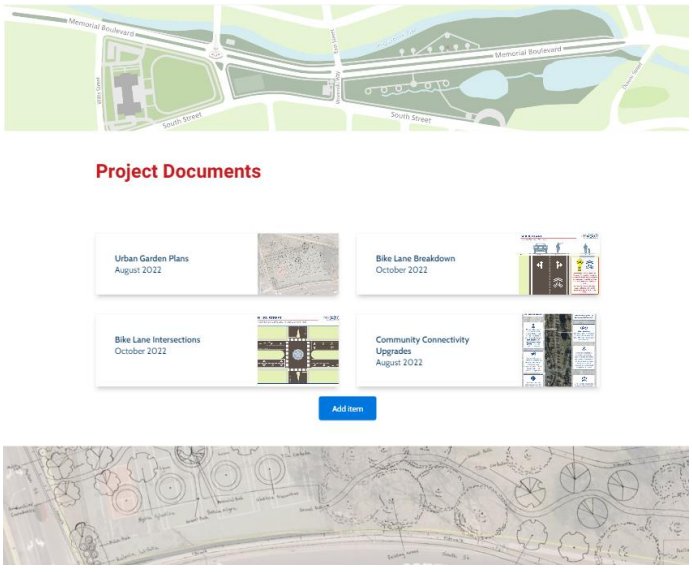
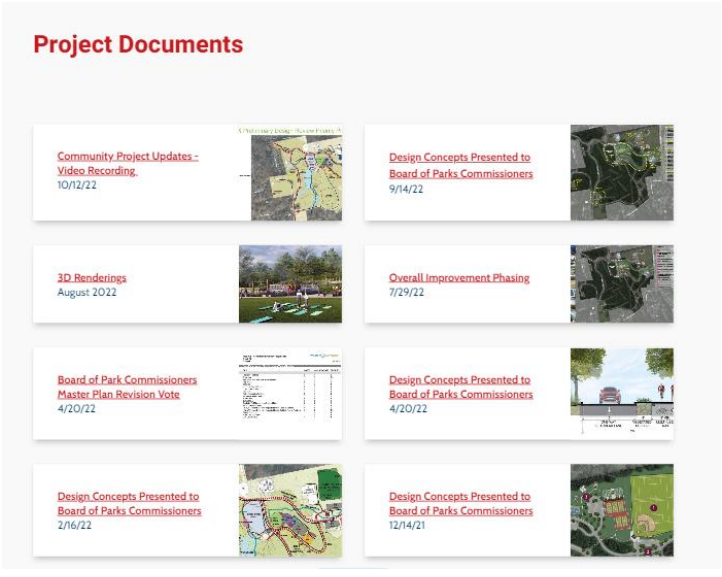
Design Concepts Presented to Board of Parks Commissioners
12/14/21


Memorial Boulevard
South Street
Project Documents
Urban Garden Plans
August 2022
Bike Lane Breakdown
October 2022
Bike Lane Intersections
October 2022
Community Connectivity Upgrades
August 2022
Add item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12/14/21

ATTACHMENT D

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	-126,639.93	.00	-273,360.07	31.7%
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-13,295.00	.00	-10,035.00	57.0%
0017021 514000 REGULAR WAGES &	406,940	0	406,940	132,223.19	.00	274,716.81	32.5%
0017021 515100 OVERTIME WAGES &	6,000	0	6,000	1,206.73	.00	4,793.27	20.1%
0017021 515200 PARTTIME WAGES &	19,000	0	19,000	2,986.45	.00	16,013.55	15.7%
0017021 552100 LIABILITY INSURA	73,000	0	73,000	60,712.35	5,652.90	6,634.75	90.9%
0017021 553000 TELEPHONE	4,100	0	4,100	1,365.12	2,734.88	.00	100.0%
0017021 553100 POSTAGE	750	0	750	.00	.00	750.00	.0%
0017021 554000 TRAVEL REIMBURSE	250	0	250	202.00	.00	48.00	80.8%
0017021 557700 ADVERTISING	8,000	0	8,000	1,280.49	.00	6,719.51	16.0%
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	703.87	.00	1,796.13	28.2%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	577.70	922.30	500.00	75.0%
0017021 581120 CONFERENCES & ME	7,500	0	7,500	6,075.66	500.00	924.34	87.7%
0017021 583120 ARTS & CULTURE C	15,000	0	15,000	1,308.38	2,000.00	11,691.62	22.1%
0017021 589100 MISCELLANEOUS	0	268,930	268,930	1,851.93	37,372.82	229,705.25	14.6%
TOTAL PARKS ADMINISTRATION	121,710	268,930	390,640	70,558.94	49,182.90	270,898.16	30.7%
TOTAL GENERAL FUND	121,710	268,930	390,640	70,558.94	49,182.90	270,898.16	30.7%
TOTAL REVENUES	-423,330	0	-423,330	-139,934.93	.00	-283,395.07	
TOTAL EXPENSES	545,040	268,930	813,970	210,493.87	49,182.90	554,293.23	
GRAND TOTAL	121,710	268,930	390,640	70,558.94	49,182.90	270,898.16	30.7%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-30,000	0	-30,000	-11,400.00	.00	-18,600.00	38.0%
0017022 450321 RENTALS	-20,500	0	-20,500	-6,405.00	.00	-14,095.00	31.2%
0017022 450322 CONCESSION & MIS	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
0017022 450400 MISC CHARGES FOR	-400	0	-400	-50.00	.00	-350.00	12.5%
0017022 514000 REGULAR WAGES &	1,028,670	0	1,028,670	324,177.93	.00	704,492.07	31.5%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	42,577.04	.00	69,422.96	38.0%
0017022 515200 PARTTIME WAGES &	50,500	0	50,500	18,534.24	.00	31,965.76	36.7%
0017022 541000 PUBLIC UTILITIES	73,000	0	73,000	35,180.98	37,519.03	299.99	99.6%
0017022 541100 WATER & SEWER CH	45,000	0	45,000	46,941.67	19,058.33	-21,000.00	146.7%
0017022 542140 REFUSE	16,000	0	16,000	3,770.15	4,529.85	7,700.00	51.9%
0017022 543000 REPAIRS & MAINTE	54,000	0	54,000	16,598.09	14,972.66	22,429.25	58.5%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	1,436.44	7,046.06	6,517.50	56.6%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	32,139.33	59,649.04	211.63	99.8%
0017022 562100 HEATING OIL	16,400	0	16,400	.00	16,400.00	.00	100.0%
0017022 562600 MOTOR FUELS	36,170	0	36,170	.00	500.00	35,670.00	1.4%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	8,377.12	11,301.07	1,321.81	93.7%
0017022 563100 TIRES	3,500	0	3,500	1,440.52	2,059.48	.00	100.0%
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	2,183.48	3,316.52	4,500.00	55.0%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	236.00	.00	3,764.00	5.9%
0017022 581200 VANDALISM	4,000	0	4,000	.00	400.00	3,600.00	10.0%
TOTAL PARKS GROUNDS & FACILITIES	1,523,340	0	1,523,340	515,737.99	176,752.04	830,849.97	45.5%
TOTAL GENERAL FUND	1,523,340	0	1,523,340	515,737.99	176,752.04	830,849.97	45.5%
TOTAL REVENUES	-57,900	0	-57,900	-17,855.00	.00	-40,045.00	
TOTAL EXPENSES	1,581,240	0	1,581,240	533,592.99	176,752.04	870,894.97	
GRAND TOTAL	1,523,340	0	1,523,340	515,737.99	176,752.04	830,849.97	45.5%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017023 RECREATION							
0017023 450105 SUMMER RECREATIO	-281,865	0	-281,865	-47,988.00	.00	-233,877.00	17.0%
0017023 450107 FALL/WINTER REC	-35,000	0	-35,000	-10,977.00	.00	-24,023.00	31.4%
0017023 514000 REGULAR WAGES &	123,660	0	123,660	32,365.40	.00	91,294.60	26.2%
0017023 515100 OVERTIME WAGES &	500	0	500	96.86	.00	403.14	19.4%
0017023 515200 PARTTIME WAGES &	350,000	0	350,000	180,682.09	.00	169,317.91	51.6%
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	66,061.09	23,938.66	35,000.25	72.0%
0017023 557700 ADVERTISING	400	0	400	.00	.00	400.00	.0%
0017023 561800 PROGRAM SUPPLIES	32,000	0	32,000	10,874.80	6,863.70	14,261.50	55.4%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	.00	.00	1,250.00	.0%
TOTAL RECREATION	315,945	0	315,945	231,115.24	30,802.36	54,027.40	82.9%
TOTAL GENERAL FUND	315,945	0	315,945	231,115.24	30,802.36	54,027.40	82.9%
TOTAL REVENUES	-316,865	0	-316,865	-58,965.00	.00	-257,900.00	
TOTAL EXPENSES	632,810	0	632,810	290,080.24	30,802.36	311,927.40	
GRAND TOTAL	315,945	0	315,945	231,115.24	30,802.36	54,027.40	82.9%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
132 PINE LAKE ADVENTURE PARK FUND							
1321032 PINE LAKE ADVENTURE PARK							
1321032 422004 CHALLENGE COURSE	-53,195	0	-53,195	.00	.00	-53,195.00	.0%
1321032 515300 SEASONAL WAGES	37,395	0	37,395	.00	.00	37,395.00	.0%
1321032 531000 PROFESSIONAL FEE	8,000	0	8,000	.00	.00	8,000.00	.0%
1321032 553100 POSTAGE	400	0	400	.00	.00	400.00	.0%
1321032 555000 PRINTING & BINDI	3,000	0	3,000	.00	.00	3,000.00	.0%
1321032 561400 MAINT SUPPLIES &	1,350	0	1,350	.00	.00	1,350.00	.0%
1321032 561800 PROGRAM SUPPLIES	950	0	950	.00	.00	950.00	.0%
1321032 581135 SCHOOLING & EDUC	2,100	0	2,100	.00	.00	2,100.00	.0%
TOTAL PINE LAKE ADVENTURE PARK	0	0	0	.00	.00	.00	.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	.00	.00	.00	.0%
TOTAL REVENUES	-53,195	0	-53,195	.00	.00	-53,195.00	
TOTAL EXPENSES	53,195	0	53,195	.00	.00	53,195.00	
GRAND TOTAL	0	0	0	.00	.00	.00	.0%

** END OF REPORT - Generated by Jazzya Coakley **

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017024 AQUATICS							
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-103,484.50	.00	-100,015.50	50.9%
0017024 514000 REGULAR WAGES &	211,905	0	211,905	69,399.70	.00	142,505.30	32.8%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	863.59	.00	4,636.41	15.7%
0017024 515200 PARTTIME WAGES &	390,000	0	390,000	219,164.81	.00	170,835.19	56.2%
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	697.00	5,422.00	2,381.00	72.0%
0017024 541000 PUBLIC UTILITIES	45,000	0	45,000	10,608.17	26,391.83	8,000.00	82.2%
0017024 541100 WATER & SEWER CH	20,500	0	20,500	5,624.15	14,375.85	500.00	97.6%
0017024 543000 REPAIRS & MAINTE	30,000	0	30,000	12,775.53	15,177.59	2,046.88	93.2%
0017024 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017024 561400 MAINT SUPPLIES &	27,500	0	27,500	11,505.34	11,547.88	4,446.78	83.8%
0017024 561800 PROGRAM SUPPLIES	15,000	0	15,000	4,570.61	9,615.95	813.44	94.6%
0017024 562100 HEATING OIL	3,500	0	3,500	.00	3,500.00	.00	100.0%
0017024 562200 NATURAL GAS	26,000	0	26,000	6,143.60	19,856.40	.00	100.0%
0017024 581120 CONFERENCES & ME	2,500	0	2,500	2,801.37	.00	-301.37	112.1%
TOTAL AQUATICS	582,905	0	582,905	240,669.37	105,887.50	236,348.13	59.5%
TOTAL GENERAL FUND	582,905	0	582,905	240,669.37	105,887.50	236,348.13	59.5%
TOTAL REVENUES	-203,500	0	-203,500	-103,484.50	.00	-100,015.50	
TOTAL EXPENSES	786,405	0	786,405	344,153.87	105,887.50	336,363.63	
GRAND TOTAL	582,905	0	582,905	240,669.37	105,887.50	236,348.13	59.5%

** END OF REPORT - Generated by Jazzya Coakley **

MEMORANDUM OF UNDERSTANDING BETWEEN
Bristol Parks and Recreation
(The City of Bristol)
AND
Environmental Learning Centers of Connecticut
(ELCCT)

Purpose

This Memorandum of Understanding (MOU) sets the responsibilities of The City of Bristol and ELCCT required for the opening and perpetual maintenance of The Pigeon Hill Preserve, specifically the two parcels of land owned by The City of Bristol that abut Shrub Road. The responsibilities are derived from the projects detailed in the Pigeon Hill Habitat Management Plan. This list is subject to change.
The purpose will be accomplished by undertaking the following activities:

City of Bristol Responsibilities Prior to Opening

1. Create and install a Pigeon Hill Preserve sign at the main entrance of the preserve on Shrub Road. The sign should match other Bristol parks and will include language required by the State of Connecticut as per the Open Space Grant.
2. Purchase and install an approximately 30-foot-long metal gate across the driveway that will be used to prevent vehicles from driving past the parking area and accessing the interior of the preserve.
3. With assistance of ELCCT staff and volunteers, install a rustic style split-rail fence between the field and sidewalk along Shrub Road and up both sides of the driveway to the gate identified in item #2, preventing vehicles from driving into the fields and allowing for walk-in access. ELCCT will cover the initial material expense. Future maintenance will be the responsibility of the City of Bristol. The fence will be installed after the sidewalks have been constructed.
4. Purchase and install regulatory and interpretive signage on the city-owned parcels selected and/or designed jointly by ELCCT and the City of Bristol.
5. Participate in the opening of the Pigeon Hill Preserve to the public. The tentative opening date is on Earth Day, April 22nd, 2023.

City of Bristol Annual Maintenance Responsibilities

1. Mow/trim along the fence and sidewalk adjacent to Shrub Road and along the Pigeon Hill driveway (main entrance) bi-weekly or as needed to maintain a pleasant appearance.
2. Maintain a lawn through biweekly mowing (as necessary) around the parking area and around the foundation of the old farmhouse to maintain a pleasant appearance and to keep interpretive signs visible. The area to be maintained is yet to be determined but will be similar in size to the area currently established as lawn by the previous landowner.
3. Maintain a trail through the proposed wildflower field that will run from Oak Hill Drive to the main entrance parking area and thence to the base of the esker by mowing an approximately 5-foot-wide path following the trail blaze posts established by ELCCT. The trail may require biweekly mowing. Mowing can begin after the grand opening in 2023.
4. Provide winter maintenance of sidewalks along Shrub Road and driveway to the gate by shoveling/plowing.
6. Provide long-term maintenance of the driveway, sidewalks, gate, and fence. This includes filling potholes and other driveway repairs, keeping the gate functioning normally, and replacing rotted or broken fencing.

ELCCT Responsibilities (as per the Pigeon Hill Habitat Management Plan)

1. Establish a wildflower meadow in the front fields adjacent to Shrub Road which involves tilling, seeding, and mowing.
2. Collaborate with the City of Bristol on the design and installation of interpretive signs and maps on the city-owned parcels.
3. Establish trail through the front field that will run from Oak Hill Drive to the main entrance parking area by clearing vegetation and erecting trail blaze posts.
4. Work with the City of Bristol to install a split-rail fence along Shrub Road and driveway.
5. Remove debris from front field to eliminate all foreseeable hazards prior to mowing.
6. Provide an initial mowing of the front field in 2022 to control invasive plant species.
7. Mow half of the front field adjacent to Shrub Road each year to maintain a diversity of habitat as per the management plan.
8. Create the parking area by painting lines and installing a handicapped parking sign.
9. Manage invasive plants along the main trail and front fields using mechanical protocols and herbicide protocols (with protocols approved by The City of Bristol).
10. Install nesting boxes as appropriate.
11. Improve habitat in Management Area #4- Interior Field with mechanical protocols and plantings and mow it every 4 years.
12. Work with the City of Bristol on a grand opening of the Pigeon Hill Preserve.

Evaluation

Representatives from The City of Bristol and ELCCT agree to meet, initially, at least once annually to review this MOU and the Pigeon Hill Habitat Management Plan. Any changes deemed necessary to either the MOU or the Pigeon Hill Management Plan will be in writing by mutual consent of the City and ELCCT.

Duration

This MOU is being developed in the spirit of collaboration and shall become effective upon signature by the representatives of The City of Bristol and ELCCT. This MOU will remain in effect until modified in writing by any one of the users by mutual consent.

Signatures

_____ _____

Date_____
Joshua Medeiros
Superintendent
Bristol Parks and Recreation
51 High Street
Bristol, CT 06010

Date_____
Scott Heth
Executive Director
Environmental Learning Centers of CT
501 Wolcott Road
Bristol, CT 06010

ATTACHMENT F

The American Legion Post 209

P.O. Box 9408
Forestville, CT. 06011-9408

October 19, 2022

To the City of Bristol Park Board,

Per request here is the information in regards to the Veterans Memorial Bell in Quinlan Park, Forestville, CT.

#1: Attached please find the proposed site plan for Quinlan Park.

#2: Flag Pole Information:

- The proposal calls for 9 telescopic flag poles therefore there are no cords to raise or lower the flags.
- Each flag pole will have one solar light.
- Each flag pole will have a locking clasp that a lock with key can be placed on for security purposes to keep the flags from being lowered.
    - Post 209 will supply the flag poles with the locks and keys.
    - Three keys will be supplied – one to the Park Board, one to Post 209 and one to Leo Bonola from Forestville Village Association.
- Each flag pole will also have a ground lock and flash collar. This will prevent the pole from being dislodged from the base.
- The directions for installation are attached. Installation will be handled by Post 209.
- The Post has purchased 6 flags for each pole. The pole comes with one flag and the Post has purchased 5 additional for each of the 9 flag poles. This totals 54 flags. The Post will be reponsible for taking down and replacing flags as needed. In an emergency situtaion (ie. severe weather approaching) the flags and/or the flag poles can easily be removed by one of the 3 parties that have the keys.
    - If the full poles need to be removed for a few days due to an emergency situation Post 209 can store within their storage unit if needed.
- Military flags do not need to be lowered if the American flag is at half staff.

#3: Bell Lighting: The Post would like to install lighting for the bell. At this time everything is dependent on funding. If the Park Board or City of Bristol would like to assist it would be appreciated. The final cost is still to be determined.

#4: Marker Stone: The intent is to include a marker stone being produced by The England Monument Company.

- The stone will be 3'x 10"(deep) x 18" tall.
- The plaque will be 34" x 14".
- This is equivalent to the sizes currently in Qunilan Park.
- This will be installed by The England Monument Company. The earliest this could get installed is Spring 2023.
- The estimated cost is around $3000 but will be confirmed once we receive approval to proceed.
- The message will be:

  Veterans Memorial Bell
  This very generous gift of the Doolittle Bell was donated by Owsianko and Preleski families. This bell is to be used to honor all those who served and all those who sacrificed their lives for our great country.

  A special thank you to Allen Pepin of Pepin Steel and Doug LaForge and family for their hard work in creating this monument.

  Thank you to the City of Bristol, the Forestville Village Association and the Veterans Council for coming together to make this monument happen. And to all the individuals and businesses that generously donated.

  Thank you to the American Legion Post 209 for organizing the construction of this Veterans Memorial Bell.

#5: Engaved Bricks: The purpose of the engraved bricks being placed in Quinlan Park around the bell monument and flag poles is for the local community to honor veterans (living or deceased). The intent is to have members of the local community have a part of this great momument. For anyone interested in purchasing a brick the following are the guidelines:

- There are 2 brick sizes available. 4x8 or 8x8.
- The first 4 x 8 brick puchase is full price of $100, each additional would be only $60.
- The first 8 x 8 brick purchase is full price of $300, each additional would be only $60.
- The 4 x 8 brick allows or 3 lines of text, 20 characters per line and no logos or 3 lines of text, 12 characters per line and a miliary logo.
- The 8 x 8 brick allows for either 6 lines of copy, 20 characters per line or 4 lines of copy, 20 characters per line and a military logo.
- There are 24 logo choices ONLY – please see attached form for illustration. No other logos or artwork are allowed on the bricks.
- Brick text suggestions:
  - In loving memory of
  - Always in our hearts

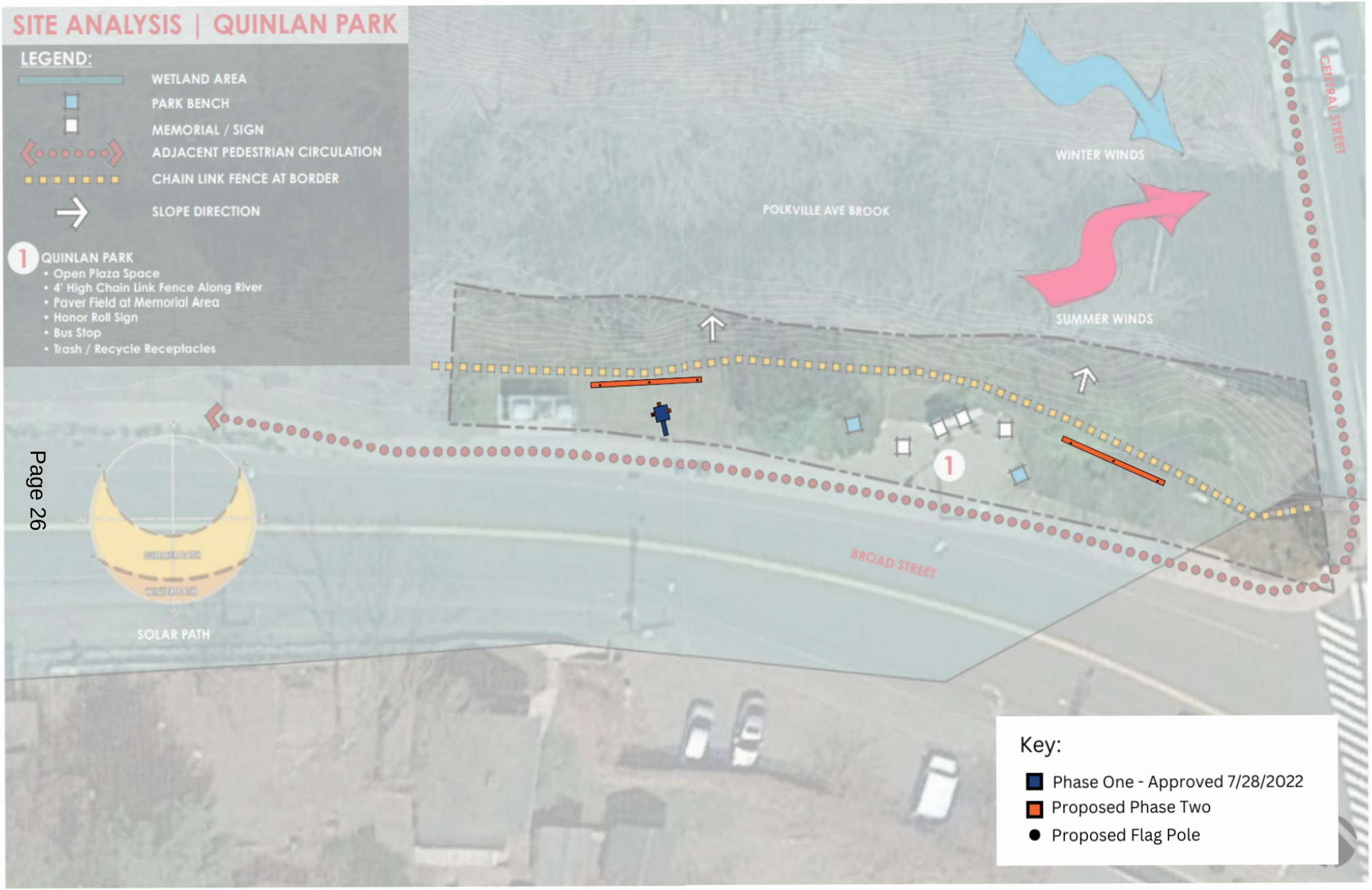
    - In honor of
    - Honoring veterans
    - Sponsored by
    - Veterans
- The goal is to have 100 bricks sold for Spring 2023 installation. It takes 12 weeks to order the bricks therefore the goal would be to sell as many as possible to by March 1, 2023. Currently there are 50 bricks sold.
- For each brick sold the hard cost is $20.
    - For a 4 x 8 $100 brick sold the profit to fund this overall project is $80.
    - For each 4 x 8 brick sold at $60 the profit to fund this overall project is $40.
    - For each 8 x 8 brick sold at $300 the profit to fund this overall project is $280.
    - For each 8 x 8 brick sold at $60 the profit to fund this overall project is $40.
- This part of the project (engraved bricks) and funds received has helped the Post purchase all the materials needed to recondition Quinlan Park and the momument project.
- At this point in the project approx. 50 bricks have been sold in the 2 varieties of sizes. This will therefore generate approximately $6200 in overall donations with a cost of $1000. Therefore the profit will then go to fund the overall project which includes such things as the flag poles, the locks, the flags, the wood to fix the current honor roll and benches and will fund the upcoming projects such as the Marker Stone and Bell Lighting.
    - If by chance there is any funding left over at the total completion of the full project any and all funds would be donated to Veteran's Strong Community Center to help other veterans in the surrounding towns.

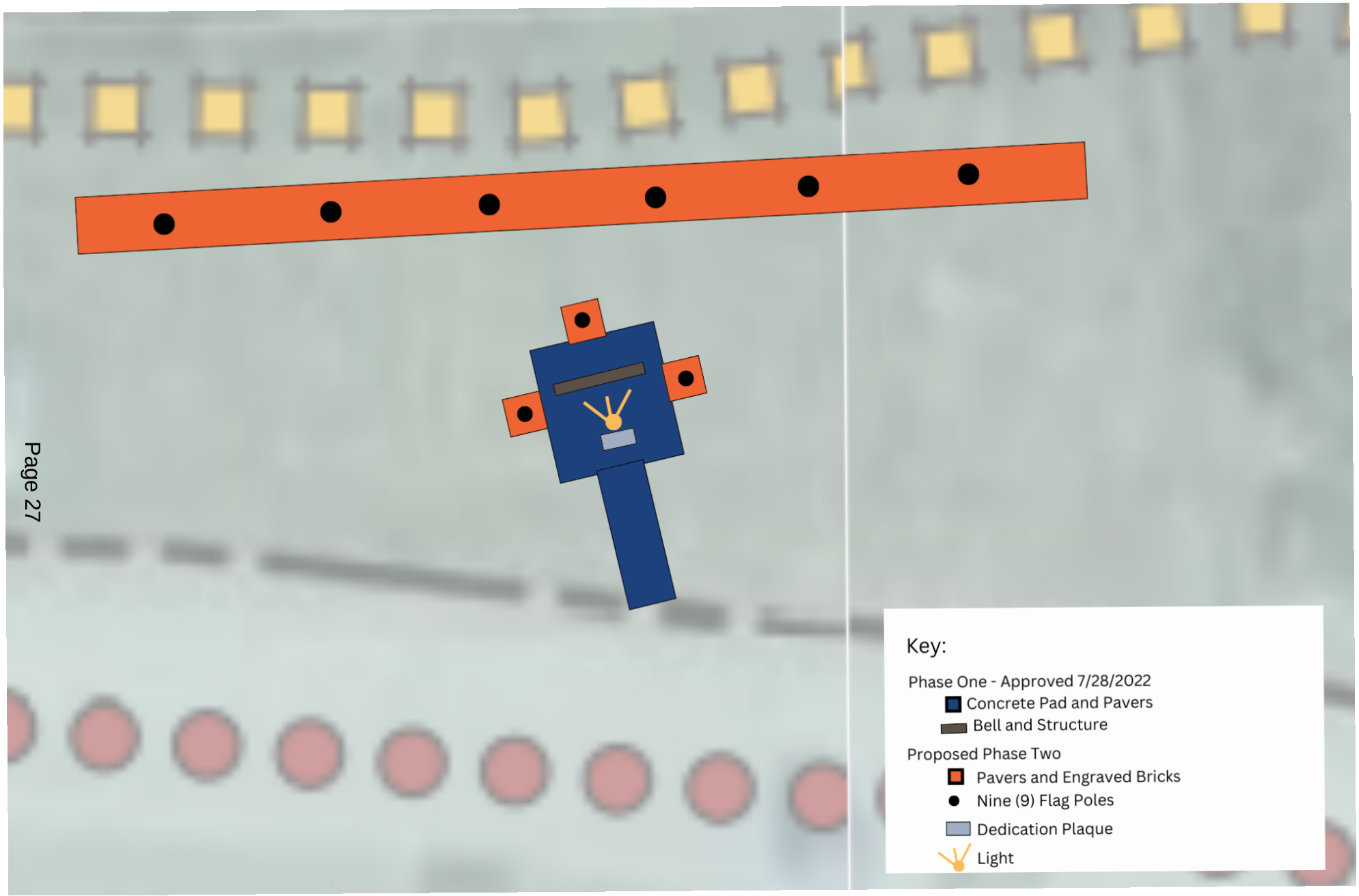
Also attached please find a current budget tracker for both donatations and expenses.

Sincerely,

Brian Avery

Brian Avery
American Legion Post 209 Commander
Forestville, CT


SITE ANALYSIS | QUINLAN PARK
LEGEND:
WETLAND AREA
PARK BENCH
MEMORIAL / SIGN
ADJACENT PEDESTRIAN CIRCULATION
CHAIN LINK FENCE AT BORDER
SLOPE DIRECTION
1 QUINLAN PARK
• Open Plaza Space
• 4' High Chain Link Fence Along River
• Paver Field at Memorial Area
• Honor Roll Sign
• Bus Stop
• Trash / Recycle Receptacles
WINTER WINDS
POLKVILLE AVE BROOK
SUMMER WINDS
CENTRAL STREET
BROAD STREET
SOLAR PATH
Key:
Phase One - Approved 7/28/2022
Proposed Phase Two
Proposed Flag Pole


Key:
Phase One - Approved 7/28/2022
Concrete Pad and Pavers
Bell and Structure
Proposed Phase Two
Pavers and Engraved Bricks
Nine (9) Flag Poles
Dedication Plaque
Light

The Uncommon USA, Inc. Telescoping Flagpole adds to the beauty of your property!

Presenting The Original Telescoping Flagpole ™ from Uncommon USA

Finely crafted for you at our factory in Willmar, Minnesota!

Uncommon quality! Our poles have NO Ropes, NO Chains, NO Pulleys so you do not have to worry about knots and tangles. Also, this makes our flagpoles virtually NOISE FREE. The Uncommon USA, Inc. Telescoping flagpole is made of sturdy 16 gauge aluminum with an anodized finish making this flagpole MAINTENANCE FREE, no need to worry about rust or painting.

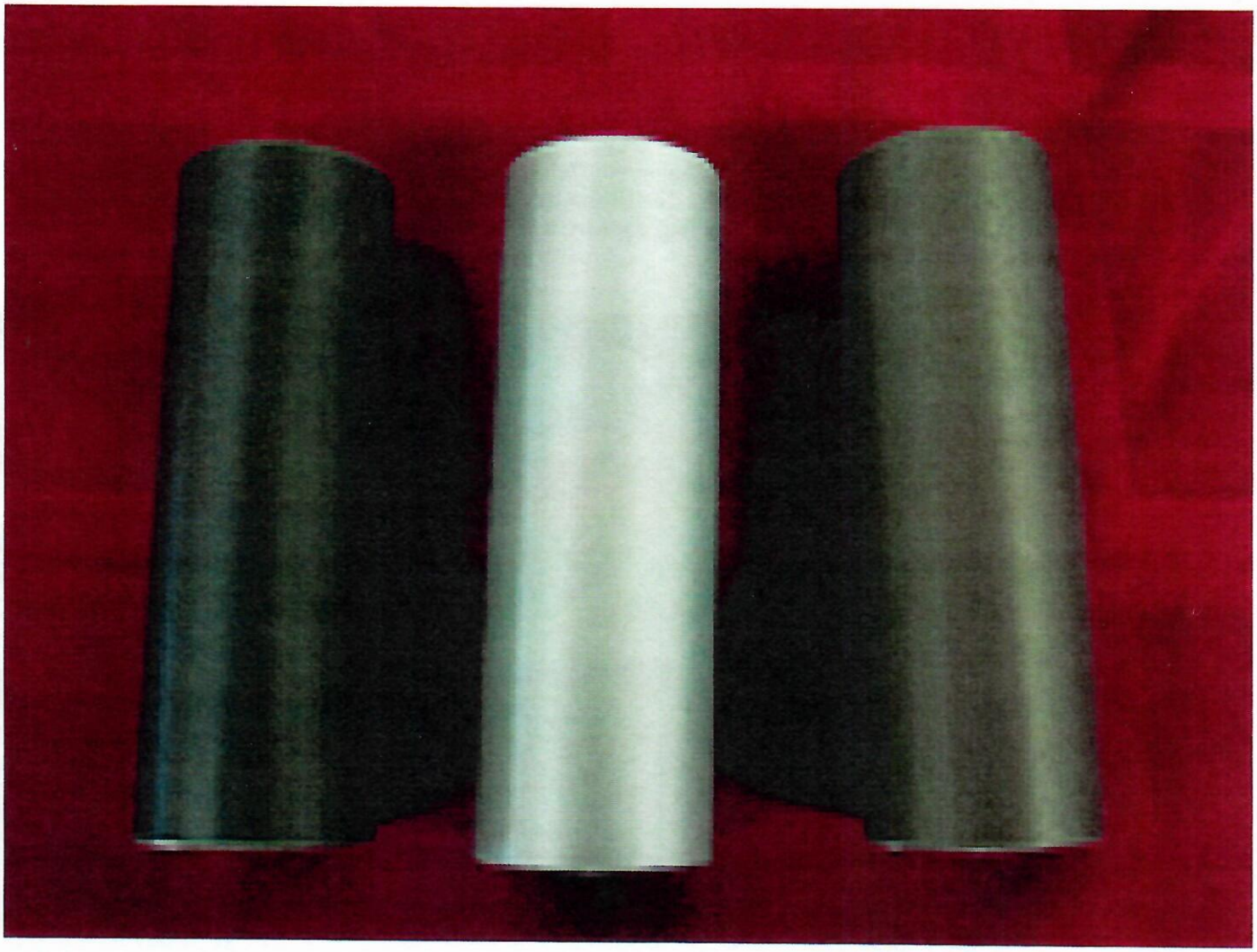
The

Uncommon USA, Inc. Telescoping Flagpole has polycarbonate bushings which allows each section of the pole to slide up and down smoothly, "metal never touches metal." The swivel harness which the flags are mounted on, are also polycarbonate and allow the flag to fly "Freely" 360 degrees around the pole, preventing the flag from wrapping around the pole. Less wear and tear on "Old Glory."

Our Telescoping Flagpoles are simple to use!

Due to the unique design of the Uncommon USA, Inc. Telescoping flagpole, each section of the pole raises and lowers easily. Match the arrow to the hole, click the button in place, and with a simple press of the "release" button down your flagpole slides.

Your satisfaction is guaranted on every Telescoping Flagpole!



Uncommon USA is so sure that you'll be delighted with your Telescoping Flagpole purchase that we offer a 90 day satisfaction guarantee along with a 5 year warranty. If someone should steal your flagpole just send us a legitimate police report, insurance information, and bill of sale and we will replace your flagpole!

Each Uncommon USA, Inc. Telescoping flagpole comes with the following:

- 3 inch Gold Aluminum Ball Ornament, to dress the top of your flagpole,
- A Double Flag Harness to fly two flags or fly a flag at half mast.
- 3' x 5' Nylon USA Flag with Embroidered Stars and Sewn Stripes (*25' flagpoles Includes a 4'X 6' USA Flag)
- Installation Sleeve with complete instructions.

The Original Telescoping Flagpole comes in a wide variety of colors: silver, bronze, or black (white is not currently available).

Ground Lock for 20 & 25 Pole

FLAGPOLES/FLAGPOLE ACCESSORIES/FLAGPOLE PARTS

$12.00

This:

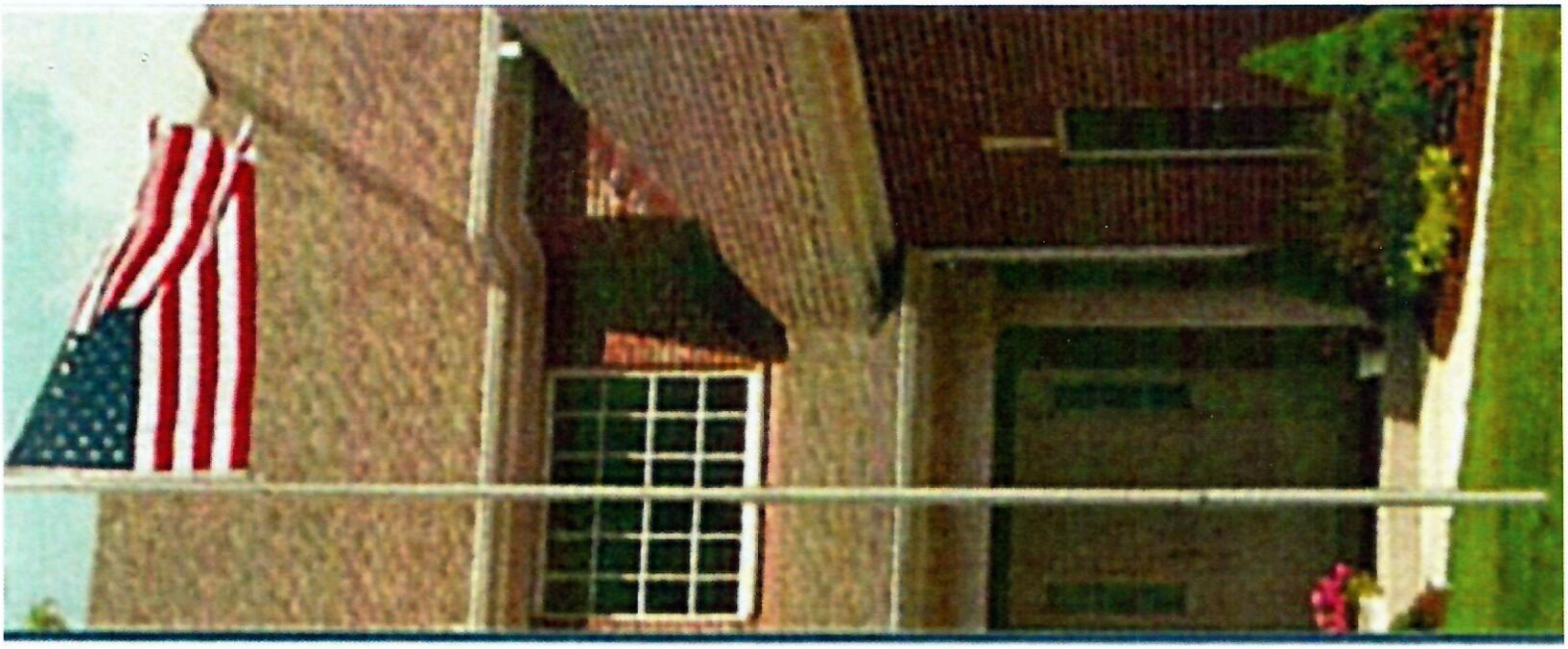
Choose Options

Quantity:

1

ADD TO CART

ADD TO WISH LIST

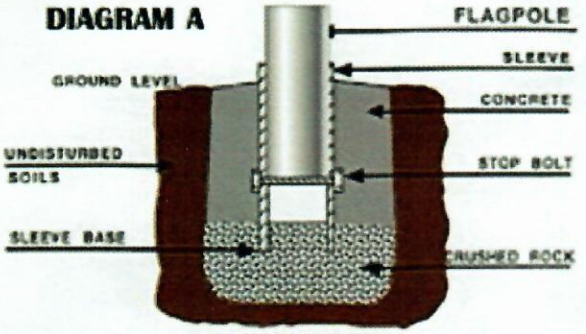


GROUND SLEEVE INSTALLATION

Materials Required For Installation:

- Telescoping Flag Pole
- PVC Sleeve (Included With Pole)
- 3 - 5 60lb. Bags Concrete Mix (approx.)
- Measuring Tape or Yard Stick
- Contractors Level
- Small Rock or Course Gravel
- Container for Mixing Concrete

DIAGRAM A



NOT TO SCALE

Ground Sleeve Installation Procedure:

1. Read all instructions carefully.
2. Dig a hole approximately 6 times the diameter of the flag pole and 4" deeper than the length of the ground sleeve.
   *NOTE: A larger hole may be required in light soils.
3. Place a bed of gravel or crushed rock in base of hole.
   *Refer to diagram A
4. Examine the sleeve and make sure the stop bolt extends throughout the sleeve.
   *NOTE: This is important because this bolt keeps the flag pole off the gravel/rock base.
5. Place crushed rock or gravel in and around the sleeve to a height of 2" above the base of the sleeve. *NOTE: This will help in drainage.
6. Mix the concrete following manufacturers instructions.
7. Pour the concrete around the sleeve to approximately 2" from ground level. *NOTE: DO NOT GET CONCRETE INTO THE SLEEVE! Alternate: Pour concrete to ground level and finish to create a mow strip.
8. Place the flag pole into the sleeve and level. When the sleeve is level, carefully remove the flag pole making sure the position of the sleeve is not disturbed.
9. Let the concrete harden for at least 24 hours.
   *NOTE: We strongly recommend placing a warning or an object near the hole to prevent disturbing the sleeve or personal injury.
10. After 24 hours, install the flag pole and place dirt or other landscape material around the sleeve to create a finished look and this will prevent accidents.
    *NOTE: The plastic cap that is included with the flag pole should be used to cap the sleeve whenever the flag pole is removed. This prevents foreign materials from getting lodged in the sleeve.

HALF MAST SET-UP

CAUTION: DO NOT USE ANY LUBRICANTS ON YOUR FLAG POLE. CLEAN ONLY WITH SOAP AND WATER.

Pin Lock Installation: (Polycarbonate Locking Device)

1. Covers release button and locks with nut & bolt or small padlock.
   NOTE: Pole must be in fully raised position.
   (It keeps anyone from lowering the pole.)

UNCOMMON USA, INC. 1-800-419-5880

Veterans Memorial Bell

This very generous gift of the Doolittle Bell was donated by Owsianko and Preleski families.This bell is to be used to honor all those who served and all those who sacrificed their lives for our great country.

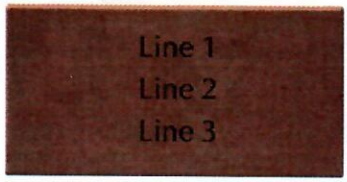
A special thank you to Allen Pepin of Pepin Steel and Doug LaForge and family for their hard work in creating this monument.

Thank you to the City of Bristol, the Forestville Village Association and the Veterans Council for coming together to make this monument happen. And to all the individuals and businesses that generously donated.

Thank you to the American Legion Post 209 for organizing the construction of this Veterans Memorial Bell.

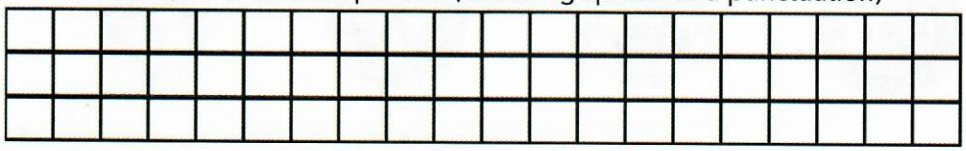
AMERICAN LEGION POST 209
VETERAN'S MEMORIAL BELL

First brick purchase is full price. Any subsequent brick purchase is only $60.



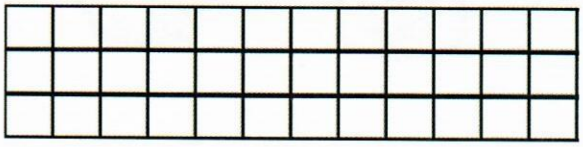
☐ **$100 - 4x8 Brick**

3 lines of text, 20 characters per line (including spaces and punctuation)



☐ **$100 - 4x8 Brick**

3 lines of text, 12 characters per line (including spaces and punctuation)



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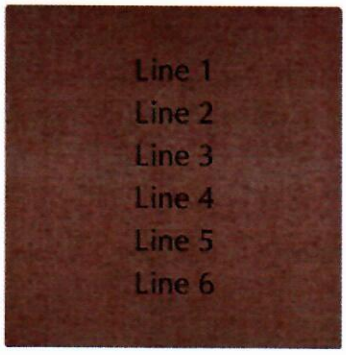
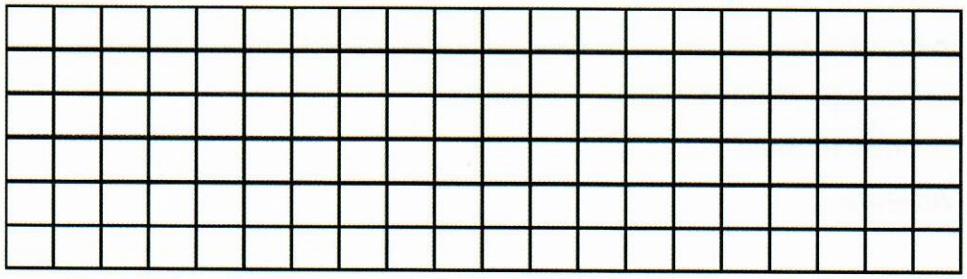
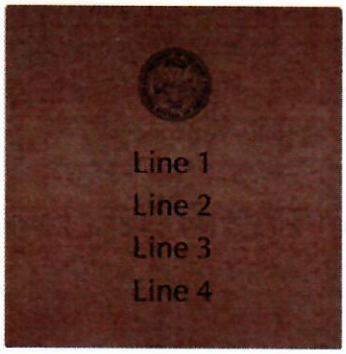


☐ **$300 - 8x8 Brick**

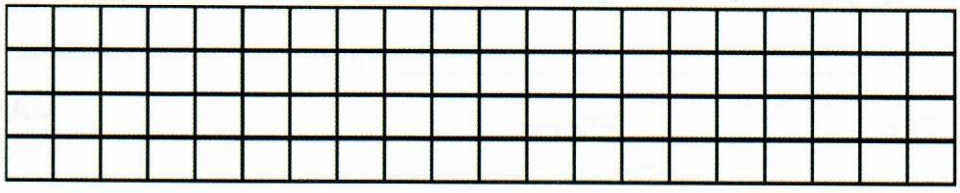
6 lines of text, 20 characters per line (including spaces and punctuation)





☐ **$300 - 8x8 Brick**

4 lines of text, 20 characters per line (including spaces and punctuation)



Clipart ☐

1C*

2C*

3C*

4C*

5C*

2SB*

8x8 Only

15SB*

16SB*

17SB*

18SB*

21SB*

22SB*

23SB*

24SB*

25SB

26SB*

8SB*

9SB*

20B

ALSF

ALCON

ALAX

ALRID

ALSON

Brick Text Suggestions:

In loving memory of
Always in our hearts
In honor of
Honoring veterans
Sponsored by
Veterans

Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

MAIL FORM AND PAYMENT TO:
American Legion Post 209
Forestville Ct 06011

MAKE CHECKS PAYABLE TO:
American Legion Post 209

Memorial Bell Donation/Expense Tracker

Person/Business Name	Amount	Type of Donation	Month
Post 209	$900	Brick Sponsorship	June
Stephanie LaForge	$250	Donation	June
Dora Norris	$50	Donation	June
Janet Przygocki	$100	Donation	June
G. Greenleaf	$50	Donation	June
Bottom Line	$100	Donation	June
P. Pipka	$20	Donation	July
W. Bruce	$50	Donation	July
Bristol Firefighter Union	$200	Donation	July
Crowley	$200	Donation	July
Custom Grounds	$100	Donation	July
City True Value	$25	Donation	July
All Clear Services	$75	Donation	August
Metal Finishing	$50	Donation	August
C&M Construction	$300	Flag Sponsorship US Army	August
Leether Automotive	$35	Donation	August
BlackHawk Oil	$300	Flag Sponsorship Space Force	August
Bristol Health	$250	Donation	August
Frank Owsianko	$300	Flag Sponsorship Air Force	August
Frank Owsianko	$300	Flag Sponsorship Navy	August
T. Therrien	$25	Donation	August
Emily's Catering	$50	Donation	August
Joyce Ptak	$300	Flag Sponsorship American	August
MJ Linquist	$350	Flag Sponsorship Coast Guard	August
Ray Oullette	$100	Donation	August
Torrington Savings Bank	$300	Brick Sponsorship	August
TD Bank	$300	Brick Sponsorship	August
Michael Laurietti Plumbing	$500	Flag Sponsorship USMC & Brick	September
Tanya Lorsen	$100	Brick Sponsorship	September
Claire Gagnon	$160	Brick Sponsorship	September
Victor Haggerman	$500	Brick Sponsorship	September
Leo Bonola	$300	Flag Sponsorship POW	September
Thomaston Savings Bank	$300	Flag Sponsorship State of CT	September
A. Rodriguez	$100	Brick Sponsorship	September
Hamzy Law	$100	Brick Sponsorship	September
Asbury Methodist Church	$100	Brick Sponsorship	September
Robert Getz/S. Shackford	$520	Brick Sponsorship	October
B. Avery	$340	Brick Sponsorship	October
Total	**$8,100**		

Expense	Amount
9 Flagpoles, 9 Solor Lights, 9 Flags	$3,630.12
Wood for Quinlan Park Sign	$98.39
Wood/Materials for Quinlan Park Benches	$253.59
Primeline Bolts	$3.41
Replacement Flags (5 each POW)	$148.60
Replacement Flags (5 each American)	$110.25
Replacement Flags (5 each State of CT)	$130.25
Replacement Flags (5 each Army)	$115.75
Replacement Flags (5 each USMC)	$191.40
Replacement Flags (5 each Coast Guard)	$166.01
Replacement Flags (5 each Air Force)	$148.75
Replacement Flags (5 each Navy)	$175.40
Replacement Flags (5 each Space Force)	$106.30
Bell Plaquer - England Monument Co. (est $3000)	tbd
Cost of 50 Bricks	$1,000.00
Misc Brick Expenses (logos, shipping)	tbd
Total	**$6,278.22**

Remaining Balance	**$1,821.78**

ATTACHMENT G

INVESTMENT PORTFOLIO REVIEW

PRESENTED TO:

City of Bristol, CT

TOLU R. AKINRIMISI, CFA, CAIA
AVP; INSTITUTIONAL PORTFOLIO MANAGER
401.278.6659
TOLU.AKINRIMISI@BOFA.COM

SEAN DAGESSE
SVP; PHILANTHROPIC CLIENT MANAGER
401.278.6010
SEAN.DAGESSE@BOFA.COM

SEPTEMBER 30, 2022

BANK OF AMERICA

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PAGE MAY ROCKWELL F/ ROCKWELL PK

ROCKWELL N E UW FBO MEM BLVD

ROCKWELL NETTIE UW PARA 33 A

ROCKWELL NETTIE UW FBO PLAYGR

PAGE MAY ROCKWELL TR U/W TR A

PAGE MAY ROCKWELL TR U/W TR B

PARK DEWITT PARK TRUST U/A

PECK CONSTANT FOR PECK PARK

MANAGER COMPOSITE PERFORMANCE

APPENDIX

INTRODUCTION

BANK OF AMERICA

ECONOMIC OUTLOOK

UNITED STATES

- Our baseline assumes a protracted period of slow growth and a recession. The Conference Board's Index of Leading Indicators (LEI) has fallen sharply for six straight months, suggesting additional weakening of industrial production and consumer spending ahead.
- In addition, according to the Federal Reserve's (Fed) Survey of Senior Bank Loan Officers, lending standards tightened sharply in the third quarter, suggesting that following the quick and large negative impact on the housing market from the surge in mortgage rates, business investment will also come under pressure as commercial and industrial credit becomes much less abundant than it was over the past year and a half.

EMPLOYMENT, INFLATION & INTEREST RATES

- Leading indicators of employment appear to be rolling over. Weekly initial claims for unemployment insurance bottomed and the Conference Board's Labor market differential is well off its peak. We expect job growth to continue to slow.
- Inflation remains elevated and "sticky prices" like rents suggest continued upward pressure, keeping the Fed in tightening mode.

WATCH LIST

- ✓ Escalating Ukraine crisis and U.S. response
- ✓ Inflation
- ✓ Monetary and fiscal policies
- ✓ China's Zero-COVID strategy
- ✓ Earnings

GLOBAL

- The Russia-Ukraine conflict is contributing to a more acute stagflationary shock in Europe where a recession is also likely.
- China's Zero-COVID policy and real estate adjustment remain significant risks to global growth.

DOLLAR & COMMODITIES

- Commodities have replaced bonds as the best hedge against equity market risk in a high inflation environment.
- Commodity super-cycle in early stage despite some short-term cyclical weakening.
- Dollar benefitting from strong growth expectations and relatively more hawkish central bank versus Europe and Japan. Zero-COVID strategy in China is also boosting the dollar versus the yuan.
- Higher U.S. inflation and the effect on valuations is a medium term headwind for the dollar.

PROFITS

- Non-financial margins are under pressure. Top-line growth is slowing. Earnings revisions are likely to be lower as cyclical momentum slows.

Source: Global Wealth & Investment Management Investment Strategy Committee (GWIM ISC) as of October 4, 2022. CIO views are subject to change.
BofA Global Research is research produced by BofA Securities, Inc. ("BofAS") and/or one or more of its affiliates. BofAS is a registered broker-dealer, Member SIPC, and wholly owned subsidiary of Bank of America Corporation.
Past performance is no guarantee of future results. Please refer to other important information at the end of this presentation.

Economic forecast

9/30/2022	2021A	Q1 2022A	Q2 2022A	Q3 2022A	Q4 2022E	2022E	2023E
Real global GDP (% y/y annualized)	6.1	-	-	-	-	3.4	2.3
Real U.S. GDP (% q/q annualized)	5.7	-1.6	-0.6	1.0*	0.5	1.6	-0.6
CPI inflation (% y/y)	4.7	8.0	8.6	8.2*	7.0	7.9	3.9
Core CPI inflation (% y/y)	3.6	6.3	6.0	6.2*	6.1	6.2	4.2
Unemployment rate (%)	5.4	3.8	3.6	3.6*	3.6	3.6	4.8
Fed funds rate, end period (%)	0.07	0.33	1.58	3.08	4.38	4.38	4.63

The forecasts in the table above are the baseline view from BofA Global Research. The Global Wealth & Investment Management (GWIM) Investment Strategy Committee (ISC) may make adjustments to this view over the course of the year and can express upside/downside to these forecasts. Historical data is sourced from Bloomberg, FactSet, and Haver Analytics.
A=Actual. E/* = Estimate.
Sources: BofA Global Research; GWIM ISC as of October 4, 2022.
BofA Global Research is research produced by BofA Securities, Inc. ("BofAS") and/or one or more of its affiliates. BofAS is a registered broker-dealer, Member SIPC, and wholly owned subsidiary of Bank of America Corporation.
The economic and market forecasts presented are for informational purposes as of the date of this report. There can be no assurance that the forecasts will be achieved. There is no guarantee that this trend will continue.
Please refer to important information at the end of this presentation.

PORTFOLIO STRATEGY AND ASSET ALLOCATION

TACTICAL SHIFTS

October 2022

- Raised Fixed Income allocation to a slight overweight, relative to our strategic allocation, and funded it from Cash. Raised U.S. Investment-grade Taxable to a slight overweight and International bonds to neutral.

July 2022

- Lowered Equities to neutral from slight OW by lowering exposure to U.S. Small-cap stocks; increased U.S. Investment-grade Taxable to neutral within Fixed Income; decreased Materials to slight UW; increased Consumer Staples to neutral; Utilities to slight OW; lowered Consumer Discretionary to UW.

May 2022

- Lowered Equity OW and downgraded International Developed Markets. Allocations from the downgraded areas are being added to cash and Fixed Income in a balanced approach, on average. Increased Real Estate slight OW), Healthcare (slight OW) and Utilities (neutral), and decreased Consumer Discretionary (slight UW), Technology (neutral), Industrials (neutral) and Communication Services (UW).

EQUITIES CIO VIEWS

- We maintain a neutral view on Equities as risks to economic growth and corporate profits remain skewed to the downside and continue to favor U.S. Equities over International on a risk-adjusted basis and believe that tightening monetary policy will continue to pressure the riskier areas of the market.
- We are now leaning toward a more defensive tone; continue to prefer certain cyclical sectors with strong free cash flows and attractive valuations like Energy and Financials and defensive sectors like Real Estate, Healthcare and Utilities, which are likely to provide some stability.
- Emerging Market Equities appear attractively valued but remain vulnerable to further escalation of the conflict in Eastern Europe, Fed tightening and U.S. dollar strength. For the Chinese market, we also see ongoing uncertainty related to economic and regulatory policy.
- We remain slightly underweight Europe given headwinds to economic growth and corporate profits from higher energy prices, elevated inflation and a more hawkish European Central Bank.

MARKET VIEWS

- ✓ We expect markets to remain volatile with Equities outpacing Fixed Income in the second half
- ✓ Within Equities, we expect a more diversified rotation; within Fixed Income we prefer high-quality and shorter-duration positioning
- ✓ Reflation, steeper yield curve, and weaker U.S. dollar help support risk assets for longer. Investor sentiment has risen

FIXED INCOME CIO VIEWS

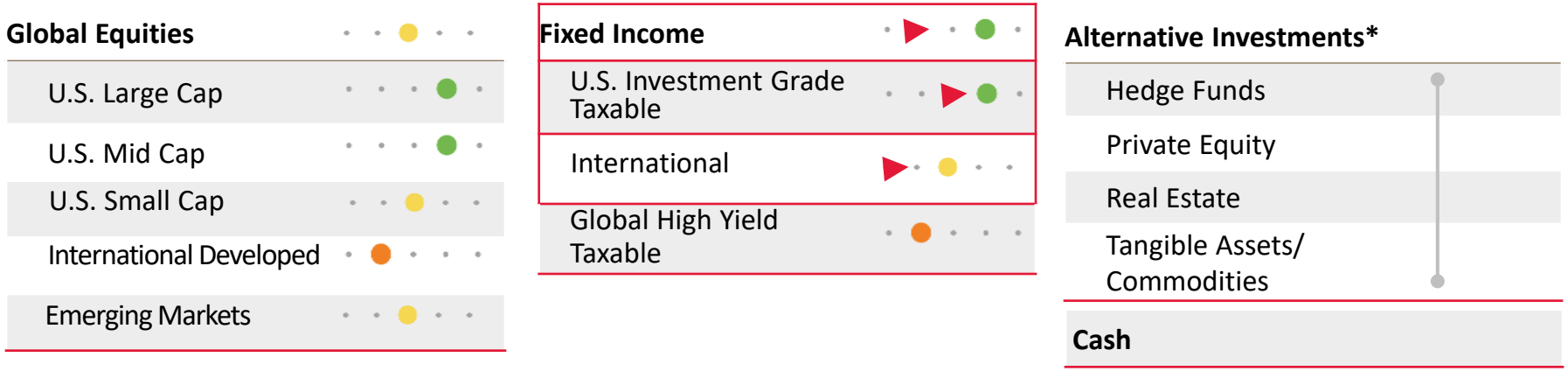
- We are raising Fixed Income, tactically, to a slight over-weight and increased overall credit quality, as real and absolute yields have become attractive for the first time in many years. With this adjustment, which was funded from the Cash asset class, we also look for opportunities to extend duration. We are now neutral duration versus a stated benchmark.
- With corporate credit fundamentals in solid shape heading into this stage in the cycle, we would view any further backup toward 200 bps as an opportunity to add Investment-grade credit risk.
- Within High Yield allocations, we prefer a balanced allocation between secured floating-rate leveraged loans and unsecured high yield bonds.
- Both on an absolute and relative basis, Mortgage-backed Securities spreads have widened to attractive levels.

ALTERNATIVE INVESTMENTS** CIO VIEWS

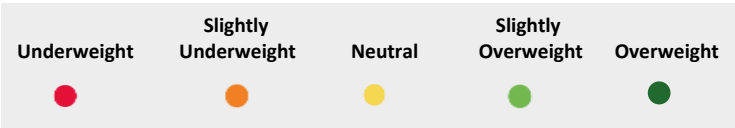
- The outlook for Event Driven strategies remains mixed; we maintain a cautious posture with respect to distressed strategies. We are still cautious on Relative Value strategies. We remain positive on Global Macro Strategies and still maintain our positive outlook for Equity Hedge funds. We continue to favor funds managed with low to moderate net exposure and factor biases.
- While we are positive on Venture/Growth Equity, fund-raising momentum has slowed; burn rates now a renewed focus and alternative capital sources, such as debt, being explored. Private Credit is an attractive category for income-oriented investors who are willing to take some credit risk.
- We remain constructive on Core/Core-plus Real Estate; strong fundamentals in key property types (multifamily, industrial, data centers). We remain neutral on Opportunistic Real Estate; however higher rates and volatility could create interesting scenarios over the medium term.
- Positioning within Commodities could be important to help mitigate the risk of rising real interest rates.

***Many products that pursue Alternative Investment strategies, specifically Private Equity and Hedge Funds, are available only to qualified investors. Asset Allocation and diversification do not ensure a profit or protect against loss in a declining market. Bank of America, Merrill, their affiliates, and advisors do not provide legal, tax or accounting advice.** October 4, 2022. Past performance is no guarantee of future results**. Please refer to asset class proxies and index definitions at the end of this presentation**. CIO views are subject to change.

ASSET CLASS VIEWS



ALTERNATIVE INVESTMENTS NOTE: Given the differences in liquidity characteristics between AI and traditional investments, the AI portfolio positioning and CIO asset class views have been neutral rated versus our strategic allocations. These types of investments, in our opinion, should not be viewed at the asset class level on a tactical basis, rather the tactical positioning should be expressed at the sub asset level. We will continue to provide strategy level guidance for qualified AI investors and believe allocations to AI can introduce differentiated returns which can complement existing traditional holdings by enhancing returns, reducing risk, and capitalizing on opportunities not available in traditional investments.



CORE PORTFOLIO FUNDAMENTALS

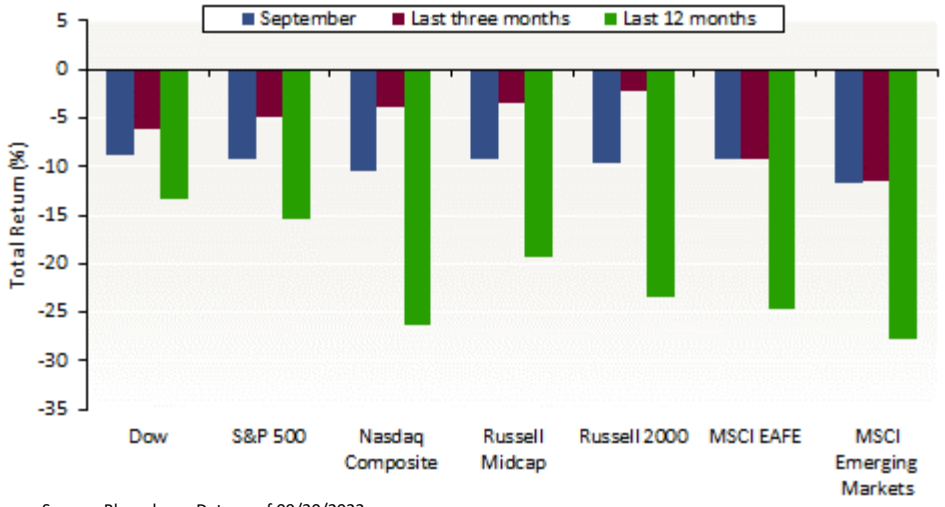
- Generate attractive cash flows across asset classes
- Active rebalancing during periods of outsized weakness and strength
- Focus on risk-adjusted returns and goal alignment

When assessing your portfolio in light of our current guidance, consider the tactical positioning around asset allocation in reference to your own individual risk tolerance, time horizon, objectives and liquidity needs. Certain investments may not be appropriate, given your specific circumstances and investment plan. Certain security types, like hedged strategies and private equity investments, are subject to eligibility and suitability criteria. Your financial advisor can help you customize your portfolio in light of your specific circumstances.
*Many products that pursue Alternative Investment strategies, specifically Private Equity and Hedge Funds, are available only to qualified investors.
Source: Global Wealth & Investment Management Investment Strategy Committee (GWIM ISC) as of October 4, 2022.
Please refer to other important information at the end of this presentation.

MARKET PERFORMANCE

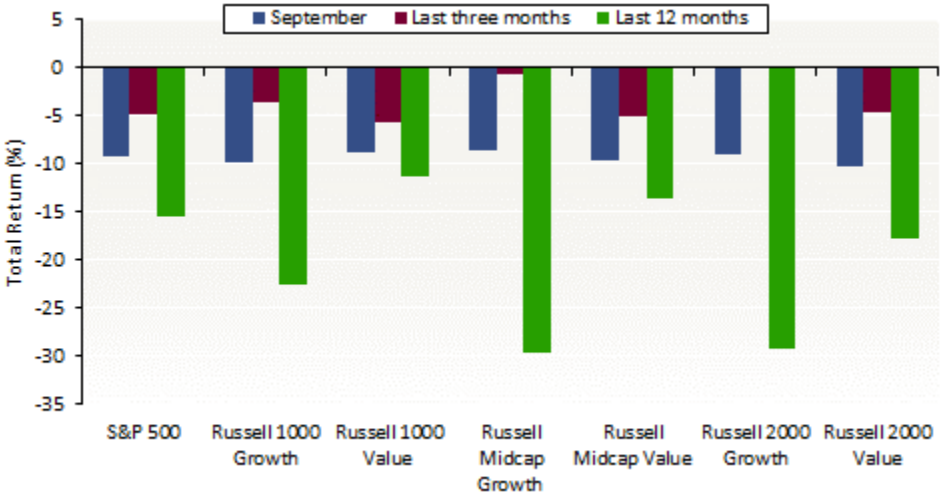
As of September 30, 2022

Equity Market Performance



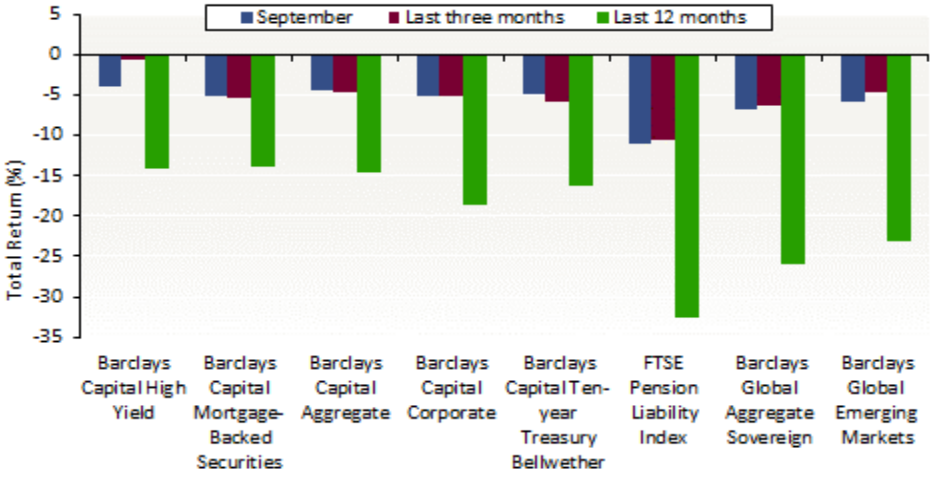
Source: Bloomberg. Data as of 09/30/2022.

Equity Style Performance

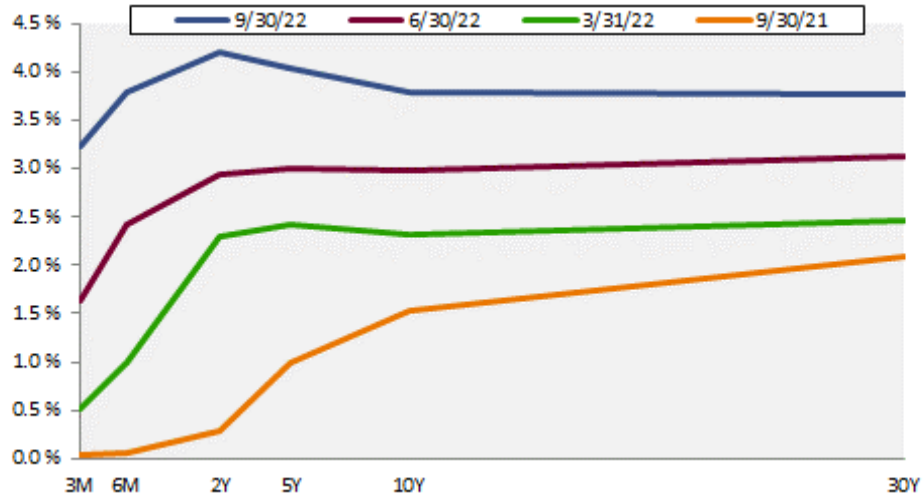


Source: Bloomberg. Data as of 09/30/2022.

Fixed Income Market Performance



Treasury Yield Curve



* The FTSE Pension Liability Index provides an investment performance benchmark for asset/liability management of a 'typical' pension plan. The Citigroup Fixed Income Indices were recently acquired by FTSE Russell & rebranded as FTSE Indices

Source: Bloomberg. Data as of 09/30/2022.

Source: FactSet. Data as of 09/30/2022.

The performance for above markets are represented by their respective indexes. It is not possible to invest directly in an index.

Bank of America assumes no responsibility for any of the foregoing performance information, which has been provided by the index sponsor.

Bank of America does not guarantee the accuracy of the index returns and does not recommend any investment or other decision based on the results presented.

Past performance is no guarantee of future results. Performance results are extremely short-term and may not provide an adequate basis for evaluating performance potential over varying market conditions or economic cycles.

Please see end of presentation for glossary, asset class disclosures and index definitions.

IMPORTANT INFORMATION

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Global Wealth & Investment Management (GWIM) is a division of Bank of America Corporation. The Chief Investment Office, which provides investment strategies, due diligence, portfolio construction guidance and wealth management solutions for GWIM clients, is part of the Investment Solutions Group (ISG) of GWIM.

Bank of America, Merrill, their affiliates, and advisors do not provide legal, tax, or accounting advice. Clients should consult their legal and/or tax advisors before making any financial decisions.

Investing involves risk, including the possible loss of principal. Past performance is no guarantee of future results.

All recommendations must be considered in the context of an individual investor's goals, time horizon, liquidity needs and risk tolerance. Not all recommendations will be in the best interest of all investors. Asset allocation, diversification and rebalancing do not ensure a profit or protect against loss in declining markets.

Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value

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PORTFOLIO REVIEW: PAGE MAY ROCKWELL F/ ROCKWELL PK

IPS CLIENT SUMMARY

PAGE MAY ROCKWELL F/ ROCKWELL PK

IPS AS OF DATE	2019-12-12		
REPORT TITLE	PAGE MAY ROCKWELL F/ ROCKWELL PK		
PORTFOLIO PURPOSE AND BACKGROUND	This irrevocable trust is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

PAGE MAY ROCKWELL F/ ROCKWELL PK

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
SECONDARY CUSTOM POLICY BENCHMARK INFORMATION	CPI+5%		

DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	periodically		

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$529,162**	**77.2%**	**$567,138**	**$10,801**	**2.04%**
U.S. Large Cap	$198,240	28.9%	$197,813	$3,445	1.74%
U.S. Mid Cap	$132,563	19.4%	$130,106	$1,773	1.34%
U.S. Small Cap	$63,945	9.3%	$74,200	$817	1.28%
International Developed	$93,815	13.7%	$107,211	$4,182	4.46%
Emerging Markets	$40,599	5.9%	$57,808	$584	1.44%
FIXED INCOME	**$132,824**	**19.4%**	**$150,166**	**$4,216**	**3.17%**
Investment Grade Taxable	$125,643	18.3%	$141,837	$3,726	2.97%
Global High Yield Taxable	$7,181	1.0%	$8,329	$489	6.81%
CASH/CURRENCY	**$23,090**	**3.4%**	**$23,090**	**$819**	**3.55%**
TOTAL PORTFOLIO	**$685,077**	**100.0%**	**$740,395**	**$15,835**	**2.31%**

Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$529,162**	**77.2%**	**57.0% - 97.0%**	**$527,509**	**77.0%**	**$1,653**	**0.2%**
U.S. Large Cap	$198,240	28.9%	13.0% - 97.0%	$191,822	28.0%	$6,418	0.9%
U.S. Mid Cap	$132,563	19.4%	0% - 28.0%	$123,314	18.0%	$9,250	1.4%
U.S. Small Cap	$63,945	9.3%	0% - 19.0%	$61,657	9.0%	$2,288	0.3%
International Developed	$93,815	13.7%	0% - 26.0%	$109,612	16.0%	($15,797)	-2.3%
Emerging Markets	$40,599	5.9%	0% - 16.0%	$41,105	6.0%	($506)	-0.1%
FIXED INCOME	**$132,824**	**19.4%**	**3.0% - 41.0%**	**$143,866**	**21.0%**	**($11,042)**	**-1.6%**
Investment Grade	$125,643	18.3%	3.0% - 41.0%	$123,314	18.0%	$2,330	0.3%
International Developed Bonds	$0	0.0%	0% - 12.0%	$13,702	2.0%	($13,702)	-2.0%
High Yield	$7,181	1.0%	0% - 11.0%	$6,851	1.0%	$330	0.0%
CASH/CURRENCY	**$23,090**	**3.4%**	**0% - 20.0%**	**$13,702**	**2.0%**	**$9,389**	**1.4%**
Cash Equivalents	$28,581	4.2%	-	-	-	-	-
Cash/Currency Other	($5,491)	-0.8%	-	-	-	-	-
TOTAL PORTFOLIO	**$685,077**	**100%**		**$685,077**	**100%**		

Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$946,676**	**$743,131**	**$742,900**
Net Flows*	($33,672)	($89,322)	($137,476)
Change in Market Value	($227,915)	$31,280	$79,665
Ending Market Value	**$685,089**	**$685,089**	**$685,089**
Change in Account Value	($261,587)	($58,042)	($57,811)
Accrued Income	**$499**	**$499**	**$499**
Ending Market Value + Accrued Income	**$685,587**	**$685,587**	**$685,587**

Past performance is no guarantee of future results.
If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.
*Net Flows represents Additions plus Income minus Withdrawals.

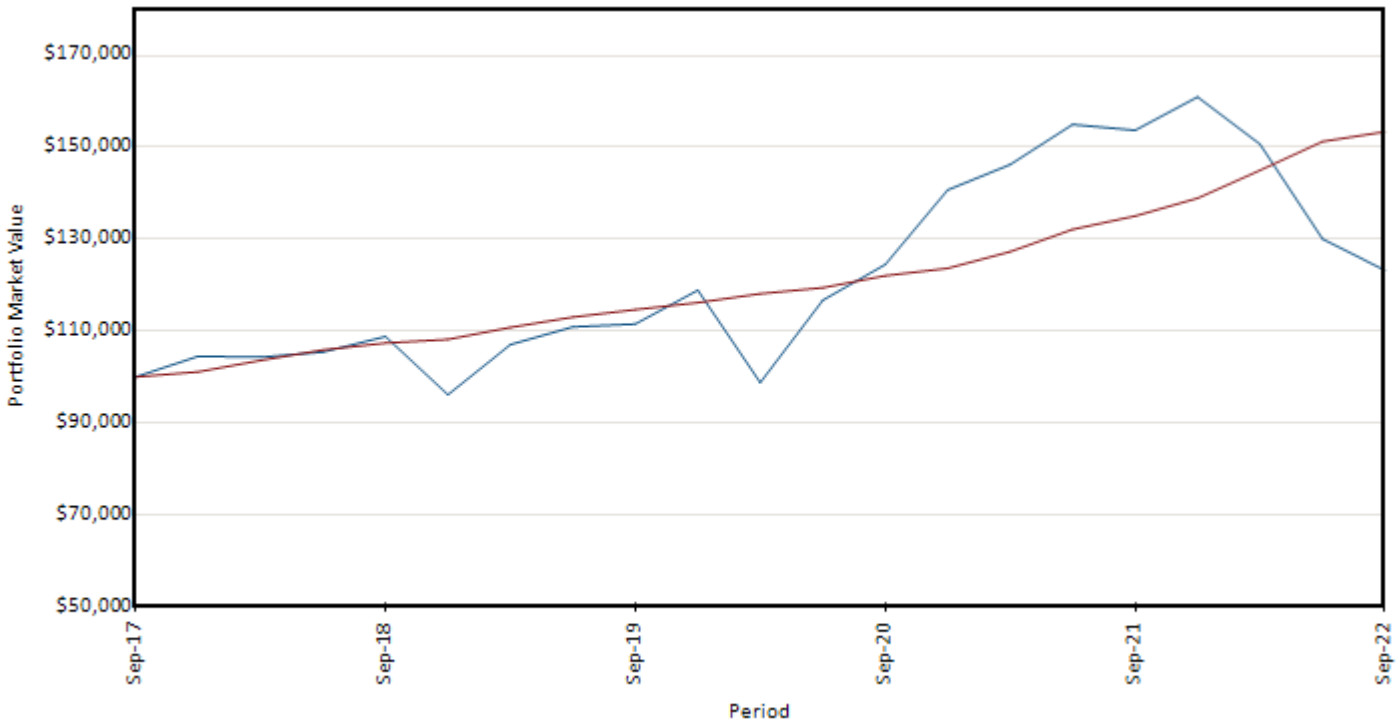
GROWTH OF ASSETS

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

GROWTH OF $100,000

- Total Portfolio
- Policy Benchmark*



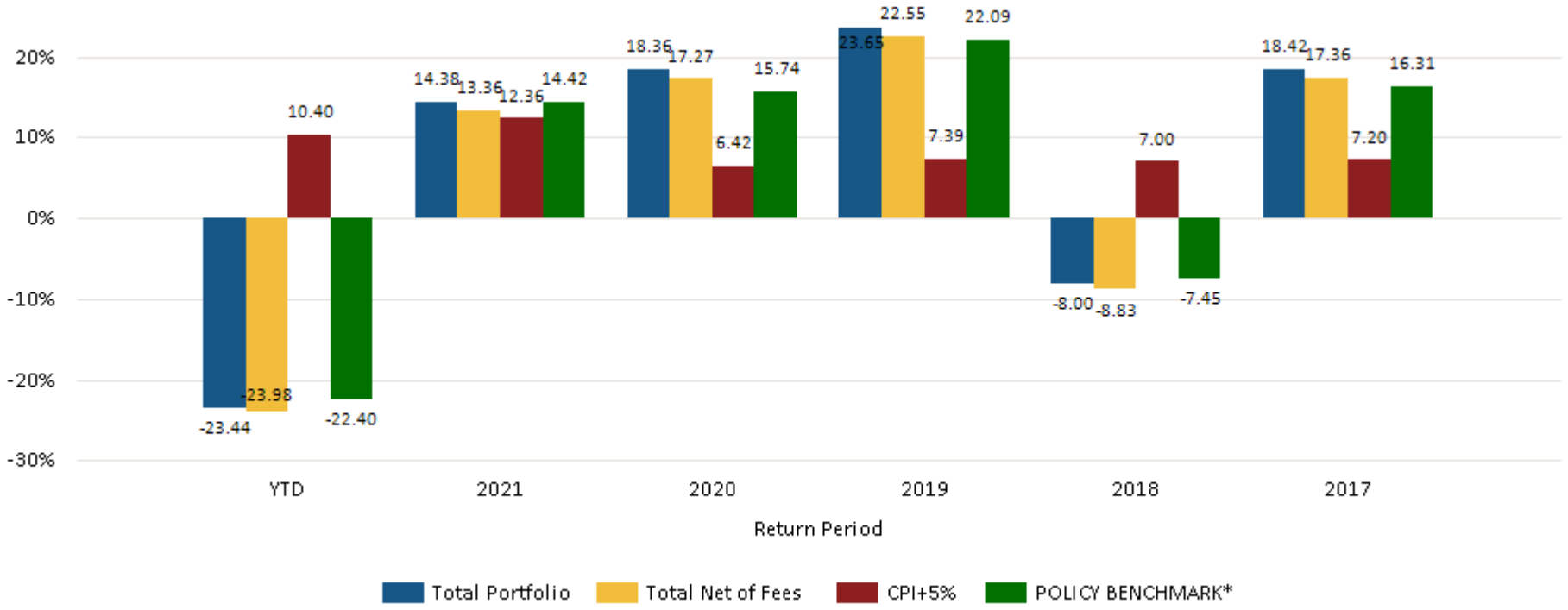
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

Past Performance is no guarantee of future results.

All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.

Returns may include a partial month.

Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.

Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$685,089**	**100.0%**	**-8.11**	**-5.26**	**-23.44**	**-19.84**	**3.38**	**4.26**	**6.07**
TOTAL PORTFOLIO - NET OF FEES	**$685,089**	**100.0%**	**-8.32**	**-5.47**	**-23.98**	**-20.58**	**2.44**	**3.32**	**4.92**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.60
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$529,150**	**77.2%**	**-9.43**	**-5.80**	**-26.11**	**-21.70**	**4.69**	**5.37**	**7.14**
U.S. Large Cap	$198,227	28.9%	-9.36	-5.41	-25.85	-18.84	6.94	8.89	8.10
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
U.S. Large Cap Core	$160,579	23.4%	-8.79	-5.32	-21.82	-13.53	8.20	9.32	11.98
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$37,648	5.5%	-10.96	-5.59	-37.01	-33.09	3.04	8.22	9.14
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$132,563	19.4%	-9.11	-3.01	-24.82	-18.88	5.95	7.03	7.67
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$83,071	12.1%	-9.27	-3.04	-24.75	-18.65	5.47	6.85	8.51
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77
U.S. Mid Cap Growth	$25,381	3.7%	-8.40	0.08	-30.39	-26.74	5.84	8.51	8.17
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Value	$24,111	3.5%	-9.31	-5.86	-19.87	-11.99	6.44	5.59	7.04
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$63,945	9.3%	-8.87	-2.27	-23.30	-20.85	6.84	5.34	8.05
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$22,324	3.3%	-9.32	-1.84	-23.57	-21.58	5.42	4.21	8.14
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$20,814	3.0%	-7.70	-1.40	-30.12	-29.43	3.87	6.95	8.69
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$20,807	3.0%	-9.53	-3.55	-17.73	-13.36	9.42	4.80	7.62
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$93,815	13.7%	-9.59	-10.53	-27.69	-25.06	0.35	0.58	1.35
MSCI Daily TR Net World Ex USA USD			-9.26	-9.20	-26.24	-23.92	-1.22	-0.41	0.83
Large Cap International Core	$93,815	13.7%	-9.59	-10.53	-27.69	-25.06	0.35	0.58	1.34
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Emerging Markets	$40,599	5.9%	-11.24	-11.09	-34.11	-36.82	-0.93	-0.79	2.25
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10

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Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
FIXED INCOME	**$132,849**	**19.4%**	**-4.11**	**-4.21**	**-13.51**	**-13.47**	**-3.00**	**-0.22**	**4.30**
Investment Grade Taxable	$125,668	18.3%	-4.10	-4.37	-13.52	-13.48	-3.17	-0.31	2.65
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$7,181	1.1%	-4.32	-1.39	-14.68	-14.13	-0.15	1.56	3.44
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$23,090**	**3.4%**	**0.21**	**0.51**	**0.66**	**0.67**	**0.50**	**1.03**	**1.48**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	2.03

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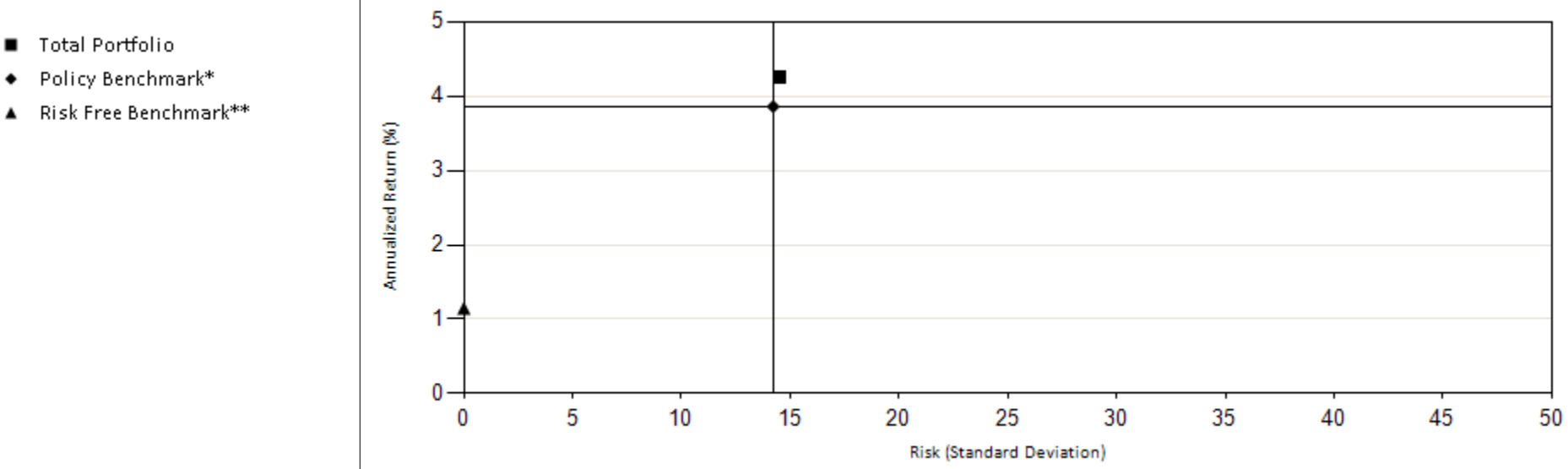
All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.
Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

RETURN VS. RISK



*__Policy Benchmark__ - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

**ICE BofA US 3 Month T-Bill Index

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.26	14.50	1.02	.37	.99	0.21	3.05	1.08	.40
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
392	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		46.42	18,197	48.06	18,841	0	0	0.00	3.6	2.8
591	DICTF	DIVIDEND INCOME COMMON		106.36	62,859	86.09	50,880	24	1,521	2.99	9.6	7.4
366	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	24,567	66.10	24,193	0	393	1.62	4.6	3.5
3,251	LCCCTF	LARGE CAP CORE COMMON		15.25	49,590	12.97	42,183	14	765	1.81	8.0	6.2
168	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		113.66	19,144	111.66	18,807	0	0	0.00	3.6	2.7
132	VOO	VANGUARD 500 INDEX FUND SHS ETF		177.70	23,456	328.30	43,336	194	767	1.77	8.2	6.3
Total U.S. Large Cap					197,813		198,240	232	3,445	1.74	37.5	28.9
U.S. Mid Cap												
123	IJH	ISHARES CORE S&P MID-CAP ETF		133.25	16,389	219.26	26,969	0	486	1.80	5.1	3.9
2,365	MCCCTF	MID CAP CORE COMMON		13.66	32,319	11.64	27,521	6	523	1.90	5.2	4.0
513	CTFGE	MID CAP GROWTH COMMON		63.41	32,559	49.43	25,381	1	194	0.76	4.8	3.7
579	MIDVAL	MID CAP VALUE COMMON		45.73	26,492	41.62	24,111	9	570	2.36	4.6	3.5
960	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		23.28	22,347	29.77	28,581	0	0	0.00	5.4	4.2
Total U.S. Mid Cap					130,106		132,563	16	1,773	1.34	25.1	19.4
U.S. Small Cap												
2,084	SCCCTF	SMALL CAP CORE COMMON		12.84	26,752	10.71	22,324	4	358	1.60	4.2	3.3
531	FTSCCTF	SMALL CAP GROWTH		46.22	24,536	39.21	20,814	3	100	0.48	3.9	3.0
550	SMVAL	SMALL CAP VALUE COMMON		41.69	22,912	37.86	20,807	16	359	1.73	3.9	3.0
Total U.S. Small Cap					74,200		63,945	23	817	1.28	12.1	9.3
International Developed												
3,501	IFEQCTF	INTERNATIONAL FOCUSED		16.99	59,469	13.19	46,184	29	2,215	4.80	8.7	6.7

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE MAY ROCKWELL F/ ROCKWELL PK

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
1,310	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		36.44	47,742	36.36	47,632	0	1,967	4.13	9.0	7.0
Total International Developed					107,211		93,815	29	4,182	4.46	17.7	13.7
Emerging Markets												
609	EMSCTF	EMERGING MARKETS STOCK		70.34	42,855	49.21	29,980	6	162	0.54	5.7	4.4
291	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.38	14,953	36.49	10,619	0	421	3.97	2.0	1.5
Total Emerging Markets					57,808		40,599	6	584	1.44	7.7	5.9
TOTAL EQUITIES					**567,138**		**529,162**	**307**	**10,801**	**2.04**	**100**	**77.2**
FIXED INCOME												
Investment Grade Taxable												
8,417	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		16.85	141,837	14.93	125,643	72	3,726	2.97	94.6	18.3
Total Investment Grade Taxable					141,837		125,643	72	3,726	2.97	94.6	18.3
Global High Yield Taxable												
1,606	PHYQX	PGIM HIGH YIELD FUND CL R6		5.18	8,329	4.47	7,181	43	489	6.81	5.4	1.0
Total Global High Yield Taxable					8,329		7,181	43	489	6.81	5.4	1.0
TOTAL FIXED INCOME					**150,166**		**132,824**	**115**	**4,216**	**3.17**	**100**	**19.4**
CASH/CURRENCY												
Cash Equivalents												
28,581		FEDERATED HERMES GOVT		1.00	28,581	1.00	28,581	60	819	2.86	123.8	4.2
Total Cash Equivalents					28,581		28,581	60	819	2.86	123.8	4.2
Cash/Currency Other												
(4,792)		CASH		1.00	(4,792)	1.00	(4,792)	0	0	0.00	(20.8)	(0.7)
(699)		PENDING CASH		1.00	(699)	0.00	(699)	0	0	0.00	(3.0)	(0.1)
Total Cash/Currency Other					(5,491)		(5,491)	0	0	0.00	(23.8)	(0.8)
TOTAL CASH/CURRENCY					**23,090**		**23,090**	**60**	**819**	**3.55**	**100**	**3.4**
TOTAL PORTFOLIO					**740,395**		**685,077**	**483**	**15,835**	**2.31**		**100**

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO REVIEW: ROCKWELL N E UW FBO MEM BLVD

BANK OF AMERICA

IPS CLIENT SUMMARY

ROCKWELL N E UW FBO MEM BLVD

IPS AS OF DATE	2019-12-12		
REPORT TITLE	ROCKWELL N E UW FBO MEM BLVD		
PORTFOLIO PURPOSE AND BACKGROUND	This irrevocable trust is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

IPS CLIENT SUMMARY

ROCKWELL N E UW FBO MEM BLVD

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
SECONDARY CUSTOM POLICY BENCHMARK INFORMATION	CPI+5%		

DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	periodically		

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CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$319,468**	**77.0%**	**$342,966**	**$6,517**	**2.04%**
U.S. Large Cap	$121,629	29.3%	$120,577	$2,112	1.74%
U.S. Mid Cap	$78,926	19.0%	$77,601	$1,076	1.36%
U.S. Small Cap	$38,752	9.3%	$44,920	$495	1.28%
International Developed	$55,504	13.4%	$63,553	$2,479	4.47%
Emerging Markets	$24,657	5.9%	$36,315	$355	1.44%
FIXED INCOME	**$81,213**	**19.6%**	**$91,913**	**$2,579**	**3.18%**
Investment Grade Taxable	$76,789	18.5%	$86,777	$2,277	2.97%
Global High Yield Taxable	$4,424	1.1%	$5,136	$301	6.81%
CASH/CURRENCY	**$14,299**	**3.4%**	**$14,299**	**$496**	**3.47%**
TOTAL PORTFOLIO	**$414,980**	**100.0%**	**$449,178**	**$9,592**	**2.31%**

Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$319,468**	**77.0%**	**57.0% - 97.0%**	**$319,535**	**77.0%**	**($67)**	**0.0%**
U.S. Large Cap	$121,629	29.3%	13.0% - 97.0%	$116,194	28.0%	$5,434	1.3%
U.S. Mid Cap	$78,926	19.0%	0% - 28.0%	$74,696	18.0%	$4,230	1.0%
U.S. Small Cap	$38,752	9.3%	0% - 19.0%	$37,348	9.0%	$1,404	0.3%
International Developed	$55,504	13.4%	0% - 26.0%	$66,397	16.0%	($10,893)	-2.6%
Emerging Markets	$24,657	5.9%	0% - 16.0%	$24,899	6.0%	($241)	-0.1%
FIXED INCOME	**$81,213**	**19.6%**	**3.0% - 41.0%**	**$87,146**	**21.0%**	**($5,933)**	**-1.4%**
Investment Grade	$76,789	18.5%	3.0% - 41.0%	$74,696	18.0%	$2,093	0.5%
International Developed Bonds	$0	0.0%	0% - 12.0%	$8,300	2.0%	($8,300)	-2.0%
High Yield	$4,424	1.1%	0% - 11.0%	$4,150	1.0%	$274	0.1%
CASH/CURRENCY	**$14,299**	**3.4%**	**0% - 20.0%**	**$8,300**	**2.0%**	**$5,999**	**1.4%**
Cash Equivalents	$17,318	4.2%	-	-	-	-	-
Cash/Currency Other	($3,019)	-0.7%	-	-	-	-	-
TOTAL PORTFOLIO	**$414,980**	**100%**		**$414,980**	**100%**		

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Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$572,111**	**$450,328**	**$451,867**
Net Flows*	($19,062)	($54,813)	($85,684)
Change in Market Value	($138,077)	$19,457	$48,788
Ending Market Value	**$414,972**	**$414,972**	**$414,972**
Change in Account Value	($157,140)	($35,357)	($36,896)
Accrued Income	**$304**	**$304**	**$304**
Ending Market Value + Accrued Income	**$415,276**	**$415,276**	**$415,276**

Past performance is no guarantee of future results.

If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.

*Net Flows represents Additions plus Income minus Withdrawals.

GROWTH OF ASSETS

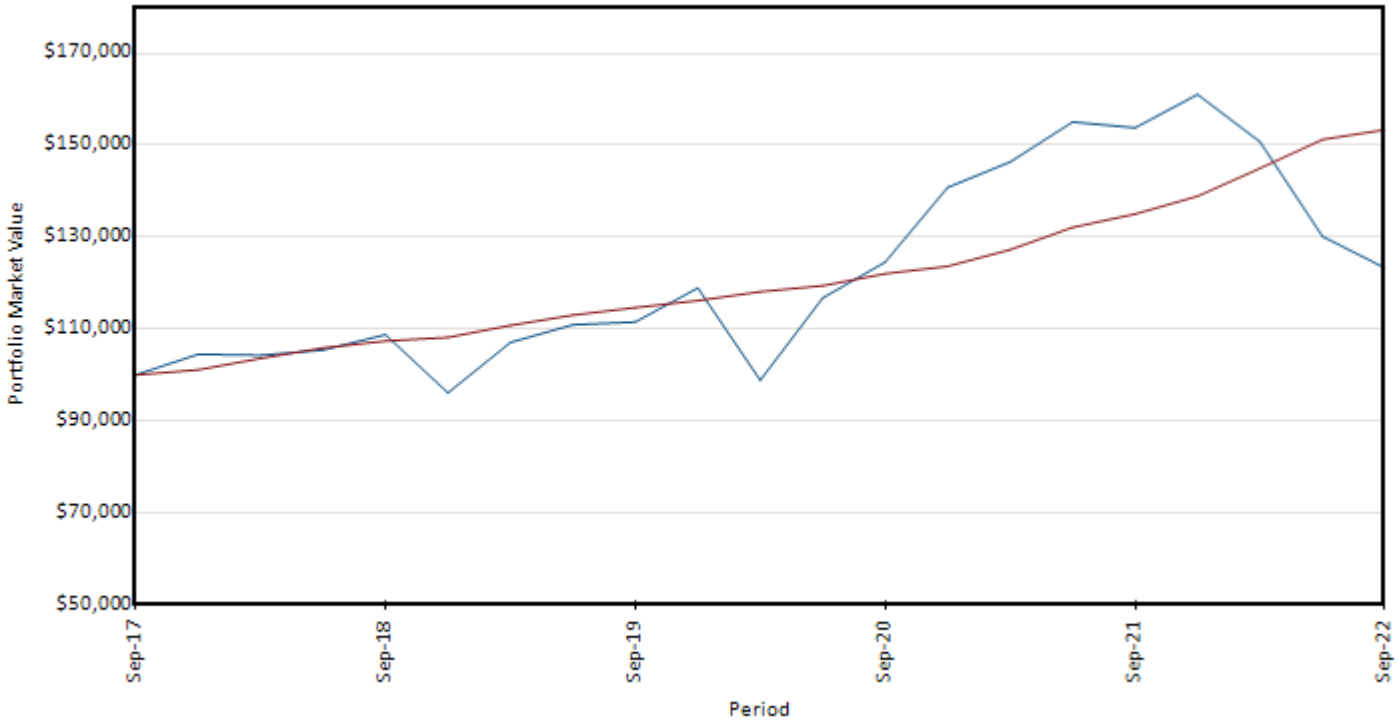
As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

GROWTH OF $100,000

— Total Portfolio

— Policy Benchmark*



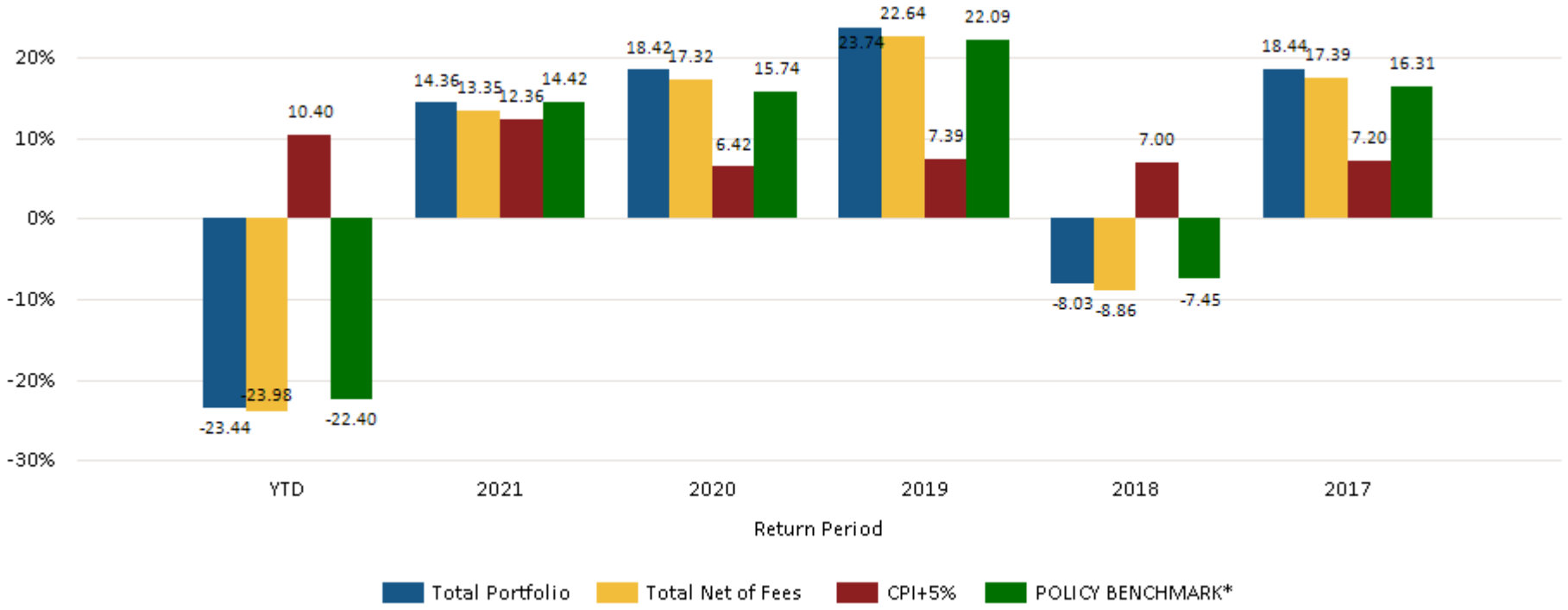
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

Past Performance is no guarantee of future results.

All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.

Returns may include a partial month.

Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.

Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$414,972**	**100.0%**	**-8.10**	**-5.27**	**-23.44**	**-19.84**	**3.40**	**4.28**	**6.00**
TOTAL PORTFOLIO - NET OF FEES	**$414,972**	**100.0%**	**-8.31**	**-5.48**	**-23.98**	**-20.58**	**2.46**	**3.34**	**4.70**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.60
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$319,460**	**77.0%**	**-9.42**	**-5.81**	**-26.13**	**-21.75**	**4.68**	**5.35**	**7.07**
U.S. Large Cap	$121,620	29.3%	-9.35	-5.45	-25.88	-18.89	6.99	8.92	8.07
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
U.S. Large Cap Core	$98,802	23.8%	-8.82	-5.39	-21.87	-13.63	8.23	9.34	11.99
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$22,818	5.5%	-10.93	-5.56	-36.99	-33.07	3.11	8.20	9.19
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$78,926	19.0%	-9.11	-3.01	-24.80	-18.87	5.95	7.01	7.65
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$48,992	11.8%	-9.27	-3.03	-24.76	-18.65	5.44	6.80	8.45
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77
U.S. Mid Cap Growth	$15,316	3.7%	-8.40	0.08	-30.52	-27.11	5.67	8.39	8.17
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Value	$14,619	3.5%	-9.31	-5.86	-19.88	-12.07	6.62	5.70	7.08
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$38,752	9.3%	-8.87	-2.27	-23.36	-20.86	6.82	5.33	8.07
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$13,539	3.3%	-9.32	-1.84	-23.56	-21.57	5.43	4.22	8.14
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$12,609	3.0%	-7.70	-1.40	-30.12	-29.43	3.82	6.93	8.67
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$12,604	3.0%	-9.53	-3.55	-17.82	-13.30	9.46	4.81	7.62
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$55,504	13.4%	-9.58	-10.54	-27.71	-25.11	0.33	0.56	1.35
MSCI Daily TR Net World Ex USA USD			-9.26	-9.20	-26.24	-23.92	-1.22	-0.41	0.83
Large Cap International Core	$55,504	13.4%	-9.58	-10.54	-27.71	-25.11	0.33	0.56	1.34
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Emerging Markets	$24,657	5.9%	-11.23	-11.09	-34.12	-36.89	-1.21	-0.95	2.18
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
FIXED INCOME	**$81,213**	**19.6%**	**-4.12**	**-4.22**	**-13.52**	**-13.48**	**-3.01**	**-0.22**	**4.30**
Investment Grade Taxable	$76,789	18.5%	-4.11	-4.38	-13.53	-13.49	-3.18	-0.31	2.65
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$4,424	1.1%	-4.32	-1.39	-14.68	-14.13	-0.15	1.56	3.44
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$14,299**	**3.5%**	**0.21**	**0.51**	**0.67**	**0.68**	**0.50**	**1.03**	**1.47**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	2.03

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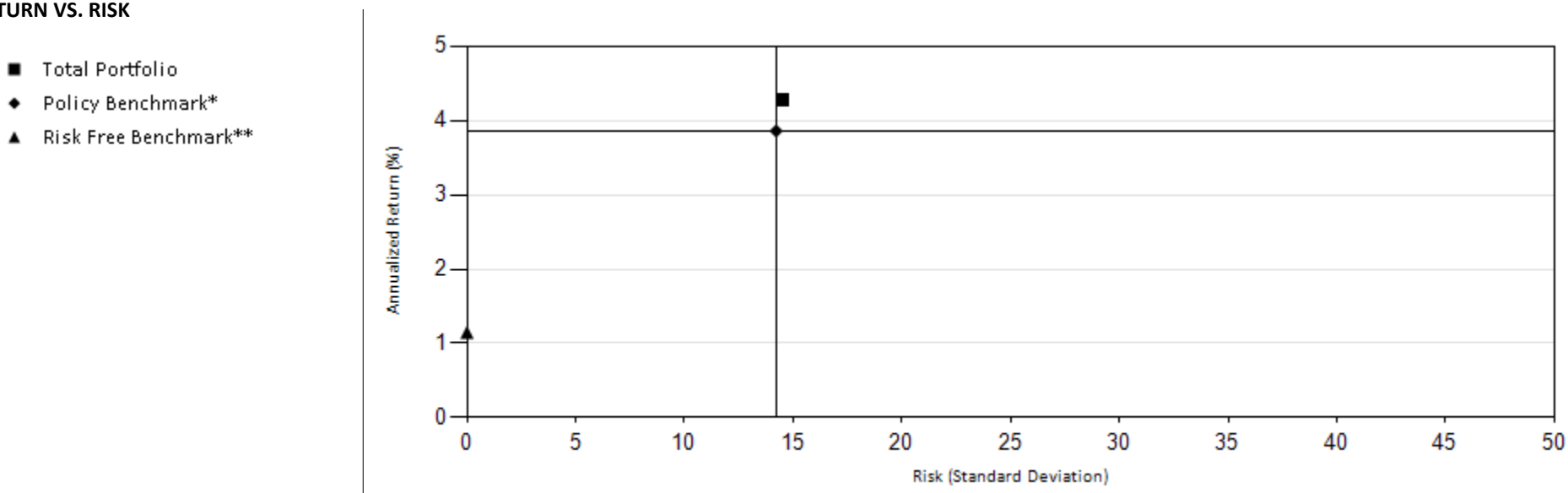
RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

RETURN VS. RISK



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

****ICE BofA US 3 Month T-Bill Index**

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.28	14.50	1.02	.38	.99	0.22	3.07	1.09	.41
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

PORTFOLIO HOLDINGS

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
238	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		47.35	11,247	48.06	11,415	0	0	0.00	3.6	2.8
356	DICTF	DIVIDEND INCOME COMMON		106.27	37,858	86.09	30,671	16	917	2.99	9.6	7.4
222	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	14,901	66.10	14,674	0	238	1.62	4.6	3.5
1,970	LCCCTF	LARGE CAP CORE COMMON		15.25	30,044	12.97	25,560	8	464	1.81	8.0	6.2
102	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		111.84	11,421	111.66	11,403	0	0	0.00	3.6	2.7
85	VOO	VANGUARD 500 INDEX FUND SHS ETF		177.70	15,104	328.30	27,906	125	494	1.77	8.7	6.7
Total U.S. Large Cap					120,577		121,629	150	2,112	1.74	38.1	29.3
U.S. Mid Cap												
75	IJH	ISHARES CORE S&P MID-CAP ETF		133.70	10,028	219.26	16,445	0	296	1.80	5.1	4.0
1,433	MCCCTF	MID CAP CORE COMMON		13.66	19,577	11.64	16,671	4	317	1.90	5.2	4.0
310	CTFGE	MID CAP GROWTH COMMON		64.23	19,900	49.43	15,316	1	117	0.76	4.8	3.7
351	MIDVAL	MID CAP VALUE COMMON		45.78	16,079	41.62	14,619	5	345	2.36	4.6	3.5
533	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		22.53	12,018	29.77	15,877	0	0	0.00	5.0	3.8
Total U.S. Mid Cap					77,601		78,926	10	1,076	1.36	24.7	19.0
U.S. Small Cap												
1,264	SCCCTF	SMALL CAP CORE COMMON		12.84	16,223	10.71	13,539	3	217	1.60	4.2	3.3
322	FTSCCTF	SMALL CAP GROWTH		46.23	14,866	39.21	12,609	2	61	0.48	3.9	3.0
333	SMVAL	SMALL CAP VALUE COMMON		41.55	13,832	37.86	12,604	10	218	1.73	3.9	3.0
Total U.S. Small Cap					44,920		38,752	14	495	1.28	12.1	9.3
International Developed												
2,124	IFEQCTF	INTERNATIONAL FOCUSED		17.02	36,154	13.19	28,015	17	1,343	4.80	8.8	6.8

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO HOLDINGS

As of September 30, 2022

ROCKWELL N E UW FBO MEM BLVD

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
756	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		36.24	27,399	36.36	27,488	0	1,135	4.13	8.6	6.6
Total International Developed					63,553		55,504	17	2,479	4.47	17.4	13.4
Emerging Markets												
370	EMSCTF	EMERGING MARKETS STOCK		73.61	27,220	49.21	18,199	4	99	0.54	5.7	4.4
177	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.38	9,094	36.49	6,459	0	256	3.97	2.0	1.6
Total Emerging Markets					36,315		24,657	4	355	1.44	7.7	5.9
TOTAL EQUITIES					**342,966**		**319,468**	**195**	**6,517**	**2.04**	**100**	**77.0**
FIXED INCOME												
Investment Grade Taxable												
5,144	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		16.87	86,777	14.93	76,789	44	2,277	2.97	94.6	18.5
Total Investment Grade Taxable					86,777		76,789	44	2,277	2.97	94.6	18.5
Global High Yield Taxable												
990	PHYQX	PGIM HIGH YIELD FUND CL R6		5.19	5,136	4.47	4,424	27	301	6.81	5.4	1.1
Total Global High Yield Taxable					5,136		4,424	27	301	6.81	5.4	1.1
TOTAL FIXED INCOME					**91,913**		**81,213**	**70**	**2,579**	**3.18**	**100**	**19.6**
CASH/CURRENCY												
Cash Equivalents												
17,318		FEDERATED HERMES GOVT		1.00	17,318	1.00	17,318	37	496	2.87	121.1	4.2
Total Cash Equivalents					17,318		17,318	37	496	2.87	121.1	4.2
Cash/Currency Other												
(2,875)		CASH		1.00	(2,875)	1.00	(2,875)	0	0	0.00	(20.1)	(0.7)
(144)		PENDING CASH		1.00	(144)	0.00	(144)	0	0	0.00	(1.0)	0.0
Total Cash/Currency Other					(3,019)		(3,019)	0	0	0.00	(21.1)	(0.7)
TOTAL CASH/CURRENCY					**14,299**		**14,299**	**37**	**496**	**3.47**	**100**	**3.4**
TOTAL PORTFOLIO					**449,178**		**414,980**	**302**	**9,592**	**2.31**		**100**

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO REVIEW: ROCKWELL NETTIE UW PARA 33 A

IPS CLIENT SUMMARY

ROCKWELL NETTIE UW PARA 33 A

IPS AS OF DATE	2019-12-12		
REPORT TITLE	ROCKWELL NETTIE UW PARA 33 A		
PORTFOLIO PURPOSE AND BACKGROUND	This irrevocable trust is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

IPS CLIENT SUMMARY

ROCKWELL NETTIE UW PARA 33 A

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
SECONDARY CUSTOM POLICY BENCHMARK INFORMATION	CPI+5%		

DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	periodically		

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$558,124**	**77.1%**	**$601,608**	**$11,425**	**2.05%**
U.S. Large Cap	$210,458	29.1%	$210,496	$3,670	1.74%
U.S. Mid Cap	$139,671	19.3%	$137,871	$1,925	1.38%
U.S. Small Cap	$67,610	9.3%	$78,377	$864	1.28%
International Developed	$97,415	13.4%	$111,551	$4,348	4.46%
Emerging Markets	$42,970	5.9%	$63,313	$618	1.44%
FIXED INCOME	**$141,703**	**19.6%**	**$160,381**	**$4,498**	**3.17%**
Investment Grade Taxable	$134,019	18.5%	$151,462	$3,975	2.97%
Global High Yield Taxable	$7,684	1.1%	$8,919	$524	6.81%
CASH/CURRENCY	**$24,457**	**3.4%**	**$24,457**	**$866**	**3.54%**
TOTAL PORTFOLIO	**$724,285**	**100.0%**	**$786,446**	**$16,789**	**2.32%**

Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$558,124**	**77.1%**	**57.0% - 97.0%**	**$557,699**	**77.0%**	**$425**	**0.1%**
U.S. Large Cap	$210,458	29.1%	13.0% - 97.0%	$202,800	28.0%	$7,658	1.1%
U.S. Mid Cap	$139,671	19.3%	0% - 28.0%	$130,371	18.0%	$9,300	1.3%
U.S. Small Cap	$67,610	9.3%	0% - 19.0%	$65,186	9.0%	$2,425	0.3%
International Developed	$97,415	13.4%	0% - 26.0%	$115,886	16.0%	($18,470)	-2.6%
Emerging Markets	$42,970	5.9%	0% - 16.0%	$43,457	6.0%	($487)	-0.1%
FIXED INCOME	**$141,703**	**19.6%**	**3.0% - 41.0%**	**$152,100**	**21.0%**	**($10,397)**	**-1.4%**
Investment Grade	$134,019	18.5%	3.0% - 41.0%	$130,371	18.0%	$3,647	0.5%
International Developed Bonds	$0	0.0%	0% - 12.0%	$14,486	2.0%	($14,486)	-2.0%
High Yield	$7,684	1.1%	0% - 11.0%	$7,243	1.0%	$442	0.1%
CASH/CURRENCY	**$24,457**	**3.4%**	**0% - 20.0%**	**$14,486**	**2.0%**	**$9,971**	**1.4%**
Cash Equivalents	$30,223	4.2%	-	-	-	-	-
Cash/Currency Other	($5,766)	-0.8%	-	-	-	-	-
TOTAL PORTFOLIO	**$724,285**	**100%**		**$724,285**	**100%**		

Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$998,588**	**$784,677**	**$786,559**
Net Flows*	($33,294)	($94,175)	($146,616)
Change in Market Value	($241,025)	$33,767	$84,327
Ending Market Value	**$724,270**	**$724,270**	**$724,270**
Change in Account Value	($274,318)	($60,407)	($62,289)
Accrued Income	**$530**	**$530**	**$530**
Ending Market Value + Accrued Income	**$724,800**	**$724,800**	**$724,800**

Past performance is no guarantee of future results.
If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.
*Net Flows represents Additions plus Income minus Withdrawals.

GROWTH OF ASSETS

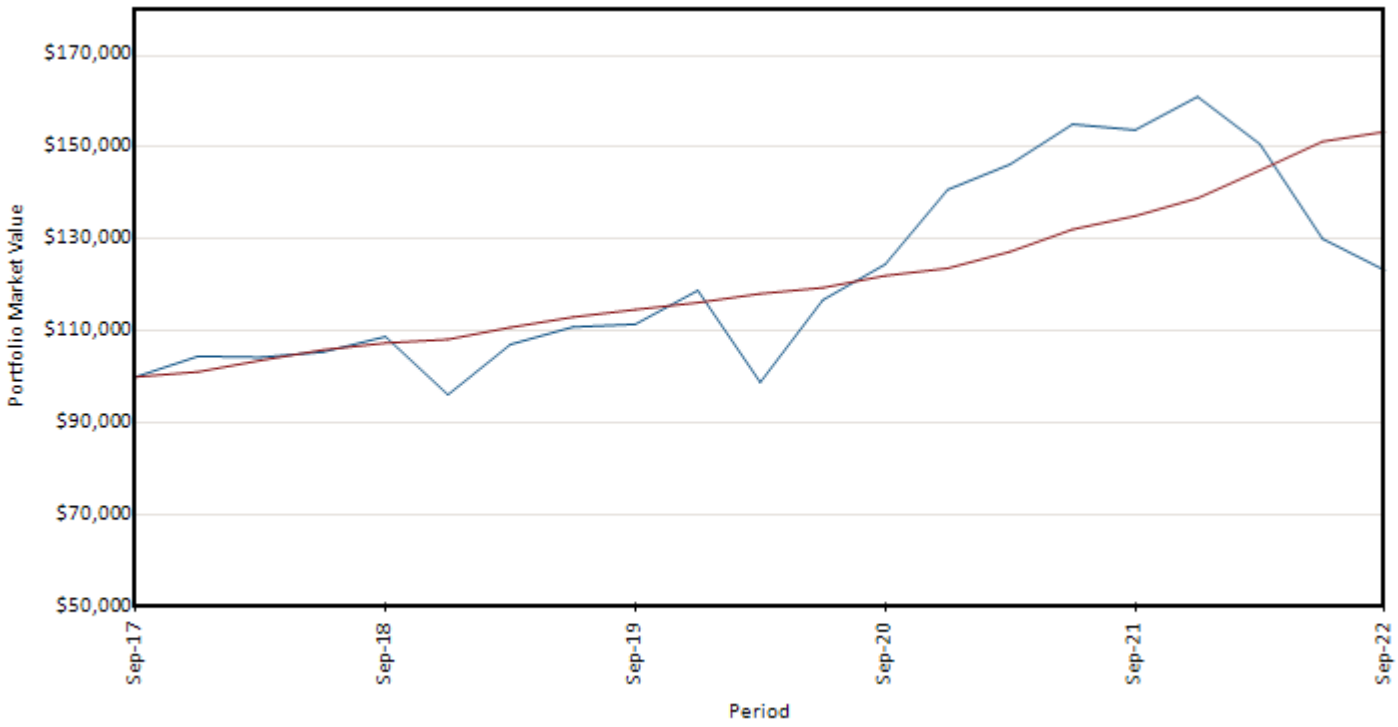
As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

GROWTH OF $100,000

— Total Portfolio

— Policy Benchmark*



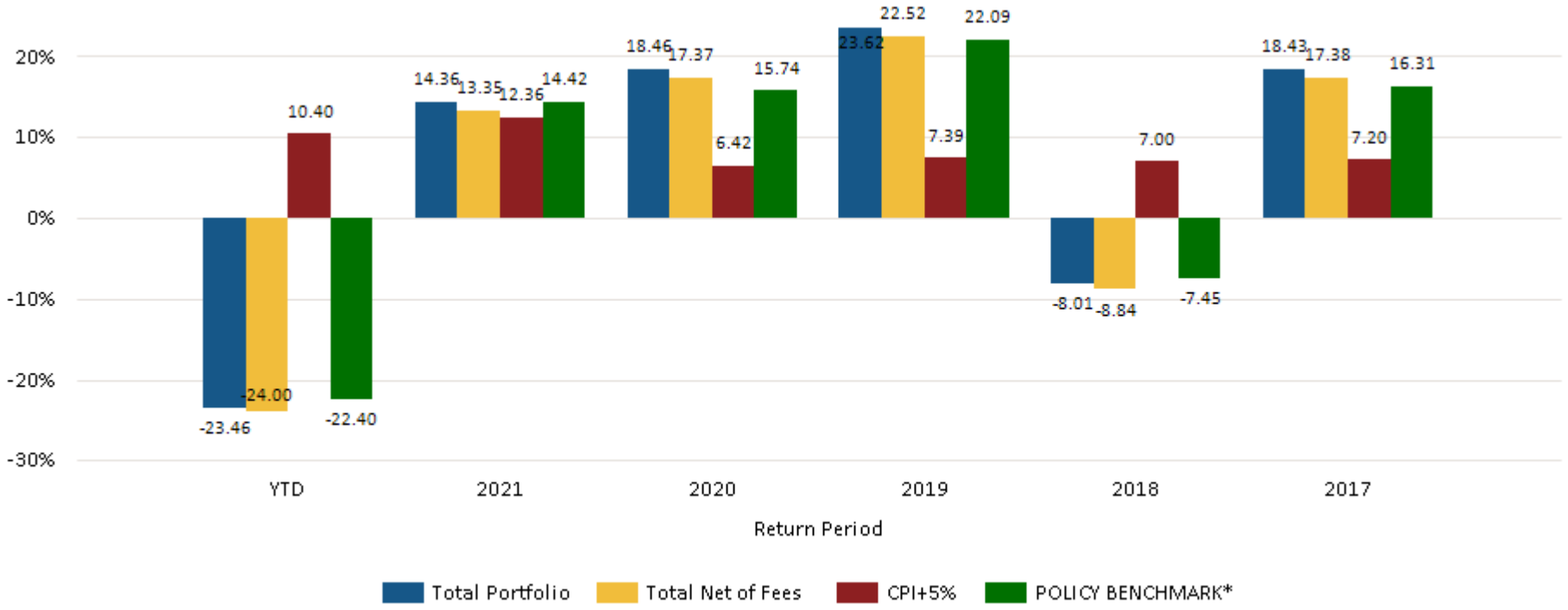
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

Past Performance is no guarantee of future results.

All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.

Returns may include a partial month.

Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.

Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$724,270**	**100.0%**	**-8.10**	**-5.26**	**-23.46**	**-19.86**	**3.40**	**4.26**	**5.95**
TOTAL PORTFOLIO - NET OF FEES	**$724,270**	**100.0%**	**-8.31**	**-5.48**	**-24.00**	**-20.60**	**2.46**	**3.32**	**4.81**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.60
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$558,110**	**77.1%**	**-9.42**	**-5.80**	**-26.14**	**-21.77**	**4.68**	**5.35**	**7.09**
U.S. Large Cap	$210,443	29.1%	-9.34	-5.42	-25.84	-18.82	7.02	8.93	8.09
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
S&P 500 TR			-9.21	-4.89	-23.87	-15.48	8.15	9.22	8.41
U.S. Large Cap Core	$170,621	23.6%	-8.80	-5.35	-21.81	-13.51	8.27	9.36	12.00
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$39,823	5.5%	-10.93	-5.56	-36.99	-33.07	3.10	8.19	9.17
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$139,671	19.3%	-9.11	-3.05	-24.94	-19.10	5.89	7.00	7.66
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$85,258	11.8%	-9.27	-3.03	-24.74	-18.64	5.50	6.87	8.50
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Growth	$26,738	3.7%	-8.40	0.08	-30.50	-27.06	5.69	8.40	8.17
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26
U.S. Mid Cap Value	$27,675	3.8%	-9.31	-5.86	-20.41	-13.01	6.24	5.47	7.00
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$67,610	9.3%	-8.87	-2.27	-23.36	-20.86	6.85	5.34	7.91
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$23,606	3.3%	-9.32	-1.84	-23.56	-21.57	5.43	4.22	8.14
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$22,006	3.0%	-7.70	-1.40	-30.11	-29.42	3.87	6.96	8.69
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$21,998	3.0%	-9.53	-3.55	-17.82	-13.29	9.47	4.81	7.63
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$97,415	13.5%	-9.58	-10.54	-27.69	-25.07	0.34	0.56	1.35
MSCI EAFE Net TR USD Index			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Large Cap International Core	$97,415	13.5%	-9.58	-10.54	-27.69	-25.07	0.34	0.56	1.34
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
Emerging Markets	$42,970	5.9%	-11.23	-11.09	-34.12	-36.90	-1.20	-0.95	2.18
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10
FIXED INCOME	**$141,703**	**19.6%**	**-4.12**	**-4.22**	**-13.52**	**-13.48**	**-3.01**	**-0.22**	**4.31**
Investment Grade Taxable	$134,019	18.5%	-4.11	-4.38	-13.53	-13.49	-3.18	-0.31	2.65
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$7,684	1.1%	-4.32	-1.39	-14.68	-14.13	-0.15	1.57	3.44
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$24,457**	**3.4%**	**0.21**	**0.51**	**0.67**	**0.67**	**0.50**	**1.03**	**1.43**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	2.03

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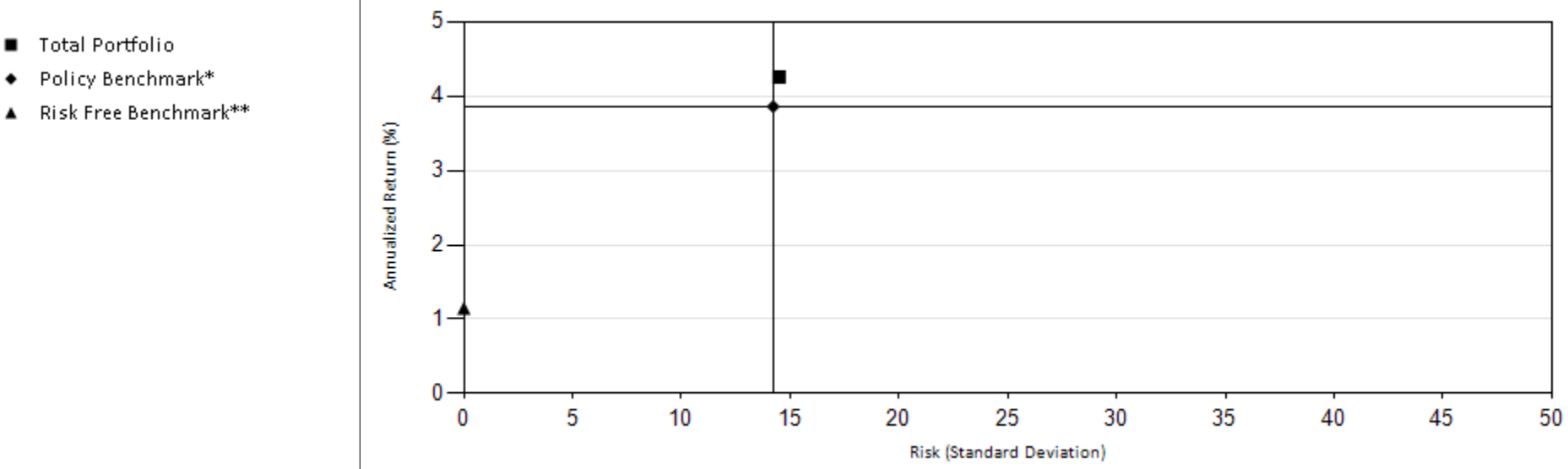
Market value does not include accrued income, but is included in the return calculation.

RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

RETURN VS. RISK



RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.26	14.49	1.02	.37	.99	0.21	3.05	1.09	.40
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

****ICE BofA US 3 Month T-Bill Index**

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

PORTFOLIO HOLDINGS

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
415	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		47.59	19,729	48.06	19,922	0	0	0.00	3.6	2.8
637	DICTF	DIVIDEND INCOME COMMON		106.32	67,697	86.09	54,820	27	1,639	2.99	9.8	7.6
387	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	25,976	66.10	25,581	0	415	1.62	4.6	3.5
3,438	LCCCTF	LARGE CAP CORE COMMON		15.25	52,423	12.97	44,601	15	809	1.81	8.0	6.2
178	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		112.05	19,970	111.66	19,901	0	0	0.00	3.6	2.7
139	VOO	VANGUARD 500 INDEX FUND SHS ETF		177.70	24,700	328.30	45,634	204	807	1.77	8.2	6.3
Total U.S. Large Cap					210,496		210,458	246	3,670	1.74	37.7	29.1
U.S. Mid Cap												
130	IJH	ISHARES CORE S&P MID-CAP ETF		133.37	17,339	219.26	28,504	0	514	1.80	5.1	3.9
2,501	MCCCTF	MID CAP CORE COMMON		13.66	34,167	11.64	29,096	7	553	1.90	5.2	4.0
541	CTFGE	MID CAP GROWTH COMMON		64.30	34,776	49.43	26,738	1	204	0.76	4.8	3.7
665	MIDVAL	MID CAP VALUE COMMON		46.09	30,651	41.62	27,675	10	654	2.36	5.0	3.8
929	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		22.54	20,938	29.77	27,659	0	0	0.00	5.0	3.8
Total U.S. Mid Cap					137,871		139,671	18	1,925	1.38	25.0	19.3
U.S. Small Cap												
2,203	SCCCTF	SMALL CAP CORE COMMON		12.84	28,283	10.71	23,606	5	379	1.60	4.2	3.3
561	FTSCCTF	SMALL CAP GROWTH		46.25	25,956	39.21	22,006	3	106	0.48	3.9	3.0
581	SMVAL	SMALL CAP VALUE COMMON		41.54	24,139	37.86	21,998	17	380	1.73	3.9	3.0
Total U.S. Small Cap					78,377		67,610	25	864	1.28	12.1	9.3
International Developed												
3,702	IFEQCTF	INTERNATIONAL FOCUSED		17.03	63,053	13.19	48,838	30	2,342	4.80	8.8	6.7

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO HOLDINGS

As of September 30, 2022

ROCKWELL NETTIE UW PARA 33 A

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
1,336	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		36.30	48,497	36.36	48,577	0	2,006	4.13	8.7	6.7
Total International Developed					111,551		97,415	30	4,348	4.46	17.5	13.4
Emerging Markets												
645	EMSCTF	EMERGING MARKETS STOCK		73.63	47,475	49.21	31,731	7	172	0.54	5.7	4.4
308	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.42	15,838	36.49	11,239	0	446	3.97	2.0	1.6
Total Emerging Markets					63,313		42,970	7	618	1.44	7.7	5.9
TOTAL EQUITIES					**601,608**		**558,124**	**326**	**11,425**	**2.05**	**100**	**77.1**
FIXED INCOME												
Investment Grade Taxable												
8,978	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		16.87	151,462	14.93	134,019	76	3,975	2.97	94.6	18.5
Total Investment Grade Taxable					151,462		134,019	76	3,975	2.97	94.6	18.5
Global High Yield Taxable												
1,719	PHYQX	PGIM HIGH YIELD FUND CL R6		5.19	8,919	4.47	7,684	46	524	6.81	5.4	1.1
Total Global High Yield Taxable					8,919		7,684	46	524	6.81	5.4	1.1
TOTAL FIXED INCOME					**160,381**		**141,703**	**122**	**4,498**	**3.17**	**100**	**19.6**
CASH/CURRENCY												
Cash Equivalents												
30,223		FEDERATED HERMES GOVT		1.00	30,223	1.00	30,223	64	866	2.87	123.6	4.2
Total Cash Equivalents					30,223		30,223	64	866	2.87	123.6	4.2
Cash/Currency Other												
(5,023)		CASH		1.00	(5,023)	1.00	(5,023)	0	0	0.00	(20.5)	(0.7)
(743)		PENDING CASH		1.00	(743)	0.00	(743)	0	0	0.00	(3.0)	(0.1)
Total Cash/Currency Other					(5,766)		(5,766)	0	0	0.00	(23.6)	(0.8)
TOTAL CASH/CURRENCY					**24,457**		**24,457**	**64**	**866**	**3.54**	**100**	**3.4**
TOTAL PORTFOLIO					**786,446**		**724,285**	**512**	**16,789**	**2.32**		**100**

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO REVIEW: ROCKWELL NETTIE UW FBO PLAYGR

IPS CLIENT SUMMARY

ROCKWELL NETTIE UW FBO PLAYGR

IPS AS OF DATE	2019-12-12		
REPORT TITLE	ROCKWELL NETTIE UW FBO PLAYGR		
PORTFOLIO PURPOSE AND BACKGROUND	This irrevocable trust is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

IPS CLIENT SUMMARY

ROCKWELL NETTIE UW FBO PLAYGR

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
SECONDARY CUSTOM POLICY BENCHMARK INFORMATION	CPI+5%		

DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	periodically		

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$1,133,239**	**77.1%**	**$1,217,877**	**$23,169**	**2.04%**
U.S. Large Cap	$425,112	28.9%	$423,217	$7,388	1.74%
U.S. Mid Cap	$282,473	19.2%	$277,218	$3,803	1.35%
U.S. Small Cap	$137,224	9.3%	$159,043	$1,754	1.28%
International Developed	$201,321	13.7%	$230,329	$8,974	4.46%
Emerging Markets	$87,109	5.9%	$128,069	$1,250	1.44%
FIXED INCOME	**$287,482**	**19.6%**	**$325,333**	**$9,121**	**3.17%**
Investment Grade Taxable	$272,029	18.5%	$307,408	$8,068	2.97%
Global High Yield Taxable	$15,453	1.1%	$17,924	$1,053	6.81%
CASH/CURRENCY	**$49,597**	**3.4%**	**$49,597**	**$1,747**	**3.52%**
TOTAL PORTFOLIO	**$1,470,318**	**100.0%**	**$1,592,806**	**$34,037**	**2.31%**

Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$1,133,239**	**77.1%**	**57.0% - 97.0%**	**$1,132,145**	**77.0%**	**$1,094**	**0.1%**
U.S. Large Cap	$425,112	28.9%	13.0% - 97.0%	$411,689	28.0%	$13,423	0.9%
U.S. Mid Cap	$282,473	19.2%	0% - 28.0%	$264,657	18.0%	$17,816	1.2%
U.S. Small Cap	$137,224	9.3%	0% - 19.0%	$132,329	9.0%	$4,895	0.3%
International Developed	$201,321	13.7%	0% - 26.0%	$235,251	16.0%	($33,930)	-2.3%
Emerging Markets	$87,109	5.9%	0% - 16.0%	$88,219	6.0%	($1,110)	-0.1%
FIXED INCOME	**$287,482**	**19.6%**	**3.0% - 41.0%**	**$308,767**	**21.0%**	**($21,285)**	**-1.4%**
Investment Grade	$272,029	18.5%	3.0% - 41.0%	$264,657	18.0%	$7,372	0.5%
International Developed Bonds	$0	0.0%	0% - 12.0%	$29,406	2.0%	($29,406)	-2.0%
High Yield	$15,453	1.1%	0% - 11.0%	$14,703	1.0%	$750	0.1%
CASH/CURRENCY	**$49,597**	**3.4%**	**0% - 20.0%**	**$29,406**	**2.0%**	**$20,191**	**1.4%**
Cash Equivalents	$60,989	4.1%	-	-	-	-	-
Cash/Currency Other	($11,391)	-0.8%	-	-	-	-	-
TOTAL PORTFOLIO	**$1,470,318**	**100%**		**$1,470,318**	**100%**		

Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$2,028,939**	**$1,591,178**	**$1,592,202**
Net Flows*	($68,944)	($188,966)	($293,701)
Change in Market Value	($489,701)	$68,082	$171,794
Ending Market Value	**$1,470,294**	**$1,470,294**	**$1,470,294**
Change in Account Value	($558,644)	($120,884)	($121,907)
Accrued Income	**$1,072**	**$1,072**	**$1,072**
Ending Market Value + Accrued Income	**$1,471,366**	**$1,471,366**	**$1,471,366**

Past performance is no guarantee of future results.

If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.

*Net Flows represents Additions plus Income minus Withdrawals.

GROWTH OF ASSETS

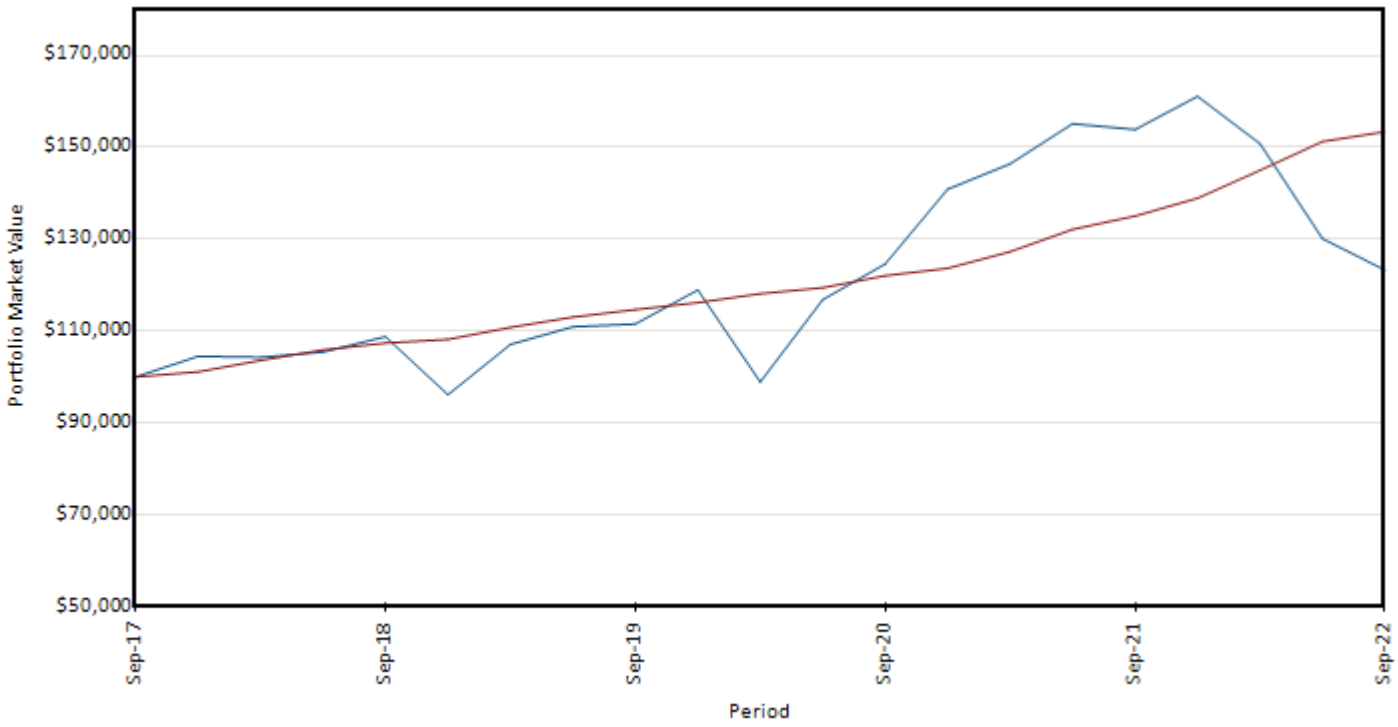
As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

GROWTH OF $100,000

— Total Portfolio

— Policy Benchmark*



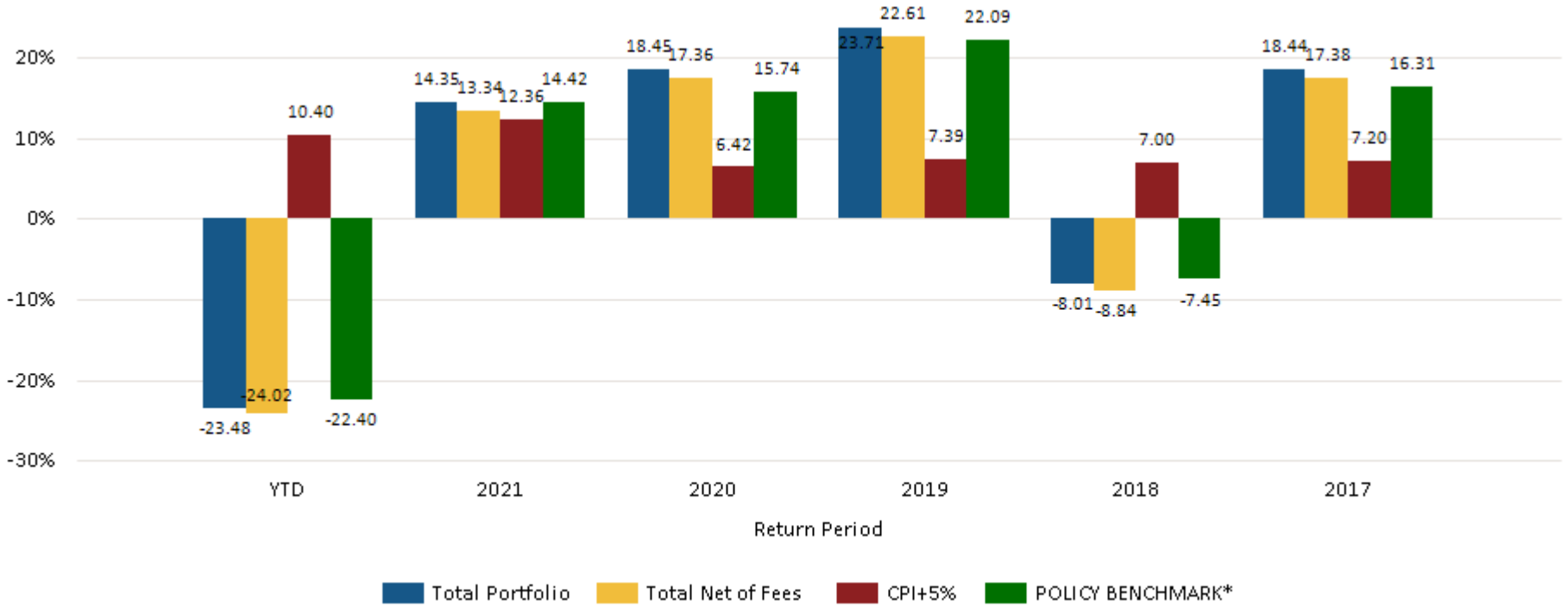
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

Past Performance is no guarantee of future results.

All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.

Returns may include a partial month.

Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.

Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$1,470,294**	**100.0%**	**-8.11**	**-5.26**	**-23.48**	**-19.89**	**3.39**	**4.27**	**6.05**
TOTAL PORTFOLIO - NET OF FEES	**$1,470,294**	**100.0%**	**-8.32**	**-5.47**	**-24.02**	**-20.62**	**2.45**	**3.33**	**5.05**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.60
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$1,133,215**	**77.1%**	**-9.43**	**-5.80**	**-26.15**	**-21.77**	**4.65**	**5.34**	**7.19**
U.S. Large Cap	$425,086	28.9%	-9.34	-5.39	-25.83	-18.82	6.94	8.88	8.07
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
S&P 500 TR			-9.21	-4.89	-23.87	-15.48	8.15	9.22	8.41
U.S. Large Cap Core	$344,254	23.4%	-8.79	-5.32	-21.81	-13.52	8.21	9.32	11.98
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$80,831	5.5%	-10.93	-5.56	-36.99	-33.07	3.09	8.19	9.16
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$282,476	19.2%	-9.13	-3.07	-24.96	-19.13	5.88	7.00	7.66
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$176,373	12.0%	-9.27	-3.04	-24.75	-18.64	5.49	6.87	8.52
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Growth	$54,353	3.7%	-8.40	0.08	-30.46	-26.96	5.74	8.43	8.15
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26
U.S. Mid Cap Value	$51,751	3.5%	-9.47	-6.03	-20.55	-13.17	6.17	5.43	6.99
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$137,224	9.3%	-8.87	-2.27	-23.35	-20.84	6.85	5.35	8.02
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$47,891	3.3%	-9.32	-1.84	-23.56	-21.57	5.43	4.22	8.14
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$44,674	3.0%	-7.70	-1.40	-30.12	-29.43	3.88	6.96	8.69
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$44,659	3.0%	-9.53	-3.55	-17.79	-13.27	9.48	4.82	7.63
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$201,321	13.7%	-9.59	-10.53	-27.69	-25.06	0.35	0.58	1.92
MSCI EAFE Net TR USD Index			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Large Cap International Core	$201,321	13.7%	-9.59	-10.53	-27.69	-25.06	0.35	0.58	1.35
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73

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Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
Emerging Markets	$87,109	5.9%	-11.24	-11.09	-34.13	-36.91	-1.21	-0.97	2.17
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10
FIXED INCOME	**$287,482**	**19.6%**	**-4.12**	**-4.23**	**-13.53**	**-13.49**	**-3.01**	**-0.22**	**4.30**
Investment Grade Taxable	$272,029	18.5%	-4.11	-4.40	-13.53	-13.49	-3.18	-0.31	2.65
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$15,453	1.1%	-4.32	-1.39	-14.68	-14.13	-0.15	1.57	3.44
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$49,597**	**3.4%**	**0.21**	**0.51**	**0.67**	**0.67**	**0.50**	**1.03**	**1.45**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	2.03

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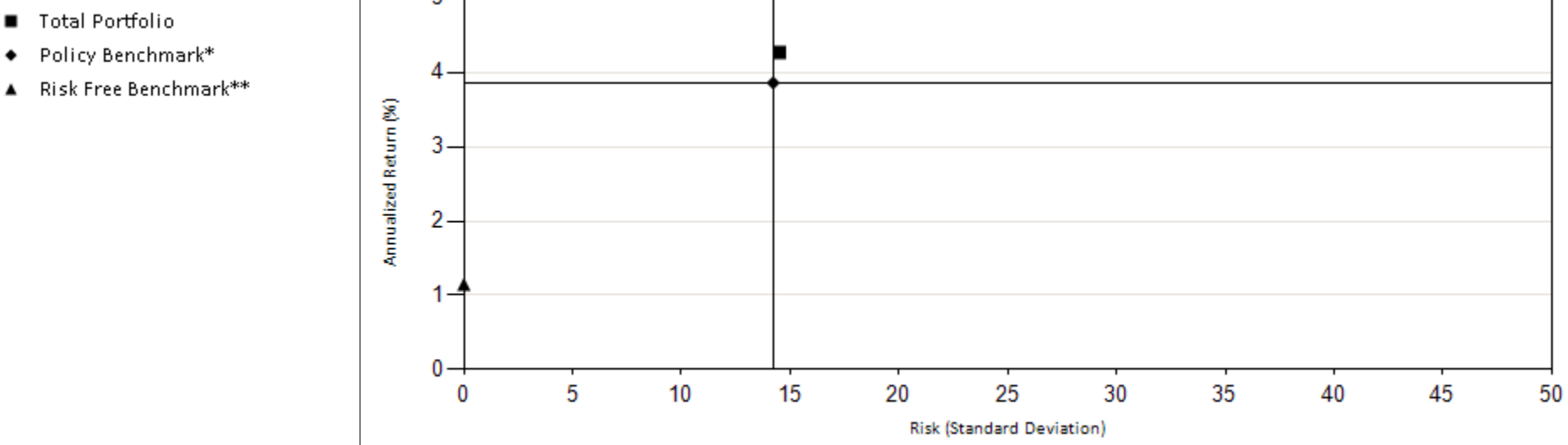
RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

RETURN VS. RISK



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

****ICE BofA US 3 Month T-Bill Index**

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.27	14.50	1.02	.38	.99	0.22	3.06	1.09	.40
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

PORTFOLIO HOLDINGS

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
841	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		45.96	38,671	48.06	40,438	0	0	0.00	3.6	2.8
1,268	DICTF	DIVIDEND INCOME COMMON		106.21	134,718	86.09	109,203	52	3,264	2.99	9.6	7.4
786	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	52,758	66.10	51,955	0	843	1.62	4.6	3.5
6,979	LCCCTF	LARGE CAP CORE COMMON		15.25	106,437	12.97	90,542	30	1,642	1.81	8.0	6.2
362	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		112.01	40,522	111.66	40,393	0	0	0.00	3.6	2.7
282	VOO	VANGUARD 500 INDEX FUND SHS ETF		177.70	50,111	328.30	92,581	414	1,638	1.77	8.2	6.3
Total U.S. Large Cap					423,217		425,112	497	7,388	1.74	37.5	28.9
U.S. Mid Cap												
264	IJH	ISHARES CORE S&P MID-CAP ETF		133.26	35,180	219.26	57,885	0	1,043	1.80	5.1	3.9
5,077	MCCCTF	MID CAP CORE COMMON		13.66	69,365	11.64	59,069	14	1,122	1.90	5.2	4.0
1,099	CTFGE	MID CAP GROWTH COMMON		63.53	69,845	49.43	54,353	2	415	0.76	4.8	3.7
1,243	MIDVAL	MID CAP VALUE COMMON		45.75	56,892	41.62	51,748	20	1,223	2.36	4.6	3.5
1,996	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		23.01	45,936	29.77	59,419	0	0	0.00	5.2	4.0
Total U.S. Mid Cap					277,218		282,473	36	3,803	1.35	24.9	19.2
U.S. Small Cap												
4,470	SCCCTF	SMALL CAP CORE COMMON		12.84	57,379	10.71	47,891	10	768	1.60	4.2	3.3
1,139	FTSCCTF	SMALL CAP GROWTH		46.24	52,679	39.21	44,674	5	215	0.48	3.9	3.0
1,180	SMVAL	SMALL CAP VALUE COMMON		41.53	48,985	37.86	44,659	35	771	1.73	3.9	3.0
Total U.S. Small Cap					159,043		137,224	50	1,754	1.28	12.1	9.3
International Developed												
7,510	IFEQCTF	INTERNATIONAL FOCUSED		17.03	127,875	13.19	99,077	62	4,751	4.80	8.7	6.7
2,812	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		36.43	102,454	36.36	102,244	0	4,223	4.13	9.0	7.0
Total International Developed					230,329		201,321	62	8,974	4.46	17.8	13.7

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO HOLDINGS

As of September 30, 2022

ROCKWELL NETTIE UW FBO PLAYGR

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
Emerging Markets												
1,308	EMSCTF	EMERGING MARKETS STOCK		73.42	96,047	49.21	64,376	14	349	0.54	5.7	4.4
623	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.40	32,022	36.49	22,733	0	901	3.97	2.0	1.5
Total Emerging Markets					128,069		87,109	14	1,250	1.44	7.7	5.9
TOTAL EQUITIES					**1,217,877**		**1,133,239**	**658**	**23,169**	**2.04**	**100**	**77.1**
FIXED INCOME												
Investment Grade Taxable												
18,224	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		16.87	307,408	14.93	272,029	155	8,068	2.97	94.6	18.5
Total Investment Grade Taxable					307,408		272,029	155	8,068	2.97	94.6	18.5
Global High Yield Taxable												
3,457	PHYQX	PGIM HIGH YIELD FUND CL R6		5.18	17,924	4.47	15,453	93	1,053	6.81	5.4	1.1
Total Global High Yield Taxable					17,924		15,453	93	1,053	6.81	5.4	1.1
TOTAL FIXED INCOME					**325,333**		**287,482**	**248**	**9,121**	**3.17**	**100**	**19.6**
CASH/CURRENCY												
Cash Equivalents												
60,989		FEDERATED HERMES GOVT		1.00	60,989	1.00	60,989	129	1,747	2.86	123.0	4.1
Total Cash Equivalents					60,989		60,989	129	1,747	2.86	123.0	4.1
Cash/Currency Other												
(10,244)		CASH		1.00	(10,244)	1.00	(10,244)	0	0	0.00	(20.7)	(0.7)
(1,148)		PENDING CASH		1.00	(1,148)	0.00	(1,148)	0	0	0.00	(2.3)	(0.1)
Total Cash/Currency Other					(11,391)		(11,391)	0	0	0.00	(23.0)	(0.8)
TOTAL CASH/CURRENCY					**49,597**		**49,597**	**129**	**1,747**	**3.52**	**100**	**3.4**
TOTAL PORTFOLIO					**1,592,806**		**1,470,318**	**1,035**	**34,037**	**2.31**		**100**

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO REVIEW – PAGE MAY ROCKWELL TR U/W TR A

IPS CLIENT SUMMARY

PAGE MAY ROCKWELL TR U/W TR A

IPS AS OF DATE	2019-06-27		
REPORT TITLE	PAGE MAY ROCKWELL TR U/W TR A		
PORTFOLIO PURPOSE AND BACKGROUND	This is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

PAGE MAY ROCKWELL TR U/W TR A

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
SECONDARY CUSTOM POLICY BENCHMARK INFORMATION	CPI +5%		

DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	annually		

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$2,614,278**	**77.2%**	**$2,923,485**	**$53,544**	**2.05%**
U.S. Large Cap	$984,144	29.1%	$1,019,397	$17,088	1.74%
U.S. Mid Cap	$652,458	19.3%	$677,862	$8,949	1.37%
U.S. Small Cap	$315,840	9.3%	$380,706	$4,035	1.28%
International Developed	$463,071	13.7%	$553,803	$20,636	4.46%
Emerging Markets	$198,765	5.9%	$291,718	$2,837	1.43%
FIXED INCOME	**$662,344**	**19.6%**	**$757,393**	**$20,991**	**3.17%**
Investment Grade Taxable	$627,319	18.5%	$716,786	$18,605	2.97%
Global High Yield Taxable	$35,026	1.0%	$40,607	$2,386	6.81%
CASH/CURRENCY	**$110,178**	**3.3%**	**$110,178**	**$3,988**	**3.62%**
TOTAL PORTFOLIO	**$3,386,800**	**100.0%**	**$3,791,056**	**$78,523**	**2.32%**

Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$2,614,278**	**77.2%**	**57.0% - 97.0%**	**$2,607,836**	**77.0%**	**$6,442**	**0.2%**
U.S. Large Cap	$984,144	29.1%	13.0% - 97.0%	$948,304	28.0%	$35,840	1.1%
U.S. Mid Cap	$652,458	19.3%	0% - 28.0%	$609,624	18.0%	$42,834	1.3%
U.S. Small Cap	$315,840	9.3%	0% - 19.0%	$304,812	9.0%	$11,028	0.3%
International Developed	$463,071	13.7%	0% - 26.0%	$541,888	16.0%	($78,817)	-2.3%
Emerging Markets	$198,765	5.9%	0% - 16.0%	$203,208	6.0%	($4,443)	-0.1%
FIXED INCOME	**$662,344**	**19.6%**	**3.0% - 41.0%**	**$711,228**	**21.0%**	**($48,883)**	**-1.4%**
Investment Grade	$627,319	18.5%	3.0% - 41.0%	$609,624	18.0%	$17,695	0.5%
International Developed Bonds	$0	0.0%	0% - 12.0%	$67,736	2.0%	($67,736)	-2.0%
High Yield	$35,026	1.0%	0% - 11.0%	$33,868	1.0%	$1,158	0.0%
CASH/CURRENCY	**$110,178**	**3.3%**	**0% - 20.0%**	**$67,736**	**2.0%**	**$42,442**	**1.3%**
Cash Equivalents	$141,812	4.2%	-	-	-	-	-
Cash/Currency Other	($31,635)	-0.9%	-	-	-	-	-
TOTAL PORTFOLIO	**$3,386,800**	**100%**		**$3,386,800**	**100%**		

Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$4,593,583**	**$3,608,907**	**$3,590,604**
Net Flows*	($92,408)	($385,667)	($594,707)
Change in Market Value	($1,114,443)	$163,492	$390,835
Ending Market Value	**$3,386,732**	**$3,386,732**	**$3,386,732**
Change in Account Value	($1,206,851)	($222,175)	($203,872)
Accrued Income	**$2,446**	**$2,446**	**$2,446**
Ending Market Value + Accrued Income	**$3,389,178**	**$3,389,178**	**$3,389,178**

Past performance is no guarantee of future results.

If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.

*Net Flows represents Additions plus Income minus Withdrawals.

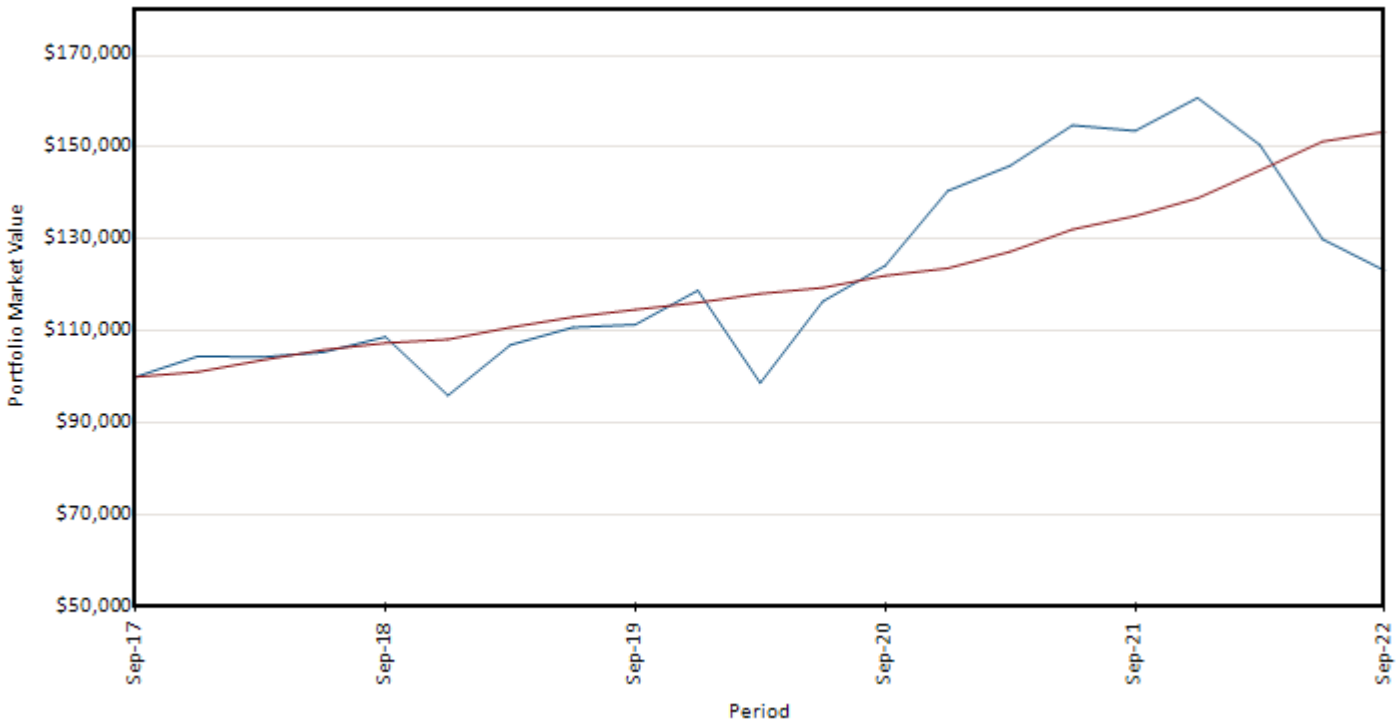
GROWTH OF ASSETS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

GROWTH OF $100,000

- Total Portfolio
- Policy Benchmark*



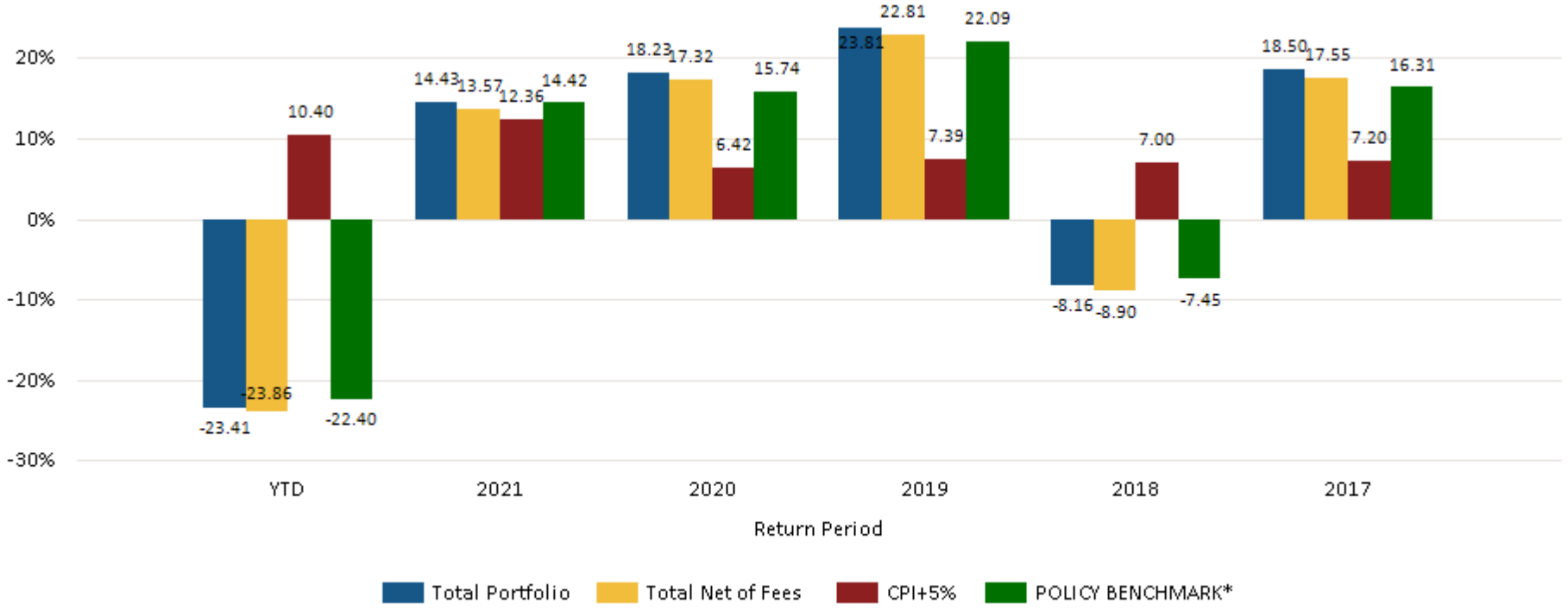
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

Past Performance is no guarantee of future results.

All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.

Returns may include a partial month.

Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.

Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$3,386,732**	**100.0%**	**-8.11**	**-5.28**	**-23.41**	**-19.81**	**3.40**	**4.25**	**7.45**
TOTAL PORTFOLIO - NET OF FEES	**$3,386,732**	**100.0%**	**-8.11**	**-5.46**	**-23.86**	**-20.44**	**2.60**	**3.43**	**6.59**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.66
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$2,614,210**	**77.2%**	**-9.42**	**-5.80**	**-26.15**	**-21.74**	**4.68**	**5.35**	**8.65**
U.S. Large Cap	$984,076	29.1%	-9.34	-5.44	-25.88	-18.86	6.97	8.90	8.10
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
U.S. Large Cap Core	$797,622	23.6%	-8.80	-5.37	-21.87	-13.56	8.23	9.33	11.99
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$186,454	5.5%	-10.92	-5.55	-36.98	-33.07	3.12	8.27	9.28
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$652,458	19.3%	-9.11	-3.00	-24.86	-18.94	5.98	7.03	7.74
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$410,890	12.1%	-9.26	-3.02	-24.78	-18.67	5.47	6.82	8.51
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77
U.S. Mid Cap Growth	$123,042	3.6%	-8.40	0.08	-30.45	-26.91	5.76	8.46	8.19
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

Past Performance is no guarantee of future results.

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Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Value	$118,525	3.5%	-9.31	-5.86	-19.94	-12.13	6.59	5.67	7.07
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$315,840	9.3%	-8.87	-2.25	-23.37	-20.91	6.84	5.34	7.98
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$109,782	3.2%	-9.32	-1.84	-23.61	-21.62	5.40	4.21	8.14
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$103,075	3.0%	-7.70	-1.34	-30.01	-29.31	3.85	6.92	8.64
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$102,983	3.0%	-9.53	-3.54	-17.80	-13.34	9.54	4.86	7.66
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$463,071	13.7%	-9.59	-10.53	-27.71	-25.09	0.31	0.55	1.34
MSCI EAFE Net TR USD Index			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Large Cap International Core	$463,071	13.7%	-9.59	-10.53	-27.71	-25.09	0.31	0.55	1.34
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Emerging Markets	$198,765	5.9%	-11.24	-11.09	-34.12	-36.87	-1.06	-0.84	2.24
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10

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Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
FIXED INCOME	**$662,344**	**19.6%**	**-4.12**	**-4.23**	**-13.52**	**-13.47**	**-3.01**	**-0.22**	**4.83**
Investment Grade Taxable	$627,319	18.5%	-4.11	-4.38	-13.53	-13.48	-3.17	-0.31	2.65
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$35,026	1.0%	-4.32	-1.39	-14.68	-14.13	-0.15	1.56	3.44
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$110,178**	**3.3%**	**0.21**	**0.50**	**0.64**	**0.65**	**0.49**	**1.03**	**2.48**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	2.38

Past Performance is no guarantee of future results.

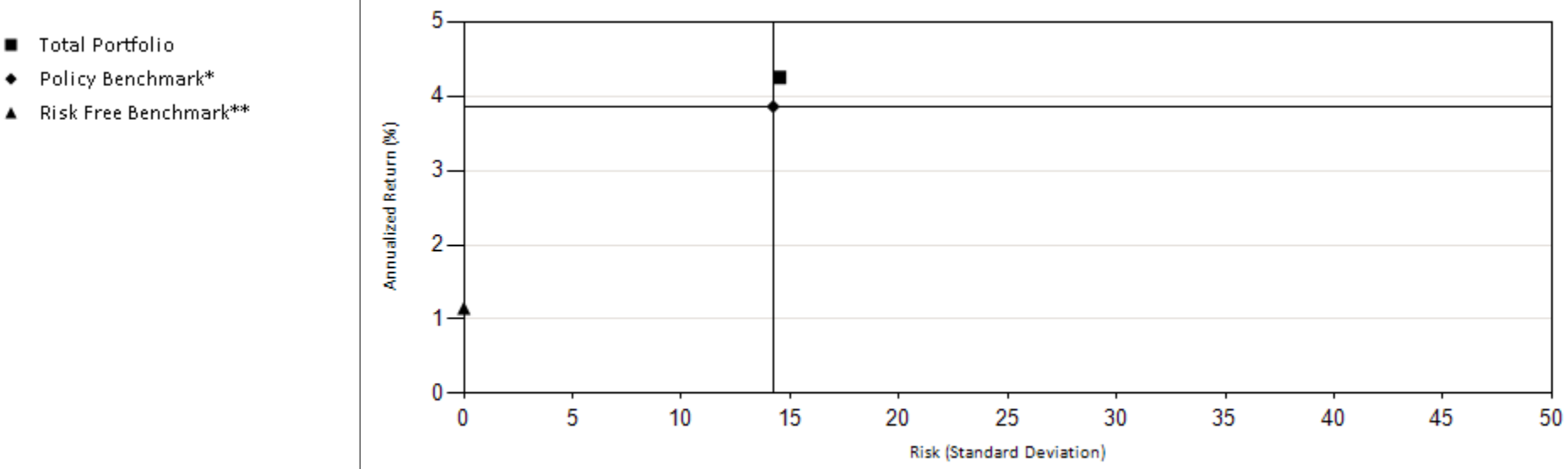
All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.
Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

RETURN VS. RISK



RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.25	14.51	1.02	.36	.99	0.21	3.04	1.07	.39
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

**ICE BofA US 3 Month T-Bill Index

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

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PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
1,941	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		53.08	103,060	48.06	93,306	0	0	0.00	3.6	2.8
2,911	DICTF	DIVIDEND INCOME COMMON		107.94	314,204	86.09	250,611	130	7,491	2.99	9.6	7.4
1,812	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	121,626	66.10	119,773	0	1,944	1.62	4.6	3.5
16,108	LCCCTF	LARGE CAP CORE COMMON		15.47	249,259	12.97	208,986	68	3,790	1.81	8.0	6.2
834	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		133.13	111,055	111.66	93,148	0	0	0.00	3.6	2.8
665	VOO	VANGUARD 500 INDEX FUND SHS ETF		180.74	120,191	328.30	218,320	977	3,862	1.77	8.4	6.4
Total U.S. Large Cap					1,019,397		984,144	1,175	17,088	1.74	37.6	29.1
U.S. Mid Cap												
663	IJH	ISHARES CORE S&P MID-CAP ETF		152.59	101,166	219.26	145,369	0	2,620	1.80	5.6	4.3
11,708	MCCCTF	MID CAP CORE COMMON		13.73	160,701	11.64	136,234	31	2,588	1.90	5.2	4.0
2,489	CTFGE	MID CAP GROWTH COMMON		65.18	162,240	49.43	123,042	5	940	0.76	4.7	3.6
2,848	MIDVAL	MID CAP VALUE COMMON		48.04	136,805	41.62	118,525	42	2,801	2.36	4.5	3.5
4,343	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		26.93	116,949	29.77	129,287	0	0	0.00	4.9	3.8
Total U.S. Mid Cap					677,862		652,458	79	8,949	1.37	25.0	19.3
U.S. Small Cap												
10,246	SCCCTF	SMALL CAP CORE COMMON		12.98	133,040	10.71	109,782	22	1,760	1.60	4.2	3.2
2,629	FTSCCTF	SMALL CAP GROWTH		48.91	128,560	39.21	103,075	13	497	0.48	3.9	3.0
2,720	SMVAL	SMALL CAP VALUE COMMON		43.79	119,106	37.86	102,983	81	1,778	1.73	3.9	3.0
Total U.S. Small Cap					380,706		315,840	116	4,035	1.28	12.1	9.3
International Developed												
17,214	IFEQCTF	INTERNATIONAL FOCUSED		17.33	298,349	13.19	227,095	142	10,890	4.80	8.7	6.7

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PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR A

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
6,490	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		39.36	255,454	36.36	235,976	0	9,746	4.13	9.0	7.0
Total International Developed					553,803		463,071	142	20,636	4.46	17.7	13.7
Emerging Markets												
2,994	EMSCTF	EMERGING MARKETS STOCK		73.24	219,299	49.21	147,351	32	798	0.54	5.6	4.4
1,409	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.40	72,419	36.49	51,414	0	2,039	3.97	2.0	1.5
Total Emerging Markets					291,718		198,765	32	2,837	1.43	7.6	5.9
TOTAL EQUITIES					**2,923,485**		**2,614,278**	**1,543**	**53,544**	**2.05**	**100**	**77.2**
FIXED INCOME												
Investment Grade Taxable												
42,026	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		17.06	716,786	14.93	627,319	357	18,605	2.97	94.7	18.5
Total Investment Grade Taxable					716,786		627,319	357	18,605	2.97	94.7	18.5
Global High Yield Taxable												
7,836	PHYQX	PGIM HIGH YIELD FUND CL R6		5.18	40,607	4.47	35,026	211	2,386	6.81	5.3	1.0
Total Global High Yield Taxable					40,607		35,026	211	2,386	6.81	5.3	1.0
TOTAL FIXED INCOME					**757,393**		**662,344**	**567**	**20,991**	**3.17**	**100**	**19.6**
CASH/CURRENCY												
Cash Equivalents												
141,812		FIMM GOV PORTFOLIO INSTL		1.00	141,812	1.00	141,812	282	3,988	2.81	128.7	4.2
Total Cash Equivalents					141,812		141,812	282	3,988	2.81	128.7	4.2
Cash/Currency Other												
(27,855)		CASH		1.00	(27,855)	1.00	(27,855)	0	0	0.00	(25.3)	(0.8)
(3,780)		PENDING CASH		1.00	(3,780)	0.00	(3,780)	0	0	0.00	(3.4)	(0.1)
Total Cash/Currency Other					(31,635)		(31,635)	0	0	0.00	(28.7)	(0.9)
TOTAL CASH/CURRENCY					**110,178**		**110,178**	**282**	**3,988**	**3.62**	**100**	**3.3**
TOTAL PORTFOLIO					**3,791,056**		**3,386,800**	**2,392**	**78,523**	**2.32**		**100**

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PORTFOLIO REVIEW – PAGE MAY ROCKWELL TR U/W TR B

IPS CLIENT SUMMARY

PAGE MAY ROCKWELL TR U/W TR B

IPS AS OF DATE	2019-12-12		
REPORT TITLE	PAGE MAY ROCKWELL TR U/W TR B		
PORTFOLIO PURPOSE AND BACKGROUND	This irrevocable trust is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

PAGE MAY ROCKWELL TR U/W TR B

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
SECONDARY CUSTOM POLICY BENCHMARK INFORMATION	CPI+5%		

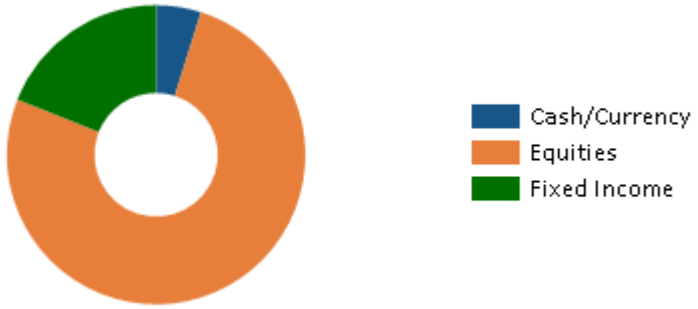
DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	periodically		

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B



ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$217,591**	**76.2%**	**$241,507**	**$4,418**	**2.03%**
U.S. Large Cap	$81,260	28.4%	$83,413	$1,412	1.74%
U.S. Mid Cap	$55,651	19.5%	$57,296	$759	1.36%
U.S. Small Cap	$26,238	9.2%	$31,535	$335	1.28%
International Developed	$37,872	13.3%	$45,096	$1,689	4.46%
Emerging Markets	$16,570	5.8%	$24,167	$223	1.35%
FIXED INCOME	**$54,209**	**19.0%**	**$61,903**	**$1,721**	**3.18%**
Investment Grade Taxable	$51,255	17.9%	$58,481	$1,520	2.97%
Global High Yield Taxable	$2,954	1.0%	$3,422	$201	6.81%
CASH/CURRENCY	**$13,909**	**4.9%**	**$13,909**	**$384**	**2.76%**
TOTAL PORTFOLIO	**$285,710**	**100.0%**	**$317,319**	**$6,524**	**2.28%**

Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$217,591**	**76.2%**	**57.0% - 97.0%**	**$219,996**	**77.0%**	**($2,405)**	**-0.8%**
U.S. Large Cap	$81,260	28.4%	13.0% - 97.0%	$79,999	28.0%	$1,262	0.4%
U.S. Mid Cap	$55,651	19.5%	0% - 28.0%	$51,428	18.0%	$4,223	1.5%
U.S. Small Cap	$26,238	9.2%	0% - 19.0%	$25,714	9.0%	$524	0.2%
International Developed	$37,872	13.3%	0% - 26.0%	$45,714	16.0%	($7,842)	-2.7%
Emerging Markets	$16,570	5.8%	0% - 16.0%	$17,143	6.0%	($572)	-0.2%
FIXED INCOME	**$54,209**	**19.0%**	**3.0% - 41.0%**	**$59,999**	**21.0%**	**($5,790)**	**-2.0%**
Investment Grade	$51,255	17.9%	3.0% - 41.0%	$51,428	18.0%	($172)	-0.1%
International Developed Bonds	$0	0.0%	0% - 12.0%	$5,714	2.0%	($5,714)	-2.0%
High Yield	$2,954	1.0%	0% - 11.0%	$2,857	1.0%	$97	0.0%
CASH/CURRENCY	**$13,909**	**4.9%**	**0% - 20.0%**	**$5,714**	**2.0%**	**$8,195**	**2.9%**
Cash Equivalents	$13,668	4.8%	-	-	-	-	-
Cash/Currency Other	$242	0.1%	-	-	-	-	-
TOTAL PORTFOLIO	**$285,710**	**100%**		**$285,710**	**100%**		

Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$379,903**	**$766,961**	**$714,233**
Net Flows*	($3,703)	($548,645)	($542,145)
Change in Market Value	($90,486)	$67,398	$113,626
Ending Market Value	**$285,714**	**$285,714**	**$285,714**
Change in Account Value	($94,189)	($481,247)	($428,519)
Accrued Income	**$208**	**$208**	**$208**
Ending Market Value + Accrued Income	**$285,922**	**$285,922**	**$285,922**

Past performance is no guarantee of future results.

If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.

*Net Flows represents Additions plus Income minus Withdrawals.

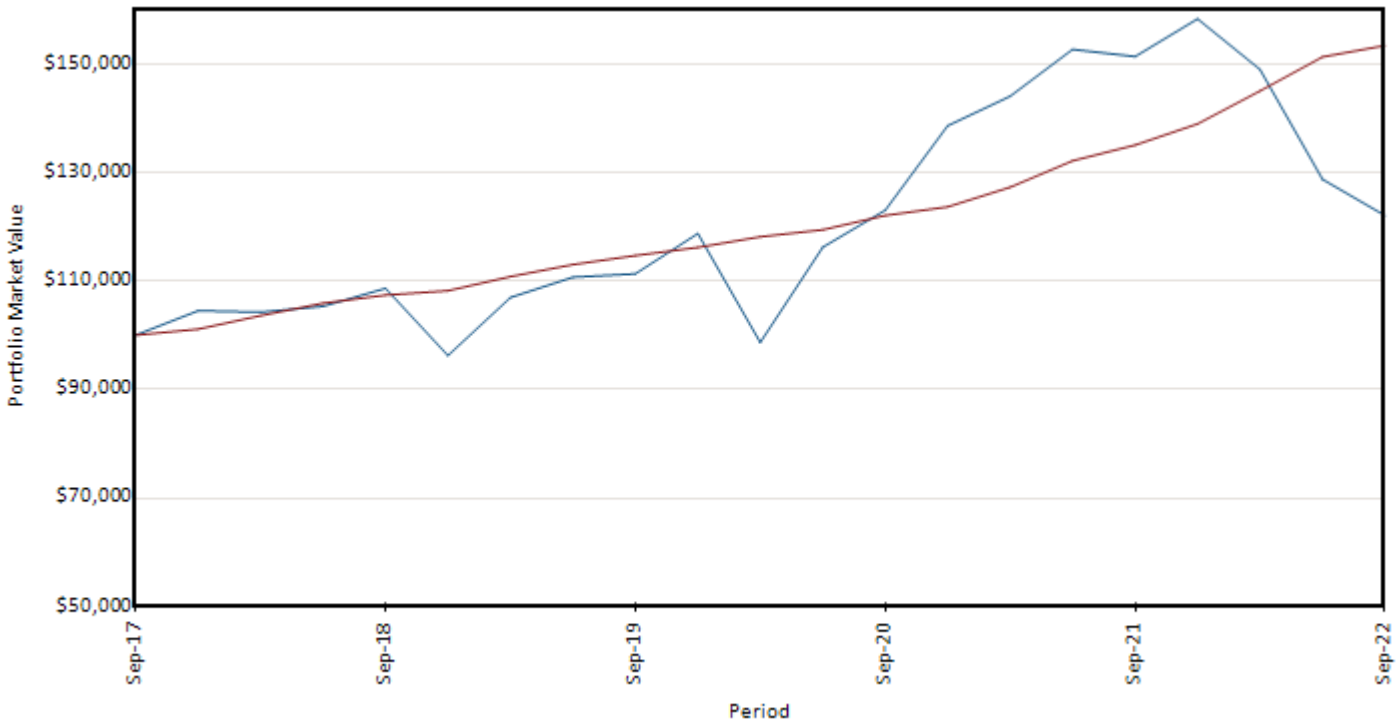
GROWTH OF ASSETS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

GROWTH OF $100,000

- Total Portfolio
- Policy Benchmark*



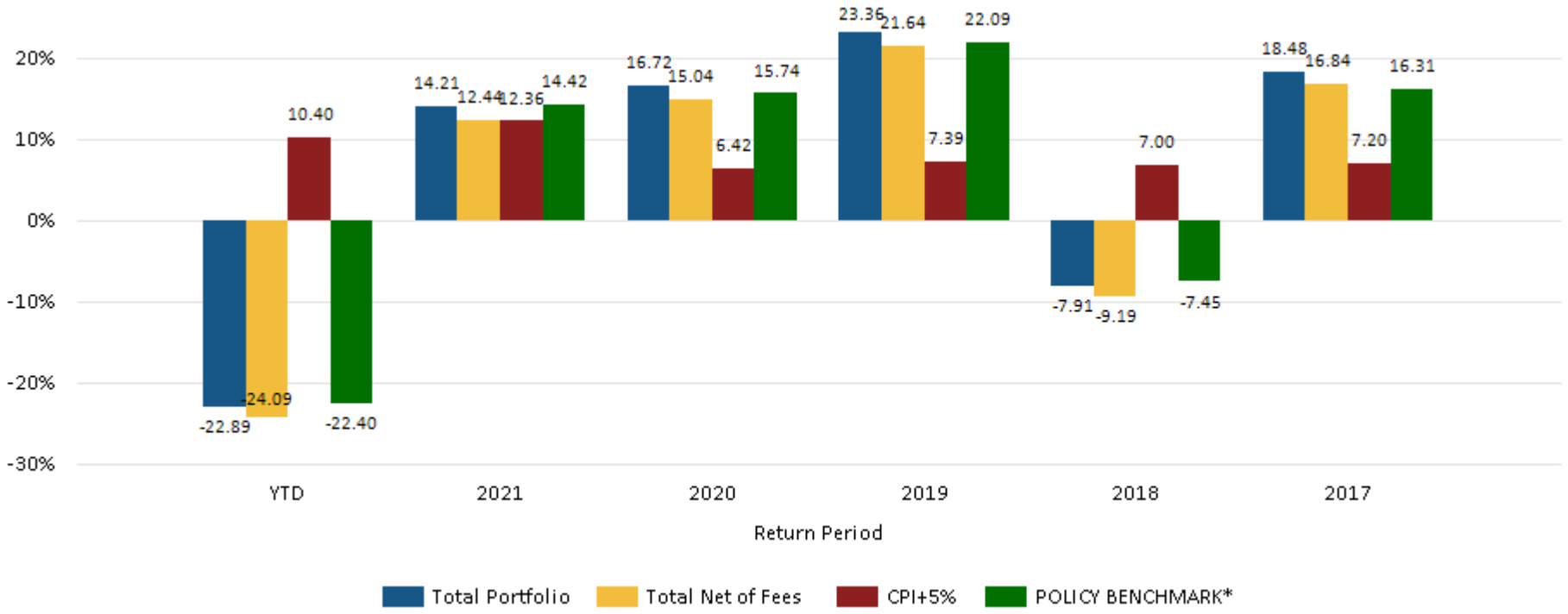
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.

Returns may include a partial month.

Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.

Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$285,714**	**100.0%**	**-8.01**	**-5.18**	**-22.89**	**-19.36**	**3.12**	**4.06**	**7.53**
TOTAL PORTFOLIO - NET OF FEES	**$285,714**	**100.0%**	**-8.01**	**-5.68**	**-24.09**	**-20.98**	**1.44**	**2.47**	**6.15**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.66
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$217,586**	**76.2%**	**-9.41**	**-5.74**	**-25.90**	**-21.55**	**4.75**	**5.40**	**8.69**
U.S. Large Cap	$81,255	28.4%	-9.38	-5.45	-25.50	-18.42	7.27	9.08	8.13
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
U.S. Large Cap Core	$65,801	23.0%	-8.81	-5.36	-21.53	-13.16	8.44	9.46	12.03
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$15,453	5.4%	-11.00	-5.63	-36.87	-32.93	3.07	8.17	9.17
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$55,651	19.5%	-9.12	-3.07	-24.71	-18.76	6.19	7.16	7.79
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$35,092	12.3%	-9.27	-3.05	-24.82	-18.70	5.65	6.93	8.51
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77
U.S. Mid Cap Growth	$9,876	3.5%	-8.40	0.08	-29.14	-25.66	7.06	9.25	8.46
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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Returns may include a partial month.
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Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Value	$10,683	3.7%	-9.31	-5.86	-20.41	-12.66	5.50	5.00	6.84
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$26,238	9.2%	-8.87	-2.22	-23.01	-20.65	6.03	4.87	7.72
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$9,111	3.2%	-9.32	-1.84	-23.40	-21.41	4.78	3.83	7.99
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$8,571	3.0%	-7.70	-1.23	-28.84	-28.14	3.98	7.01	8.71
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$8,555	3.0%	-9.53	-3.54	-17.94	-13.72	7.51	3.70	6.92
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$37,872	13.3%	-9.58	-10.54	-27.73	-25.08	-0.18	0.26	1.24
MSCI EAFE Net TR USD Index			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Large Cap International Core	$37,872	13.3%	-9.58	-10.54	-27.73	-25.08	-0.18	0.26	1.23
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Emerging Markets	$16,570	5.8%	-11.09	-10.95	-33.46	-36.36	-1.15	-0.89	2.22
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
FIXED INCOME	**$54,219**	**19.0%**	**-4.12**	**-4.22**	**-13.54**	**-13.48**	**-3.03**	**-0.24**	**4.84**
Investment Grade Taxable	$51,265	17.9%	-4.11	-4.38	-13.60	-13.56	-3.24	-0.35	2.64
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$2,954	1.0%	-4.32	-1.39	-14.68	-14.13	0.05	1.70	3.55
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$13,909**	**4.9%**	**0.19**	**0.48**	**0.63**	**0.63**	**0.47**	**1.03**	**2.44**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	2.38

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Returns may include a partial month.
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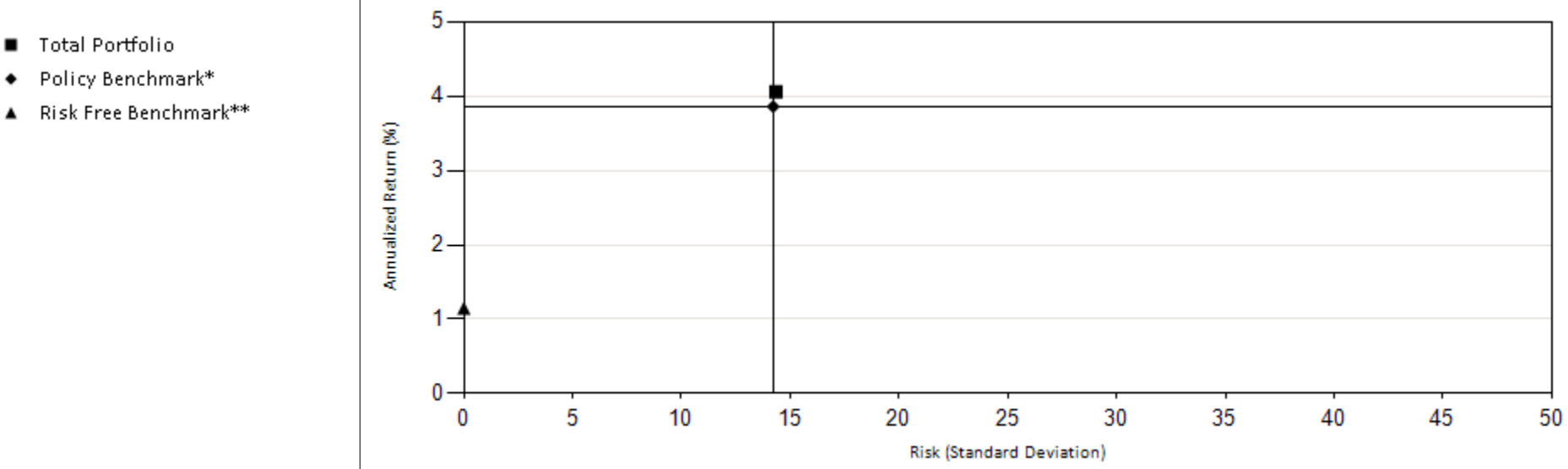
RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

RETURN VS. RISK



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

**ICE BofA US 3 Month T-Bill Index

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.06	14.34	1.01	.20	.99	0.20	2.88	1.06	.20
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
161	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		52.87	8,505	48.06	7,731	0	0	0.00	3.6	2.7
242	DICTF	DIVIDEND INCOME COMMON		107.88	26,098	86.09	20,826	11	623	2.99	9.6	7.3
150	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	10,068	66.10	9,915	0	161	1.62	4.6	3.5
1,336	LCCCTF	LARGE CAP CORE COMMON		15.17	20,278	12.97	17,338	6	314	1.81	8.0	6.1
69	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		123.57	8,545	111.66	7,722	0	0	0.00	3.5	2.7
54	VOO	VANGUARD 500 INDEX FUND SHS ETF		183.68	9,919	328.30	17,728	79	314	1.77	8.1	6.2
Total U.S. Large Cap					83,413		81,260	96	1,412	1.74	37.3	28.4
U.S. Mid Cap												
53	IJH	ISHARES CORE S&P MID-CAP ETF		151.92	8,052	219.26	11,621	0	209	1.80	5.3	4.1
1,001	MCCCTF	MID CAP CORE COMMON		13.66	13,674	11.64	11,644	3	221	1.90	5.4	4.1
200	CTFGE	MID CAP GROWTH COMMON		63.91	12,768	49.43	9,876	0	75	0.76	4.5	3.5
257	MIDVAL	MID CAP VALUE COMMON		48.52	12,454	41.62	10,683	4	252	2.36	4.9	3.7
397	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		26.05	10,348	29.77	11,827	0	0	0.00	5.4	4.1
Total U.S. Mid Cap					57,296		55,651	7	759	1.36	25.6	19.5
U.S. Small Cap												
850	SCCCTF	SMALL CAP CORE COMMON		12.83	10,907	10.71	9,111	2	146	1.60	4.2	3.2
219	FTSCCTF	SMALL CAP GROWTH		48.71	10,647	39.21	8,571	1	41	0.48	3.9	3.0
226	SMVAL	SMALL CAP VALUE COMMON		44.17	9,981	37.86	8,555	7	148	1.73	3.9	3.0
Total U.S. Small Cap					31,535		26,238	10	335	1.28	12.1	9.2
International Developed												
1,427	IFEQCTF	INTERNATIONAL FOCUSED		17.12	24,417	13.19	18,819	12	902	4.80	8.6	6.6

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE MAY ROCKWELL TR U/W TR B

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
524	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		39.46	20,679	36.36	19,053	0	787	4.13	8.8	6.7
Total International Developed					45,096		37,872	12	1,689	4.46	17.4	13.3
Emerging Markets												
257	EMSCTF	EMERGING MARKETS STOCK		72.38	18,630	49.21	12,666	2	69	0.54	5.8	4.4
107	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.74	5,537	36.49	3,904	0	155	3.97	1.8	1.4
Total Emerging Markets					24,167		16,570	2	223	1.35	7.6	5.8
TOTAL EQUITIES					**241,507**		**217,591**	**126**	**4,418**	**2.03**	**100**	**76.2**
FIXED INCOME												
Investment Grade Taxable												
3,434	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		17.03	58,481	14.93	51,255	30	1,520	2.97	94.6	17.9
Total Investment Grade Taxable					58,481		51,255	30	1,520	2.97	94.6	17.9
Global High Yield Taxable												
661	PHYQX	PGIM HIGH YIELD FUND CL R6		5.18	3,422	4.47	2,954	18	201	6.81	5.4	1.0
Total Global High Yield Taxable					3,422		2,954	18	201	6.81	5.4	1.0
TOTAL FIXED INCOME					**61,903**		**54,209**	**47**	**1,721**	**3.18**	**100**	**19.0**
CASH/CURRENCY												
Cash Equivalents												
13,668		FIMM GOV PORTFOLIO INSTL		1.00	13,668	1.00	13,668	26	384	2.81	98.3	4.8
Total Cash Equivalents					13,668		13,668	26	384	2.81	98.3	4.8
Cash/Currency Other												
242		PENDING CASH		1.00	242	0.00	242	0	0	0.00	1.7	0.1
Total Cash/Currency Other					242		242	0	0	0.00	1.7	0.1
TOTAL CASH/CURRENCY					**13,909**		**13,909**	**26**	**384**	**2.76**	**100**	**4.9**
TOTAL PORTFOLIO					**317,319**		**285,710**	**199**	**6,524**	**2.28**		**100**

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PORTFOLIO REVIEW – PARK DEWITT PARK TRUST U/A

BANK OF AMERICA

IPS CLIENT SUMMARY

PAGE DEWITT PARK TRUST U/A

IPS AS OF DATE	2019-06-27		
REPORT TITLE	PAGE DEWITT PARK TRUST U/A		
PORTFOLIO PURPOSE AND BACKGROUND	This is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

PAGE DEWITT PARK TRUST U/A

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
SECONDARY CUSTOM POLICY BENCHMARK INFORMATION	CPI +5%		

DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	periodically		

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$2,797,665**	**77.1%**	**$3,104,786**	**$57,104**	**2.04%**
U.S. Large Cap	$1,063,703	29.3%	$1,090,824	$18,680	1.76%
U.S. Mid Cap	$715,222	19.7%	$738,836	$9,728	1.36%
U.S. Small Cap	$337,924	9.3%	$405,153	$4,317	1.28%
International Developed	$480,145	13.2%	$572,549	$21,448	4.47%
Emerging Markets	$200,671	5.5%	$297,423	$2,931	1.46%
FIXED INCOME	**$707,867**	**19.5%**	**$808,873**	**$22,425**	**3.17%**
Investment Grade Taxable	$670,655	18.5%	$765,736	$19,890	2.97%
Global High Yield Taxable	$37,213	1.0%	$43,137	$2,535	6.81%
CASH/CURRENCY	**$124,091**	**3.4%**	**$124,091**	**$4,281**	**3.45%**
TOTAL PORTFOLIO	**$3,629,624**	**100.0%**	**$4,037,751**	**$83,810**	**2.31%**

Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$2,797,665**	**77.1%**	**57.0% - 97.0%**	**$2,794,810**	**77.0%**	**$2,855**	**0.1%**
U.S. Large Cap	$1,063,703	29.3%	13.0% - 97.0%	$1,016,295	28.0%	$47,409	1.3%
U.S. Mid Cap	$715,222	19.7%	0% - 28.0%	$653,332	18.0%	$61,890	1.7%
U.S. Small Cap	$337,924	9.3%	0% - 19.0%	$326,666	9.0%	$11,258	0.3%
International Developed	$480,145	13.2%	0% - 26.0%	$580,740	16.0%	($100,595)	-2.8%
Emerging Markets	$200,671	5.5%	0% - 16.0%	$217,777	6.0%	($17,107)	-0.5%
FIXED INCOME	**$707,867**	**19.5%**	**3.0% - 41.0%**	**$762,221**	**21.0%**	**($54,354)**	**-1.5%**
Investment Grade	$670,655	18.5%	3.0% - 41.0%	$653,332	18.0%	$17,323	0.5%
International Developed Bonds	$0	0.0%	0% - 12.0%	$72,592	2.0%	($72,592)	-2.0%
High Yield	$37,213	1.0%	0% - 11.0%	$36,296	1.0%	$916	0.0%
CASH/CURRENCY	**$124,091**	**3.4%**	**0% - 20.0%**	**$72,592**	**2.0%**	**$51,499**	**1.4%**
Cash Equivalents	$152,253	4.2%	-	-	-	-	-
Cash/Currency Other	($28,161)	-0.8%	-	-	-	-	-
TOTAL PORTFOLIO	**$3,629,624**	**100%**		**$3,629,624**	**100%**		

Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$4,889,373**	**$3,802,546**	**$3,855,138**
Net Flows*	($96,246)	($371,207)	($667,150)
Change in Market Value	($1,163,568)	$198,219	$441,571
Ending Market Value	**$3,629,558**	**$3,629,558**	**$3,629,558**
Change in Account Value	($1,259,815)	($172,988)	($225,579)
Accrued Income	**$2,670**	**$2,670**	**$2,670**
Ending Market Value + Accrued Income	**$3,632,229**	**$3,632,229**	**$3,632,229**

Past performance is no guarantee of future results.

If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.

*Net Flows represents Additions plus Income minus Withdrawals.

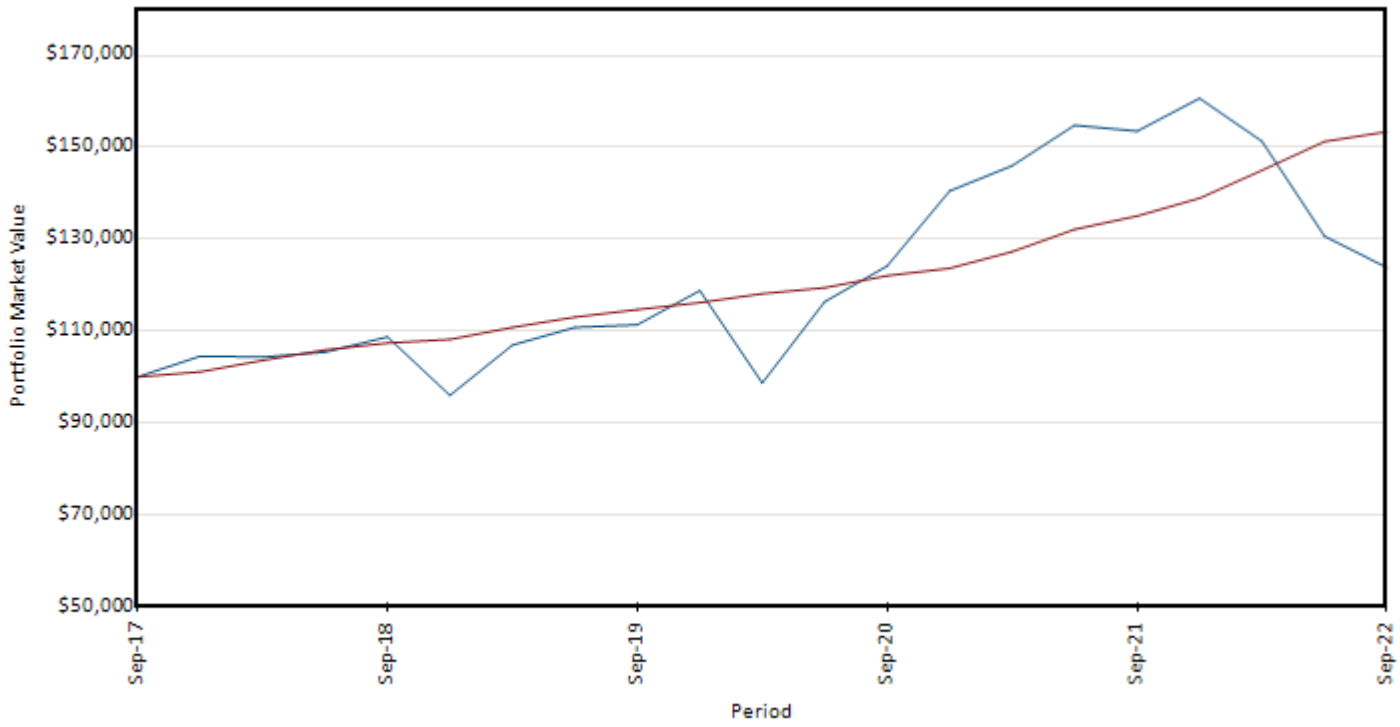
GROWTH OF ASSETS

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

GROWTH OF $100,000

- Total Portfolio
- Policy Benchmark*



100

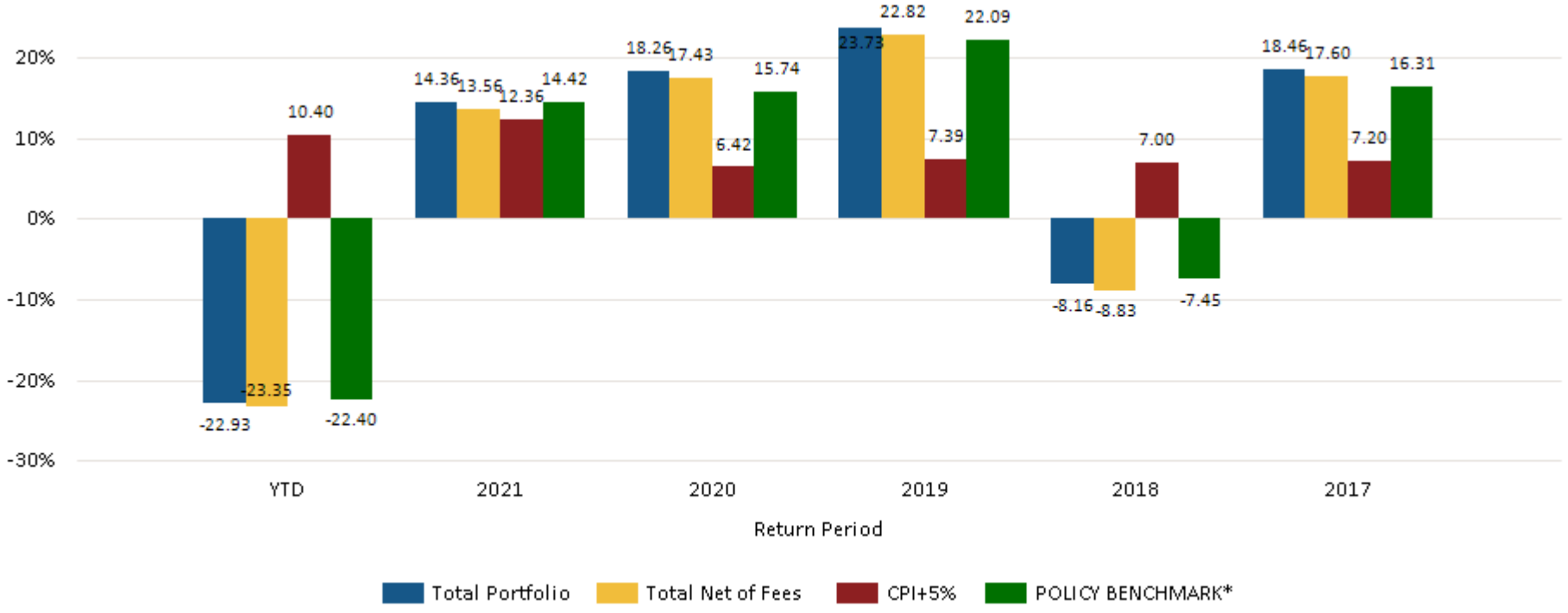
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.
Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$3,629,558**	**100.0%**	**-8.09**	**-5.23**	**-22.93**	**-19.35**	**3.59**	**4.36**	**7.54**
TOTAL PORTFOLIO - NET OF FEES	**$3,629,558**	**100.0%**	**-8.09**	**-5.40**	**-23.35**	**-19.93**	**2.86**	**3.62**	**6.73**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.66
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$2,797,600**	**77.1%**	**-9.41**	**-5.75**	**-25.87**	**-21.52**	**4.79**	**5.42**	**8.67**
U.S. Large Cap	$1,063,638	29.3%	-9.35	-5.41	-25.49	-18.43	7.17	9.03	8.11
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
U.S. Large Cap Core	$864,345	23.8%	-8.77	-5.32	-21.49	-13.13	8.41	9.45	12.03
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$199,293	5.5%	-11.00	-5.64	-36.88	-32.95	3.14	8.27	9.29
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$715,222	19.7%	-9.12	-3.06	-24.82	-18.90	5.94	7.02	7.68
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$451,624	12.4%	-9.26	-3.04	-24.76	-18.69	5.43	6.80	8.47
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77
U.S. Mid Cap Growth	$126,770	3.5%	-8.40	0.08	-29.58	-25.70	6.41	8.86	8.32
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Value	$136,829	3.8%	-9.31	-5.86	-20.41	-12.68	6.37	5.56	7.03
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$337,924	9.3%	-8.87	-2.24	-22.70	-20.26	7.13	5.50	7.90
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$117,549	3.2%	-9.32	-1.84	-23.64	-21.65	5.39	4.20	8.13
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$110,284	3.0%	-7.70	-1.25	-28.58	-27.98	4.49	7.32	8.88
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$110,092	3.0%	-9.53	-3.55	-17.65	-13.25	9.59	4.90	7.68
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$480,145	13.2%	-9.57	-10.55	-27.71	-25.13	0.34	0.57	1.34
MSCI EAFE Net TR USD Index			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Large Cap International Core	$480,145	13.2%	-9.57	-10.55	-27.71	-25.13	0.34	0.57	1.34
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Emerging Markets	$200,671	5.5%	-11.22	-11.10	-33.21	-36.06	-0.70	-0.62	2.32
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10

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Market value does not include accrued income, but is included in the return calculation.

INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
FIXED INCOME	**$707,867**	**19.5%**	**-4.12**	**-4.23**	**-13.60**	**-13.55**	**-3.04**	**-0.24**	**4.84**
Investment Grade Taxable	$670,655	18.5%	-4.11	-4.38	-13.67	-13.63	-3.23	-0.35	2.65
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$37,213	1.0%	-4.32	-1.39	-14.68	-14.13	-0.15	1.56	3.44
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$124,091**	**3.4%**	**0.20**	**0.49**	**0.64**	**0.64**	**0.48**	**1.02**	**2.48**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	2.38

Past Performance is no guarantee of future results.

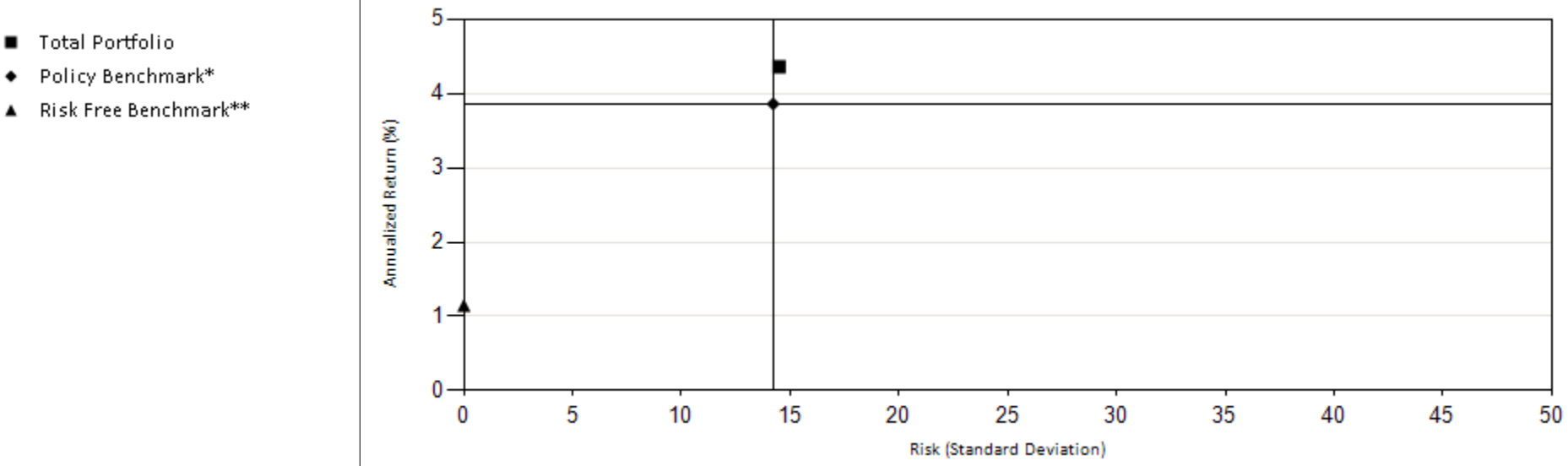
All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.
Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

RETURN VS. RISK



RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.36	14.49	1.02	.47	1.00	0.22	3.15	1.05	.50
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

*__Policy Benchmark__ - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

**ICE BofA US 3 Month T-Bill Index

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
2,075	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		53.09	110,139	48.06	99,706	0	0	0.00	3.6	2.7
3,308	DICTF	DIVIDEND INCOME COMMON		107.60	355,974	86.09	284,816	136	8,514	2.99	10.2	7.8
1,939	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	130,151	66.10	128,168	0	2,080	1.62	4.6	3.5
17,234	LCCCTF	LARGE CAP CORE COMMON		15.16	261,324	12.97	223,586	72	4,055	1.81	8.0	6.2
892	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		120.88	107,809	111.66	99,587	0	0	0.00	3.6	2.7
694	VOO	VANGUARD 500 INDEX FUND SHS ETF		180.73	125,427	328.30	227,840	1,020	4,031	1.77	8.1	6.3
Total U.S. Large Cap					1,090,824		1,063,703	1,228	18,680	1.76	38.0	29.3
U.S. Mid Cap												
706	IJH	ISHARES CORE S&P MID-CAP ETF		153.54	108,401	219.26	154,798	0	2,790	1.80	5.5	4.3
12,380	MCCCTF	MID CAP CORE COMMON		13.73	169,949	11.64	144,046	33	2,736	1.90	5.1	4.0
2,564	CTFGE	MID CAP GROWTH COMMON		65.01	166,709	49.43	126,770	5	968	0.76	4.5	3.5
3,288	MIDVAL	MID CAP VALUE COMMON		48.41	159,169	41.62	136,829	49	3,233	2.36	4.9	3.8
5,132	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		26.23	134,609	29.77	152,780	0	0	0.00	5.5	4.2
Total U.S. Mid Cap					738,836		715,222	87	9,728	1.36	25.6	19.7
U.S. Small Cap												
10,971	SCCCTF	SMALL CAP CORE COMMON		12.98	142,454	10.71	117,549	23	1,885	1.60	4.2	3.2
2,813	FTSCCTF	SMALL CAP GROWTH		48.12	135,350	39.21	110,284	13	532	0.48	3.9	3.0
2,908	SMVAL	SMALL CAP VALUE COMMON		43.80	127,349	37.86	110,092	87	1,900	1.73	3.9	3.0
Total U.S. Small Cap					405,153		337,924	124	4,317	1.28	12.1	9.3
International Developed												
18,434	IFEQCTF	INTERNATIONAL FOCUSED		17.23	317,595	13.19	243,187	152	11,662	4.80	8.7	6.7

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO HOLDINGS

As of September 30, 2022

PAGE DEWITT PARK TRUST U/A

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
6,517	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		39.12	254,954	36.36	236,958	0	9,787	4.13	8.5	6.5
Total International Developed					572,549		480,145	152	21,448	4.47	17.2	13.2
Emerging Markets												
2,983	EMSCTF	EMERGING MARKETS STOCK		74.24	221,499	49.21	146,811	32	795	0.54	5.2	4.0
1,476	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.44	75,923	36.49	53,859	0	2,136	3.97	1.9	1.5
Total Emerging Markets					297,423		200,671	32	2,931	1.46	7.2	5.5
TOTAL EQUITIES					**3,104,786**		**2,797,665**	**1,623**	**57,104**	**2.04**	**100**	**77.1**
FIXED INCOME												
Investment Grade Taxable												
44,929	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		17.04	765,736	14.93	670,655	381	19,890	2.97	94.7	18.5
Total Investment Grade Taxable					765,736		670,655	381	19,890	2.97	94.7	18.5
Global High Yield Taxable												
8,325	PHYQX	PGIM HIGH YIELD FUND CL R6		5.18	43,137	4.47	37,213	224	2,535	6.81	5.3	1.0
Total Global High Yield Taxable					43,137		37,213	224	2,535	6.81	5.3	1.0
TOTAL FIXED INCOME					**808,873**		**707,867**	**605**	**22,425**	**3.17**	**100**	**19.5**
CASH/CURRENCY												
Cash Equivalents												
152,253		FIMM GOV PORTFOLIO INSTL		1.00	152,253	1.00	152,253	310	4,281	2.81	122.7	4.2
Total Cash Equivalents					152,253		152,253	310	4,281	2.81	122.7	4.2
Cash/Currency Other												
(23,531)		CASH		1.00	(23,531)	1.00	(23,531)	0	0	0.00	(19.0)	(0.6)
(4,631)		PENDING CASH		1.00	(4,631)	0.00	(4,631)	0	0	0.00	(3.7)	(0.1)
Total Cash/Currency Other					(28,161)		(28,161)	0	0	0.00	(22.7)	(0.8)
TOTAL CASH/CURRENCY					**124,091**		**124,091**	**310**	**4,281**	**3.45**	**100**	**3.4**
TOTAL PORTFOLIO					**4,037,751**		**3,629,624**	**2,538**	**83,810**	**2.31**		**100**

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PORTFOLIO REVIEW - PECK CONSTANT FOR PECK PARK

IPS CLIENT SUMMARY

PECK CONSTANT FOR PECK PARK

IPS AS OF DATE	2019-12-12		
REPORT TITLE	PECK CONSTANT FOR PECK PARK		
PORTFOLIO PURPOSE AND BACKGROUND	This irrevocable trust is a perpetual charitable trust that has been classified by the IRS as a Private Foundation. Therefore, the trust is required to distribute 5% of the total market value annually. A total return approach is used to preserve the trust's principal and purchasing power in real dollar terms over time, while supporting current distribution requirements.		
INVESTMENT OBJECTIVE	Balanced Appreciation (Risk Level: Moderate/Aggressive)		
TIME HORIZON	perpetuity		
ASSET ALLOCATION	**ASSET CLASS**	**STRATEGIC**	**POLICY RANGE**
	CASH	2.0%	0.00% - 20.00%
	EQUITY	77.0%	57.00% - 97.00%
	U.S. Large Cap	28.0%	13.00% - 97.00%
	U.S. Mid Cap	18.0%	0.00% - 28.00%
	U.S. Small Cap	9.0%	0.00% - 19.00%
	International - Developed	16.0%	0.00% - 26.00%
	Emerging Markets	6.0%	0.00% - 16.00%
	FIXED INCOME	21.0%	3.00% - 41.00%
	Investment Grade	18.0%	3.00% - 41.00%
	International Developed Bonds	2.0%	0.00% - 12.00%
	High Yield	1.0%	0.00% - 11.00%

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

IPS CLIENT SUMMARY

PECK CONSTANT FOR PECK PARK

PORTFOLIO BENCHMARK	ASSET CLASS	CURRENT WEIGHTING	CURRENT BENCHMARK NAME
	CASH	2.0%	ICE BofA US 3 Month T-Bill Index TR
	U.S. Large Cap	28.0%	S&P 500 TR
	U.S. Mid Cap	18.0%	Russell Mid Cap Index TR
	U.S. Small Cap	9.0%	Russell 2000 TR
	International - Developed	16.0%	MSCI Daily TR Net World Ex USA USD
	Emerging Markets	6.0%	MSCI Emerging Net Total Return
	Investment Grade Taxable	18.0%	BBG BARC US Aggregate Bond Index TR
	International Developed Bonds	2.0%	ICE BofA Global Broad Market TR Ex. USD (Hedged)
	Global High Yield Taxable	1.0%	BBG BARC Global High Yield Index TR
ALLOCATION AND BENCHMARK RELATED INFORMATION	CPI+5%		

DISTRIBUTION NEEDS	NEED	VALUE	FREQUENCY
	% of Market Value	5.00%	average of trailing 1 year market value
LIQUIDITY NEEDS	The portfolio has no specific requirements to maintain liquidity for short-term cash flow needs.		
INVESTOR TAX SENSITIVITY	This portfolio is constructed without a need to consider taxability of ordinary income and capital gains from investments. Unrelated business tax income may be a consideration.		
SELL RESTRICTIONS	None		
PURCHASE RESTRICTIONS	None		
CUSTOM RESTRICTIONS	None		
PERFORMANCE REVIEW FREQUENCY	periodically		

The asset allocation ranges are current as of the creation of this summary. This information may differ from the asset allocation ranges outlined in the investment policy statement signed by you.

CURRENT ASSET ALLOCATION (IPS)

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

ASSET CATEGORY	MARKET VALUE	% OF PORTFOLIO	TOTAL COST	ESTIMATED ANNUAL INCOME	CURRENT YIELD %
EQUITIES	**$262,825**	**77.0%**	**$283,117**	**$5,381**	**2.05%**
U.S. Large Cap	$99,339	29.1%	$99,603	$1,733	1.74%
U.S. Mid Cap	$65,248	19.1%	$64,645	$883	1.35%
U.S. Small Cap	$31,733	9.3%	$36,530	$405	1.28%
International Developed	$46,446	13.6%	$52,923	$2,069	4.46%
Emerging Markets	$20,059	5.9%	$29,416	$290	1.44%
FIXED INCOME	**$66,743**	**19.6%**	**$75,344**	**$2,120**	**3.18%**
Investment Grade Taxable	$63,095	18.5%	$71,124	$1,871	2.97%
Global High Yield Taxable	$3,648	1.1%	$4,220	$249	6.81%
CASH/CURRENCY	**$11,591**	**3.4%**	**$11,591**	**$401**	**3.46%**
TOTAL PORTFOLIO	**$341,158**	**100.0%**	**$370,052**	**$7,902**	**2.32%**

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Allocation percentages of charts do not include negative market values.
Due to rounding, percentages presented may not add up precisely to the totals provided.

ASSET ALLOCATION VS. TARGET

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

	CURRENT ALLOCATION		ASSET ALLOCATION RANGE	TARGET ALLOCATION		RELATIVE WEIGHTING	
ASSET CLASS	MARKET VALUE	% OF PORTFOLIO	IPS RANGE	MARKET VALUE	TARGET	MARKET VALUE	% OF PORTFOLIO
EQUITIES	**$262,825**	**77.0%**	**57.0% - 97.0%**	**$262,692**	**77.0%**	**$133**	**0.0%**
U.S. Large Cap	$99,339	29.1%	13.0% - 97.0%	$95,524	28.0%	$3,815	1.1%
U.S. Mid Cap	$65,248	19.1%	0% - 28.0%	$61,408	18.0%	$3,840	1.1%
U.S. Small Cap	$31,733	9.3%	0% - 19.0%	$30,704	9.0%	$1,028	0.3%
International Developed	$46,446	13.6%	0% - 26.0%	$54,585	16.0%	($8,139)	-2.4%
Emerging Markets	$20,059	5.9%	0% - 16.0%	$20,469	6.0%	($411)	-0.1%
FIXED INCOME	**$66,743**	**19.6%**	**3.0% - 41.0%**	**$71,643**	**21.0%**	**($4,900)**	**-1.4%**
Investment Grade	$63,095	18.5%	3.0% - 41.0%	$61,408	18.0%	$1,687	0.5%
International Developed Bonds	$0	0.0%	0% - 12.0%	$6,823	2.0%	($6,823)	-2.0%
High Yield	$3,648	1.1%	0% - 11.0%	$3,412	1.0%	$236	0.1%
CASH/CURRENCY	**$11,591**	**3.4%**	**0% - 20.0%**	**$6,823**	**2.0%**	**$4,768**	**1.4%**
Cash Equivalents	$14,255	4.2%	-	-	-	-	-
Cash/Currency Other	($2,664)	-0.8%	-	-	-	-	-
TOTAL PORTFOLIO	**$341,158**	**100%**		**$341,158**	**100%**		

Due to rounding, percentages presented may not add up precisely to the totals provided.

RECONCILIATION OF ACCOUNT BALANCES

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

	YTD	3 YEARS	5 YEARS
Beginning Market Value	**$472,297**	**$368,219**	**$371,820**
Net Flows*	($17,637)	($44,026)	($71,275)
Change in Market Value	($113,508)	$16,959	$40,606
Ending Market Value	**$341,151**	**$341,151**	**$341,151**
Change in Account Value	($131,145)	($27,067)	($30,669)
Accrued Income	**$248**	**$248**	**$248**
Ending Market Value + Accrued Income	**$341,400**	**$341,400**	**$341,400**

Past performance is no guarantee of future results.

If your account was originally opened under LaSalle Bank, N.A., additions and withdrawals for periods prior to August 2009 have been added together with the net value reflected as an addition, if positive, or a withdrawal, if negative. Balances prior to August 2009 include accrued income where balances after August 2009 do not. The change in accrual is included in the Change in Market Value.

*Net Flows represents Additions plus Income minus Withdrawals.

GROWTH OF ASSETS

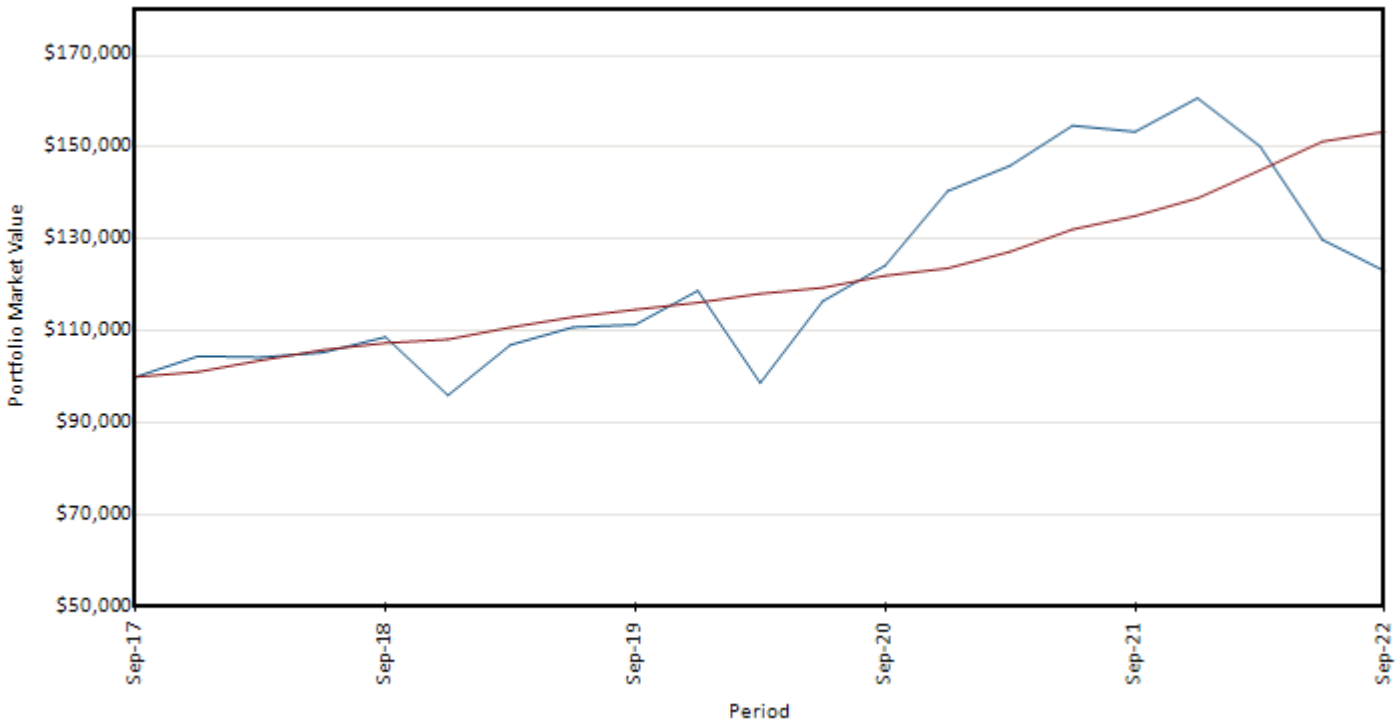
As of September 30, 2022

PECK CONSTANT FOR PECK PARK

GROWTH OF $100,000

— Total Portfolio

— Policy Benchmark*



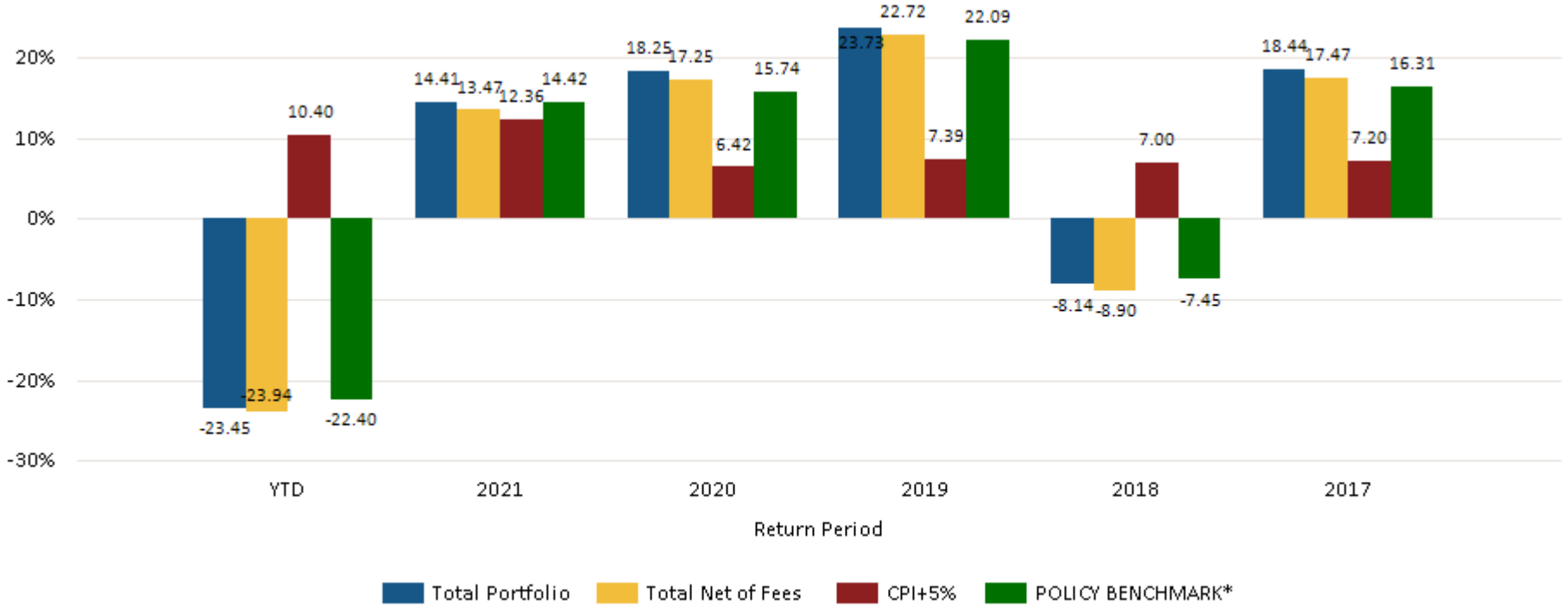
* CPI+5%

Past performance is no guarantee of future results.
This chart is based on historical data and is intended for illustrative purposes only. It is not intended to be representative of future performance or any particular investment.

INVESTMENT PERFORMANCE CALENDAR RETURNS

As of September 30, 2022

PECK CONSTANT FOR PECK PARK



***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
TOTAL PORTFOLIO	**$341,151**	**100.0%**	**-8.10**	**-5.27**	**-23.45**	**-19.79**	**3.37**	**4.23**	**5.67**
TOTAL PORTFOLIO - NET OF FEES	**$341,151**	**100.0%**	**-8.29**	**-5.47**	**-23.94**	**-20.47**	**2.50**	**3.36**	**4.49**
CPI+5%			0.62	1.40	10.40	13.58	10.18	8.93	7.62
Policy Benchmark*			-8.18	-5.26	-22.40	-18.64	3.10	3.86	--
EQUITIES	**$262,818**	**77.0%**	**-9.42**	**-5.80**	**-26.26**	**-21.86**	**4.65**	**5.33**	**5.89**
U.S. Large Cap	$99,332	29.1%	-9.35	-5.43	-25.93	-18.94	6.97	8.89	8.07
Russell Top 200 Index			-9.25	-5.02	-24.71	-16.44	8.95	9.94	8.57
U.S. Large Cap Core	$80,590	23.6%	-8.78	-5.34	-21.92	-13.66	8.19	9.31	11.97
Russell 1000 TR			-9.25	-4.61	-24.60	-17.23	7.93	8.99	12.05
U.S. Large Cap Growth	$18,743	5.5%	-10.97	-5.60	-37.02	-33.12	3.05	8.16	9.17
Russell 1000 Growth			-9.72	-3.60	-30.67	-22.60	10.66	12.15	12.66
U.S. Mid Cap	$65,248	19.1%	-9.11	-3.00	-25.13	-19.36	5.74	6.90	7.66
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.93
U.S. Mid Cap Core	$40,501	11.9%	-9.27	-3.06	-24.91	-18.86	5.34	6.76	8.44
Russell Mid Cap Index TR			-9.27	-3.44	-24.27	-19.40	5.18	6.47	7.77
U.S. Mid Cap Growth	$12,661	3.7%	-8.40	0.08	-30.38	-26.58	5.85	8.52	8.21
Russell Mid Cap Growth			-8.49	-0.66	-31.46	-29.51	4.25	7.61	8.26

***Policy Benchmark** - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
U.S. Mid Cap Value	$12,086	3.5%	-9.31	-5.86	-20.41	-13.01	6.23	5.46	7.00
Russell Mid Cap Value			-9.70	-4.93	-20.36	-13.57	4.48	4.74	7.36
U.S. Small Cap	$31,733	9.3%	-8.87	-2.26	-23.29	-20.78	7.17	5.53	8.09
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Core	$11,014	3.2%	-9.32	-1.84	-23.29	-21.29	6.10	4.62	8.28
Russell 2000 TR			-9.58	-2.19	-25.11	-23.51	4.27	3.54	6.84
U.S. Small Cap Growth	$10,360	3.0%	-7.70	-1.41	-30.10	-29.41	3.91	6.95	8.68
Russell 2000 Growth			-9.00	0.24	-29.29	-29.28	2.92	3.58	6.90
U.S. Small Cap Value	$10,359	3.0%	-9.53	-3.54	-17.73	-13.16	9.53	4.84	7.65
Russell 2000 Value			-10.19	-4.61	-21.13	-17.70	4.71	2.86	5.66
International Developed	$46,446	13.6%	-9.59	-10.53	-27.79	-25.20	0.29	0.54	1.34
MSCI EAFE Net TR USD Index			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Large Cap International Core	$46,446	13.6%	-9.59	-10.53	-27.79	-25.20	0.29	0.54	1.34
MSCI EAFE Free(Net Div)			-9.36	-9.36	-27.10	-25.14	-1.85	-0.85	0.73
Emerging Markets	$20,059	5.9%	-11.23	-11.09	-34.11	-36.62	-0.84	-0.75	2.27
MSCI Emerging Net Total Return			-11.72	-11.58	-27.17	-28.12	-2.08	-1.82	0.10

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INVESTMENT PERFORMANCE (IPS)

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

ASSET CATEGORY	MARKET VALUE	ALLOCATION	1 MO %	3 MOS %	YTD %	1 YR %	3 YRS %	5 YRS %	SINCE INCEPTION %
FIXED INCOME	**$66,743**	**19.6%**	**-4.12**	**-4.23**	**-13.55**	**-13.51**	**-3.02**	**-0.23**	**3.88**
Investment Grade Taxable	$63,095	18.5%	-4.11	-4.39	-13.56	-13.52	-3.18	-0.32	2.63
BBG BARC US Aggregate Bond Index TR			-4.32	-4.76	-14.62	-14.61	-3.27	-0.28	2.57
Global High Yield Taxable	$3,648	1.1%	-4.32	-1.39	-14.68	-14.13	-0.10	1.60	3.47
BBG BARC Global High Yield Index TR			-5.09	-2.74	-19.16	-19.73	-3.30	-1.00	1.59
CASH/CURRENCY	**$11,591**	**3.4%**	**0.20**	**0.49**	**0.64**	**0.64**	**0.49**	**1.03**	**1.92**
ICE BofA US 3 Month T-Bill Index			0.25	0.46	0.61	0.62	0.59	1.15	1.85

Past Performance is no guarantee of future results.

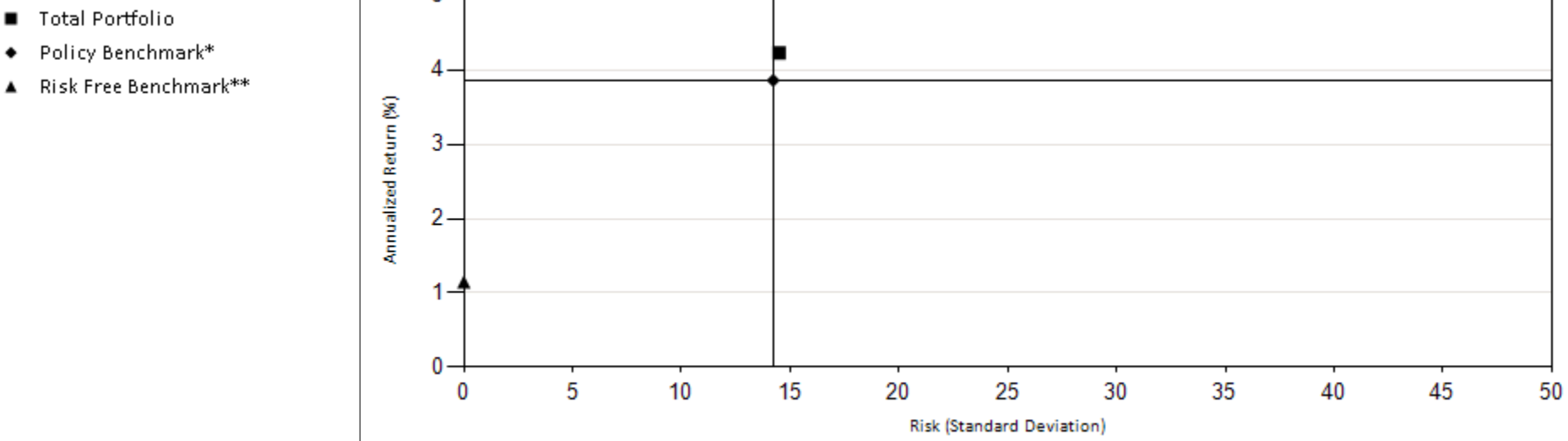
All returns are gross of fees unless otherwise noted. For periods longer than one year, the return is annualized. Periods less than one year utilize a cumulative return.
Returns may include a partial month.
Benchmark performance returns for the Since Inception period are based on the inception date of the sector or the account under which they are displayed.
Market value does not include accrued income, but is included in the return calculation.

RISK ANALYTICS (TRAILING 60 MONTHS)

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

RETURN VS. RISK



RISK STATISTICS

	RETURN	STANDARD DEVIATION	BETA	ALPHA	R-SQUARED	SHARPE RATIO	TREYNOR RATIO	TRACKING ERROR	INFORMATION RATIO
Total Portfolio	4.23	14.49	1.02	.34	.99	0.21	3.02	1.09	.37
Policy Benchmark*	3.86	14.22	--	--	--	0.19	2.71	--	--

*__Policy Benchmark__ - 28% Russell Top 200 - Total Return, 18% Russell Midcap - Total Return, 9% Russell 2000 - Total Return, 16% MSCI Daily TR Net World ex USA USD, 6% MSCI Emerging Net Total Return, 18% BBG BARC US Aggregate Bond Index, 2% ICE BofA Global Broad Market TR ex USD Hedged USD, 1% BBG BARC Global High Yield Index, 2% ICE BofA US 3 Month Tbill Index

**ICE BofA US 3 Month T-Bill Index

Past performance is no guarantee of future results. The risk/potential reward spectrum is intended to provide a general evaluation of the risk and potential return of each asset category. It is not meant to predict future performance or the volatility of any investment option or category. Investors should carefully consider the investment objectives, risks, charges and expenses before investing.

PORTFOLIO HOLDINGS

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
EQUITIES												
U.S. Large Cap												
195	LSITX	CLEARBRIDGE LARGE CAP GROWTH FUND CL IS		48.43	9,453	48.06	9,380	0	0	0.00	3.6	2.7
301	DICTF	DIVIDEND INCOME COMMON		106.98	32,155	86.09	25,877	13	774	2.99	9.8	7.6
182	USMV	ISHARES EDGE MSCI MIN VOL USA ETF		67.12	12,216	66.10	12,030	0	195	1.62	4.6	3.5
1,620	LCCCTF	LARGE CAP CORE COMMON		15.24	24,686	12.97	21,021	7	381	1.81	8.0	6.2
84	TBCIX	T ROWE PRICE BLUE CHIP GROWTH FD CL I		111.70	9,365	111.66	9,362	0	0	0.00	3.6	2.7
66	VOO	VANGUARD 500 INDEX FUND SHS ETF		177.70	11,728	328.30	21,668	97	383	1.77	8.2	6.4
Total U.S. Large Cap					99,603		99,339	117	1,733	1.74	37.8	29.1
U.S. Mid Cap												
61	IJH	ISHARES CORE S&P MID-CAP ETF		133.35	8,135	219.26	13,375	0	241	1.80	5.1	3.9
1,176	MCCCTF	MID CAP CORE COMMON		13.66	16,062	11.64	13,678	3	260	1.90	5.2	4.0
256	CTFGE	MID CAP GROWTH COMMON		64.56	16,536	49.43	12,661	1	97	0.76	4.8	3.7
290	MIDVAL	MID CAP VALUE COMMON		45.78	13,294	41.62	12,086	4	286	2.36	4.6	3.5
452	PCBIX	PRINCIPAL MIDCAP FUND CLASS I		23.51	10,618	29.77	13,448	0	0	0.00	5.1	3.9
Total U.S. Mid Cap					64,645		65,248	8	883	1.35	24.8	19.1
U.S. Small Cap												
1,028	SCCCTF	SMALL CAP CORE COMMON		12.57	12,926	10.71	11,014	2	177	1.60	4.2	3.2
264	FTSCCTF	SMALL CAP GROWTH		46.40	12,257	39.21	10,360	1	50	0.48	3.9	3.0
274	SMVAL	SMALL CAP VALUE COMMON		41.47	11,347	37.86	10,359	8	179	1.73	3.9	3.0
Total U.S. Small Cap					36,530		31,733	12	405	1.28	12.1	9.3
International Developed												
1,721	IFEQCTF	INTERNATIONAL FOCUSED		16.93	29,139	13.19	22,703	14	1,089	4.80	8.6	6.7
653	VEA	VANGUARD FTSE DEVELOPED MARKETS ETF		36.42	23,784	36.36	23,743	0	981	4.13	9.0	7.0
Total International Developed					52,923		46,446	14	2,069	4.46	17.7	13.6

Due to rounding, percentages presented may not add up precisely to the totals provided.
Portfolio characteristics and holdings are subject to change periodically and may not be representative of current characteristics and holdings.

PORTFOLIO HOLDINGS

As of September 30, 2022

PECK CONSTANT FOR PECK PARK

QUANTITY	TICKER	SECURITY DESCRIPTION	MOODY'S / S&P RATING	UNIT COST $	TOTAL COST $	PRICE $	MARKET VALUE $	ACCRUED INCOME $	ESTIMATED ANNUAL INCOME $	CURRENT YIELD %	% OF ASSET CLASS	% OF PORTFOLIO
Emerging Markets												
300	EMSCTF	EMERGING MARKETS STOCK		73.17	21,956	49.21	14,768	3	80	0.54	5.6	4.3
145	VWO	VANGUARD FTSE EMERGING MARKETS ETF		51.45	7,460	36.49	5,291	0	210	3.97	2.0	1.6
Total Emerging Markets					29,416		20,059	3	290	1.44	7.6	5.9
TOTAL EQUITIES					**283,117**		**262,825**	**154**	**5,381**	**2.05**	**100**	**77.0**
FIXED INCOME												
Investment Grade Taxable												
4,227	LNGBPT	AGGREGATE BOND COMMON TRUST FUND		16.83	71,124	14.93	63,095	36	1,871	2.97	94.5	18.5
Total Investment Grade Taxable					71,124		63,095	36	1,871	2.97	94.5	18.5
Global High Yield Taxable												
816	PHYQX	PGIM HIGH YIELD FUND CL R6		5.17	4,220	4.47	3,648	22	249	6.81	5.5	1.1
Total Global High Yield Taxable					4,220		3,648	22	249	6.81	5.5	1.1
TOTAL FIXED INCOME					**75,344**		**66,743**	**58**	**2,120**	**3.18**	**100**	**19.6**
CASH/CURRENCY												
Cash Equivalents												
14,255		FIMM GOV PORTFOLIO INSTL		1.00	14,255	1.00	14,255	30	401	2.81	123.0	4.2
Total Cash Equivalents					14,255		14,255	30	401	2.81	123.0	4.2
Cash/Currency Other												
(2,292)		CASH		1.00	(2,292)	1.00	(2,292)	0	0	0.00	(19.8)	(0.7)
(372)		PENDING CASH		1.00	(372)	0.00	(372)	0	0	0.00	(3.2)	(0.1)
Total Cash/Currency Other					(2,664)		(2,664)	0	0	0.00	(23.0)	(0.8)
TOTAL CASH/CURRENCY					**11,591**		**11,591**	**30**	**401**	**3.46**	**100**	**3.4**
TOTAL PORTFOLIO					**370,052**		**341,158**	**241**	**7,902**	**2.32**		**100**

Due to rounding, percentages presented may not add up precisely to the totals provided.
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MANAGER COMPOSITE PERFORMANCE

MANAGER COMPOSITE PERFORMANCE

As of September 30, 2022

City of Bristol, CT

		PRODUCTS	TICKER	INCEPTION DATE	TRAILING YEAR RETURNS						CALENDAR YEAR RETURNS					STATISTICS - 5 YEARS						
					3 MONS	YTD	1 YR	3 YRS	5 YRS	SI	2021	2020	2019	2018	2017	STD DEV	TRACKING ERROR	SHARPE RATIO	UP CAPTURE	DOWN CAPTURE	ALPHA	BETA
EQUITIES	LCC	**Vanguard 500 ETF**	VOO	Sep-10	**-4.90%**	**-23.90%**	**-15.52%**	**8.12%**	**9.20%**	**12.17%**	**28.66%**	**18.35%**	**31.46%**	**-4.42%**	**21.78%**	**18.08%**	**0.02%**	**0.45**	**99.92%**	**100.06%**	**-0.04%**	**1.00**
		S&P 500 - Total Return			*-4.88%*	*-23.87%*	*-15.47%*	*8.16%*	*9.24%*	*12.21%*	*28.71%*	*18.40%*	*31.49%*	*-4.38%*	*21.83%*	*18.07%*	*0.00%*	*0.45*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	LCC	**iShares Edge MSCI Min Vol USA ETF**	USMV	Oct-11	**-5.45%**	**-17.40%**	**-8.84%**	**2.78%**	**7.52%**	**11.16%**	**20.80%**	**5.60%**	**27.77%**	**1.36%**	**18.97%**	**14.54%**	**0.03%**	**0.44**	**99.51%**	**100.29%**	**-0.17%**	**1.00**
		MSCI USA Minimum Volatility (USD) - Gross Return			*-5.41%*	*-17.29%*	*-8.68%*	*2.94%*	*7.70%*	*11.34%*	*21.01%*	*5.76%*	*27.96%*	*1.55%*	*19.18%*	*14.54%*	*0.00%*	*0.45*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	LCC	**Dividend Income CTF**	DICTF	Jan-89	**-5.94%**	**-17.05%**	**-8.16%**	**8.36%**	**9.45%**	**10.00%**	**26.64%**	**11.30%**	**32.15%**	**-4.94%**	**21.04%**	**16.42%**	**4.22%**	**0.51**	**91.67%**	**92.17%**	**1.12%**	**0.89**
		S&P 500 - Gross Return			*-4.88%*	*-23.87%*	*-15.47%*	*8.16%*	*9.24%*	*9.98%*	*28.71%*	*18.40%*	*31.49%*	*-4.38%*	*21.83%*	*18.07%*	*0.00%*	*0.45*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	LCC	**Large Cap Core CTF**	LCCCTF	Jan-18	**-5.02%**	**-24.61%**	**-16.42%**	**8.82%**	**N.A**	**7.60%**	**27.49%**	**22.30%**	**31.31%**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**
		Russell Top 200 - Total Return			*-5.02%*	*-24.71%*	*-16.43%*	*8.96%*	*N.A*	*7.76%*	*27.90%*	*22.37%*	*31.75%*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*
	LCG	**ClearBridge Large Cap Growth IS**	LSITX	Mar-13	**-5.52%**	**-35.66%**	**-29.84%**	**3.98%**	**7.87%**	**11.57%**	**22.02%**	**31.31%**	**32.22%**	**0.05%**	**25.53%**	**20.18%**	**3.37%**	**0.33**	**90.23%**	**103.63%**	**-3.59%**	**0.98**
		Russell 1000 Growth - Total Return			*-3.60%*	*-30.66%*	*-22.59%*	*10.67%*	*12.17%*	*13.54%*	*27.60%*	*38.49%*	*36.39%*	*-1.51%*	*30.21%*	*20.39%*	*0.00%*	*0.54*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	LCG	**T. Rowe Price Blue Chip Growth I Fund**	TBCIX	Dec-15	**-4.69%**	**-37.35%**	**-34.74%**	**2.89%**	**7.22%**	**9.37%**	**17.85%**	**34.90%**	**30.13%**	**2.14%**	**36.71%**	**21.17%**	**4.20%**	**0.29**	**88.44%**	**103.91%**	**-4.52%**	**1.02**
		Russell 1000 Growth - Total Return			*-3.60%*	*-30.66%*	*-22.59%*	*10.67%*	*12.17%*	*13.10%*	*27.60%*	*38.49%*	*36.39%*	*-1.51%*	*30.21%*	*20.39%*	*0.00%*	*0.54*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	MCC	**iShares Core S&P Mid-Cap ETF**	IJH	May-00	**-2.46%**	**-21.53%**	**-15.27%**	**5.96%**	**5.76%**	**8.52%**	**24.68%**	**13.61%**	**26.14%**	**-11.14%**	**16.19%**	**21.36%**	**0.02%**	**0.22**	**99.83%**	**100.02%**	**-0.05%**	**1.00**
		S&P Mid Cap 400 - Gross Return			*-2.46%*	*-21.52%*	*-15.25%*	*6.01%*	*5.82%*	*8.63%*	*24.76%*	*13.66%*	*26.20%*	*-11.08%*	*16.24%*	*21.36%*	*0.00%*	*0.22*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	MCC	**Mid Cap Core CTF**	MCCCTF	Jan-18	**-3.55%**	**-24.21%**	**-19.32%**	**5.45%**	**N.A**	**4.92%**	**22.75%**	**17.69%**	**30.75%**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**
		Russell Midcap - Total Return			*-3.44%*	*-24.27%*	*-19.39%*	*5.19%*	*N.A*	*4.79%*	*22.58%*	*17.10%*	*30.54%*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*
	MCC	**Principal MidCap Core Fund**	PCBIX	Mar-01	**-3.12%**	**-28.86%**	**-21.73%**	**3.83%**	**8.08%**	**10.47%**	**25.32%**	**18.26%**	**42.91%**	**-6.69%**	**25.32%**	**21.03%**	**5.59%**	**0.33**	**106.65%**	**100.21%**	**1.69%**	**1.00**
		Russell Midcap - Total Return			*-3.44%*	*-24.27%*	*-19.39%*	*5.19%*	*6.48%*	*8.94%*	*22.58%*	*17.10%*	*30.54%*	*-9.06%*	*18.52%*	*20.31%*	*0.00%*	*0.26*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	MCG	**Mid Cap Growth CTF**	CTFGE	Sep-82	**0.08%**	**-30.14%**	**-26.72%**	**5.76%**	**8.55%**	**N.A**	**17.45%**	**33.92%**	**32.85%**	**-2.59%**	**24.37%**	**21.62%**	**1.82%**	**0.34**	**101.66%**	**98.66%**	**0.86%**	**1.00**
		Russell Midcap Growth - Total Return			*-0.65%*	*-31.45%*	*-29.50%*	*4.26%*	*7.62%*	*N.A*	*12.73%*	*35.59%*	*35.47%*	*-4.75%*	*25.27%*	*21.45%*	*0.00%*	*0.30*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	MCV	**Mid Cap Value CTF**	MIDVAL	Dec-02	**-5.86%**	**-20.41%**	**-13.02%**	**6.23%**	**5.55%**	**9.38%**	**33.18%**	**5.71%**	**28.31%**	**-13.59%**	**14.50%**	**20.28%**	**2.26%**	**0.22**	**99.42%**	**97.42%**	**0.84%**	**0.97**
		Russell Midcap Value - Total Return			*-4.93%*	*-20.36%*	*-13.56%*	*4.50%*	*4.76%*	*9.95%*	*28.34%*	*4.96%*	*27.06%*	*-12.29%*	*13.34%*	*20.77%*	*0.00%*	*0.17*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	SCC	**Small Cap Core CTF**	SCCCTF	Jan-18	**-1.84%**	**-24.45%**	**-22.48%**	**4.57%**	**N.A**	**2.78%**	**15.41%**	**19.55%**	**25.28%**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**	**N.A**
		Russell 2000 - Total Return			*-2.19%*	*-25.10%*	*-23.50%*	*4.29%*	*N.A*	*2.52%*	*14.82%*	*19.96%*	*25.52%*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*	*N.A*
	SCG	**Small Cap Growth Leaders CTF**	FTSC	Oct-12	**-0.39%**	**-28.95%**	**-28.25%**	**4.47%**	**7.35%**	**10.25%**	**6.64%**	**38.04%**	**33.76%**	**-4.41%**	**19.08%**	**22.61%**	**4.71%**	**0.28**	**102.89%**	**93.02%**	**3.77%**	**0.94**
		Russell 2000 Growth - Total Return			*0.24%*	*-29.28%*	*-29.27%*	*2.94%*	*3.60%*	*9.23%*	*2.83%*	*34.63%*	*28.48%*	*-9.31%*	*22.17%*	*23.45%*	*0.00%*	*0.11*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	SCV	**Small Cap Value CTF**	SMVAL	Nov-03	**-3.14%**	**-18.20%**	**-14.78%**	**8.23%**	**4.18%**	**8.84%**	**30.18%**	**9.08%**	**22.16%**	**-16.39%**	**14.72%**	**23.43%**	**3.50%**	**0.13**	**103.34%**	**99.05%**	**1.31%**	**0.99**
		Russell 2000 Value - Total Return			*-4.61%*	*-21.12%*	*-17.69%*	*4.72%*	*2.87%*	*7.13%*	*28.27%*	*4.63%*	*22.39%*	*-12.86%*	*7.84%*	*23.39%*	*0.00%*	*0.07*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	INTC	**Vanguard FTSE Developed Markets ETF**	VEA	Jul-07	**-10.47%**	**-27.72%**	**-25.55%**	**-1.25%**	**-0.62%**	**1.21%**	**11.49%**	**10.29%**	**22.08%**	**-14.47%**	**26.44%**	**17.35%**	**1.74%**	**-0.10**	**100.34%**	**101.44%**	**-0.36%**	**1.00**
		FTSE Developed All Cap Ex US			*-9.53%*	*-27.19%*	*-25.31%*	*-0.82%*	*-0.24%*	*1.57%*	*11.85%*	*10.25%*	*22.70%*	*-14.55%*	*26.67%*	*17.26%*	*0.00%*	*-0.08*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	INTC	**International Focused Equity CTF**	IFEQCTF	May-12	**-10.49%**	**-28.45%**	**-25.22%**	**1.73%**	**1.64%**	**5.69%**	**11.48%**	**21.27%**	**26.79%**	**-15.84%**	**31.70%**	**16.79%**	**4.08%**	**0.03**	**108.15%**	**97.38%**	**2.35%**	**1.01**
		MSCI AC World ex USA Large Cap - Net Return			*-9.92%*	*-25.84%*	*-24.27%*	*-1.26%*	*-0.58%*	*4.17%*	*7.80%*	*10.74%*	*21.32%*	*-13.74%*	*26.68%*	*16.08%*	*0.00%*	*-0.11*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	EM	**Vanguard FTSE Emerging Markets ETF**	VWO	Mar-05	**-10.75%**	**-23.99%**	**-24.28%**	**-0.50%**	**-0.66%**	**N.A**	**0.96%**	**15.32%**	**20.40%**	**-14.57%**	**31.38%**	**17.08%**	**3.10%**	**-0.10**	**95.93%**	**90.49%**	**2.16%**	**0.96**
		FTSE Emerging Markets All Cap China A Inclusion			*-10.98%*	*-25.85%*	*-26.46%*	*-2.66%*	*-2.90%*	*N.A*	*-1.01%*	*13.02%*	*17.20%*	*-16.72%*	*28.01%*	*17.59%*	*0.00%*	*-0.23*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	EM	**Emerging Markets Stock CTF**	EMSCTF	Dec-90	**-11.05%**	**-37.09%**	**-40.66%**	**-4.31%**	**-2.80%**	**N.A**	**-8.63%**	**33.64%**	**32.48%**	**-20.30%**	**46.78%**	**20.41%**	**6.16%**	**-0.19**	**116.82%**	**112.07%**	**-0.45%**	**1.11**
		MSCI EMF (Emerging Markets) - Net Return			*-11.57%*	*-27.16%*	*-28.11%*	*-2.07%*	*-1.81%*	*N.A*	*-2.54%*	*18.31%*	*18.42%*	*-14.57%*	*37.28%*	*17.68%*	*0.00%*	*-0.17*	*100.00%*	*100.00%*	*0.00%*	*1.00*
FI	IG	**Aggregate Bond CTF**	LNGBPT	Dec-78	**-4.28%**	**-14.05%**	**-13.98%**	**-2.62%**	**0.12%**	**6.59%**	**-1.35%**	**8.88%**	**8.81%**	**-0.32%**	**3.62%**	**4.68%**	**0.58%**	**-0.22**	**102.06%**	**95.84%**	**0.38%**	**0.97**
		Bloomberg Barclays Capital US Aggregate			*-4.75%*	*-14.61%*	*-14.60%*	*-3.26%*	*-0.27%*	*6.64%*	*-1.54%*	*7.51%*	*8.72%*	*0.01%*	*3.54%*	*4.77%*	*0.00%*	*-0.29*	*100.00%*	*100.00%*	*0.00%*	*1.00*
	HY	**PGIM High Yield Fund**	PHYQX	Oct-11	**-1.39%**	**-14.68%**	**-14.14%**	**-0.33%**	**2.08%**	**4.99%**	**6.47%**	**5.72%**	**16.26%**	**-1.18%**	**7.70%**	**9.28%**	**0.92%**	**0.10**	**104.98%**	**98.71%**	**0.61%**	**1.02**
		Bloomberg US High Yield - 1% Issuer Cap			*-0.61%*	*-14.67%*	*-14.11%*	*-0.61%*	*1.45%*	*4.65%*	*5.16%*	*6.59%*	*14.27%*	*-2.21%*	*7.50%*	*9.08%*	*0.00%*	*0.04*	*100.00%*	*100.00%*	*0.00%*	*1.00*

Source:FactSet

Past Performance is no guarantee of future results.

For periods longer than one year, the return is annualized.

APPENDIX

Asset Allocation: Asset Allocation cannot eliminate the risk of fluctuating process and uncertain returns.

Asset Class: All asset classes are not in the best interest for all investors. Each investor should select the asset classes for investment based on his or her goals, time horizon and risk tolerance.

Credit Quality Ratings: The credit quality ratings represent those of Moody's Investor Service, Inc. (Moody's) and Standard and Poor's Corporation (S&P). The ratings represent their opinions as to the quality of the securities they rate. Ratings are relative and subjective and are not absolute standards of quality. The security's credit quality does not eliminate risk. For information regarding the methodology used to calculate the ratings, please visit Moody's at www.moodys.com or S&P at www.standardandpoors.com.

Diversification: Diversification does not ensure a profit or protect against loss in declining markets.

Emerging Markets: Investing in emerging markets may involve greater risks than investing in more developed countries. In addition, concentration of investments in a single region may result in greater volatility.

Equities: Equity securities are subject to stock market fluctuations that occur in response to economic and business developments.

Fixed Income: Investing in fixed income securities may involve certain risks, including the credit quality of individual issuers, possible prepayments, market or economic developments and yields and share price fluctuations due to changes in interest rates. When interest rates go up, bond prices typically drop, and vice versa.

Global: Global investing poses special risks, including foreign taxation, currency fluctuation, risks associated with possible differences in financial standards and other monetary and political risks.

International: International investing involves special risks, including foreign taxation, currency risks, risks associated with possible difference in financial standards and other risks associated with future political and economic developments.

Mortgage-Backed Securities: Generally, when interest rates decline, prepayments accelerate beyond the initial pricing assumptions, which could cause the average life and expected maturity of the securities to shorten. Conversely, when interest rates rise, prepayments slow down beyond the initial pricing assumptions and could cause the average life and expected maturity of the securities to extend and the market value to decline. Mortgage-backed securities are subject to credit risk and the risk that the mortgages will be prepaid, so that portfolio management may be faced with replenishing the portfolio in a possibly disadvantageous interest rate environment.

Small/Mid Cap: Stock of small- and mid-cap companies pose special risks, including possible illiquidity and greater price volatility than stocks of larger, more established companies.

INDEX DEFINITIONS

Unlike mutual funds, indexes are not managed and do not incur fees or expenses. It is not possible to invest directly in an index.

Bloomberg Barclays 10-Year U.S. Treasury Bellwethers Index is a universe of Treasury bonds, and used as a benchmark against the market for long-term maturity fixed-income securities. The index assumes reinvestment of all distributions and interest payments.

Bloomberg Barclays Aggregate Bond Index is a market value-weighted index that tracks the daily price, coupon, pay-downs, and total return performance of fixed-rate, publicly placed, dollar-denominated, and non-convertible investment grade debt issues with at least $250 million par amount outstanding and with at least one year to final maturity.

Bloomberg Barclays Capital Corporate Index is a broad-based benchmark that measures the investment grade, U.S. dollar-denominated, fixed-rate, taxable corporate bond market. It includes USD-denominated securities publicly issued by U.S. and non-U.S. industrial, utility, and financial issuers that meet specified maturity, liquidity, and quality requirements. The U.S. Corporate Index rolls up to other Barclays flagship indices, such as the U.S. Aggregate and the multi-currency Global Aggregate Index.

Bloomberg Barclays Global Aggregate Sovereign Index is a flagship measure of global investment grade debt from twenty-four different local currency markets. This multi-currency benchmark includes fixed-rate treasury, government-related, corporate and securitized bonds from both developed and emerging markets issuers.

Bloomberg Barclays Global Emerging Markets Index is a flagship hard currency Emerging Markets debt benchmark that includes USD, EUR, and GBP-denominated debt from sovereign, quasi-sovereign, and corporate EM issuers. Country eligibility and classification as Emerging Markets is rules-based and reviewed annually using World Bank income group and International Monetary Fund (IMF) country classifications.

Bloomberg Barclays Mortgage-backed Securities Index is a market value-weighted index which covers the mortgage-backed securities component of the Barclays U.S. Aggregate Bond Index. The index is composed of agency mortgage-backed pass-through securities of the Government National Mortgage Association (Ginnie Mae), the Federal National Mortgage Association (Fannie Mae), and the Federal Home Loan Mortgage Corporation (Freddie Mac) with a minimum $150 million par amount outstanding and a weighted-average maturity of at least 1 year. The index includes reinvestment of income.

Bloomberg Barclays U.S. Corporate High Yield Bond Index is a market value-weighted index which covers the U.S. non-investment grade fixed-rate debt market. The index is composed of U.S. dollar-denominated corporate debt in Industrial, Utility, and Finance sectors with a minimum $150 million par amount outstanding and a maturity greater than 1 year. The index includes reinvestment of income.

FTSE Pension Liability Index (CPLI) reflects the discount rate that can be used to value liabilities for GAAP reporting purposes and is derived from the Citi Pension Discount Curve. It is a source for plan sponsors and actuaries to value defined-benefit pension liabilities. The index provides an investment performance benchmark for asset-liability management and to gauge changes in the value of pension liabilities.

Dow Jones Industrial Average - The Dow Jones Industrial Average is a price-weighted average of 30 significant stocks traded on the New York Stock Exchange and the Nasdaq.

MSCI EAFE Index is a stock market index that is designed to measure the equity market performance of developed markets outside of the U.S. & Canada.

MSCI Emerging Markets Index is created by Morgan Stanley Capital International (MSCI) that is designed to measure equity market performance in global emerging markets.

Nasdaq Composite Index – A market-capitalization weighted index of the more than 3,000 common equities listed on the Nasdaq stock exchange. The types of securities in the index include American depositary receipts, common stocks, real estate investment trusts (REITs) and tracking stocks.

Russell 1000 Index is a subset of the Russell 3000® Index that measures the performance of the 1,000 largest capitalization companies of the U.S. equity universe.

Russell 1000 Growth Index measures the performance of those Russell 1000 Index companies with higher price-to-book ratios and higher forecasted growth values.

Russell 1000 Value Index measures the performance of those Russell 1000 Index companies with lower price-to-book ratios and lower forecasted growth values.

Russell 2000 Index is a subset of the Russell 3000® Index that measures the performance of the 2,000 smallest companies of the U.S. equity universe.

Russell 2000 Growth Index measures the performance of those Russell 2000 Index companies with higher price-to-book ratios and higher forecasted growth values.

Russell 2000 Value Index tracks the performance of those Russell 2000 Index companies with lower price-to-book ratios and lower forecasted growth values.

Russell Midcap Index is a subset of the Russell 1000® Index. It includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership

Russell MidCap Growth Index measures the performance of those Russell Midcap companies with higher price-to-book ratios and higher forecasted growth values. The stocks are also members of the Russell 1000 Growth index.

Russell MidCap Value Index measures the performance of those Russell Midcap companies with lower price-to-book ratios and lower forecasted growth values. The stocks are also members of the Russell 1000 Value index.

Standard & Poor's (S&P) 500 Index tracks the performance of 500 widely held, large-capitalization U.S. stocks.

IMPORTANT INFORMATION

GLOSSARY

Standard Deviation – A gauge of volatility which measures the spread of the difference of returns from their average. The more a portfolio's returns vary from its average, the higher the standard deviation. It is important to note that higher than average returns affect the standard deviation just as lower than average returns. Thus, it is not a measure of downside risk. Since it measures total variation of return, standard deviation is a measure of total risk.

Beta – A relative measure of the risk level of a manager. Beta measures the systematic risk, or the return that is attributable to market movements. This measure is relative to the benchmark defined (i.e. Standard and Poor's 500, Russell 2000 Growth). A beta equal to one indicates a risk level equivalent to the benchmark defined. Higher betas are associated with higher risk levels, while lower betas are associated with lower risk levels.

Alpha – A measure of the difference between a portfolio's actual return and its expected performance, given its level of risk as measured by beta. A positive alpha figure indicates the portfolio has performed better than its beta would predict.

R-Squared – It is used to show how much a manager's variability can be accounted for by the market. For example, if a portfolio's R-squared is 0.79, then 79% of the manager's variability is due to market conditions. As R-squared approaches 100, the portfolio is more closely correlated with the market.

Sharpe Ratio – A ratio that measures risk-adjusted performance. The Sharpe Ratio is calculated by subtracting the risk-free rate – such as that of the 90-Day Treasury Bill – from the rate of return for a portfolio and dividing the result by the standard deviation of the portfolio returns.

Treynor Ratio – A risk-adjusted measure of return based on systematic risk. The ratio measures returns earned in excess of that which could have been earned on a riskless investment per each unit of market risk. It is similar to the Sharpe Ratio, with the difference being that the Treynor Ratio uses beta as the measurement of volatility.

Tracking Error – A divergence between the price behavior of a position or a portfolio and the price behavior of a benchmark.

Information Ratio – A ratio of portfolio returns above the returns of a benchmark (usually an index) to the volatility of those returns. The information ratio (IR) measures a portfolio manager's ability to generate excess returns relative to a benchmark, but also attempts to identify the consistency of the investor.

DISCLOSURES AND DEFINITIONS

IMPORTANT INFORMATION

The information and views contained in this presentation are as of date specified and are subject to change. These views are not necessarily representative of the opinions and views of other portfolio managers or of the firm as a whole.

Past performance is no guarantee of future results. The investment services of Bank of America Private Bank are not guaranteed and are not insured by the FDIC and could result in the loss of value to your account. The actual return and value of an account will fluctuate and at any point in time could be worth more or less than the amount invested. Your account is tailored towards your individual needs based on your investment objectives, restrictions and strategies, including tax strategies.

Clients' performance and risk tolerance preferences may require deviation from this guidance when implementing investment solutions. Accounts subject to laws that may be more restrictive as to permissible investments require portfolio manager review.

For daily benchmarks, benchmark performance for the Since Inception period is based on the inception date for the corresponding sector or account. Monthly benchmark returns will be as of the first day of the month when the corresponding account or sector inception date is mid-month.

Indices shown are to make general risk and return comparisons. They are shown for informational purposes only and cannot be invested in directly.

Securities in your account differ from securities comprising an index thus the risk, performance and investment style of your account will vary, sometimes significantly from that of the index.

Statistics have been obtained from sources we believe to be reliable, but we cannot guarantee its accuracy or completeness.

Hypothetical illustrations do not reflect the performance of any specific investment. Actual rates of return cannot be predicted and will fluctuate. Your results may be more or less. The illustrations assume no withdrawals or distribution, and reinvesting of all dividends and capital gains.

Performance results are gross of fees and therefore do not reflect the deduction of investment advisory fees, however, such results would have been reduced by advisory fees as described in standard fee schedules.

Performance for new asset classes to an account may be for a partial period while many benchmarks for the asset class may reflect the entire reporting period.

All sector and asset allocation recommendations must be considered in context of an individual investor's goals, time horizon and risk tolerance. Not all recommendations will be suitable for all investors.

Important Notes Concerning Alternative Investments and Hedge Funds:
Market prices for Hedge Funds, Private Equity Funds and Real Estate Funds normally lag 30 days or more from the previous closing period and therefore returns are for the same period. Benchmarks may not reflect the same time period.

Loss information for the Bank of America Hedge Fund should not be used for tax reporting purposes. Please refer to Schedule K-1 reporting to complete tax returns for the appropriate tax year.

Oil, Gas and Mineral Interests
To holders of Oil, Gas and Mineral properties: Market Value for Oil, Gas and Mineral properties represent an estimate only, calculated from the most recent 12 months net income from producing properties and includes nominal value applied to non-producing properties.

GLOSSARY

Accrued Interest: Accrued interest is the interest that has been earned, but not paid. Bonds typically pay accrued interest every six months.

Average Coupon: Average coupon is the weighted average gross interest rate of a pool of securities.

Average Quality: Average Quality is the average credit quality of the bond portfolio.

Beta: Beta is a measure of systematic risk or the sensitivity of a manager to movements in the benchmark. A beta of 1 implies that you can expect the movement of a manager's return series to match that of the benchmark.

Cash/Currency: Cash/Currency include cash and may include other highly liquid investments that mature within one year, such as commercial paper, treasury bills, money market funds and CDs.

Change in Value: Change in value is the change in value of the portfolio during the statement period. It is the ending value of the account less the beginning value of the account taking into consideration additions and withdrawals.

Current Price: Current price is the value of the share, unit or contract as priced at the close of the market on the last day of the statement period or the last available price.

Current Yield: Current yield reflects the percentage return that results from estimated annual income or capital gains or losses realized upon the disposition of a security. It is calculated by dividing estimated annual income by total market value.

Estimated Annual Income: Estimated annual income is the income that is expected to be received from an asset over the next 12 months, based on the current level of income produced by the asset. It may include interest and dividends, but not capital gains or losses realized upon the disposition of the security. For holder of Fiduciary Shares, estimated annual income includes the Rebate.

Income Assets: Income assets consist of the earnings, such as interest, dividends and royalties and rent from assets in the portfolio or assets purchase or held as a re-investment of accumulated income, which have not been added to principal.

Modified Duration: Modified duration is a formula that expresses the measurable change in the value of a security in response to a change in interest rates.

Net Margin: Net margin is the ratio of net profits to revenues for a company or business segment - typically expressed as a percentage – that shows how much of each dollar earned by the company is translated into profits

N/A: Not Applicable/ Not Available

Other Assets: The summarization of other assets, includes assets that do not fall into the Cash & Cash Equivalents, Fixed Income or Equity categories, such as real estate and mineral holdings, warrants and options.

% of Total Assets: Percent of total assets is the total market value of an individual asset divided by the total market value of the portfolio.

Price/Book: Price/Book is a ratio used to compare a stock's market value to its book value. It is calculated by dividing the current closing price of the stock by the latest quarter's book value per share.

Price/Earnings: Price/Earnings is a valuation ratio of a company's current share price compared to its per-share earnings.

Price/Sales: Price/Sales is a valuation ratio that compares a company's stock price to its revenues.

Principal Assets: Principal assets are assets that are the property of a trust or estate, but are not Income assets.

DISCLOSURES AND DEFINITIONS

Return on Equity: Return on Equity is the amount of net income returned as a percentage of shareholder equity. It measures profitability by revealing how much profit is generated with the money a shareholder has invested.

Tax Cost: Tax cost is the cost basis of an asset as carried on the books of the account. In the Detail of Realized Capital Gain/Loss schedule, tax cost information may include adjustments to the cost basis of the Common Trust Funds, as applicable.

Transaction Date: Transaction date is the date on which a transaction (such as a purchase or a sale) is initiated. When trade date reporting is used, transactions are reported only if the transaction date falls within the current statement period.

Weighted Average Market Capitalization: Weighted average market capitalization is the mean of the market capitalizations of the common stocks held in the portfolio.

Weighted Average Maturity of Bonds: Weighted average maturity of bonds is the average amount of time remaining until the maturity date for the entire bond portfolio. The average amount is computed by weighting each maturity date by the market value of the security.

Yield to Maturity at Market: Yield to maturity at market reflects the return that will be achieved if the security was purchased on the last day of the statement period. If yield to maturity at market is less/greater than yield to maturity at cost, the market value of the security has increased/decreased during the time since the security was purchased. When finding the after-tax yield to maturity of a bond, it is customary to use the approximate relationship: after-tax yield = (1- tax rate) x (before tax-yield.)

ASSET CLASS DISCLOSURES

Alternative Investments: Alternative investments are intended for qualified investors only. Alternative Investments such as derivatives, hedge funds, private equity funds and funds of funds can result in higher return potential but also higher risk loss potential. Changes in economic conditions or other circumstances may adversely affect your investments. Before investing in alternative investments, you should consider your overall financial situation, how much money you have to invest, your need for liquidity and your tolerance for risk.

Asset Allocation: Asset Allocation cannot eliminate the risk of fluctuating process and uncertain returns.

Asset Class: All asset classes are not suitable for all investors. Each investor should select the asset classes for investment based on his or her goals, time horizon and risk tolerance.

Commodities: There are special risks associated with an investment in commodities including market price fluctuations, regulatory changes, interest rate changes, credit risk, economic changes and the impact of adverse political or financial factors.

Convertibles: Most convertible securities are not investment grade and are therefore more speculative in nature than securities with higher ratings.

Diversification: Diversification does not ensure a profit or protect against loss in declining markets.

Emerging Markets: Investing in emerging markets may involve greater risks than investing in more developed countries. In addition, concentration of investments in a single region may result in greater volatility.

Equities: Equity securities are subject to stock market fluctuations that occur in response to economic and business developments.

Fixed Income: Investing in fixed income securities may involve certain risks, including the credit quality of individual issuers, possible prepayments, market or economic developments and yields and share price fluctuations due to changes in interest rates. When interest rates go up, bond prices typically drop, and vice versa.

Hedge Funds: An investment in a hedge fund involves a substantially more complicated set of risk factors than traditional investments in stocks or bonds, including the risks of using derivatives, leverage, and short sales which can magnify potential losses or gains. Restrictions exist on the ability to redeem units in a hedge fund. Hedge funds are speculative and involve a high degree if risk.

High-Yield (Junk Bonds): Investments in high-yield bonds (sometimes referred to as "junk bonds") offer the potential for high current income and attractive total return, but involve certain risks.

International: International investing involves special risks, including foreign taxation, currency risks, risks associated with possible difference in financial standards and other risks associated with future political and economic developments.

Real Estate/REITs: Investments in real estate securities can be subject to fluctuations in the value of the underlying properties, the effect of economic conditions on real estate values, changes in interest rates, and risks related to renting properties, such as rental defaults. As the REIT market has evolved, REIT's performance and risk characteristics are more closely correlated with the Equity asset category. In September 2016 the Global Industry Classification Standard (GICS) removed Real Estate from the Financial sector and created a separate Real Estate sector within the Equities asset category. Effective in 2017 Bank of America Private Bank moved REITs from Real Estate to Equities.

Small/Mid Cap: Stock of small- and mid-cap companies pose special risks, including possible illiquidity and greater price volatility than stocks of larger, more established companies.

Specialty/Non-Financial Assets: Non-financial assets, such as closely-held businesses, real estate, oil, gas and mineral properties, timber, farm and ranch land are complex in nature and involve risks including total loss of value. Special risk considerations include natural events (for example, earthquakes or fires), complex tax considerations, and lack of liquidity. Non-financial assets are not suitable for all investors. Always consult with your independent attorney, tax advisor, investment manager and insurance agent for final recommendations and before changing or implementing any financial, tax or estate planning strategy.

Tax-exempt: Tax-exempt investing offers current tax-exempt income, but it also involves special risks. Single-state municipal bonds pose additional risks due to limited geographical diversification. Interest income from certain tax-exempt bonds may be subject to certain state and local taxes and, if applicable, the alternative minimum tax. Any capital gains distributed are taxable to the investor.

INDEX DEFINITIONS

Bloomberg Barclays (BBG BARC) High Yield Municipal Bond Index TR is an unmanaged index made up of municipal bonds that are non-investment grade, unrated, or rated below Ba1.

Bloomberg Barclays (BBG BARC) Municipal Index TR is a rules-based, market-value-weighted index engineered for the long-term tax-exempt bond market.

Bloomberg Barclays (BBG BARC) US Aggregate Bond Index TR represents securities that are U.S. domestic, taxable, and dollar denominated. The index covers the US investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities. These major sectors are subdivided into more specific indices that are calculated and reported on a regular basis.

Bloomberg Barclays (BBG BARC) Global High Yield Index TR provides a broad-based measure of the global high yield fixed income markets. The Index represents the union of the US High Yield, Pan-European High Yield, U.S. Emerging Markets High Yield, CMBS High Yield, and Pan-European Emerging Markets High Yield Indices. The Index is a component of the Bloomberg Barclays Multiverse Index, along with the Bloomberg Barclays Global Aggregate Bond Index. The Global High Yield Index was created on January 1, 1999, with index history backfilled to January 1, 1990.

DISCLOSURES AND DEFINITIONS

Bloomberg Barclays (BBG BARC) U.S. Corporate High Yield Index covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included. Original issue zeroes, step-up coupon structures, 144-As and pay-in-kind bonds (PIKs, as of October 1, 2009) are also included.

Bloomberg Commodity Index Total Return is designed to be a highly liquid and diversified benchmark for commodities as an asset class. The Index is composed of futures contracts on 19 physical commodities. The Index changed its name from DJ UBS Commodity Index to Bloomberg Commodity Index in July 2014.

Credit Suisse Hedge Fund Index is compiled by Credit Suisse Hedge Index LLC and CME Group Index Services LLC. It is an asset-weighted hedge fund index and includes only funds, as opposed to separate accounts. The index uses the Credit Suisse Hedge Fund Database (formerly known as the "Credit Suisse/Tremont Hedge Fund Database"), which tracks approximately 8,000 funds and consists only of funds with a minimum of US$50 million under management, a 12-month track record, and audited financial statements. The index is calculated and rebalanced on a monthly basis, and reflects performance net of all hedge fund component performance fees and expenses.

Credit Suisse Liquid Alternative Beta Index uses only liquid securities, the Credit Suisse Liquid Alternative Beta Index seeks to replicate the return of the overall hedge fund industry, as represented by the Credit Suisse Hedge Fund Index. The Credit Suisse Liquid Alternative Beta Index reflects the combined returns of the individual LAB strategy indices – Long/Short, Event Driven, Global Strategies, Merger Arbitrage and Managed Futures – weighted according to their respective strategy weights in the Credit Suisse Hedge Fund Index.

Dow Jones Emerging Markets Total Stock Market Total Return Index includes equity securities with readily available prices that trade in emerging markets. The index is a subset of the Dow Jones Global Total Stock Market Index.

Dow Jones Global Select Real Estate Securities Index (RESI) represents equity real estate investment trusts (REITs) and real estate operating companies (REOCs) traded globally.

Dow Jones U.S. Select REIT Index intends to measure the performance of publicly traded REITs and REIT-like securities. The index is a subset of the Dow Jones U.S. Select Real Estate Securities Index (RESI), which represents equity real estate investment trusts (REITs) and real estate operating companies (REOCs) traded in the U.S. The indices are designed to serve as proxies for direct real estate investment, in part by excluding companies whose performance may be driven by factors other than the value of real estate.

FTSE 3-Month T-bill Index measures the monthly return equivalents of yield averages that are not marked to market. The 3-Month Treasury Bill Indexes consist of the last three three-month Treasury bill issues.

FTSE Developed Ex North America Total Return Index is part of a range of indices designed to help investors benchmark their international investments. The index comprises Large and Mid cap stocks providing coverage of Developed markets, excluding the US and Canada. The index is derived from the FTSE Global Equity Index Series (GEIS), which covers 98% of the world's investable market capitalization.

FTSE Developed Ex US Index is part of a range of indexes designed to help US investors benchmark their international investments. The index comprises Large (85%) and Mid (15%) Cap stocks providing coverage of Developed markets (24 countries) excluding the US. The index is derived from the FTSE Global Equity Index Series (GEIS), which covers 98% of the world's Investable market capitalization.

FTSE Emerging Markets Index are part of the FTSE Global Equity Index Series . The series includes large and mid cap securities from advanced and secondary emerging markets, classified in accordance with FTSE's transparent Country Classification Review Process. The FTSE Emerging Index provides investors with a comprehensive means of measuring the performance of the most liquid companies in the emerging markets. The Total Return index measures performance including dividends while the Net Return index tracks performance net of taxes.

FTSE Emerging Net Total Return Index are part of the FTSE Global Equity Index Series . The series includes large and mid cap securities from advanced and secondary emerging markets, classified in accordance with FTSE's transparent Country Classification Review Process. The FTSE Emerging Index provides investors with a comprehensive means of measuring the performance of the most liquid companies in the emerging markets. The Total Return index measures performance including dividends while the Net Return index tracks performance net of taxes.

FTSE NAREIT All REITs Index is a market capitalization-weighted index that and includes all tax-qualified real estate investment trusts (REITs) that are listed on the New York Stock Exchange, the American Stock Exchange or the NASDAQ National Market List. The FTSE NAREIT All REITs Index is not free float adjusted, and constituents are not required to meet minimum size and liquidity criteria.

HFRI Fund Weighted Composite Index is a global, equity weighted index of over 2,000 single-manager funds that report to HFR Database. Constituent funds report monthly net of all fees performance in US Dollar and have a minimum of $50 million under management or a 12-month track record of active performance. It does not include Funds of Hedge Funds.

FTSE non-USD World Government Bond Index (WGBI) measures the performance of bonds issued by governments outside the US It is calculated on a market-weighted basis and includes all fixed-rate bonds with a remaining maturity of one year or longer and with amounts outstanding of at least the equivalent of US $25 million. The Index excludes floating or variable rate bonds, securities aimed principally at non-institutional investors and private placement-type securities. To join the WGBI, a market must satisfy market size, credit and barriers-to-entry requirements.

FTSE US Broad Investment Grade (BIG) tracks the performance of US Dollar-denominated bonds issued in the US investment-grade bond market. Introduced in 1985, the index includes US Treasury, government sponsored, collateralized, and corporate debt providing a reliable representation of the US investment-grade bond market. Sub-indices are available in any combination of asset class, maturity and rating.

HFRX Global Hedge Fund Index is designed to be representative of the overall composition of the hedge fund universe. It is comprised of all eligible hedge fund strategies; including but not limited to convertible arbitrage, distressed securities, equity hedge, equity market neutral, event driven, macro, merger arbitrage, and relative value arbitrage. The strategies are asset weighted based on the distribution of assets in the hedge fund industry.

ICE BofA US Month 3 Month Index TR tracks the performance of US dollar denominated US Treasury Bills publicly issued in the US domestic market. Qualifying securities have with a remaining term to final maturity of less than 3 months.

ICE BofA Global Broad Market TR Ex USD (Hedged USD) tracks the performance of investment grade debt publicly issued in the major domestic and eurobond markets, including sovereign, quasi-government, corporate, securitized and collateralized securities, excluding all securities denominated in US dollars.

ICE BofA US High Yield, Cash Pay Index tracks US dollar denominated non-investment grade corporate debt, currently in a coupon paying period, that is publicly issued in the US domestic market. Qualifying securities must have a below investment grade rating (based on an average of Moody's, S&P and Fitch), at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the balancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. Qualifying securities must have risk exposure to countries that are members of the FX-G10, Western Europe or territories of the US and Western Europe.

DISCLOSURES AND DEFINITIONS

ICE BofA US High Yield, Master II Index tracks US dollar denominated non-investment grade corporate debt that is publicly issued in the US domestic market. Qualifying securities must have a below investment grade rating (based on an average of Moody's, S&P and Fitch), at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the balancing date, a fixed coupon schedule and a minimum amount outstanding of $100 million. Qualifying securities must have risk exposure to countries that are members of the FX-G10, Western Europe or territories of the US and Western Europe.

ICE BofA US Corporate & Government Index tracks the performance of US dollar denominated investment grade debt publicly issued in the US domestic market, including US Treasury, US agency, foreign government, supranational and corporate securities. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). In addition, qualifying securities must have at least one year remaining term to final maturity, at least 18 months to final maturity at point of issuance, a fixed coupon schedule and a minimum amount outstanding of $1 billion for US Treasuries and $250 million for all other securities.

ICE BofA US Tax Municipal Securities Index tracks the performance of US dollar denominated debt publicly issued by US states, territories and their political subdivisions in the US domestic market. Qualifying securities must be subject to US federal taxes and must have at least at least 18 months to maturity at point of issuance, at least one year remaining term to final maturity to enter the index and one month remaining term to final maturity to remain in the index, a fixed coupon schedule (including zero coupon bonds) and an investment grade rating (based on an average of Moody's, S&P and Fitch).

MSCI Daily Net World Ex USA USD Total Return Index captures large and mid cap representation across 22 of 23 Developed Markets countries – excluding the United States. The index covers approximately 85% of the free float-adjusted market capitalization in each country.

MSCI Emerging Markets (MSCI EM) Total Return Net USD Index is a free float-adjusted market capitalization index that is designed to measure equity market performance in the global emerging markets. The MSCI Emerging Markets Index consists of emerging markets in Europe, Latin America, and the Pacific Basin.

MSCI Europe, Australasia, Far East (MSCI EAFE) Total Return Net USD Index is a capitalization-weighted index that tracks the total return of common stocks in developed-market countries within Europe, Australasia and the Far East. MSCI aims to include in its international indexes 85% of the free float-adjusted market capitalization in each industry group, within each country.

MSCI US REIT Index is a free float-adjusted market capitalization index that is comprised of equity REITs. The index is based on MSCI USA Investable Market Index (IMI) its parent index which captures large, mid and small caps securities. It represents about 99% of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard (GICS®). It however excludes Mortgage REIT and selected Specialized REITs.

Merrill Lynch Small Cap Research PE / Micro Cap TR Index is a customized proprietary market capitalization weighted index provided by Bank of America Merrill Lynch Global Research with security market capitalization ranging from $101 Million to $779 Million.

Russell 1000 Total Return Index consists of the largest 1000 companies in the Russell 3000 Index. This index represents the universe of large capitalization stocks with a base value of 130.00 as of December 31, 1986.

Russell 2000 Total Return Index measures the performance of the small-cap segment of the U.S. equity universe. The Russell 2000 Index is a subset of the Russell 3000 Index representing approximately 8% of the total market capitalization of that index. It includes approximately 2,000 of the smallest securities based on a combination of their market cap and current index membership. The Russell 2000 is constructed to provide a comprehensive and unbiased small-cap barometer and is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small-cap opportunity set.

Russell Emerging Markets Total Return Index measures the performance of the investable securities in emerging countries globally.

Russell Top 200 Total Return Index measures the performance of the largest cap segment of the U.S. equity universe. The Russell Top 200 Index is a subset of the Russell 3000 Index. It includes approximately 200 of the largest securities based on a combination of their market cap and current index membership and represents approximately 65% of the U.S. market. The Russell Top 200 Index is constructed to provide a comprehensive and unbiased barometer for this very large cap segment and is completely reconstituted annually to ensure new and growing equities are reflected.

Russell Midcap Total Return Index measures the performance of the mid-cap segment of the U.S. equity universe. The Russell Midcap Index is a subset of the Russell 1000® Index. It includes approximately 800 securities based on a combination of their market cap and current index membership. The Russell Midcap Index represents approximately 27% of the total market capitalization of the Russell 1000 companies. The Russell Midcap Index is constructed to provide a comprehensive and unbiased barometer for the mid-cap segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap opportunity set.

Standard and Poor's 500 Total Return Index measures the performance of the large capitalization sector of the U.S. equity market and is considered one of the best representations of the domestic stock market. Utilizing a market-cap weighting structure, this index invests in 500 of the largest U.S. firms listed on the NYSE (including NYSE Arca and NYSE MKT) or the NASDAQ. Constituents are selected by S&P Dow Jones Indices and must have a 50% public float to be considered for inclusion in the benchmark

Standard and Poor's Citi BMI EM Index captures all companies domiciled in the emerging markets within the S&P Global BMI with a float-adjusted market capitalization of at least USD 100 million and a minimum annual trading liquidity of USD 50 million.

Standard and Poor's MidCap 400 Total Return seeks to track the performance of mid-cap U.S. equities. The index consists of 400 U.S. stocks that are listed on the NYSE or the NASDAQ. Constituents are selected by S&P Dow Jones Indices and must have an unadjusted market capitalization between $1.4 billion and $5.9 billion to be considered for addition to the benchmark. The index is weighted by market capitalization.

Standard and Poor's GSCI is a composite index of commodity sector returns representing an unleveraged, long-only investment in commodity futures that is broadly diversified across the spectrum of commodities. The returns are calculated on a fully collateralized basis with full reinvestment. The combination of these attributes provides investors with a representative and realistic picture of realizable returns attainable in the commodities markets. Individual components qualify for inclusion in the S&P GSCI on the basis of liquidity and are weighted by their respective world production quantities. The principles behind the construction of the index are public and designed to allow easy and cost-efficient investment implementation.

Standard and Poor's Small Cap 600 Total Return Index seeks to track the performance of small-cap segment of the U.S equity market. to track the performance of small-cap segment of the U.S equity market. The index consists of 600 US stocks that are listed on the NYSE or the NASDAQ. Constituents are selected by S&P Dow Jones Indices and must have an unadjusted market capitalization between $400 million and $1.8 billion to be considered for addition to the benchmark. The index is weighted by market capitalization.

100% NCREIF Property Index is produced quarterly. The NCREIF Property Index (NPI) shows real estate performance returns using data submitted by its Data Contributing Members. The NPI is used as an industry benchmark to compare an investor's own returns against the industry average.

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LOW MOW PILOT: PAGE PARK

Sarah Larson, CPRP
Deputy Superintendent

Low Mow Cities

- Hartford, CT
- New Milford, CT
- Cleveland, OH
- Madison, WI
- Greenbay, WI
- Columbia, MO
- San Francisco, CA
- Vancouver, Canada
- London, England

Low Mow Universities

- Iowa State University
- University of Minnesota
- University of New Hampshire
- Binghamton State University (SUNY)
- University of Illinois
- Lawrence University

Naturalized Meadows

No Mow

An existing lawn allowed to grow into meadow with the removal of all regular mowing.

Manage invasive species and trees as needed.

Low Mow

An existing lawn allowed to grow into a meadow, and mown once or twice per year.

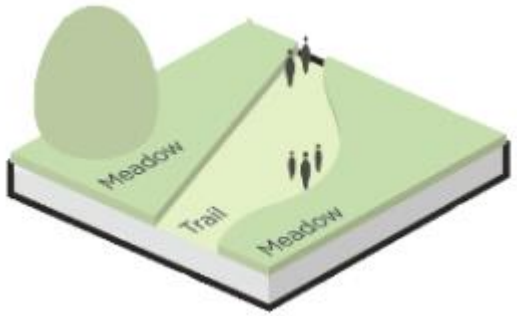
Enhanced Low Mow

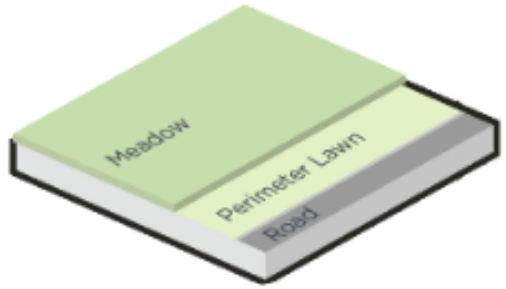
An existing lawn allowed to grow into a meadow, and mown once or twice per year.

Enhanced with wildflower seed, plugs or bulbs.

Wildflower

A bare soil site that is broadcast with native seed and line-trimmed or mowed annually





Vancouver Meadows, Vancouver, Canada

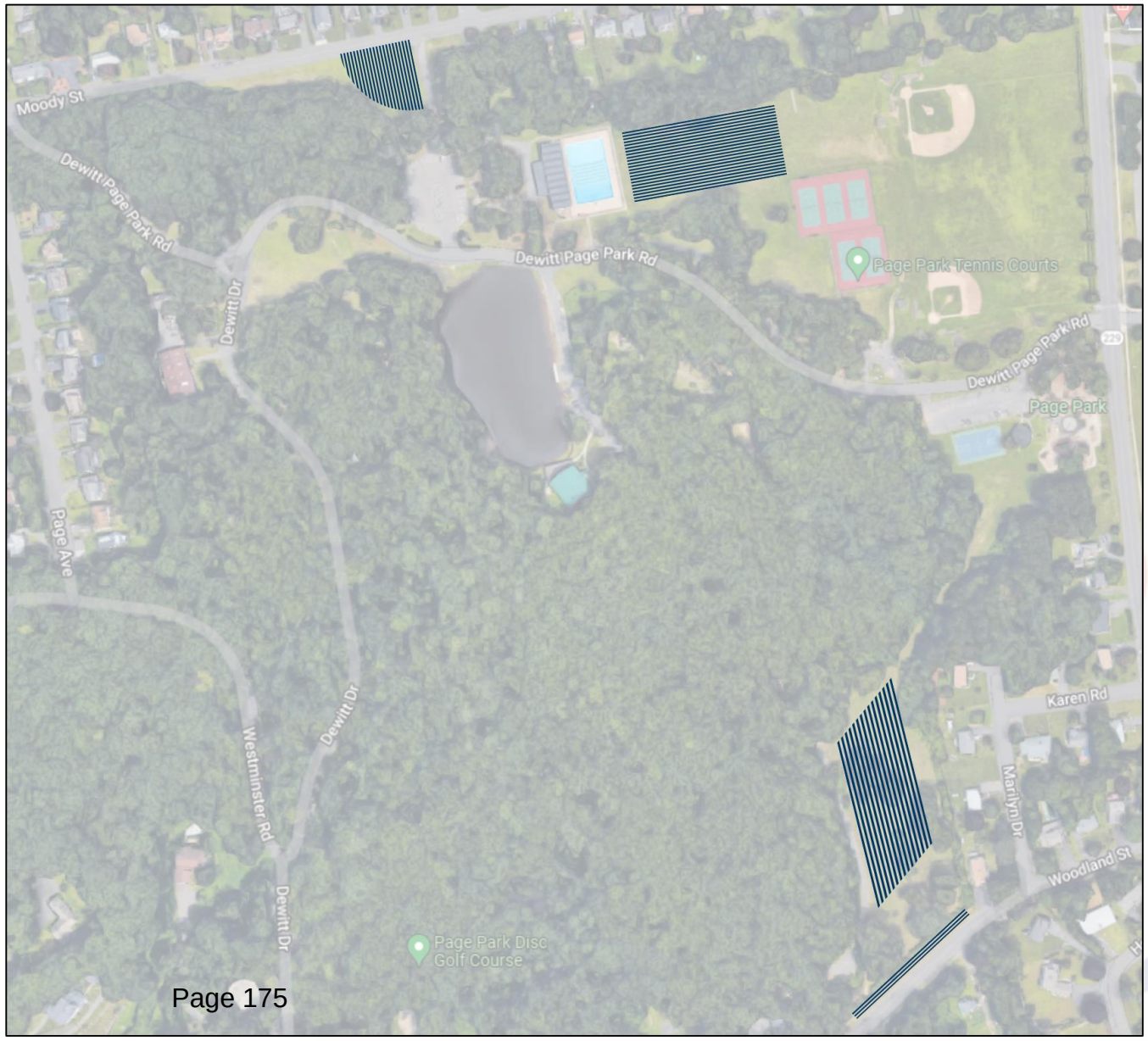
Youth Recreation Center, Berks County, PA

Benefits

- Improved employee safety in high vehicular traffic/low visibility areas
- Improved staffing efficiency
  - Approximately 78 man hours (~ 2 work weeks) saved per year that can be redirected to other areas
- Reduced fuel expenses
  - Approximately 156 gals of fuel saved ($368) per year
- Environmental advantages:
  - Pollinators, insects, birds
  - Reduce stormwater run-off

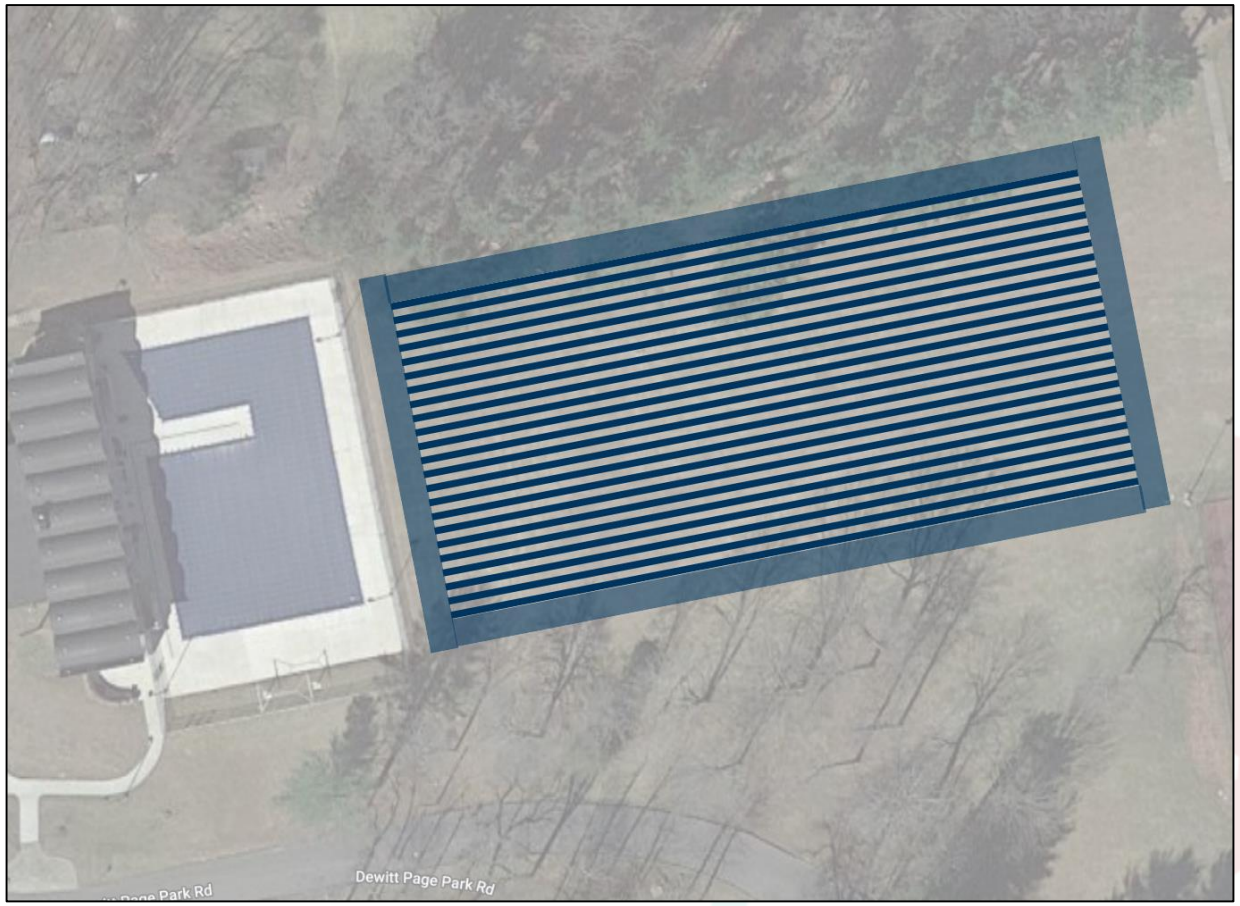
Pilot Site: Page Park

- Pilot Site Characteristics:
  - Low impact to recreation
  - Employee safety
  - Ecological benefit

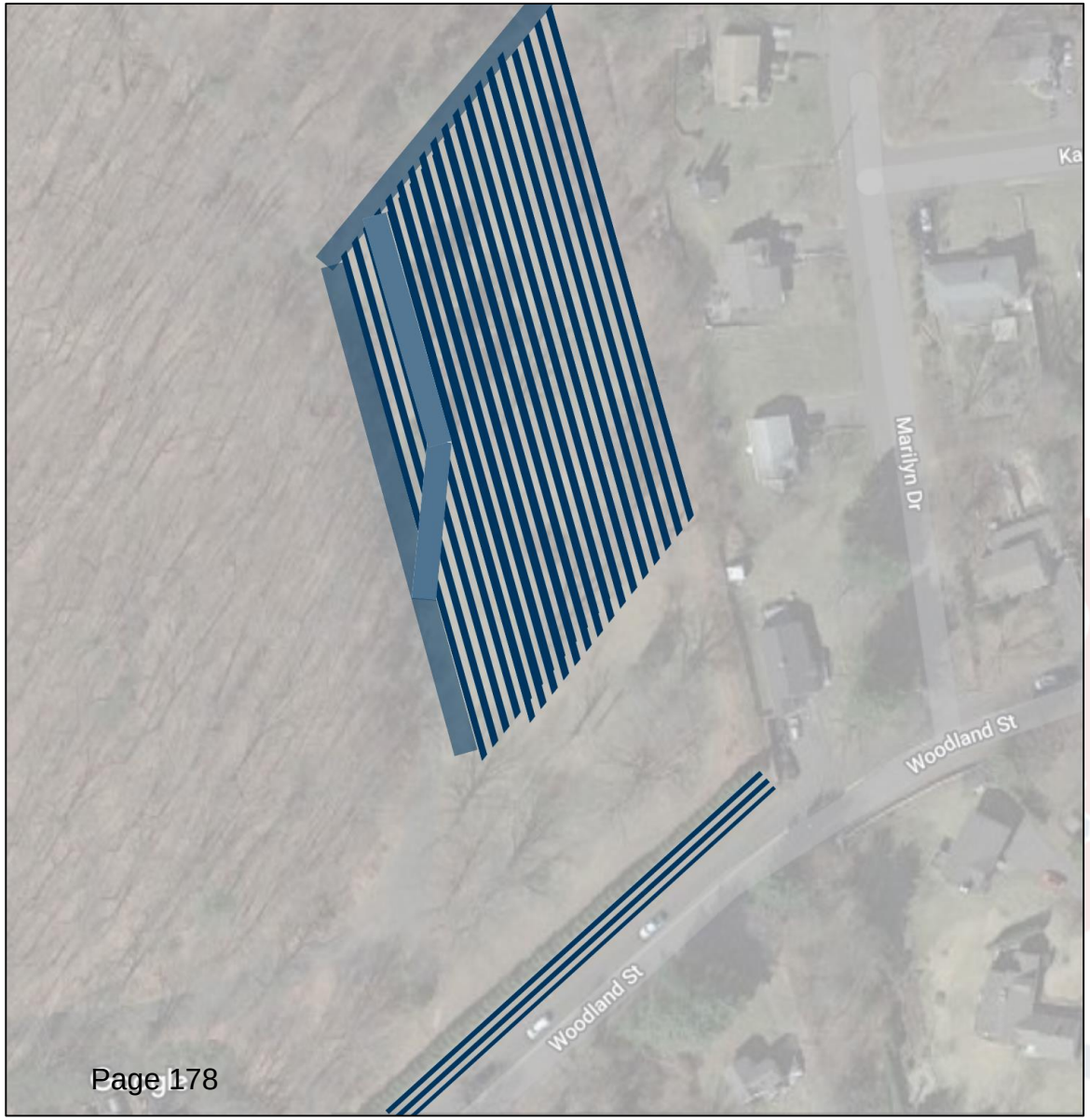


Pilot Location #1

Pilot Location #2



Pilot Location #3



Best Management Practices

- Regularly mow a strip surrounding the perimeter of the low mow zone to demonstrate intentionality
- Mow footpaths in order to encourage public use.
- Inspect regularly for litter and clean as necessary
- Annually mow to 3” height in either winter or spring to encourage seeding.

Bristol CONNECTICUT
PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Policy Manual 2022-2023

Revised & Approved: 10/2022

Submitted by: Dr. Joshua Medeiros, Ed.D., CPRE
Superintendent of Parks, Recreation, Youth & Community Services

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Chapter 1: Agency Authority, Role and Responsibility

Policy: Mission, Vision, Values
Adopted by Board of Park Commissioners: February 2021

The BPRYCS department's mission, vision and core values were refined and formally adopted at the conclusion of the 2020 Master Plan process. The mission statement defines the purpose of the organization, while the vision statement extends the mission into a vision for the future. The core values centralize our organizations principle beliefs that help staff execute the mission and achieve our vision.

Mission Statement

It is the mission of the Bristol Parks, Recreation, Youth and Community Services Department to deliver high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future.

Vision Statement

The Bristol Parks, Recreation, Youth and Community Services Department is an essential department impacting the lives of all Bristol residents by shaping positive public perceptions, fostering cultural unity, creating responsible and healthy citizens, and inspiring advocacy.

Core Values

- **Commitment to Service:** Utilize a responsive, customer-centric, resident-driven professional approach to all areas of service delivery which includes transparency, strong communication and public outreach.
- **Commitment to Partnership:** Develop strong internal and external partners and sponsors to ensure the changing recreation, leisure, and community service needs of a diverse community are being met.
- **Commitment to Diversity, Inclusion and Social Equity:** Ensure every resident feels welcome and has access to high-quality parks and services; regardless of age, ability, ethnicity, gender, sexual orientation and socio-economic status.
- **Commitment to Stewardship and Conservation:** Manage city parks and open space to preserve natural resources and park assets for future generations.
- **Commitment to Fiscal Stewardship:** Engage in strong financial leadership across every level of the organization to ensure all areas of service are administered in a fiscally responsible way.
- **Commitment to Innovation:** Commit to being at the forefront of solution-based problem solving and creativity to address current and future challenges facing the City of Bristol.

Policy: Operational Divisions and Core Functions
Adopted by City Council: Annually

In order to achieve the department's mission, BPRYCS is organized into 6 operational divisions with specific scope of responsibilities and core functions.

Administration is responsible for developing a fiscally responsible department budget that meets the changing and dynamic needs of the community. Administration provides stewardship to the many benefactors of the Parks, Recreation, Youth and Community Services Department which include 8 trust and endowment funds, as well as, the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation. The division is also responsible for over $500,000 of youth services grants including the Drug Free Communities Program and B.E.S.T.-4-Bristol Prevention Coalition. The division interfaces and coordinates with dozens of non-profits, sports organizations, and civic groups that utilize park space for events including the Mums Festival, West End Association Summer Festival, and Veterans organizations - drawing thousands of visitors into the city each year. Administration manages the department master/strategic plans, establishes fundraising events, pursues new funding sources and provides direct project management for the pursuit of CAPRA (Commission for Accreditation of Park and Recreation Agencies) accreditation.

Parks, Grounds and Maintenance Division is responsible for over 730 acres of park land which includes two major active parks with over 100 acres each, eight neighborhood parks, a lighted stadium, an indoor aquatics facility, a veteran's memorial park, and four open space, passive parks. The division is responsible for the upkeep of park amenities including 3 water spray parks, 14 tennis courts (5 lighted), 6 lighted sand volleyball courts, 1 modified pickle ball court, 7 fishing areas, 2 horseshoe pits, 2 bocce courts, 6 basketball courts, 6 pre-school playscapes, an ADA compliant accessible playground, para-fitness course, 4 baseball diamonds, 6 (3 lighted) softball diamonds, jogging path, metered walking path, hiking trails, mountain bike trails, 2 eighteen hole disc golf courses, 2 off-leash dog parks, and a skate park plaza.

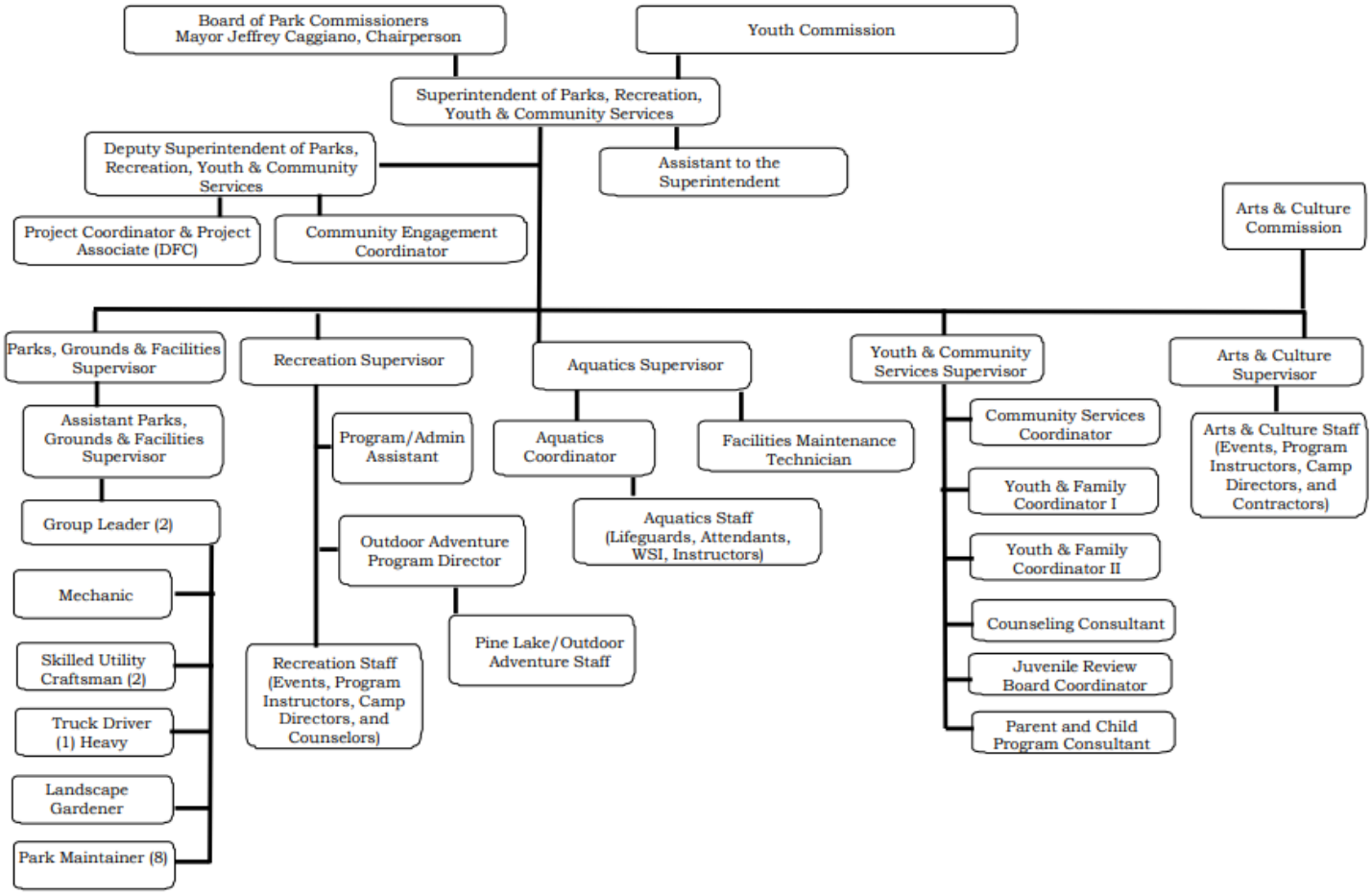
Recreation Division is responsible for administering hundreds of recreational programs and special events throughout the year. A variety of programs are offered; serving the varied interests of Bristol residents from pre-school to senior citizens. This includes popular summer camps, sports clinics, Santa Land Village, and much more. Recreational programs increase physical, social, and emotional wellness and serve to enhance community spirit, as well as, the quality of life for every resident. The former Pine Lake Challenge Course was rebranded as the Pine Lake Adventure Park, and re-aligned within the recreation division in order to provide a well-rounded recreational and outdoor adventure-based experiential learning program.

Aquatics Division is responsible for the oversight of the Dennis Malone Aquatics Center and two outdoor park pools at Page and Rockwell. The division offers seasonal memberships and daily passes for thousands of patrons annually. An extensive American Red Cross Learn to Swim program is offered at all 3 facilities; annually teaching thousands of Bristol youth this critical life skill. In addition, the division offers water fitness programs, training classes, recreational swim teams, special events, and more. The Dennis Malone Aquatics Center is also host to Bristol Central High School/Bristol Eastern High School Swim Teams, St. Paul and Lewis Mills Swim Teams, private rentals and Bristol Health for water therapy.

Youth and Community Services Division is responsible for the coordination of a comprehensive community-based youth services bureau and the delivery of essential life services for Bristol residents in need. The Bureau strives to enhance the networking and support between family, school, peer and community environments. Direct services including juvenile diversion programming, individual and family counseling, outreach support, crisis support and case management, youth employment training and positive youth development opportunities. Community Services provides adults with critical information and referrals to available community and state resources. Advocacy and referrals are made for housing, mental/physical health, medical insurance, state benefits, and utilization of the statewide 211 resource. Short term case management and support is provided to individuals in transition and/or emotional distress. One-time assistance is available to residents descending into a long-term crisis or life altering circumstances. In July 2020 the Parent and Child Center formally housed with Bristol Health merged into the Youth and Community Services Division.

Arts & Culture Division is responsible for administering comprehensive year-round arts and culture programs and events for the community, including the annual Rockin' at Rockwell Summer Concert Series. This division serves as the liaison between the Arts & Culture Commission and the Parks, Recreation, Youth & Community Service Department, making projects, initiatives and Commission events a seamless and cohesive process. Another key aspect of this division is ensuring all voices of the Bristol community are heard and amplified. Examples of this work include the annual Community Conversations event and 2021's inaugural Hispanic Heritage Month Concert. This division anticipates continued collaboration with the City's Diversity Council, Interfaith Coalition, and local business partners to bolster cultural awareness and celebration throughout the community. Not only is arts and culture a means of communication and creative expression, but also a way of preserving our history. This division will manage all aspects of the Rockwell Theater inside the Memorial Boulevard Magnet Arts School, providing the community with a diverse and dynamic performing arts and visual arts program.

Policy: Organizational Chart
Adopted by City Council: Annually



Policy: Goals and Objectives
Adopted by City Council: Annually

BPRYCS Department Goals and Objectives are formally codified every year in the City of Bristol budgeting process. Narratives are submitted to the Comptroller's Office and published in the *City of Bristol Annual Adopted Budget Book*. Narratives include:

- Division Narratives
- Fiscal Year Goals and Accomplishments
- Summary of Fiscal Year Budget
- Next Fiscal Year Goals
- Long Term Goals
- Performance Measures

Goals and objectives are reviewed annually by Division Supervisors and the Superintendent and are connected back to the department's overarching goals from the *City Wide Parks, Recreation, Youth and Community Services Master Plan* and *Strategic Plan*.

(Source: City of Bristol Annual Adopted Budget Book available at www.bristolrec.com).

Policy: Citizen Advisory Boards and Commissions source to website or include in manual?
Adopted by Board of Park Commissioners: November 2021

The work of the BPRYCS Department is supported and guided by 3 City Commissions including a policy (1) Board of Park Commissioners, and an advisory (2) Youth Commission and (3) Arts and Culture Commission. Citizen board members are appointed by the Mayor and City Council and serve 3 year terms. All commission meetings are open to the public. While the Superintendent or his/her designee sets board agendas, commissioners may also request to have an item placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. The Assistant to the Superintendent serves as the board liaison assisting commissioners with board schedules, packets and other logistics as required.

(1) Board of Park Commissioners

The Board of Park Commissioners was established in 1913 to provide stewardship and policy oversight of the Parks Department. The commission consists of the Mayor as an ex officio, chairman, six commissioners, a City Council Liaison and a Board of Finance Liaison. The Board of Park Commissioners meets the 3rd Wednesday of every month at 6:00 p.m. (unless otherwise noted). In order to thoroughly vet policy, 3 sub-committees comprised of board members (as assigned by the Mayor) are established and convene on an as needed basis. This includes:

- **Policy Committee:** To act as the policy development committee responsible for: Annually reviewing and approving the Policy Manual, reviewing Superintendent's policy change recommendations, introduces new policies for staff to develop, assists with conduct of research regarding policies under consideration by the board, assists with review and approvals of CAPRA accreditation reports, and may review and make policy determination on special projects, requests or initiatives.
- **Finance Committee:** To act as the fiduciary committee responsible for: Reviewing financials on a monthly basis, providing input and approving the Superintendent's annual operating and capital improvement budget, reviewing and modifying park use fee schedules as appropriate, reviewing trust fund reports and evaluating requests to utilize trust funds for qualifying capital improvement projects, and providing input into department Business Plans as appropriate. May provide input into other financial issues throughout the year as needed.
- **Fund Development Committee:** To act as the philanthropic committee responsible for: Partnering with staff to institutionalize philanthropic processes, provides input and approves the annual Fundraising strategy and goals, cultivating partnerships and community relationships, assisting with securing sponsorships and donations, providing input on and assisting with fundraising events or initiatives as requested by staff.

(2) Youth Commission

The Youth Commission was established in 1978 to study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. The commission shall analyze the

needs and shall make recommendations to the Mayor and the City Council regarding the programs and policies available to serve those needs.

The Youth Commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third (1/3) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families. The Youth Commission meets 6 times a year, every other month on the 2nd Wednesday of every month at 6:15 p.m. (unless other noted).

(3) Arts and Culture Commission

The Arts and Culture Commission was established in 2018 to encourage tourism, entertainment, and arts in order to foster the development of community pride and improve the quality of life for Bristol residents by promoting community activities and showcasing Bristol's cultural events; make recommendations to the Mayor and City Council concerning the financial sponsorship of various activities and events and investigate other means of securing funding for commission activities such as paid advertising and grant opportunities. Coordinates the publication of a community calendar of events and any other appropriate publications which will showcase the large number of quality arts, cultural, tourism and family-oriented activities occurring locally.

The Arts and Culture Commission shall consists of seven (7) members. A chairperson, vice-chairperson, and secretary shall be elected by members of the City Arts and Culture Commission from among their members. The Arts and Culture Commission meets the 1st Wednesday of every month at 6:00 p.m. (unless other noted). In order to assist the Arts and Culture Supervisor administer special programs, 2 advisory sub-committees were established and convene as needed. This includes:

- **Cultural District Committee:** In 2022 the City of Bristol obtained a Cultural District Designation for the downtown area established by the Cultural District Committee. Per state requirements the Cultural District committee will meet a minimum of once per year with responsibilities to annually review and approve the elements and assets of the cultural district.
- **Duck Race Committee:** The BPRYCS Department took over coordination of the Duck Race from the Central Connecticut Chamber of Commerce in 2022 with event proceeds benefiting the Arts and Culture Commission. To assist the Arts and Culture Supervisor with the event an advisory subcommittee consisting of community volunteers and a representative from the Arts and Culture Commission was convened. Responsibilities include assisting with event logistics, selling tickets, securing donations, and other volunteerism to support the event.

Policy: City of Bristol Charter Sec. 43: Department of Parks and Recreation
Adopted by City of Bristol Residents: Founding of the City in 1911

A municipal charter is the basic document that defines the organization, powers, functions and essential procedures of the city government. The charter is, therefore, the most important legal document of any city. Section 43 of the City of Bristol Charter covers the Department of Parks and Recreation.

Sec. 43. - Department of parks and recreation.

(a) The public parks and playgrounds of the City of Bristol existing and maintained or which may be established or maintained by said city, or, which may be assigned by the city council, whether within or without the corporate limits of the city, together with all park property which may be acquired, shall be under the general care and control of the board of park commissioners. Said board shall consist of the mayor as a member ex officio and chairperson of the board, and six commissioners.

(b) As each commissioner completes the commissioner's term, the mayor shall nominate and the council shall appoint a commissioner who will serve for three years, and all commissioners thereafter appointed will hold office for three years or until a successor shall be appointed.

(c) All nominations and appointments for full three-year terms shall be made in the month of December next preceding the expiration of the term of any commissioner, and such appointments will take effect on the first of January following the appointment.

(d) In the case of a vacancy, a successor shall be nominated by the mayor and appointed by the council in the next month after the vacancy occurs. Such successor shall take office on the first day of the ensuring month and shall serve out the unexpired portion of the term.

(e) The board of park commissioners shall elect from its membership a vice-chairperson who shall act as chairperson in the absence or disability of the mayor. The board shall elect a secretary, who, at the discretion of the board, may be one of its members. At all meetings, four members of the board shall constitute a quorum for the transaction of business. No member of the board of park commissioners shall receive compensation, but each commissioner shall receive actual disbursements for necessary expenses in the performance of any duty imposed upon the commissioner by direction of said board. Said board shall have the care, management and control of all parks and playgrounds of the city and of all constructions thereon and it may give proper designating names thereto. Said board shall have power to lay out and improve, with walks, drives and roads, the parks and other property thus held and acquired, and shall have the power to build necessary culverts and bridges and to drain, plant and otherwise, at their discretion, to improve and adorn such properties thus held or acquired. It may erect such buildings as may be needed for the use, protection and refreshment of the public, provided no expenditure shall be made in excess of the amount appropriated by the board of finance for the use of the parks or otherwise provided. It shall recommend to the city council rules, regulations and ordinances necessary to the maintenance of such parks and for safety and order therein. The board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the superintendent of parks and recreation's position to be approved by the city council.

(f) Said board shall have exclusive power to make rules and bylaws for the ordinary transaction of business and shall keep proper records and books of account, subject to the supervision of the board of finance. Books of account and record shall, at all times, be open to the inspection of the mayor

and city council and to the board of finance and shall be subject to annual audit by the proper municipal officials.

(g) Said board shall have sole power to determine the places in said parks, grounds and other property under their control, where sewer, gas and water pipes shall be laid, and no trench for such purposes shall be opened without written consent from said board. No telegraph, telephone or electric light, or other wires or posts or supports therefor shall be erected in, upon, through or over said park or parkways without the consent in writing of said board.

(h) The superintendent of parks and recreation shall be nominated by the mayor and appointed by the city council for a term of four years. The mayor shall notify such superintendent of parks and recreation at least one month prior to the expiration of the term in writing that such person will or will not be re-nominated. Notwithstanding the provisions of this section, the full-time superintendent of parks and recreation in office on the effective date of this section shall continue in office until the expiration of the term. The superintendent of parks and recreation shall be (1) a graduate of a four-year college or university with a degree in parks and/or recreation or related field and shall have at least two years of administrative experience in parks and recreation or park planning and development, or (2) shall have had at least six years administrative experience in the park and recreation field and two-year college degree in parks and/or recreation or related field. Under the direction of the board of park commissioners and subject to the approval of the city council, the superintendent of parks and recreation shall exercise general supervision over the public parks and the public recreation program, shall be responsible for the efficiency and discipline and conduct of the department of parks and recreation and shall appoint and remove such deputies, assistants and employees as the superintendent of parks and recreation may deem necessary. The board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the superintendent of parks and recreation's position to be approved by the city council.

(i) Property heretofore and hereafter acquired for squares or highway parkways, grass parks or plots at street intersections, and between travelled ways and highways not on park properties, shall be under the general care and control of the director of public works. In the event of doubt whether any portion of city properties shall properly be under the care of the board of park commissioners or of the director of public works, the city council shall determine such question. It shall, in its discretion, have power to lease any buildings or land for a term not to exceed three years, and to dispose of timber, gravel and stone.

(j) Rents, profits or income from properties acquired for park or playground purposes shall be paid into the city treasury to be placed at the disposal of the board of park commissioners as an addition to the annual appropriation, unless otherwise provided by the terms of acceptance by the city council.

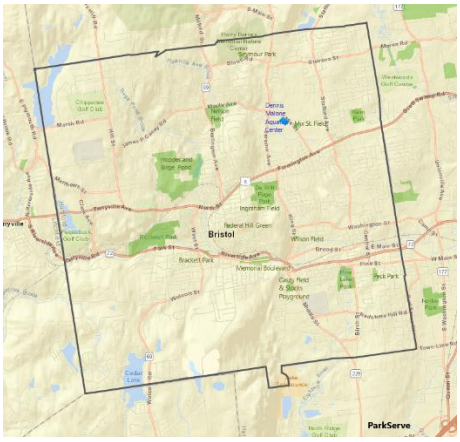
(k) The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same, and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such enclosures, ways, parkways, roads, or places.

(l) A listing of the city-owned property, under the care of the board of park commissioners, is on file in the office of the town and city clerk. Said board shall have the general care and control of that real property cited above and any additions as may be acquired by the City of Bristol from time to time.

(m) The City of Bristol shall have power to acquire and hold real estate or other property for the purpose of establishing or enlarging public parks and squares for boulevards and parkways or for the improvement or ornamentation of parks and playgrounds or for the establishment or maintenance therein of museums, gardens, collections, monuments, statues, fountains or other works of art, by condemnation or by contract, and to accept conveyances of any such properties and to receive gifts, donations or devises of land or other property upon such conditions as may be prescribed by the grantors or devisors and accepted by the city council. Said properties may be so acquired by a vote of the city council, which shall first submit a proposal to acquire the same to the board of park commissioners and the city planning commission for recommendations and to the board of finance for advice and counsel concerning the effect of acceptance of such gift or gifts upon taxation. No such vote of the city council shall go into effect before fourteen days from the date of its publication in a newspaper of general circulation in the city. If, during such fourteen days, a petition signed by at least ten per cent of the qualified electors protesting against such acceptance is filed, the council shall submit the question of such acceptance to the vote of the electors of the city, either at the next general municipal election or at a special election called for that purpose and, if such question shall be so submitted to the electors, such vote of acceptance by the city council shall not go into effect unless a majority of the qualified electors voting thereon shall vote in favor thereof. The sufficiency of such petition shall be determined, the election ordered and conducted, and the result declared as provided in section fifty hereof, so far as such provisions are applicable.

(Amend. eff. 11-9-77; Amend. eff. 11-9-83; Amend. eff. 11-7-89; Amend. eff. 12-8-11; Amend. eff. 12-5-13)

Policy: Jurisdiction
Adopted by City Council: date of founding of parks department



The BPRYCS Department and Board of Park Commissioners has been given jurisdiction over all public park areas and open spaces within the corporate boundaries of the City of Bristol per City Charter. The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same, and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such enclosures, ways, parkways, roads, or places. A listing of the city-owned property, under the care of the Board of Park Commissioners, is on file in the office of the town and city clerk. Bristol, Connecticut, Municipal Code, § 43, (a), (k), (l).

Parks and Facilities (under BPRYCS Jurisdiction)

The BPRYCS Department is responsible for the stewardship of over 730 acres of city parks and open space including:

Brackett Park – Two acres purchased from Carlyle F. Barnes in 1917 and later named for Dr. A. S. Brackett who was instrumental in securing the purchase. Entrances are located on School Street and North Main Street. Facilities: Basketball court, gazebo, enclosed toddler playground, and memorial garden. Goodsell Toddler playground was established in 1974.

Casey Field – Nine acres transferred from the Sewer Department in 1950 and later named for former Mayor James P. Casey. The entrance is located on Lake Avenue. Facilities: Lighted softball field, parking, and youth football facility.

Dennis Malone Aquatics Center - Built in 1995 and named after Superintendent Dennis Malone, located on Mix Street. Facilities: Indoor swimming pool which offers daily and seasonal memberships, as well as, swim lessons, water exercise programs, swim teams, and rentals.

E.G. Stocks Playground – One and a half acres transferred from the Sewer Department in 1954 and later named for former Superintendent of Parks, E. Gordon Stocks. The entrance is located on Middle Street. Facilities: Basketball court, regular playground, four lighted sand volleyball courts, restrooms, pavilion shelter, and water-spray park. The facility received a major renovation in 2006.

Federal Hill Green - Two acres, designated park controlled when the Board of Park Commissioners was formed in 1913, located at Maple Street and Queen Street. Facilities: Community green area, lighted walkway, regular playground, playfield, gazebo and park benches. Riordin Toddler Playground was established in 1974.

Hoppers/Birge Pond Nature Preserve – Two hundred and seventy acres acquired in 1973 and located off of Beech Street and Ambler Road. Facilities: Open space with geological kettles, hiking paths, boardwalk, fishing pond, and kayaking and canoeing.

Kern Park – Twenty-two acres deeded to the City in 1966, Kern Park is a larger parcel which now consists of Ivy Drive School to its north. The park is named after long time Park Commissioner Herbert L. Kern and is currently a passive recreation area with nature trails connecting the school grounds to surrounding neighborhoods, wetlands and upland habitats.

Mix Street Field – Ten acres of land provided by the New Britain and Bristol Water Departments in 2014. Facilities: Lighted softball field and multi-use youth field.

Muzzy Field – Eight and a half acres given in 1912 by Park Commissioner Adrian Muzzy in memory of his two sons. The field is located on Muzzy Street. Facilities: Lighted baseball, football, and soccer stadium complex with a seating capacity for baseball-4,900 and football/soccer-5,800.

Nelson Field – Fifty acres acquired in 1988 under the Recreation and National Heritage Trust Program and the State of Connecticut D.E.P. The entrance is off Burlington Avenue. Facilities: Parking, passive recreation and sledding hill.

Page Park – Eighty-six acres given by DeWitt and May Rockwell Page in 1933. Entrances are located off King Street, Moody Street, Page Avenue and Woodland Street. Facilities: Outdoor swimming pool, boundless playground, fishing lagoon, 18 hole disc golf course, rain garden, water spray park, picnic areas, five lighted tennis courts, lighted softball field, hardball diamond, horseshoe pits, basketball court, pavilion and lodge buildings which house arts and camp programs through the year. Ingraham Field (a section of Page Park): Eight acres given in 1936 by Edward Ingraham. The entrance is off Woodland Street. Facilities: Playfield located within confines of Page Park.

Peck Park – Eight acres transferred from the Board of Education to the Parks and Recreation Department in 1976. It was developed and constructed through Community Development funding and completed in 1977. A trust fund was established to help maintain the park under the will of Constant Y. Peck. Entrance is located on Daley Street, additional parking at Greene-Hills School. Facilities: Four tennis courts, regular playground, and youth softball and t-ball fields.

Pine Lake – Fifty four acres acquired from the Conservation Commission on May 27, 1968. The entrance is located off Emmett Street, Pine Street, and Birch Street. Facilities: Fishing pond, accessible fishing pier and parking lot, ropes challenge course, and

Bristol Soccer Club Facility. The Pine Lake Challenge course became part of the purview of the Parks and Recreation Department in 2019 when the Youth Services Department merged.

Quinlin Veterans Memorial Park – Located on Broad Street. Acquired through the City Council in June of 1979.

Roberts Property Park– Seventeen acres of city open space was acquired by the City Council in August 10, 2004. The site was studied for a multi-use sports complex but the project was never completed. The facility is currently an off-leash dog park and walking trail.

Rockwell Park – One hundred and five acres given by Albert and Nettie Rockwell in 1911. Entrances are located off Jacob Street, Dutton Avenue, Park Street, and Terryville Road. Facilities: Lagoon, fishing pond, regular playground, toddler playground, outdoor swimming pool, water-spray park, 18 hole disc golf course, picnic areas, basketball court, para-fitness course, multi-purpose field, walking/hiking trail, mountain bike trails, pavilions, dog park, concrete skate park plaza, and lighted sand volleyball courts. Fraser Field (section of Rockwell Park): Given by Albert Rockwell in 1914 and later named for former Park Superintendent, Willis P. Fraser. The entrance is located on Park Hill Road and Terryville Road. Facilities: Four little league fields for McCabe-Waters Little League.

Seymour Park – Five acres acquired through the estate of George Dudley Seymour in 1971. The park is located on Shrub Road next to Barnes Nature Center. Facilities: Hardball diamond (Riley Field), basketball court, two tennis courts, picnic area, and regular playground. Riley Field was dedicated to former Superintendent Sarge Riley in 1974.

Veterans Memorial Park and Boulevard – Twenty five acres given in 1921 by Albert Rockwell along with the school property. The entrance is located off Main Street, South Street, and Riverside Ave. Facilities: Passive recreation parallel to the Pequabuck River with benches, two fishing ponds, memorial monuments, parking, multi-use athletic field and walking path with mile markers. The Parks Department assumed maintenance responsibilities of the Memorial Boulevard fields in June 2013. The tennis courts were closed down in 2016 due to their condition.

Wilson Field - Two acres given by Bristol Brass Corporation in memory of Albert Wilson in 1950. The playground is located on King Street. Facilities: Regular playground, youth softball field and basketball court.

Policy: Policies and Standard Operating Procedures
Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department Policy Manual was established in 2006 by department personnel in conjunction with the Board of Park Commissioners. The Policy Manual provides guidance and direction for department personnel in order to carry out their work and achieve the department's mission. While policies can be introduced or modified throughout the year, the Policy Manual is formally reviewed and adopted by the Board of Park Commissioners on an annual basis.

Policy Approval Structure

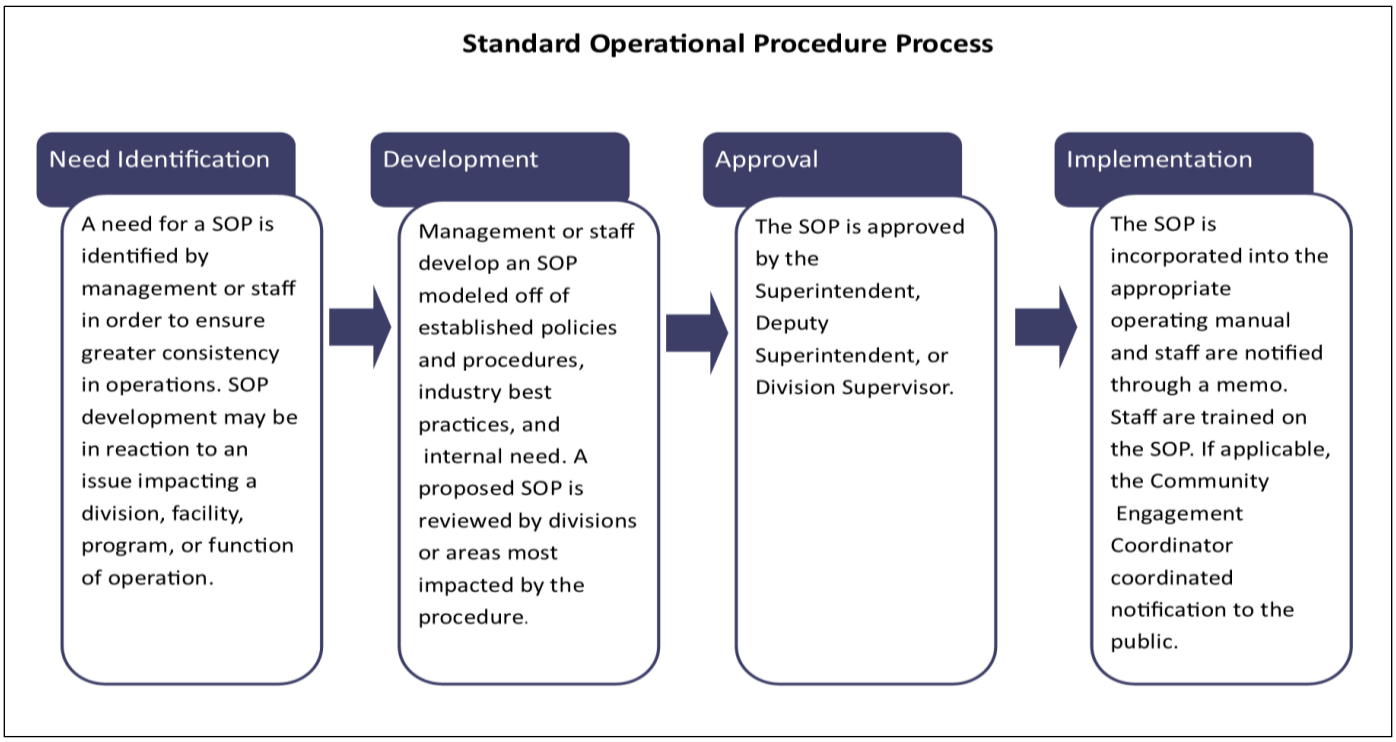
Steps	Phase	Actions
1	Initiation	A new policy or policy revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and development of a policy incorporating industry and national best practices, policies adopted by similar agencies, and other data relevant to the policy creation. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified policy to the Policy Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption.
4	Publication & Management	Newly approved policies are incorporated into the Policy Manual and communicated out to department personnel. Training on the new policy may be provided to staff as appropriate. New policy is monitored for success in achieving desired outcomes.

Policies Requiring Ordinance Change

Policies that require ordinance changes are referred by the Board of Park Commissioners to the City of Bristol Ordinance Committee. The Ordinance Committee review the policy and may seek input from other departments impacted by the policy. A public hearing is scheduled regarding the proposed ordinance. Following the public hearings the Ordinance Committee votes to oppose the change or refer it to the City Council for final approval. The City Council votes to approve or oppose the ordinance change. Should the ordinance be approved, it goes into effect two weeks following council approval.

Standard Operating Procedures

A Standard Operational Procedure (SOP) is a rule or process established by the Superintendent, Deputy Superintendent, or Division Supervisor that typically impacts the operation or use of a specific area, such as a division, facility, program, or function. SOPs are designed to support the staff in executing the department's mission through detailed operational instruction. SOP's are the responsibility of the Superintendent or designee and do not require Board approvals. SOP's do not supersede federal, state, and/or local laws, Board of Park Commissioner policies, or administrative policies, rules and regulations, but may provide more clarification to these governing rules.



Policy: Operational Coordination and Cooperative Agreements
Adopted by Board of Park Commissioners: October 2022

BOE MOU for theater and school fields?

Chapter 2: Planning

Policy: Overall Planning Function within the Agency
Adopted by Board of Park Commissioners: October 2022

Policy: City Wide Parks, Recreation, Youth & Community Services Master Plan
Adopted by Board of Park Commissioners: February 2021

In 2020, the BPRYCS Department retained the services of *Activitas* and *Pros Consulting* to guide the staff and Board of Park Commissioners in the formation of the first *City Wide Parks, Recreation, Youth & Community Services Master Plan*. The overarching goal of the plan was to identify current and future needs for the City of Bristol to help guide the Department for the next 5 to 10 years. Additional goals that were codified in the master plan include:

- Gain a better understanding of community needs
- Identify gaps of service, programs and facilities not currently being met
- Identify future trends and benchmarking through the National Recreation and Parks Association and other standards
- Creation potential park renovation/improvement designs for future development with estimated associated costs for such improvements
- Address plans for deferred maintenance
- Define future Capital Improvement Projects as well as staffing/equipment needs to meet recreation and park objectives
- Guidance in the prioritization of projects
- Develop a phased plan for ADA Compliant Upgrades
- CAPRA Accreditation Review

In order to achieve these goals, the following tasks were completed:

- Review and research of existing documentation to build upon what has been previously developed
- Comprehensive, systematic community engagement process
- In-depth site analysis for all of the city parks
- Review each park for ADA compliance and provide recommendations where necessary
- In-depth comprehensive site plan for Page Park
- High level overview of Board of Education facilities
- Inventory of existing city park assets and review of city open space and properties
- Identify and recommend programming and maintenance plans
- Identify sustainability plans and green initiatives
- Recommendations for aggressive and sustainable funding sources

The *City Wide Parks, Recreation, Youth & Community Services Master Plan* process was conducted during the COVID-19 pandemic. Therefore, the process was slightly altered due to the inability to conduct in-person public meetings, and focus group interviews, however, by use of virtual meetings, the process was able to be altered in order to achieve the same result that would have occurred without the pandemic. Best practices dictate that a system wide master plan should be conducted every ten years. The BPRYCS department will endeavor to retain a professional firm for a new Master Plan in 2030.

(Source: City Wide Parks, Recreation, Youth & Community Services Master Plan available at www.bristolrec.com).

Policy: Parks, Recreation, Youth & Community Services Strategic Plan
Adopted by Board of Park Commissioners: November 2021

In March 2021, BPRYCS initiated a strategic planning effort to establish a road map for the department's internal operations through 2024. The *Strategic Plan* serves as the implementation tool to execute the community's vision for BPRYCS established in the *City Wide Parks, Recreation, Youth & Community Services Master Plan.* The 5 focus areas of strategic work for the 2022-2024 plan include:

- **Park & Facility Development**
  - Develop a comprehensive capital improvement and outlay plan that addresses deferred maintenance, ADA transition and supports healthy expansion
  - Implement site specific master plans for every park across the system in order to plan for the future
  - Establish and engage in processes that amplify and empower diverse community voices for the design and development of park and facility improvements
- **Park & Facility Management**
  - Establish and implement maintenance standards for all parks, facilities and infrastructure within the system
  - Define and implement best practices for parks, grounds and facilities maintenance
  - Increase public access to recreational and park spaces through critical community partnerships including the Board of Education
- **Programs & Services**
  - Align program offerings with the needs and priorities of the community
  - Define core programs and services to effectively balance the need for cost recovery with affordable access
  - Clearly define, track, and utilize participant outcomes to report on success and future programming development
  - Build a comprehensive volunteer program to engage residents and enhance program delivery
- **Financial & Budgetary Development**
  - Administer a transparent financial planning process that amplifies the voices of staff, stakeholders and the broader community
  - Research, propose and pursue alternative funding sources to support the work of the department
  - Review and update department fee schedules on an annual basis reflecting both market trends and community goals
- **Policies & Practices**
  - Annual review of Policy Manual with new policies established to meet CAPRA Accreditation
  - Continue to strategically invest in department staff to develop highly qualified and technically skilled professional team
  - Enhance public awareness of the department through the development of a strategic marketing plan and the implementation of new technology

A new strategic planning process will commence in 2024 to build the 2025-2027 Strategic Plan.

(Source: Parks, Recreation, Youth & Community Services 2022-2024 Strategic Plan available at www.bristolrec.com).

Policy: Community Engagement Plan
Adopted by Board of Park Commissioners: May 2022

Aligned with BPRYCS Department mission and vision to deliver high-quality services and facilities while shaping positive public perceptions, the BPRYCS Department has adopted a formal Community Engagement Plan (CEP) to be utilized in design and development of public parks and recreational amenities. The plan provides the Community Engagement Process framework, engagement toolkit, and explicitly identities methods of engagement for the inclusion of diverse perspectives. A CEP helps build trust among community members and the department, increases civic participation, develops a community's sense of ownership over park spaces, decreases unforeseen conflicts or problems, and creates an overall higher-performing public parks and recreation agency that is reflective of the community.

Community Engagement Process Framework
The Community Engagement Process framework provides the roadmap by which department staff will interface with and intentionally solicit feedback from the residents of Bristol.

Figure 1. Community Engagement Process Framework

Phases of Community Engagement	Examples
Planning	• Develop project description, budget, and scope. • Establish a timeline for engagement that is aligned with project time frame • Define engagement spectrum (inform, consult, or collaborate) • Select engagement tools applicable to the project (note: there is no one size fits all). • Identify engagement venues and reserve space if needed. • Assign staffing for community engagement activities • Develop the engagement materials (i.e. surveys, handouts)
Communications	• Develop media releases (social media, press release, newsletter, flyers) to communicate engagement opportunities, schedules and timelines. • Prepare schedule for communicating results of the community engagement activities.
Implementation	• Execute the planned community engagement activities • Utilize established tools to properly collect data.
Analysis	• Review and analyze the results of the community engagement activities.

Reporting	• Develop a community engagement project report that reflects the findings and any analysis completed from the process. • Communicate the results with staff, boards/commissions, elected officials, and the public as appropriate.
Evaluation	• Review and evaluate the success of the community engagement process. • Document the challenges and successes of the engagement process. Define improvements for future processes.

Community Engagement Toolkit

Whereas the Community Engagement Framework outlines the process by which staff will conduct public engagement, the toolkit provides a menu of options and methods for collecting data. There is no "one size fits all" for community engagement and thought needs to be put into which tools and methods are needed for a specific project. Where possible, a mixed methods approach is desirable in order to vary the collection methods to capture different audiences.

Figure 2. Community Engagement Toolkit

Collection Method/Instruments	Description
Focus Group	• Organize a small group of stakeholders to discuss the project and provide input. Focus group recruitment should be intentional with specific users identified.
Tabling	• Set up a table on a BPRYCS or community special event to discuss the project. Posters or visuals should be available. QR codes and integration of technology for feedback should also be included.
Interviews	• Conduct 1-on-1 interviews with specific stakeholders of the project.
Public Meeting	• Hold a public meeting to allow community members to discuss, provide input and review plans. Meeting locations should vary and ideally be held in walking distance to the end users.
Online Survey	• Develop an online survey utilizing survey monkey to ask questions and gather quantitative data.
Social Media	• Utilize BPRYCS social media pages to solicit feedback, engage in voting
Knock doors/house visits	• Staff representatives can go door to door with materials for area neighbors to hand

	out information and solicit informal feedback into projects directly impacting them.

Inclusion of Diverse Perspectives

Ensuring the community engagement process is inclusive and meaningful requires thoughtful and deliberate planning to ensure our city parks and recreational amenities are created by the people they are intended to serve. Community engagement attempts can fail to truly represent when people that experience inequities, high risk living in poor environments and/or experiencing negative health outcomes (e.g. people of color, low-income neighborhoods, people with physical and cognitive disabilities, etc.) are not engaged.

During the community engagement planning process, staff should identify potential stakeholders and community groups that should be included in the data collection. Where possible, representatives from those communities should be contacted to see if there are interested parties to participate in the engagement activities. Community engagement planners should consider going to organizations with connections to diverse populations (BARC, NAACP, and Interfaith Coalition for example).

Demographic information should be collected at each of the community engagement activities. Data should be reviewed and included in the final reports in order to determine if the demographics reflect the larger community. Data should inform deficits in which community groups were missing from the engagement activities and then plans developed for future engagements.

(Source: NRPA Parks for Inclusion Policy Guide, NRPA Community Engagement Resource Guide)

Policy: Americans with Disabilities Act (ADA) Transition Plan
Adopted by Board of Park Commissioners: May 2022

In order to achieve the department's vision to impact the lives of all Bristol residents, further its core value of commitment to diversity, equity and inclusion, and meet the legal requirements of the Americans with Disabilities Act (ADA); BPRYCS has developed a comprehensive ADA Transition Plan.

Site accessibility deficiencies and compliance issues are well documented within the *City Wide Parks, Recreation, Youth & Community Services Master Plan.* Millions of dollars' worth of upgrades are estimated to be required to address the deficiencies and even more for universal design access. Recognizing that work cannot be completed overnight, the ADA Transition Plan details the methods to be used to ensure compliance with ADA accessibility requirements. The ADA Transition Plan includes the following components:

- Overview of ADA and its Relationship to Other Laws
- Designation of Responsibility
- Agency Self-Evaluation
- Communications, Information & Facility Signage
- Building Facilities and Related Parking Lots
- Pedestrian Facilities/Public Rights-of-Way
- Public Outreach
- Public Notice of ADA Requirements and Grievance Procedure
- Progress Monitoring and Transition Plan Management

In accordance with 28 CFR 35.107(a), BPRYCS has designated the Deputy Superintendent as the department's ADA Title II and Transition Plan Implementation Coordinator, to oversee the department's policies and procedures, monitor the department's progress and manage review and updates of the transition plan in conjunction with the formal approvals of the Board of Park Commissioners.

(Source: ADA Transition Plan available at www.bristolrec.com).

Chapter 3: Organization and Administration

Policy: Internal Communications
Adopted by Board of Park Commissioners: October 2022

BPRYCS leadership strives to ensure department staff receive timely and up-to-date communications regarding department happenings, policy changes, and general expectations. Supervisors engage in a variety of means of internal communication on a regular basis. The communication matrix demonstrates how internal communications are managed within the agency.

Communications Matrix

Communication	From	To	Frequency	Delivery Media
General Updates & Highlights	Superintendent Deputy Superintendent Community Engagement Coordinator	City Officials, Board Members, & All Staff	Once a week Monthly report	Weekly Emails Monthly Report Document Weekly newsletter Monthly division updates at leadership meeting
Important Documents & Forms	Superintendent Deputy Superintendent Community Engagement Coordinator Assistant to the Superintendent Division Supervisors	All Staff	As needed	City Intranet, MyREC employee classroom, Shared "O" Drive, Marketing Toolkit
Urgent Issues	Front end administrative staff, Superintendent, Deputy Superintendent, Division Supervisors/Coordinators	Division Supervisors, coordinators or appropriate front line staff member	As needed	Verbal (phone/radio/face-to-face), with follow-up email as needed
Policy Changes	Superintendent Deputy Superintendent	Leadership Team & full time employees	As needed	Formal Memo circulated by email, information boards, and face-to-face at leadership meetings
Budget Usage	Superintendent Deputy Superintendent Asst. to the Superintendent	Leadership Team	Monthly & as needed	Email, & Munis report at leadership team meetings
Special Presentations	Superintendent Deputy Superintendent Community Engagement Coordinator	Boards & Commissions (Parks, Youth, Arts & Culture),	Annually & as needed	PowerPoint presentations, posted on website for

	Division Supervisors	Board of Finance, City Council, Commission of Persons with Disabilities		internal/external access
Skill Building & Professional Development	Leadership Team External facilitator	All staff	Quarterly, monthly & as needed	In-person division specific trainings, webinars,

General Updates & Highlights: The Superintendent compiles weekly updates on department happenings and sends them to all commissioners (Board of Park Commissioners, Youth Commission, and Arts & Culture Commission) as well as City Councilors and department staff. The emails highlight major staff work accomplishments, upcoming events and important dates. Additionally, Division Supervisors prepare a monthly report that includes qualitative and quantitative data on their programs, events, and services. The monthly report is included in commission board packets as part of the agenda. Division updates are also shared by the supervisors at the monthly Leadership Team meetings as a means to communicate important happenings and upcoming dates with colleagues. Finally, the Community Engagement Coordinator prepares a weekly newsletter that is emailed to our external users through Constant Contact; department staff are also signed up for the newsletters as another means of receiving general information on department happenings.

Important Documents & Forms: Staff utilize a shared "O" Drive for storing, sharing and updating work files and important documents. Staff also have access to a City Intranet where general human resources/benefits/access forms are stored. The Community Engagement Coordinator also maintains a marketing toolkit through the "O" drive where department programming staff can access templates for press releases, flyers, and other marketing materials to aid in the marketing of their programs, events and services. Finally, an internal employee classroom is maintained by Division Supervisors for part time/seasonal staff to access various forms, paperwork and training materials associated with their position.

Urgent Issues: In the event of an urgent or pressing issue, the department staff member receiving the issue will inform the appropriate supervisor or staff member in person, over the phone, or via the Parks radio system depending on the nature of the situation. Follow-up emails are also sent in the event further action is needed. For critical issues staff members inform the Superintendent and/or Deputy Superintendent as soon as possible.

Policy Changes: Policies are reviewed on a regular basis and are added, modified and adopted by the Board of Park Commissioners. The Superintendent and/or Deputy Superintendent may consult appropriate staff members for policy input depending on the nature of the policy. Once the policy has been formally adopted by the Board of Park Commissioners the policy is introduced to impacted department staff through a formal memo. Memos are sent via email, posted in staff common areas on information boards, and communicated in person at leadership meetings.

Budget Usage: Financials are tracked on a regular basis by the Superintendent, Deputy Superintendent, Assistant to the Superintendent and division supervisors. Year to date financials are reviewed monthly as a standing agenda item in the Leadership Team meeting. The Year-to-date financials are also

presented by the Superintendent monthly at the regular Parks, Youth & Arts & Culture commission meetings. Issues with budget usage are communicated to the appropriate supervisor face-to-face, over the phone and/or via email depending on the nature of the issue. The Superintendent provides updates on the fiscal year budget process during the Leadership Team meetings.

Special Presentations: Leadership team members deliver special presentations to the various boards and commissions upon request and as needed. The Superintendent presents the Annual Year in Review presentation which highlights department accomplishments and goals for the year, the Deputy Superintendent presents the Annual CAPRA Update to inform Park Commissioners of the accreditation status, and the Community Engagement Coordinator presents the Annual Fundraising Strategy which highlights fundraising events, amounts, and strategy. The plan is endorsed by the Fund Development Committee of the Board of Park Commissioners. Various department staff are called on to present updates, and special informative sessions on various topics as needed.

Skill Building & Professional Development: Department staff engage in regular professional development opportunities as appropriate to their position in the department. Full time staff attend annual conferences (state and nationally), quarterly trainings, webinars, and other trainings as professional development budgets permit. In addition, in-service trainings, orientations and other staff meetings are held by Supervisors to review expectations and build division specific skills. Quarterly Diversity, Equity and Inclusion trainings are organized by the DEI committee of the department and are mandatory for all full time staff.

Policy: Public Information Policy and Procedure
Adopted by Board of Park Commissioners: October 2022

General parks and rec email inquiries
Media person-erica
Spokesperson for department superintendent or designee

Policy: Marketing and Communications Plan
Adopted by Board of Park Commissioners: October 2022

Re-enforced by the BPRYCS Department's Commitment to Service core value which emphasizes transparency, strong communication and public outreach; a *Marketing and Communications Plan* was developed to guide strategy in achieving the organizations mission and vision. The Community Engagement Coordinator (CEC) is designated as the organizations chief marketing and engagement officer responsible for the execution of the plan. The *Marketing and Communications Plan* includes the following components:

- Press Relationship & Roles
- Public Information & Community Relations
- Social Media Policy
- Branding Guidelines
- Park Ambassador Program
- Email Communications
- Marketing Roles & Responsibilities
- Website Management
- Schedule of Marketing Meetings and Objectives
- Market Analysis
- Marketing Methods

The *Marketing and Communications Plan* is reviewed by the Fund Development Committee of the Board of Park Commissioners and is formally adopted on an annual basis.

(Source: Marketing and Communications Plan available at www.bristolrec.com).

Policy: Marketing Responsibility
Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department offers a comprehensive annual calendar of programs, events, and services that improve the quality of life for Bristol residents. Marketing and communication of department activities is essential in order to properly reach customers and achieve desired goals and outcomes. Although professional communications and marketing of department services is expected of employees at every level of the organization, the Community Engagement Coordinator (CEC) is designated as the organizations chief marketing and engagement officer. In order to ensure clarity of roles with the CEC and programming staff, a Marketing Responsibility policy was developed.

Marketing Roles & Responsibilities

Community Engagement Coordinator Responsibilities	Program Staff Responsibilities
Develop strategy, tools, and training for staff in order to enhance marketing which will increase public engagement in department services: • Design and release weekly department newsletters to all users. • Provide training to staff on marketing techniques, and various software's/platforms. • Lead regular marketing meetings to help educate staff on best practices as well as new tools for marketing. • Create brochure timeline and design/develop department brochure. • Create specific marketing materials for the department as assigned by the Superintendent/Deputy. • Provide advice and consultation on marketing strategy for divisions, events, programs and facilities. • Develop, monitor and evaluate department marketing and fundraising goals in conjunction with the Superintendent/Deputy. • Develop presentations for department boards and commissions to report on metrics. • Maintain and provide recommendations for improvements to the *Marketing and Communications Plan*.	**Utilize the Marketing Tool Kit to:** • Write program/event specific press releases and send to CEC for distribution. • Send emails via constant contact/MyREC for targeted emails • Create social media events for program • Create and *schedule* posts via Social Media. • Create event flyers (to brand standard). Division supervisors to approve before distribution. • Add programs to MyREC including event flyers and other materials. • Engage in targeted recruitment for participants depending on nature of program (i.e. direct calls, emails, tabling). • Provide CEC with accurate and complete program descriptions within the prescribed timelines for the seasonal brochure. Supervisor must approve content before it is sent to CEC. • Regularly uploading photos to "O" drive for use in seasonal brochure and other department marketing. • Coordinate w/Program Admin Assistant to produce physical copies of flyers to display at main office, YS, DMAC, and other venues.

Policy: Utilization of Technology
Adopted by Board of Park Commissioners: October 2022

Samsara policy
Park security camera
Other technology

Chapter 4: Human Resources

Policy: Personnel Policies and Procedures
Adopted by City Council: October 2022

All BPRYCS Department personnel adhere to the policies and procedures established by the Human Resources Department and codified in the *City of Bristol Personnel Policies and Procedures Manual*. The manual includes:

- Equal Employment Opportunities
- Affirmative Action Policy Statement
- Alcohol and Controlled Substances Policy
- Business Travel and Reimbursement
- Dress Standards
- Emergency Closings-Weather Conditions
- Employee Conduct
- Employment of Relatives
- Ethics and Conflict of Interest
- Hiring Procedure
- Information Systems Policy
- Media Relations
- No Smoking Policy
- Orientation
- Payroll Deduction
- Personal Property and Workplace Privacy
- Personnel Records
- Political Activities
- Punctuality and Attendance
- Safety and Health
- Telephone Policy
- Use of City Vehicles
- Work Rules
- Workplace Harassment, including Sexual Harassment
- Workplace Violence Policy
- Family and Medical Leave/Maternity Leave/Military Leave
- Employee Assistance Program
- Retirement Plans
- Workers' Compensation

Staff are also responsible for additional policies and procedures specific to work they may perform in department programs or facilities, codified in *Aquatics Division Manual* and *Summer Camp manual*.

(Source: City of Bristol Personnel Policies and Procedures Manual available at www.ci.bristol.ct.us.com).
(Source: Aquatics Division Manual and Summer Camp Manual available at www.ci.bristol.ct.us.com).

Policy: Recruitment and Promotion Process
Adopted by City Council: October 2022

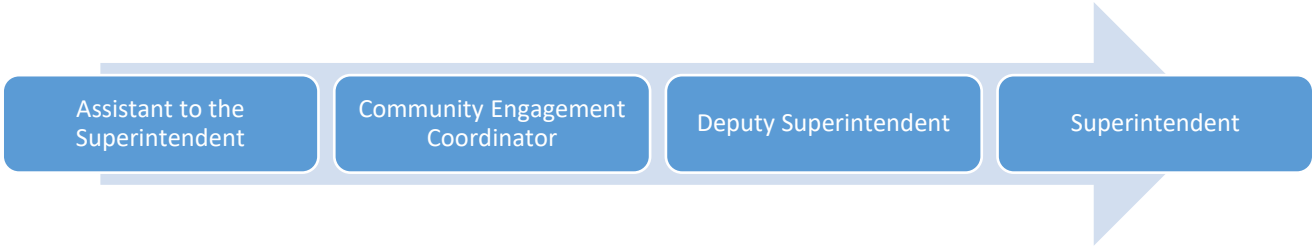
Policy: Leadership Succession Procedure
Adopted by City Council: October 2022

The BPRYCS Department has adopted the following leadership succession procedures to plan for an unexpected incapacitation of the Superintendent or for a planned retirement/resignation of department supervisors. Succession planning is a process of identifying and developing new leaders to succeed current leaders. It is a proactive and systematic investment in building a pipeline of leaders within an organization and identifying strong candidates, so that when transitions are necessary, leaders at all levels are ready to act. The Leadership Succession Procedure does not guarantee advancement to any one individual as qualifications, accomplishments, certifications, interview processes, and other factors will ultimately play a role in final appointments. The plan does create clear trajectories and opportunities for internal advancement within the organization to ensure continuality of the BPRYCS mission of delivering high-quality services and facilities to Bristol residents.

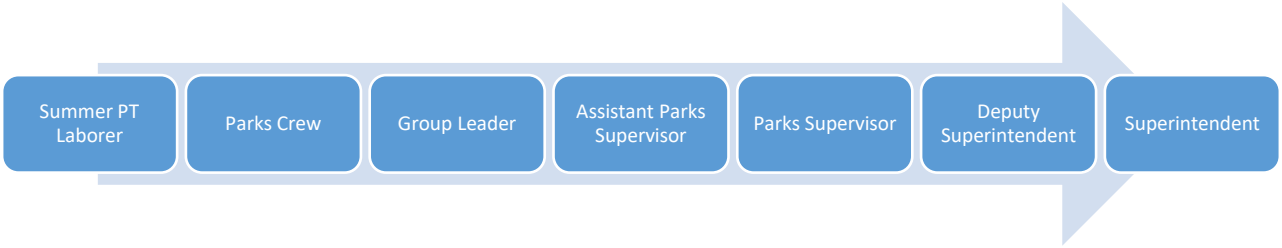
Leadership Trajectory

The BPRYCS Department has developed a leadership trajectory plan to allow employees at every level of the organization opportunity to move up in their careers.

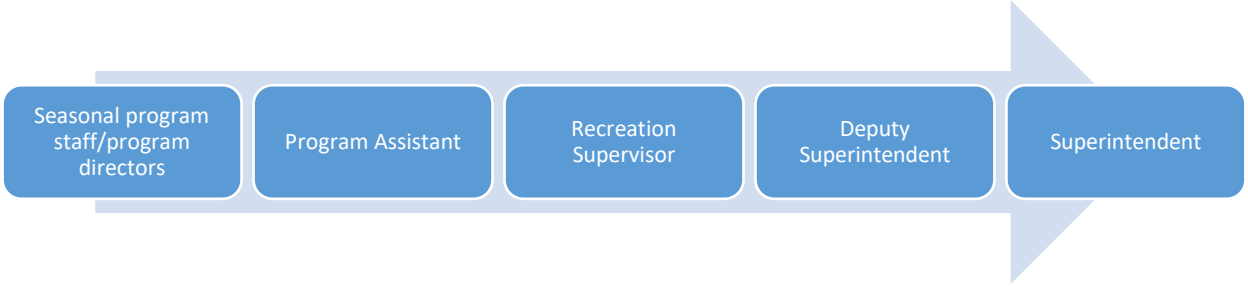
Administration Pathway



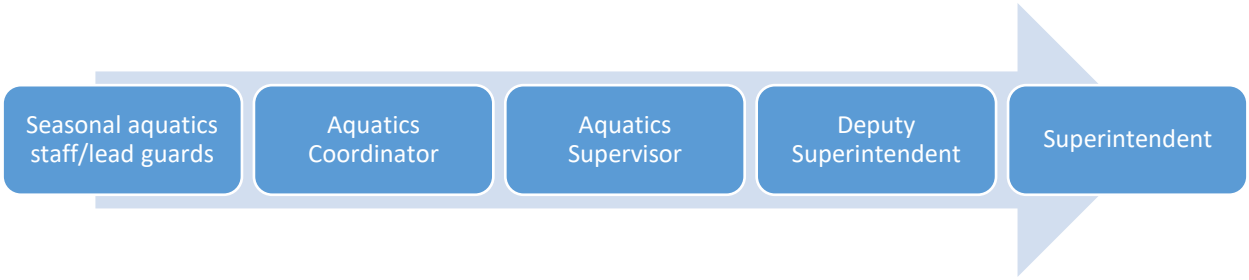
Parks, Grounds & Facilities Pathway



Recreation Pathway



Aquatics Pathway



Youth & Community Services Pathway

Temporary Succession Procedure

In the event of a temporary incapacitation or extended leave of absence for a leadership position in the department, a temporary succession protocol will be implemented to ensure continuality and no disruption in service. When a division supervisor is incapacitated the Deputy Superintendent or Coordinator/Assistant of the division may be asked to serve in the Acting Supervisor capacity. In the event of a specific term of absence or vacancy of the Superintendent, the Board of Park Commissioners shall nominate a duly qualified individual to serve as acting or interim Superintendent to be approved by the City Council (per section 43.h of the City Charter). Per the Leadership Succession Procedure policy, it is strongly recommended that the acting or interim Superintendent shall be the Deputy Superintendent unless there is a significantly compelling justification against the appointment.

Policy: Staff Acceptance of Gifts and Gratuities
Adopted by City Council: October 2022

Policy: Orientation Program
Adopted by City Council: October 2022

Source orientation reference checklist

Human resources orientation- see policies and procedures manual

Policy: Volunteer Management
Adopted by City Council: October 2022

Source volunteer handbook

Policy: Job Analysis
Adopted by City Council: October 2022

Personnel are critical to the success of the BPRYCS Department meeting the mission of delivering high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future. In order to ensure the BPRYCS Department is operating as efficiently as possible, job analysis is conducted on a formal basis.

Annual Budget Process
During the Annual Budget Process division supervisors in conjunction with the Superintendent and Deputy Superintendent review the anticipated personnel needs for the next fiscal year. This includes review of current full-time and part-time positions as well as recommendations for new positions that may improve operations, increase efficiencies, meet a department/city goal, or advance the work of the master and strategic plans. Any new positions must be formally proposed and accompanied by thorough justification and analysis. This may include: cost analysis, impact assessment, efficiency projections, and other supporting data that illuminates the significant need. If endorsed by the Superintendent the proposal will require approvals from the City's Salary Committee before being included in the operating budget for commissioner review.

Vacancy Review
Any time a position is vacated within the department, the Superintendent in conjunction with the Division Supervisor will review the continued need for the position and discuss if job description modifications are required or if a different position would better serve the operation. After analysis is completed the Superintendent will move forward through the proper approval channels to have the position posted.

Job Revision Task Force
Every 3-5 years an internal Job Revision Task Force comprising of representation from all divisions and unions within the department will be convened. Task force members will be charged with conducting a wholesale review of job description language, consistently with descriptions and codes. The task force will make formal recommendations to the Superintendent who will then work with the unions and Human Resources Department to implement changes.

Policy: Code of Ethics
Adopted by City Council: October 1977

BPRYCS Department employees and commissioners are expected to conduct business according to the highest ethical standards, including avoiding conflicts of interest arising from outside employment, family interests, or personal investments. A potential or actual conflict of interest occurs if an employee is in a position to influence a decision that may result in a personal or financial gain for the employee or an immediate family member, as a result of the City of Bristol's business dealings. An immediate family member means any spouse, children or dependent relative who resides in the individual's household. Although it is not possible to specify every action that might create a potential or actual conflict of interest, the *City of Bristol's Code of Ethics and Section 55 of the City Charter* identify some of the situations that most often create a conflict. Examples of ethical conflicts that may arise for BPRYCS employees and board members include but are not limited to:

- Provide of parks, rec, youth, community specific ethical examples

If an employee or board member has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately seek advice on the issue from the Superintendent or the City Ethics Board.

(Source: City of Bristol Personnel Policies and Procedures Manual available at www.ci.bristol.ct.us.com).
(Source: City of Bristol Code of Ethics and Ethics Board Ordinance available at www.ci.bristol.ct.us.com).

Staff and board members should sign annual conflicts of interest/ethics forms?

Chapter 5: Financial Management

Policy: Annual Budget Process
Adopted by Board of Park Commissioners: May 2022

The Annual Budget Process is a year round endeavor that establishes a methodical and organized approach for BPRYCS staff and commissioners to outline and advocate for department needs and associated funding from City Officials. Aligned with BPRYCS core values; commitment to Fiscal Stewardship, department staff strive to create a transparent, inclusive and responsible budget, that amplifies the voices of staff and stakeholders while achieving department objectives outlined in the master and strategic plans. The following Annual Budget Process is presented to the Finance Committee of the Board of Park Commissioners every May for review and adoption:

Activity	Important Date(s)
Leadership Team Strategic Retreat & Budget Kick-Off	August/September
Individual Division meetings to review 4-year spending trends and other budget analysis with the Assistant to the Superintendent & Deputy Superintendent	September
Equipment Needs & Project Workshop with Parks Crew	October
Community Stakeholder Engagement Meeting w/ Finance Committee	October
Final Division Budget Documents submitted to the Superintendent	November
Division Supervisors Budget Meetings with the Superintendent	November/December
Superintendent and Arts & Culture Supervisor present Arts & Culture Special Revenue budget to the Arts & Culture Commission	December
Superintendent and Youth & Community Services Supervisor present Youth & Community Services Division budget to the Youth Commission	December
Superintendent presents Parks & Recreation budget to Finance Committee of Board of Park Commissioners (second meeting scheduled if needed)	December
Superintendent presents Parks & Recreation budget to full Board of Park Commissioners for approval	December
Superintendent and Deputy Superintendent present budget to the City Comptroller & Finance Team	January/March
Budget Hearing Presentation to the Board of Finance	February/March/April
FY 23-24 Budget is adopted by the Board of Finance and the City Council	May
Fiscal Year begins and FY 23-24 Budget & CIP Funding becomes available	July

Policy: Authority and Responsibility for Fiscal Management
Adopted by Board of Park Commissioners: October 2022

As Department Head, the BPRYCS Superintendent exercises supervision and overall management of all department budgets in cooperation with division supervisors and administrative staff. As a best practice for fiscal control and monitoring of accounts, the following chain of authority and responsibility has been adopted (not meant to be an all-inclusive list of responsibilities):

Employee	Responsibility
Board of Park Commissioners	The Board of Park Commissioners serve as a fiduciary to the BPRYCS park budgets. The board monitors spending at a high level through a monthly report provided by the Superintendent.
Superintendent	The Superintendent has the ultimate authority of all budgets within the department and provides financial reports to the Mayor, the Board of Park Commissioners, City Comptroller's Office and the Board of Finance.
Deputy Superintendent	The Deputy Superintendent assists with the monitoring of all department budgets, makes recommendations to the Superintendent, and provides budget guidance to division supervisors.
Assistant to the Superintendent	Serving as an ex officio chief financial officer, the Assistant to the Superintendent monitors all accounts, enters requisitions/processes purchase orders, coordinates with supervisors on purchase orders and approved vendors, prepares appropriate and transfer requests to the Board of Finance at the direction of the Superintendent, and prepares financials through Munis software to the Superintendent and Department Boards and Commissions.
Supervisors	Division Supervisors are responsible for monitoring all expenditures and revenues within their division budgets and associated accounts, responsible for ensuring subordinate division staff are purchasing responsibility, ensuring programs and facilities are staffed in accordance with allocated budgets, and preparing narrative reports at the request of the Superintendent.
Coordinators and Other staff with purchasing authority	Purchase with approvals from Division Supervisors following all city purchasing processes.

Policy: Department Accounts and Management Responsibility
Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department is responsible for the administration of a variety of general fund, special revenue funds, revolving accounts, donation and grant accounts in order to administer high quality programs, facilities and services for Bristol residents.

Types of Accounts

- **General Fund:** Funds received from tax payers through the annual city budget process
- **Donation Accounts:** Funds received from donors and sponsors on a rolling basis
- **Grants:** Funds received from local, state or national sources appropriated at varying times depending on the grant cycle
- **Revolving Accounts:** Funds received from user fees meant to cover the cost of non-general funded programs. Funds are received and expended on a rolling basis.
- **Special Revenue Fund:** Funds are generated and maintained in a dedicated account tied to a special program operated as a business. SRF are formally budgeted through the annual city budget process.
- **Friends of Bristol Parks and Recreation Fund:** The Main Street Community Foundation (MSCF) is the fiduciary of the Friends of Bristol Parks and Recreation Fund (FBPRF). FBPRF was established in 2014 by the Board of Park Commissioners to support donations for the 100th anniversary of Muzzy Field event. The fund is now the primary account for departmental fundraisers. The FBPRF requires Board of Park Commissioner authorization prior to funds being disbursed from the MSCF. Funds can be used to benefit any parks and recreation project or initiative.

Account Overview

Department Budgets/Accounts	Org Codes	Type of Account	Direct Managing Supervisor
Administration	*0017021	General Fund	Superintendent
Parks, Grounds & Facilities	*0017022	General Fund	Parks, Grounds & Facilities Supervisor
Recreation	*0017023	General Fund	Recreation Supervisor
Aquatics	*0017024	General Fund	Aquatics Supervisor
Youth & Community Services	*0017025	General Fund	Youth & Community Services Supervisor
Capital Improvement Projects	*Varies	General Fund	Superintendent
Grants	*Varies	Grant Source	Superintendent or designee

Arts & Culture Fund- Arts & Culture Programming	*1757033	Special Revenue Fund	Arts & Culture Supervisor
Arts & Culture Fund- Theater	*1757034	Special Revenue Fund	Arts & Culture Supervisor
Pine Lake Adventure Park	*1321032	Special Revenue Fund	Recreation Supervisor
Community Services	*1064012	Donation Account	Youth & Community Services Supervisor
Parent & Child Program	*1061031-PARNT	Donation Account	Youth & Community Services Supervisor
Drug Free Community Grant	*1061031	Grant- Project Code FYG03	DFC Project Coordinator
Parks & Recreation Capital Outlay	*1017000	Equipment & Building Sinking Fund	Superintendent
Camps	*1067026	Revolving Account	Recreation Supervisor
Special Events	*1067027	Revolving Account	Recreation Supervisor
Adult Programs	*1067028	Revolving Account	Recreation Supervisor
Aquatics	*1067029	Revolving Account	Aquatics Supervisor
Youth Programs	*1067030	Revolving Account	Recreation Supervisor
Credit Cards	*1067031	Revolving Account	Superintendent
Arts & Culture	*1067033	Revolving Account	Arts & Culture Supervisor
Friends of Bristol Parks & Recreation Fund	N/A	MSCF Fund	Superintendent via Board of Park Commissioners

Policy: Grants Procedures
Adopted by Board of Park Commissioners: October 2022

Department personnel regularly pursue a variety of local, state, and federal grants to support the work of BPRYCS. The following process was established in alignment with the City of Bristol general policies for grants administration:

Grant Approval Structure

Steps	Phase	Actions
1	Initiation	A grant opportunity is identified that meets a fiscal or programmatic need and helps advance a department goal or objective aligned with the master and strategic plan. The Superintendent or designee reviews and determines BPRYCS meets the grant eligibility and can meet established timelines, matching requirements, staff capacity, and other key aspects of the grant.
2	Pre-Approvals	The Superintendent approves the grant proposal and places it on the Board of Park Commissioner and City Council agendas for approvals to apply.
3	Development	Once the pre-approvals have been secured, the Superintendent assigns the grant to the applicable staff person to draft the application. The City Grants Administrator may be consulted or asked to contribute to the grant development where applicable.
4	Review & Submission	The grant application is sent to the Superintendent for final review and approval before the application is submitted to the sponsoring agency.
5	Publication & Management	Upon receipt of a favorable grant award appropriate announcements will be distributed to all media channels. Assigned staff member will engage in grant administration, management and applicable reporting.

Due to the nature of grants, announcements and application deadlines can often be narrow with minimal notice. In these cases, the Superintendent reserves the rights to pursue the opportunity without board endorsement to ensure the funding opportunity is not lost. In the event that the board or City Council deny the grant, the application can be withdrawn.

Policy: Purchasing Procedures
Adopted by Board of Park Commissioners: October 2022

The City of Bristol Purchasing Department coordinates all procurement and contracting activities for the city in order to obtain cost-effective pricing, ensure consistent quality in products and services, comply with city, state and federal guidelines, and provide overall purchasing transparency for the city. BPRYCS staff adhere to the policies and procedures established in the City's *Purchasing Manual*. The manual is reviewed and modified on a regular basis by the Board of Finance. The *Purchasing Manual* includes policies on:

- General Provisions (Governing authority, role of purchasing, federal procurement standards)
- Policies (Bidding Guidelines, Request for Proposals, Emergency Waiver of Bids, Procurement Cards)
- Procedures (Bidding specifications, evaluation of bids, bonding and insurance requirements)
- Professional Services (Conditions for use, development of scope/specifications, review/evaluation, award considerations)
- Contracts Administration (Authority, guidelines, standard contract clauses)
- Specific Transaction Types (Exempt transactions, blanket orders)

While Department staff are expected to adhere to all aspects of the *Purchasing Manual*, the following are widely understood regular practices:

Purchase Orders - All purchases, not paid for via a procurement card, *must* have an open P.O. *prior* to ordering. Open P.O.s can be found on MUNIS under *P.O. Inquiry*. Select department staff have been issued procurement cards in order to provide a purchasing option for situations or purchases that require immediate purchase. Blanket P.O.'s are opened in order to accommodate vendors the department regularly purchases from in order to expedient purchases.

Tax Exemption - The City of Bristol is a tax exempt organization, and as such, Comptrollers does not process any invoices that includes tax. All staff are required to actively remind cashiers that the purchases are tax exempt and check their receipts before they leave the store. Should staff require a tax exempt certificate for a particular business, the Purchasing Department must be contacted with the name of the company and their address.

Quotes and Bidding - Effective July 2019 the Board of Finance has modified the quote threshold requirements as follows. *Purchasing Manual*, 5-6.

- $.01 - $4,999 – no quotes
- $5,000 - $9,999 – 3 verbal quotes
- $10,000 - $24,999 – 3 written quotes
- $25,000+ - sealed bids

(Source: Purchasing Manual available at www.ci.bristol.ct.us).

Policy: Financial Aid
Adopted by Board of Park Commissioners: October 2022

Aligned with the BPRYCS Department core value; commitment to diversity, equity and inclusion, staff strive to ensure every resident has access to high-quality parks and services regardless of socio-economic status. To ensure BPRYCS meets its vision of impacting the lives of all Bristol residents, the department administers a comprehensive financial aid program. The program is administered by the Youth and Community Services Supervisor who reviews applications, qualifies families through federal approved guidelines, disburses scholarship and communicates with families and serve providers.

The main financial aid program of the BPRYCS is the Scholarship Fund through Youth and Community Services Project Aware Program approved annually by the Youth Commission. The Scholarship Fund has been established to aid children living in high risk situations and in need of social, emotional and recreational programming in order to thrive. Funds are available to children who struggle to cope with neurological, mental health or cognitive challenges, physical disabilities, severe family distress, trauma and /or complicated grief and loss issues. Scholarships shall go towards a program of the child's choice that will enhance their positive social and emotional development and physical well-being. Types of programs may range from music lessons, to swim classes, basketball clinics, self-defense training, preforming arts programs, Boys and Girls club membership or to a summer camp. Scholarship funds may also cover costs of supplies needed to participate in a program, such as, a scout uniform, art supplies, or special equipment for a sporting activity.

Eligibility Factors:

1. Financial hardship based on the families current income
2. A commitment from the family to work toward resolving difficulties and nurturing the healthy development of the child.
3. The program or services for which funds are being requested will assist the child in developing his or her skills as part of an overall service plan.

Children are referred to the scholarship program by professional staff working with the child, such as a social worker, parent aide, school psychologist, visiting nurse or therapist or parent. Awards may range from $10.00 to $150.00 per child per year. Awards will be paid directly to the vendor. The referring agent must receive permission from the parent for Bristol Parks, Recreation, Youth and Community Services to contact the vendor to make arrangements and obtain an invoice with documentation of attendance.

This policy needs some work

Additional funding sources Friends of Bristol Parks and Recreation Fund?

Policy: Refunds
Adopted by Board of Park Commissioners: October 2022

BPRYCS Department strives to deliver top-tier quality services to customers of all ages in order to shape positive public perceptions and create responsible and healthy citizens. However, circumstances occasionally present themselves where a programs and services must be cancelled or did not meet a customer's expectations. Aligned with the core value; Commitment to Service, department staff administer the following refund policies:

- If insufficient enrollment causes a class to be cancelled, notification will be given and full tuition refunded, or a credit will be given for future use. BPRYCS reserves the right to cancel, postpone, combine classes or change instructors.
- Medical conditions verified by a physician's letter will be honored and full tuition refunded or a credit will be given for future use.
- Persons canceling out of a program prior to the start date will receive a credit in the full amount of the program cost. This credit may be used toward any future BPRYCS program. This excludes the following high priority programs Summer Fun Camp, Swim Lessons or the Winter Splash Team.
- Persons cancelling out of the Summer Fun Program prior to the start of the session will receive a credit less the cost of the field trips. Example: Summer Fun is $100.00 per week. $50.00 is used to cover the cost of the bowling field trip, weekly special trip and transportation. A credit in the amount of $50.00 will be issued. No credit will be issued after the start date of the program.
- Persons choosing to cancel out of the Winter Swim Team up to two weeks after the season starts will receive a 50% refund, not including the pool membership.
- Refunds will not be given for any cancellations from Bus Trips (unless cancelled by the venue).
- No refunds or credits will be issued after a program begins
- A fee of $15.00 will be charged for any returned checks.

(Delete this Section) In cases where program participants are offered reimbursement for a program that was canceled or they were unable to attend, credits are applied to their account at www.bristolrec.com. Account Credits never expire and can be used toward any future program. Should a patron prefer a refund, the reimbursement shall be provided in the form of a check which takes two to three weeks to process. Refund receipts shall be provided to the Program Assistant, who will work with the Purchasing Department to establish a vendor number for the person receiving the reimbursement. Refund forms are to be signed by the Deputy Superintendent prior to submission to the Comptroller's office for processing. Out of respect for the financial situations of our customers, refunds shall be processed by Bristol Parks, Recreation, Youth and Community Services as soon as possible. The signed refund form and the back-up documentation shall be scanned and saved in the O-drive under *Parks -> Accounts Payable -> Refunds -> FY -> Month of Refund*. The scanned document shall be labeled as *Refund date – Name of Person being refunded.*

This policy needs work. Feels outdated and not reflective of current practice. Needs to be updated on website as well.

Policy: Park Trust Funds and Endowments
Adopted by Board of Park Commissioners: October 2022

Policy: Accounts Payable and Receivables
Adopted by Board of Park Commissioners: October 2022

The following processes for accounts payable and receivable are administered by the Assistant to the Superintendent as ex officio chief financial officer for the department.

Accounts Payable: Division Supervisors are expected to initial any receipt that corresponds with a P.O. prior to turning them into the Assistant to the Superintendent for processing. Supervisor initials indicates that the invoices have been reviewed for accuracy (including that it is tax exempt). Initialed receipts are due by Thursday of every week. Supervisors are asked to initial any invoice received that corresponds with their division. This ensures accuracy, fiscal responsibility, and to prevent duplication of payment. Upon receiving an invoice the Assistant to the Superintendent shall stamp the date received on the back of the invoice and will receive upon the invoice in MUNIS according to the P.O. number designated by the Division Supervisor. Out of respect for the financial situations of our vendors, invoices shall be received upon by BPRYCS as soon as possible and sent up to Comptrollers for processing. The received upon invoice shall be scanned and saved in the 'O-drive' under *Parks -> Accounts Payable -> Vendor Files -> FY -> First Letter of Vendor Name -> Vendor Name*. The scanned document shall be labeled as *Invoice Date – Vendor Name – Invoice Number – Amount.* For invoices pertaining to large contracts, the Superintendent must sign the invoice and it shall be placed on top of the invoices sent to Comptrollers.

Accounts Receivable: All monies collected by the BPRYCS Department must be reconciled through MyRec either through an account invoice or a point of sale. In order to promote secure and accountable cash management, deposits shall be made to the Treasurer's Office daily from June through August, and at least twice a week from September through May. Deposit slips shall be produced by reconciling the *Income Summary Report* and *Disbursement Detail Report* for the corresponding dates in MyRec. Credit Card settlement reports from Authorize.net shall be reconciled with the credit card revenue generated from the *Income Summary Report.* Deposits returned from the Treasurer's Office along with the supporting documentation shall be scanned and saved under *Parks -> Accounts Receivable -> FY -> Month* by the date range of the deposit.

Not sure this needs to be included? More of an internal process than a policy item?

Policy: Private, Corporate, and Non-Profit Support Procedures
Adopted by Board of Park Commissioners: October 2022

When feasible and appropriate, BPRYCS Department solicits private, corporate and non-profit support in the form of partnerships, donations and sponsorship agreements. The Community Engagement Coordinator is responsible for developing and implementing comprehensive sponsorship programs throughout the year in order to support various department programs, events and initiatives. The Fund Development Committee of the Board of Park Commissioners reviews and approves the annual Fundraising Strategy, provides input into the partnership master list, and solicits contributions to the department through a prescribed sponsorship program.

Policy: Restricted Gift Donations
Adopted by Board of Park Commissioners: February 2022

The purpose of this policy is to establish guidelines and standards for the donation, installation and care of park donations either as a result of cash or physical property donation. These donations may include, but are not limited to benches, picnic tables, public art, monuments, drinking fountains, scoreboards, tree planting and other types of park accessories. This policy applies to both existing and new donations.

Individuals or businesses looking to donate to the BPRYCS Department will submit a *Donation and Gift Agreement* form which will include the nature of the donation, anticipated location, cost, expected life cycle, specifications, recognition, wordage, and maintenance expectations. The submission will be reviewed and approved/denied by the Board of Park Commissioners at the next scheduled meeting.

1. Physical donations must meet system wide design standards established by the Board of Park Commissioners.
2. The City reserves the right to remove and/or relocate donations at their sole discretion for reasons including but not limited to: interference with site/public safety, maintenance or construction activities, unsightliness due to vandalism or maintenance/repair limitations. The department will make every effort to contact the donor, heirs or alternate contact of any action related to the relocation or disposition of the donation. In certain situations, such as safety or emergency, the notification may be made after the action is taken.
3. If the donation, gift, and/or memorial meet the intended life cycle or becomes damaged or destroyed, the Department will make a reasonable effort to contact the Donor, heir, or alternate contact specified on the Donation and Gift Agreement. In advance of the expiration of a memorial or notification of damage or destruction, Donors will be contacted first to allow for renewal or replacement at their own expense. If a Donor, heir, or alternate is unable to be reached after six (6) months of initial attempted contact, the location, gift, memorial, or donation may be opened to allow for an additional or new Donor. In the event a memorial is to be discontinued, the plaque will be offered to the Donor or heirs at no charge.

Unrestricted monetary donations will continue to be accepted by the Department and appropriated to the appropriate donation account through the Board of Finance.

(Source: Donation and Gift Agreement Form available at www.bristolrec.com).

Chapter 6: Programs and Services Management

Policy: Recreation Programming Plan
Adopted by Board of Park Commissioners: October 2022

Review capra

Reference source document

Policy: Program Objectives
Adopted by Board of Park Commissioners: October 2022

Create a table with program name and objective

Benefits based programming examples

Policy: Scope of Program Opportunities
Adopted by Board of Park Commissioners: October 2022

Categories of programs and program names by category?

Policy: Inclusion Process
Adopted by Board of Park Commissioners: October 2021

The mission of the BPRYCS Department is to deliver high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future. In order to achieve that mission, BPRYCS has embedded social equity and inclusion as a core value guiding the department's work.

Social Equity, Inclusion and ADA Statement

The BPRYCS Department believes that equitable access to high-quality services and facilities is a right, not just a privilege. Our team is committed to providing financial scholarships to families in need, inclusion services and reasonable accommodations to foster environments that are safe, fun and respectful to all. The City of Bristol will comply with the requirements of the Americans with Disabilities Act.

Inclusion Process

When someone inquires (in person, over the phone or via email) about participating in a program for an individual with a disability, staff members should do the following:

1. Inform them of our department's commitment to social equity, inclusion and ADA statement
2. Encourage them to register for the activity of interest
3. Ask how we can help you? This will ensure the modification or accommodation being requested is clear.
4. Indicate that the Program Supervisor will follow-up to review the details and establish a plan as soon as possible.
5. Inform the Program Supervisor of the communication right away to ensure a timely response to the participant as well as allowing for adequate time for a request to be granted.
6. In the event that the accommodation requires special funding or there are questions pertaining to reasonableness of the request, the Program Supervisor will consult the Superintendent or Deputy Superintendent.

Aligned with our commitment to social equity, inclusion and in compliance with the Americans with Disabilities Act every effort shall be made to accommodate an individual with a disability into a department program. Rare situations may arise in which we are unable to accommodate a request. This may include situations where:

- The modification or accommodation request is deemed unreasonable (see Appendix A for reasonable modifications as defined by ADA).
- It is determined that the individual (or other individuals) will be unsafe in the program even with the supports/accommodations/modifications provided by the department.

Only the Superintendent or Deputy Superintendent may deny a request for accommodation.

Policy: Behavior Redirection and Restorative Justice Philosophy
Adopted by Board of Park Commissioners: October 2021

The BPRYCS Department is committed to ensuring public facilities and programs are safe, inclusive environments for patrons and participants. In order to keep participants, staff, and facilities safe, policies and rules specific to programs and/or facilities have been developed. Due to the public nature of the department, every effort is made to educate participants and patrons on appropriate policies and rules, as well as provide redirection and implement restorative justice when possible. Should a circumstance occur in which redirection is required, the following steps are to be taken, in this order (depending upon the seriousness), until the problem is resolved:

1st offense: The patron or participant is informed of the rule violation and asked to stop the behavior. Staff are to explain the reason for the rule and future consequences should this behavior continue.

2nd offense: The patron or participant is informed of the rule violation again and asked to sit out of the activity for fifteen (15) minutes. If appropriate, a guardian is informed of the rule violation, why the rule is in place and future consequences should this behavior continue. An incident report must be completed.

3rd offense: Depending on the seriousness of the issue, the patron or participant will be referred to the supervisor on duty, who will determine the length of time for suspension. An incident report must be completed. Incidents will be reviewed on a case-by-case situation with consideration to restorative justice and incident context.

For more information regarding program or facility specific implementation of this policy please refer to the specific division's manual. Source this to website?

Policy: Program Cancellations
Adopted by Board of Park Commissioners: October 2019

In order to streamline and create process cohesion amongst the dozens of programs being offered across departmental divisions, the following Program Cancellation Policy has been developed.

1. School Closing or Early Dismissal- If the Bristol Public Schools are closed or have an early dismissal all Parks, Recreation, Youth and Community Services programs are cancelled.
2. If it is an outdoor activity and inclement weather appears to be entering the area the instructor will attempt to notify participants 1 hour prior to the scheduled start time via e-mail, phone call or text message.
3. The Parks, Recreation, Youth and Community Services Department will make every attempt to schedule a make-up class if missed due to inclement weather. If the staff are unable to do so due to scheduling conflicts at the schools, a refund credit will not be issued.

Needs work

Policy: New Program Proposals
Adopted by Board of Park Commissioners: October 2019

Aligned with the BPRYCS Department's Commitment to Innovation and mission to meet the diverse needs of all citizens; new programs are regularly encouraged and pursued. New programs are generally developed through the initiative of a department employee or from a 3rd party instructor from the public. In the event that a department employee or 3rd party instructor wants to propose a new program, the employee will complete a *Program Proposal Worksheet* and submit to the Division Supervisor for review and then on to the Deputy Superintendent for final approval. Applicable seasonal deadlines are imposed in order to meet marketing/brochure and scheduling timetables. Components of the *Program Proposal Worksheet* includes:

- Program Description
- Program Justification (why it's needed, what unmet need will the program satisfy, connection to master plan/needs assessment)
- Program Summary (ages/grades, gender, days of the week, times/dates)
- Facility/Space Requirements
- Program Goals
- Program Budget (expenditures ad revenue projection breakdown)
- Equipment Requirements
- Rate of Pay

Both staff driven and externally driven programs are evaluated on a number of factors including but limited to:

- Alignment with mission, vision, values
- Community demand/market research
- Relevance to department/city objectives
- Existing programs (both internally and from external community organizations or departments
- Potential for cost recovery
- Availability of facility space
- Completeness and accuracy of submission

(Source: Program Proposal Worksheet is available at www.bristolrec.com).

Should staff and external 3rd party worksheet be the same?

Policy: Community Health and Wellness Education and Promotion
Adopted by Board of Park Commissioners: October 2022

Review more capra

Source a community health and education plan

Policy: Participant and Spectator Code of Conduct
Adopted by Board of Park Commissioners: October 2022

Amry create

Policy: Special Revenue Business Plans
Adopted by Board of Park Commissioners: October 2022

Make reference to business plans? Pine lake? Finance committee review process? Other plans? Only for special revenue?

Chapter 7: Facility and Land Use Management

Policy: Field and Court Rentals
Adopted by Board of Park Commissioners: February 2019

In pursuit of the BPRYCS mission and vision to offer high-quality facilities that enhance the community's quality of life and create healthy citizens; fields and courts are available for private group, non-profit and for-profit rentals. In 2019, in an effort to "Go Green" and streamline the request process, BPRYCS eliminated paper request forms and now user groups looking to reserve fields or courts may submit a request online through www.bristolrec.com. Once the Facility Reservation Request is submitted, accompanying documentation including proper insurance, league rosters (if applicable), and other documents may be requested by the BPRYCS Department prior to a permit being issued. Department staff will be in touch with the organization representative regarding status of their request as soon as possible.

Prioritization of General Field & Court Permits and Fee Schedules

The Department strives to establish a system for the equitable and orderly distribution of the City of Bristol athletic fields and courts. Additionally, there are costs associated with the maintenance and upkeep of fields and courts so a fee schedule was adopted. Permits will be issued with respect to the following priority and fee schedules:

Priority Level	Priority Group	Fee Schedule
1	BPRYCS sponsored programs and events	No charge
2	Bristol Board of Education sponsored athletic programs and events	No charge
3	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	• No charge- Youth serving organizations • $25/per practice (2hrs), $35/per game (4hrs)/field with lights- Adult serving organizations
4	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	• $25/per practice (2hrs) • $100/per game (4hrs)

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

The following courts and fields are available for permitting under the jurisdiction of BPRYCS:

- **Baseball Fields:** Page Park, Riley Field, Muzzy Field (different fees apply to Muzzy)
- **Softball Fields:** Mix Street, Page Park, Casey Field, Wilson Field
- **Football/Lacrosse/Soccer Fields:** Casey Field, Memorial Boulevard
- **Volleyball Courts:** Stocks Playground, Rockwell Park
- **Basketball Courts:** Page Park, Wilson Field, Brackett Park, Stocks Playground, Seymour Park, Rockwell Park
- **Tennis/Pickleball Courts:** Page Park, Seymour Park, Peck Park

The BPRYCS Department and Board of Park Commissioners reserves the right to refuse any organization the use of its facilities when it deems necessary.

Prioritization of Muzzy Field and Fee Schedules

Muzzy Field is considered a premier sports facility for the City of Bristol. Significant resources are dedicated to maintain and upkeep the facility on an annual basis. Due to contractual obligations, the level of maintenance required, facility accessibility (locked stadium), and additional staffing requirements; a unique set of priority and fee schedules has been adopted:

Priority Level	Priority Group	Fee Schedule
1	Bristol Blues (regular and post season games)	Negotiated per Contract
2	BPRYCS sponsored programs and events	No charge
3	Bristol Board of Education sponsored athletic programs and events	No charge
4	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	$125/rental + $50/hr for maintainer
5	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	$225/rental + $50/hr for maintainer

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

Policy: Park Rentals for Special Events
Adopted by Board of Park Commissioners: February 2019

In pursuit of the BPRYCS mission to offer high-quality facilities that enhance the community's quality of life; park spaces are available for private group, non-profit and for-profit rentals. User groups looking to reserve park space may submit a request online through www.bristolrec.com. User groups may be required to submit a *City Wide Special Event Application* for larger scale events (gatherings of 50+ people) depending on the nature of the activity. Depending on the nature and scope of the event, the applicant may be required to present to the Board of Park Commissioners for approval at the discretion of the Superintendent. Long standing annual events do not require annual approval unless there are substantial changes that warrant board review. Park permits will be issued with respect to the following priority and fee schedules *(Note: City Wide Special event permits will be issued once all applicable city departments sign off on the approval*):

Priority Level	Priority Group	Fee Schedule
1	BPRYCS sponsored programs and events	No charge
2	Bristol Board of Education sponsored athletic programs and events	No charge
3	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	No charge**
4	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	No charge**

**Park Maintainer hourly fees may be assessed if the event requires staffing support. These fees will be assessed depending on the nature of the event at the discretion of the Superintendent or designee.*

***Additional fees may be assessed from other departments at the discretion of the Department Head (i.e. police officers, health permits, etc).*

(Source: City Wide Special Event Application is available at www.bristolrec.com).

Does our policy currently allow for private-for profit to rent parks for free to run for-profit activities? Revise?

Policy: Pavilion Rentals
Adopted by Board of Park Commissioners: January 2020

In pursuit of the BPRYCS mission to offer high-quality facilities that enhance the community's quality of life; indoor and outdoor park pavilions are available for private group, non-profit and for-profit rentals. User groups looking to reserve a pavilion may submit a request online through www.bristolrec.com. Permits are issued on a first- come- first served basis. Pavilions may be requested starting January 1st for the following year.

The following pavilions are available for permitting under the jurisdiction of BPRYCS:

Park Location	Available Pavilions
Rockwell Park	• Back Playground Shelter • T-Shelter, • Stonehouse/Summerhouse • Open Field Gazebo • *Mrs. Rockwell's Pavilion (indoor)*
Page Park	• Upper Playground Shelter • Tennis Court Picnic Area • Ingraham Field Picnic Area • Ski Hill Picnic Area • *Perry J. Spinelli Pavilion (indoor)*
Stocks Playground	• Picnic Area Shelter
Veterans Memorial Boulevard	• Gazebo • Covered Picnic Area
Federal Hill Green	• Gazebo
Brackett Park	• Gazebo

In February 2019, the Board of Park Commissioners approved a fee schedule for use of the outdoor pavilions in order to help off-set clean-up and maintenance costs. In January 2020 an indoor pavilion fee schedule was approved to accommodate costs associated with offering indoor rentals to the community.

Pavilion Type	Bristol resident Fee	Non-Profit Fee	For-Profit Fee
Outdoor	$25 (4hr rental)	$50 (4hr rental)	$100 (4hr rental)
Indoor	$150 (1hr) + $50/each additional hour	$150 (1hr) + $50/each additional hour	$150 (1hr) + $50/each additional hour

Pavilion Alcohol

Consumption of alcohol at outdoor park pavilions is not permitted. The Board of Park Commissioners approved the consumption of beer and wine during permitted indoor rentals at the September 2021 regular meeting under the following conditions:

- A Certificate of Insurance naming the City of Bristol as additional insured must be provided prior to the rental. COI will meet insurance requirements outlined in the policy manual.
- Consumption of hard alcohol will be prohibited (only beer and wine) and no glass containers. Any alcohol brought into the facility must be removed by the renter at the conclusion of the rental.
- The individual reserving an indoor pavilion must be 21 years or older and is responsible for the behaviors of all guests throughout the event. Failure to follow rules may result in ejection from the facility without refund.
- Final approval of a permit with alcohol use requires authorization from the Superintendent or Deputy Superintendent in his/her absence

Consider adding non-residents to pavilion- consistent with field and court policy

Consider higher rates for non-profit and for-profit rental groups consistent with other policies

Revise alcohol policy based on Erica's work with rental plan i.e. catering, etc.

Policy: Showmobile Rentals
Adopted by Board of Park Commissioners: February 2019

The BPRYCS Department owns and operates a 28ft x 52ft showmobile with stage extensions, lighting and sound. The showmobile is used for the department's popular Summer Concert Series and is rented out to a variety of organizations throughout the year including the West End Association Summer Festival at Rockwell and the Exchange Club for Mum Festival. Effective 2019, showmobile requests may be made directly through www.bristolrec.com. Due to the complex nature of the showmobile a number of fees apply. This includes a $400.00 transportation fee, a $200.00 rental fee, a park attendant for $50.00/hr, and optional sound and lighting technicians for $25.00/hr. An additional $125.00 fee is added for events taking place outside of Bristol (within 60 miles). When feasible, the transportation fee may be waived if the delivery is during the regular working day. The following information is requested of applicants.

Fee Schedule & Cost Breakdown for Operation of the Showmobile

Service	**Rates**
Transportation TO and FROM event site	$400.00/flat
Outside of Bristol Travel Fee (within 60 miles)	$125.00/flat
Rental Fee	$200.00/flat
Park Attendant-Showmobile Operator (required)	$50.00/hr
Sound Technician *(optional)*	$25.00/hr
Lighting Technician *(optional)*	$25.00/hr

This policy needs work. May be easier to just go with a flat rate and then save some of this for back end

Policy: Banner Requests
Adopted by Board of Park Commissioners: February 2019

As part of the department's commitment to partnerships, BPRYCS provides a service to hang banners on the Veterans Memorial Boulevard to help promote community events. Banners are hung for a 2 week period in advance of the event. Banner requests can be made directly through www.bristolrec.com and are approved on a first-come, first-served basis (with priority given to Veterans events). In February 2019, the Board of Park Commissioners adopted a fee schedule of $50.00 for non-profits and $100.00 for for-profits. Additionally, banners must be no more than 10 feet wide and must be at least 3 feet high. Banners must be made of lightweight material and must be properly vented (mesh or crescent flaps).

Need to retool with boulevard poles being removed

Policy: Park Lease Agreements
Adopted by Board of Park Commissioners: February 2019

In some cases, the BPRYCS Department has engaged in long-term leases agreements with Bristol based sports organizations to alleviate maintenance responsibilities and provide the user-group a sense of ownership over the space. Lease agreements allow the City to retain ownership of the park property while subsequently transferring maintenance responsibilities and scheduling oversight to the user-group. The following lease agreements are held:

Park Area Leased	Organization/User Group	Length of Lease	Fee
Muzzy Field & Concessions	Bristol Blues Baseball Club	5 year contract (expires	Varies by year/contract
McCabe Waters/Frazier Field & Concessions	Bristol Little League & Bristol Girls Little League Softball	3 year lease (expires December 31, 2023)	$2.00/annually
Peck Park Fields & Concessions	Bristol Little League & Bristol Girls Little League Softball	3 year lease (expires December 31, 2023)	$2.00/annually
Casey Field Football & Concessions	Bristol Youth Football & Cheer	3 year lease (expires December 31, 2023)	$2.00/annually

The Board of Park Commissioners shall review and approve any existing renewals or new requests for lease agreements between private organizations and the city. Depending on the nature of the agreement, approvals may require review and final approval from the Corporation Counsel Office and/or City Council.

Maintenance and Upkeep Standards for Park Lease Agreements

Policy: Concession Agreements
Adopted by Board of Park Commissioners: February 2019

In order to meet the needs of our park visitors, the BPRYCS Department engages in contracts with qualified vendors to provide concession services at select parks. A Request for Proposal (RFP) is issued and vendors are selected and approved by the Board of Park Commissioners. The City of Bristol reserves the right at any time to terminate the contracts by giving thirty (30) days' notice to the Concessionaire. The Board of Park Commissioners establishes and approves the fee schedule for concessionaires. The following concession agreements are held:

Park Area Leased	Organization/User Group	Length of Lease	Fee
Page Park Ice Cream	Darens Ice Cream	2 years (expires September 30, 2023	$851.00/annually
Rockwell Park Ice Cream	Doda's Ice Cream	2 years (expires September 30, 2023	$2,700/annually
Stocks Playground Food Services	Steve's Top Dog (Steven Lavoie)	3 years (expires June 30, 2023)	$3,763 (year 1), $3,857 (year 2), and $3,953 (year 3)

Policy: Master Fee Schedule for Park Rentals and Rate Change Process
Adopted by Board of Park Commissioners: February 2019

Park Rental fees are reviewed on annual basis by the Board of Park Commissioners Finance Committee with recommendations being adopted by the full board every fall. While fee schedule changes can be introduced or modified throughout the year, it is best practice to make adjustments to fee schedules in the fall prior to the annual budgeting process as there are revenue implications to changes. The following process is to be engaged in for fee schedule changes:

Fee Schedule Change Approval Structure

Steps	Phase	Actions
1	Initiation	A new fee schedule or fee schedule revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and review of appropriate fee changes incorporating industry and national best practices, fee schedules adopted by similar or surrounding agencies, community goals and change impact, and other data relevant to the fee schedule. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified fee schedule to the Finance Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption. Depending on financial impact the fee schedule may be reviewed and approved by the Board of Finance during the annual budgeting process.
4	Publication & Management	Newly approved fee schedules are incorporated into the Policy Manual and communicated out to department personnel and through appropriate website and press channels as appropriate. Training on the new fee schedule may be provided to staff as appropriate. New or modified fee schedules are monitored for success in achieving desired outcomes.

Fee schedules and budgets for individual programs or services are developed and approved at the staff level. Program budgets vary due to changing costs associated with staffing, supplies, materials, and other associated fees. Many programs are directly operated by the Department's Revolving Account Funds and are not formally budgeted for by the city.

The **Master Fee Schedule Grid** represents the full rental schedule for park and recreation amenities under Board of Park Commissioner jurisdiction:

Service	Insurance Requirement	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate
Field/Court Rentals	COI Required	*Youth*-FREE Adults- $25.00/per practice/game $35/w lights)	*Youth*- FREE Adults- $25.00/per practice/game $35/w lights)	$25/per practice $100/per game	$25/per practice $100/per game
Muzzy Field Rentals	COI Required	$125/day (+ $50/hr staffing)	$125/day (+ $50/hr staffing)	$225/day (+ $50/hr staffing)	$225/day (+ $50/hr staffing)
Outdoor Pavilion Rentals	N/A	$25 (4hrs)	$50 (4hrs)	N/A	$100 (4hrs)
Indoor Pavilion Rentals	COI Required (for non-private parties)	$150 for 1st hour + $50/additional hours	$150 for 1st hour + $50/additional hours	$150 for 1st hour + $50/additional hours	$150 for 1st hour + $50/additional hours
Park Rental for Special Events	COI required	FREE	FREE	FREE	FREE
Showmobile Rental	COI Required	$600+ (depending on services added)	$600+ (depending on services added)	$725+ (depending on services added)	$600+ (depending on services added)
Banner Requests	N/A	$50	$50	N/A	$100

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

The **Aquatics Master Fee Schedule Grid** represents the full rental schedule for aquatics facilities under Board of Park Commissioner jurisdiction:

Service	Insurance Requirement	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate
Daily Rates for DMAC	N/A	(A) $7.00 (C) $3.00 (S/C) $6.00	N/A	(A) $7.00 (C) $3.00 (S/C) $6.00	N/A
Daily Rates for Page & Rockwell Pool	N/A	(A) $2.00 (C) $1.00 (S/C) $1.50	N/A	(A) $8.00 (C) $4.00 (S/C) $6.00	N/A
Adult Membership (18-59)	N/A	$40.00	N/A	$80.00	N/A
Child Membership (6-17)	N/A	$25.00	N/A	$50.00	N/A
Seniors (60+)	N/A	$35.00	N/A	$70.00	N/A
College Students	N/A	$35.00	N/A	$70.00	N/A
Children Under 5	N/A	FREE	N/A	FREE	N/A
DMAC Rental (includes lifeguards)	COI Required (Private citizen birthday rentals do not)	$180/per hour ($50 facility deposit check)	$100/per hour $200/per hour (outside of normal operating hours)	$240/per hour ($50 facility deposit check)	$200/per hour $300/per hour (outside of normal operating hours)

Policy: Pool Rules and Regulations
Adopted by Board of Park Commissioners: February 2019

Swimming pool rules are essential for promoting safe and healthy environments for the thousands of users that visit the Dennis Malone Aquatics Center, Rockwell Park Pool and Page Park Pool every year. Adopted by the Board of Park Commissioners in consultation with the Superintendent and Aquatics Supervisor, the following pool rules and regulations are enforced by lifeguards and Aquatics Division personnel:

Pool Rules and Regulations

Proper swimming attire must be worn in the pool. Proper attire is subject to lifeguard's discretion. Bathing Suits only. No athletic shorts or cotton t-shirts. Rash guards are allowed only if properly fitted.

1. Non-disposable swimming diapers are required for all children who are not potty trained.
2. All patrons need to check into the facility prior to entering the pool. Pool schedule is subject to change. All patrons must be out of the building no later than 15 minutes after closing.
3. Children under 11 years of age must be accompanied in the building by a parent or adult at least 18 years of age. Children under the age of 8 must be accompanied in the water by an adult at all times. No exceptions.
4. Per public health code, all persons must shower before entering the pool. Any person known or suspected of having a communicable disease shall not use the pool. Spitting, urinating, or blowing the nose in the pool is prohibited.
5. The pool is not to be used unless there is a lifeguard on duty.
6. Please be aware that management reserves the right to close a pool at any time for weather-related concerns, thunder or lightning, fecal incidents, vomit in the pool or any chemistry-related issues, etc.
7. Breath-holding games or similar activities are prohibited.
8. Use of flotation equipment is limited to supervised classes and adults. Children will not be allowed to use flotation belts, face masks, snorkels, fins, water wings, inflatables, beach balls, kickboards, noodles, goggles with nose pieces, life jackets, and other equipment during open swim sessions. Pull buoys, kick boards, and class equipment may be used for lap swimming with permission of the lifeguard on duty.
9. Any activity that may endanger patron safety or the facility including running, "horseplay", hanging on the lane lines, ladders or stairs, or improper use of equipment, is not allowed. Threatening, harassing, or bullying behavior will not be tolerated on premise and are grounds for immediate dismissal from the facility.
10. Food and/or glass containers are not allowed in the pool or locker room areas. Plastic beverage bottles may be used on the pool deck. Patrons must clean up all trash they bring into the facility.
11. Diving is prohibited in water less than 4 feet deep. Only shallow water dives are permitted into water less than 8 feet deep. While using the diving board: only front dives are allowed. No back dives, inwards, flips, or trick jumps/dives are permitted.
12. Use of starting blocks is only allowed with lifeguard's permission.
13. Tobacco, narcotics, vapor, and alcohol products of any kind are not allowed in the facility or on facility grounds.
14. Bandages, bobby pins, or chewing gum are not to be used in the pool.

15. Visiting with or distracting lifeguards on duty is prohibited.
16. Young children and handicapped adults must be accompanied by someone able to assist them in dressing/undressing, showering, and entering/exiting the pool. For safety reasons, staff are prohibited from leaving their posts to assist with these functions.
17. Children under the age of six are permitted to use either locker room with adult supervision. Children six and older must use their gender-appropriate locker rooms. Private locker room space is available, please ask a staff member for assistance.
18. BPRD reserves the right to schedule swim lessons, swim meets, team practices, special events, and to limit swimmer and spectator capacity for health and safety reasons as needed.
19. Private swim lessons or group classes are not allowed at any time unless it is a BPRD sanctioned program. Furthermore, outside entities/groups wishing to use the facility as a group must adhere to additional policies and/or fees. More information can be obtained from the Aquatic Supervisor.
20. Use of any media devices, including but not limited to: cameras, video recorders, and cell phones are strictly prohibited in all restrooms and locker rooms. Furthermore, regarding electronic devices: safety first, please keep a constant eye on your child and do not become distracted from supervising your child.
21. BPRD is not responsible for lost or stolen items. If locks are used, they must be removed by the end of each business day or they will be cut off.
22. All injuries occurring on premise must be immediately reported to a staff member or lifeguard on duty.
23. Spectators must remain in the bleacher area. For health and sanitation reasons, street shoes may not be worn on the pool deck.

Enforcement of rules is subject to Lifeguard's discretion. Rules are subject to change without prior written notice. Management reserves the right to eject anyone who fails to comply with these safety rules. Refunds on admission fees will not be given.

Policy: Park and Facility Use Rules & Regulations
Adopted by Board of Park Commissioners: February 2019

The following is a list of rules and regulations for use on city fields and courts. The list is not meant to be all-inclusive and additional rules may be enforced if the BPRYCS Department and Board of Park Commissioners deem the behavior is in violation of safety of users or health and well-being of the property.

1) Any acts that put participants in danger or potential danger (i.e. driving/parking vehicles on the fields) are strictly prohibited.
2) Any abuse or damage of city property (i.e. tearing up the field, littering, and purposeful breaking of equipment) are strictly prohibited.
3) Use of fields without a permit or during a time when the Parks and Recreation Department has closed a field due to weather or maintenance.
4) Field permits are exclusively for the organization listed on the permit. Subletting field time or usage to other organizations is not permitted for any reasons.
5) Use of illegal drugs, alcohol, smoking and loud, vulgar, confrontational language are not permitted on city fields and recreational spaces or its immediate vicinity.
6) Any illegal acts in the parks, playgrounds, open space areas and flood plains.
7) User groups are not permitted to engage in any form of field maintenance (i.e. raking, sweeping, applying drying agents, etc.).
8) Any and all maintenance of City of Bristol athletic fields will be performed by city staff. Groups/organizations/teams having specific requests for maintenance will include them in the Facility Reservation Request. City staff will make its best attempt to complete such request with consideration to time, staffing and weather conditions. The city reserves the right to support or deny the request. Additional charges may be assessed to the renting organization.
9) All Youth Athletic organizations must comply with state standards and state statutes for concussion education and awareness.
10) City of Bristol is not responsible for any items left or stored on facility grounds by Applicant.
11) Applicants must compile with all municipal ordinances, regulations and policies.
12) A Certificate of Insurance naming the City of Bristol as additionally insured is required and must be submitted prior to use. The COI must conform to the city's insurance policies indicated in the section below.
13) *Special Note:* All groups using Wilson Field for softball are required to park only on the side of Fifth Street and Sixth Street that is nearest to the field. Please inform the players, parents and opponents.

Weather Closure/Unsafe Field Conditions: The BPRYCS Department reserves the right to close fields due to inclement weather or unsafe conditions at any time. Fields are inspected by city staff and cancellation decisions are made by the Superintendent or designee. The city is committed to optimizing the quality of fields, ensure safety, minimize injury, and reduce damage to fields that lead to costly repairs. If you users are uncertain of the status of a field they are encouraged to contact BPRYCS Main Office at 860-584-6160.

Determining to play on athletic fields is a crucial decision impacting the conditions and sustainability of a field. Fields are closed to avoid injury and damage to players and to the playing surface. Choosing to play on a wet field or the vigorous attempt to dry a wet field are major reasons fields are damaged.

An athletic field should be considered **closed** if any of the following conditions exist:

- There is standing water present on any part of the field that cannot be removed without causing damage to the field.
- There are muddy conditions present that will not dry by the start of the game.
- While walking on the field water can be seen or heard with a footstep.
- While walking on the field of play, any impression of your footprint is left in the surface
- If water gathers around the sole of a shoe or boot on any portion of the field.
- Standing water occurs because the ground is saturated. Removing standing water does not eliminate the saturation. It is the saturation and not standing water that causes damage and unsafe conditions.
- Unsafe weather conditions exist including but not limited to thunder, lightning, hail, etc.

Safety Plans: A supervisor of an activity involving young people has the responsibility to ensure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services. Additionally, the rental organization is responsibility for coordinating temporary bathroom needs including port-o-johns. These services are the responsibility of the organization renting the facility.

Policy: Progressive Discipline for Violation of Park Rental Use Rules & Regulations
Adopted by Board of Park Commissioners: February 2019

The BPRYCS Department and the Board of Park Commissioners have adopted the following rules and regulation for use on all city fields and recreational spaces. These rules must be observed by all members of an organization including coaches, parents, and participants. In the event that any members of the user groups are in violation of the rules, these groups are subject to suspension or expulsion from use of city fields and courts. In the event of suspension or expulsion, user groups will not be refunded any fees paid. The following progressive discipline will be used:

- ***First Violation:*** Written warning from the Superintendent to the organization head (as listed on the application form).
- ***Second Violation:*** Final written warning from the Superintendent
- ***Third Violation:*** Suspension or expulsion from use of city fields. Organization leader will be required to meet with the Board of Park Commissioners to discuss restoring field access for their group.

Note: Depending on the severity of the issue, discipline may begin at any level including suspension or expulsion from the fields at the discretion of the Superintendent and the Board of Park Commissioners. The Bristol Police Department has enforcement authority over park rules and ordinances.

Policy: Park and Facility Use Liability Insurance Requirements
Adopted by Board of Park Commissioners: February 2019

In order to protect the City of Bristol and the user groups from liability, all organizations, teams or leagues will be required to maintain and supply a Certificate of Insurance (COI) which shall name the City of Bristol Parks, Recreation, Youth and Community Services Department, its Agents, Officials and Volunteers as Additional Insureds on a primary and non-contributory basis. The COI must be provided prior to park use and must be valid for the entirety of use agreement as specified on the permit. The following minimum coverage shall be required:

Commercial General Liability:

- General Aggregate Limit……..$2,000,000
- Each Occurrence for Bodily Injury, and Property Damage……..$1,000,000

Additional Insured:

The City of Bristol shall be named as an additional insured and this coverage shall be stipulated under "Description of Operations" and shall be worded as follows:

The City of Bristol, its Agents, Officials and Volunteers shall be named as Additional Insured.

Certificate Holder:

The certificate holder shall be named as:

City of Bristol
Parks, Recreation, Youth and Community Services Department
51 High Street
Bristol, CT 06010

All policies must also include a Waiver of Subrogation

Policy: Maintenance and Operations Management Standards
Adopted by Board of Park Commissioners: TBD 2022

Reference the maintenance and operations management standards as a separate document?

The City of Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department has established a Maintenance and Operation Standards Plan for the management of all City park and recreation areas and facilities. The purpose of this plan is to identify, classify, and develop standards of care and frequency of care for park property under the jurisdiction of the department. The standards set the expectation for the care of park property implemented by the Parks, Grounds and Facilities Division crew, contractors, and representatives from approved lease organizations.

Background
The BPRYCS Department is responsible for the management and maintenance of 29 parks and facilities within the city limits. It is the goal of the BPRYCS department to offer and maintain these facilities to a standard in which residents, business owners, and city officials can be proud of. The main objective in obtaining that goal is to ensure parks and recreational facilities are safe, clean, accessible, and aesthetically pleasing.

The twenty-nine (29) parks and facilities that the BPRYCS currently services includes:

- Birge-Hoppers Pond (223 acres)
- Brackett Park (2.34 acres)
- Casey Field (8.24 acres)
- Dennis Malone Aquatics Center
- E.G. Stocks Playground (2.26 acres)
- Federal Hill Green (2.1 acres)
- Fraser Field-McCabe Waters (7.7 acres)
- Kern Park (22 acres)
- Mix Street Field (5.7 acres)
- Muzzy Field (8.5 acres)
- Nelson's Field (44.9 acres)
- Page Park (80.6 acres)
- Page Pool
- Page Ski Lodge
- Perry J. Spinelli Pavilion
- Page Recreation Building
- Page Maintenance Building
- Peck Park (7 acres)
- Pine Lake (54.6 acres)
- Quinlan Park (0.13 acres)
- Robert's Property Park (47 acres)
- Rockwell Park (98 acres)
- Rockwell Pool
- Mrs. Rockwell's Pavilion

- Rockwell Bathhouse
- Rockwell Maintenance Building
- Seymour Park (5.2 acres)
- Veterans Memorial Boulevard (26.19 acres)
- Wilson's Field (2 acres)

Review and Approval Process

It is expected that this plan will be improved upon and enhanced as best practices emerge, new equipment is acquired or when parks and recreational amenities are added to the jurisdiction of the BPRYCS Department. To that end, the plan shall be regularly reviewed by the Superintendent, Deputy Superintendent and Parks, Grounds and Facilities Supervisor with input from parks crew as appropriate. The Maintenance and Operations Standards Plan will be formally reviewed, modified and approved annually by the Board of Park Commissioners.

Maintenance Elements

The following outlines the basic elements for tasks related to the maintenance of parks and facilities:

- Ball field/Turf care/prep
- Fertilization
- Irrigation
- Disease & Insect Control
- Hardscape Surfaces
- Repairs
- Inspection
- Floral Planting
- Landscape
- Tree Planting
- Restroom Cleaning
- Special Features
- Playgrounds
- Pool Chemistry
- Vandalism- graffit remoal and repairs
- Trash Collection
- Liter Clean-up
- Special Event showmobile
- Snow Removal- plowing and sidewalks
- Electrical/Lighting
-

Quality Control

Regular review by parks supervisor. But monthly inspections of each parks will be conducted

Mowing Schedule

grid

Fleet Maintenance

Appendix with each facility and maintenance tasks associated and frequency. Include all amenities

Source and reference to actual document on website

Policy: Fleet Management Plan
Adopted by Board of Park Commissioners: October 2022

Reference parks inventory document and pull out chart for fleet/equipment
Reference mechanics role

Policy: Parkland Acquisition Procedures
Adopted by Board of Park Commissioners: October 2022

Park board and real estate board approvals and referrals. City council final vote

Policy: Naming of the Parks, Facilities and Recreational Amenities
Adopted by Board of Park Commissioners: March 2021

Purpose: To outline the criteria and procedures for official naming of parks, facilities, and recreational amenities in the City under management and control of the Board of Park Commissioners.

Procedure
(1) All requests for naming City parks, facilities, and recreational amenities must be presented in writing to the Superintendent of Parks, Recreation, Youth and Community Services. Requests must include a statement summarizing the justification for the recommended name(s). (2) The written request will be presented at the next scheduled regular meeting of the Board of Park Commissioners for initial review. When possible, the requester(s) shall attend the meeting to provide oral testimony in addition to the written request. (3) At this time the Board can make the motion to move forward with the request or deny the request. The Board reserves the right to deny any request at their sole discretion. (4) If the request is advanced by the Board there will be a public hearing at the following Board of Park Commissioners meeting before a name is officially changed. Upon completion of the Public Hearing the Board will vote to officially approve or deny the name change request.

Criteria
The individual shall meet (1) or more of the following criteria's established by the Board:

1. Has made a significant financial contribution, sponsorship or other commercial transaction wherein the City receives a monetary gain in exchange for the naming. This may include provision or supply of equipment, materials, land or services.
2. Recognition of historical significance and/or outstanding service to the City parks, facilities and recreational amenities that resulted in significant and enduring contributions to the community.

Special Notes
(1) The naming request for a recently decreased individual shall have a (90) day waiting period from the time of death before the request may be formally considered by the Board. (2) No official in office or employee of the City of Bristol will be considered until such person has left office or City employment. (3) A name once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Physical Display of Naming Rights
The physical display of the naming rights shall be decided on a case by case basis at the recommendation of the Board but with sole discretion of the Superintendent to ensure funding exists and signage/plaques meet department brand standards. Funding may be requested of the individual(s) making the request or may be provided by the City if appropriate and funding exists.

Policy: Ed Swicklas Employee Garden Park
Adopted by Board of Park Commissioners: May 2022

The purpose of this policy is to establish guidelines and standards for the administration of the Ed Swicklas Employee Garden Commemoration program. Established in 2022, the program was developed to honor and recognize retired employees of the Parks, Recreation, Youth & Community Services Department that meet the following criteria:

- Must have served a minimum of 15 cumulative years in the BPRYCS Department.
- Years of service must be full time. Part time, seasonal, or contractual years do not count towards cumulative years of service.
- Years of service do not need to be consecutive. Meaning someone may have started in, or transferred to another department for a period of time or left the city for another position and returned.
- Individual must have retired from the BPRYCS Department. Individuals that retire from another department will not be considered even if they have 15 years of cumulative service with the department.
- The employee must be considered an employee in good standing with the City in order to qualify for the program. Individuals whose employment status with the City has been severed will not be eligible as determined by the Superintendent in consultation with Human Resources

Every July, the Superintendent of Parks, Recreation, Youth and Community Services will compile the list of eligible retirees from the past year and present the names and supporting documentation to the Board of Park Commissioners for review and approval. After approval, the names will be added to the plaque as soon as reasonably possible. For efficiency and cost-effectiveness, the plaque will be updated once a year and not each time someone retires (unless there is a compelling reason to do so sooner as determined by the Board of Park Commissioners)

Chapter 8: Public Safety, Law Enforcement and Security

Policy: City of Bristol Ordinances
Adopted by the City Council: September 1974

Municipal ordinances are laws or regulations that is enacted by and enforceable within the city. Ordinances may be formally changed through the City of Bristol Ordinance Committee with final approvals from the City Council. Chapter 16 of the Code of Ordinances describe ordinances pertaining to the BPRYCS Department:

Chapter 16 PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Sec. 16-1 Veterans Memorial Park and Boulevard

(a) The park area between the Pequabuck River and South Street, heretofore given to the city and established as a memorial to Bristol's veterans of all wars, shall continue under the jurisdiction of the Board of Park Commissioners. The highway, which begins at Willis Street and runs through said park shall be known as the Veterans Memorial Boulevard.

(b) The Board of Park Commissioners shall give special care in maintaining said park as a fitting memorial and preserving the rows of memorial oaks which border the boulevard. They shall care for the monuments and statuary now located in the park and which may, with said board's permission, be hereafter located therein.

(c) To preserve the natural and peaceful conditions and the memorial character of the park and boulevard:

(1) There shall be no parking along the curb lines of the boulevard, except on such special areas or occasions as may be designated by the Board of Park Commissioners.

(2) The use of the boulevard by motor vehicles is hereby restricted to vehicles bearing "passenger-type" or school bus registration plates, and operated at such reasonable speeds as shall be established, from time to time, by the Board of Park Commissioners. School buses shall only be permitted to use the boulevard traveling to or from Memorial Boulevard School on the boulevard from Main Street to the school.

(3) No motor vehicles bearing non-passenger type registrations, including trucks and commercial vehicles, including those trucks and commercial vehicles bearing "combination" plates shall pass or travel within said Memorial Park or boulevard, provided that such non-passenger vehicles may continue to use the two (2) cross-over streets known as Mellen Street and East Street. Persons making such use shall be in violation of this section and shall be subject to the penalty for infractions provided in section 1-11 of the Code of General Ordinances. Fine for violation of this section shall be ninety dollars ($90.00).

(d) The Board of Park Commissioners are hereby authorized and directed to provide and maintain suitable signs for the control of traffic on the parkway known as the Memorial Boulevard.

(Ord. of 9-6-83; Ord. of 4-29-94)

Sec. 16-2. Prohibited acts in public parks.

Regulated conduct, activities, substances and acts in public parks.

The following conduct, activities, substances and acts within the public parks of the City shall be regulated as provided herein:

(a) Alcoholic Beverages and Controlled Substances.

(1) The possession or consumption of any alcoholic beverage shall be prohibited unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated.

(2) The possession or consumption of any illegal drug or the possession or consumption of any controlled substance for which no authorized prescription has been issued to the person possessing or consuming same shall be prohibited.

(3) No person shall be under the influence of any alcoholic beverage or drug so as to pose a threat to himself or herself, other persons, or property, or to cause behavior that unreasonably disturbs others.

(b) Amplified Sound.

(1) No person shall operate any device designed to produce, reproduce or amplify sound unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(c) Behavior.

(1) *Urination and defecation.* No person shall urinate or defecate in any park, or in or upon any park building, monument or structure, except in a facility which is specifically designed for such purpose.

(2) *Disorderly conduct.* No person shall engage in conduct intended to cause inconvenience, annoyance or alarm, or to recklessly create a risk thereof; or to engage in fighting or in violent, tumultuous or threatening behavior; annoy or interfere with another person; make unreasonable noise; without lawful authority disturb any lawful assembly or meeting of persons; obstruct vehicular or pedestrian traffic; or congregate with other persons in a public place and refuse to comply with a reasonable, official request or order to disperse.

(3) *Sexual acts.* No person shall engage in any sexual act. For the purpose of this section, a sexual act means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse, which terms further are defined in §53a-193 of the Connecticut General Statutes.

(d) Business activities, soliciting and advertising. Unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated:

(1) *Business activities.* No person shall sell, offer or expose for sale any goods or services, or conduct business activities.

(2) *Solicitation.* No person shall solicit monetary or other valuable contributions from others.

(3) *Advertising.* No person shall post or display any sign, placard, flag or advertising device. Advertisements include, but are not limited to, the distribution or posting of handbills, flyers, coupons,

or public announcements. The prohibitions of this section shall not extend to expressive and associational activities protected by the First Amendment to the United State Constitution.

(4) *Gambling.* No person shall play any game of chance.

(e) Dangerous Devices.

(1) *Firearms, fireworks and projectile devices.* No person shall possess illegal firearms, and no person, other than a police or security officer, shall carry openly any legal firearm. No person shall possess or discharge a firearm, firecracker, firework, bow, cross-bow, or traditional BB or pellet-firing air gun that expels a metallic or paint-contained projectile through the force of air pressure. This provision shall not apply to the display of fireworks under municipal authority, nor to activities authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(2) *Knives.* No person shall possess any dirk knife, or any switch knife, or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, or stiletto, or any knife the edged portion of the blade of which is four inches or over in length unless it is being used for the purpose of food preparation.

(f) Domestic animals.

(1) *Leashes*. Unless confined within an area designated specifically by the Board of Park Commissioners for dog runs, no owner or person having control of any dog, shall permit said dog to enter or remain upon any public park unless such dog is constrained by a suitable leash held by the owner or person in control. An owner or person in control of any dog brought upon park property shall at all such times have in his or her possession a suitable receptacle adequate to collect or gather up any excrement produced by said dog. It shall be the affirmative duty and obligation of such owner or person in control to promptly gather up such excrement and remove it from the park property when such owner or person in control of said dog leaves park property or place such excrement in a trash receptacle. In addition to the fine and penalty provided for violation of these ordinances, any dog, if not leashed, shall be subject to seizure and removal to the custody of the animal control officer.

(2) *Swimming or bathing* No person shall permit any dog or domestic animal(s) whether leashed or unleashed, to swim in, nor shall any person wash or bathe any dog or domestic animal in any pool, lagoon, lake or pond on park property unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(3) *Hitching*. No person shall hitch or secure any dog or other animal to any shrub, tree, fence, or stake in any park.

(g) Fires. No person shall make any open fire on any park property.

(h) Fishing. No person shall fish while on any park property where fishing is specifically disallowed and posted under the authority of the Board of Park Commissioners.

(i) Motor vehicles and traffic. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Speed limit.* No person shall ride or drive in any park any cycle, automobile or other vehicle, at a rate of faster than fifteen (15) miles an hour.

(2) *Prohibited vehicles.* No person shall enter any park, or parkway with any truck, trailer, bus or other commercial vehicle, except for the service of such park property, or part thereof. In addition, no person other than law enforcement, emergency medical, or park personnel in performance of their duties shall ride, drive, park or draw any snowmobiles, go-carts, mini-bikes, dirt bikes or all-terrain vehicles in any parks.

(3) *Driving, riding or parking vehicles.* No person, unless authorized by the Park Superintendent, shall drive, ride or park any vehicle on any grass or lawn, or in any part of any park, playground or parkway, except regular roadways.

(4) O*vernight parking.* No person shall park a vehicle in any park overnight.

(5) *Maintenance of vehicles.* No person shall repair, clean, wax or otherwise maintain a motor vehicle in any park, nor shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, gasoline, antifreeze or motor oil, in any park.

(j) Protection of park property. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Encroachments*. No person shall in any way alter, damage, remove or deface any facility, feature, vegetation, man-made object or equipment in a park; nor erect or store personal property, plant vegetation or deposit debris or refuse in a park or extend any use on adjacent property to park property.

(2) *Excavation.* No person shall remove or dig up any dirt, stones, rock or anything whatsoever; make any excavation, quarry any stone, or lay or set off any blast, or cause or assist in doing any of such things, within any park.

(3) *Littering*. No person shall scatter or leave upon any park, any paper, rag, garbage, unbreakable or breakable bottle or container, or other litter.

(4) *Unauthorized areas.* No person shall play or practice any game or sport in any park area not suitable for said use.

(5) *Unauthorized trails.* No person shall create any new trails on park property.

(k) Remote control devices and powered models or toys. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) No person shall operate hobby rockets, remote control gliders or powered remote control or tethered planes, cars or other like devices in a park.

(l) Rest rooms and locker rooms.

(1) *Harassment and intimidation.* No person shall loiter in the vicinity of rest rooms, locker rooms, or dressing rooms in a park, nor harass, intimidate or solicit users of such facilities.

(2) *Inappropriate behavior.* No person shall enter any rest room, locker room or dressing room designated for the opposite sex, with the exception that a child of the opposite sex may accompany his or her parent or guardian, provided the child is six (6) years of age or younger.

(m) Swimming, bathing and wading. Swimming, bathing and wading are prohibited except where designated by the Board of Park Commissioners.

(n) Wildlife and habitat protection. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Animals.* No person shall feed, harass, capture, remove, injure or kill any animal or its young or eggs found in a park, or disturb the nest, den, burrow, lodge, dam or other structure of any animal found in a park.

(2) *Removal of plants.* No person shall remove or pick from a park any plants, flowers or parts thereof including, but not limited to, cuttings, seeds, berries, nuts or foliage.

(3) *Abandonment or release of animals.* No person shall abandon, release or cause to be released into a park any animal.

(4) *Planting.* No person shall plant any plant or release or cause to be released into a park any plant or fungus seeds or spores.

(5) *Habitat preservation.* No person shall disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes or other natural areas within a park, or walk among or across any flower garden, shrubs or other plantings.

(o) Hours of operation. No person shall enter park property after the closing hour established by the Board of Park Commissioners.

(p) Hunting and trapping. Hunting and trapping of wildlife are prohibited in any park except when expressly permitted in writing as part of a park department controlled activity and with express written consent of the Board of Park Commissioners.

Sec. 16-3. Tobacco products prohibited in city parks and recreational properties.

It shall be prohibited, at all times, for an individual to smoke and/or use any tobacco or cannabis product in any form while at a City Park or recreational property.

(Ord. of 2-11-20)

Sec. 16-4. Signage.

City parks or recreational properties, where smoking and/or tobacco use has been banned pursuant to this chapter shall be so designated by signs posted that give notice to those areas of prohibition.

Sec. 16-5. Enforcement.

Members of the City of Bristol's Police Department and the Parks, Recreation, Youth and Community Services Park Ambassadors shall be charged with the enforcement of this chapter. Such officers [of the

department] shall inform the violator of this chapter and take enforcement action when a violation has occurred. (Ord. of 2-11-20)

Sec. 16-6. Penalty.

Law enforcement officers may issue a citation for violation of this chapter pursuant to Section 1-11 of the **Sec. 16-3. Penalties.** Any person violating any provision of this article shall be guilty of an infraction and be penalized ninety dollars ($90.00) as provided for in section 1-11 of this Code.

Secs. [16-3] 16-4 --16-15. Reserved. City of Bristol Code of Ordinances.

Sec. 16-7. Definitions.

As used in this chapter, the following terms shall have the meaning indicated:

Enforcement. All law enforcement officers of the City of Bristol.

Park or recreational property. Property owned or operated by the City of Bristol and used in connection with recreational programs or purposes, including, but not limited to, sports or athletic fields and facilities, parks, pocket parks, parking lots, pools, playgrounds, bike or walking paths, dog parks, bleachers, gardens, passive recreation areas, tennis courts, trails and other areas where people may assemble for recreational purposes, and any community, recreation or building located on park or recreation property.

Tobacco product. The use of any substance containing tobacco or any tobacco product in all of its forms, including, but not limited to, a lighted cigarette, cigar, pipe, or similar device, such as all electronic cigarettes (e-cig, e-hookah, vape pen, electronic nicotine delivery system), as well as chew tobacco, snus and snuff, as well as any product of formulation of matter containing biologically active amounts of nicotine that is manufactured, sold or offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body but does not include any product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

"Cannabis" means marijuana, as defined in section 21a-240 of the CT General Statutes;

"Cannabis product" means cannabis that is in the form of cannabis concentrate or a product that contains cannabis, which may be combined with other ingredients, and is intended for use or consumption.

ARTICLE II. MOTORBOATS*

Sec. 16-16 Operation Restricted.

No person shall operate a motor-powered boat upon any lake, pond, or waterway within the city:

1. In a reckless manner having regard of the weather conditions, depth, width, traffic and use of such lake, pond or waterway:
2. At such a rate of speed or in such a manner as to endanger the property or life of any person, including the occupant of such motor-powered boat;
3. Before the hour of 6:00 a.m. or after 9:30 p.m. eastern daylight time;

4. Within seventy-five (75) feet of docks, floats, canoes, sailboats, rowboats, or swimmers, except when leaving or returning to shore;
5. Without underwater exhausts or without effectively muffling or silencing by a muffler or similar device excessive noise produced by such motor-powered boat. (code 1960 § 24-2)

*Cross reference – motorboats prohibited on water bodies of open space land §21-181

Sec. 18-148. - Established.

Pursuant to the applicable provisions of the general statutes and the Charter of the city, there is hereby established a youth commission, which shall be a part of the administration of the municipal government and shall be subject to the Charter, general ordinances and regulations of the city.

(Code 1960, § 60-1; Ord. of 2-4-71)

Sec. 18-149. - Duties.

The commission established by this article shall study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. It shall analyze the needs and shall make recommendations to the mayor and the city council regarding the programs and policies available to serve those needs.

(Code 1960, § 60-2; Ord. of 2-4-71; Ord. of 12-5-78)

Sec. 18-150. - Terms and appointments.

The youth commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third (1/3) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families.

All appointments shall be for three (3) years except the councilman members who shall be appointed in November for a term of two (2) years and who shall serve only during his term of office as councilman. All appointments to fill vacancies shall be for the unexpired portion of the term succeeded to.

(Code 1960, § 60-3; Ord. of 2-4-71; Ord. of 3-1-77; Ord. of 5-3-77; Ord. of 12-5-78; Ord. of 6-13-94; Ord. of 12-14-04)

Sec. 18-151. - Officers.

A chairman, vice-chairman and a secretary shall be elected by the members of the youth commission from among their members.

(Code 1960, § 60-4; Ord. of 2-4-71)

Sec. 18-152. - Budget.

As the need appears and arises, the youth commission shall recommend to the mayor and city council the employment of personnel to serve the needs of youth. The commission shall submit annually a budget for recommended programs and personnel for the ensuing year in as much detail as shall be required by the mayor, city council and board of finance.

(Code 1960, § 60-5; Ord. of 2-4-71; Ord. of 12-5-78)

Sec. 18-153. - Meetings; agenda.

The youth commission shall be empowered to determine the time and place of its meetings and its agenda.

(Code 1961, § 60-6; Ord. of 2-4-71)

Sec. 18-154. - Reserved.

Editor's note— A motion adopted by the council on Dec. 10, 1984, provided that § 18-154, expiration, be deleted; that the youth commission be reestablished, effective Dec. 1, 1984; and that the terms of existing members of such commission continue until the expiration of such terms. Prior to deletion, § 18-154 was derived from an ordinance adopted Dec. 5, 1978.

Policy: Staff Liaison to Law Enforcement Officers
Adopted by Board of Park Commissioners: October 2022

Call list for park issues? Include?

Policy: Park Ambassadors and Handling of Disruptive Behaviors Procedures
Adopted by Board of Park Commissioners: October 2022

Reference to park ambassador ordinance powers

Policy: In-Service Training for Staff on Public Safety and Law Enforcement
Adopted by Board of Park Commissioners: October 2022

Reference site trainings, active shooter- amry and Jaimie's training

Policy: Addressing Homeless Encampments in Public Parks
Adopted by Board of Park Commissioners: May 2022

Purpose
Homelessness, which was already steadily increasing prior to 2020, has been exacerbated by the Covid-19 pandemic and will continue to remain a complex community challenge in the years to come. The professional staff of the BPRYCS play a vital role in supporting and advancing the health and well-being of all individuals in the City of Bristol, including people who are experiencing homelessness. Department staff provide community resources, programs and services which include (but not limited to) counseling, short term case management, EBT/Snaps program at the Bristol Farmer's Market, dynamic drug free communities program and coalition, as well as on-going initiatives and collaborations with our community partners and non-profits.

The BPRYCS Department also has the responsibility to create public parks that are safe, attractive and well-maintained aligned with our mission to enhance the quality of life for Bristol residents. In order to balance these responsibilities with a person-centered approach to our residents experiencing homelessness, a formal policy was developed. The policy outlines a clear process for removing homeless encampments in public parks while connecting individuals to essential services.

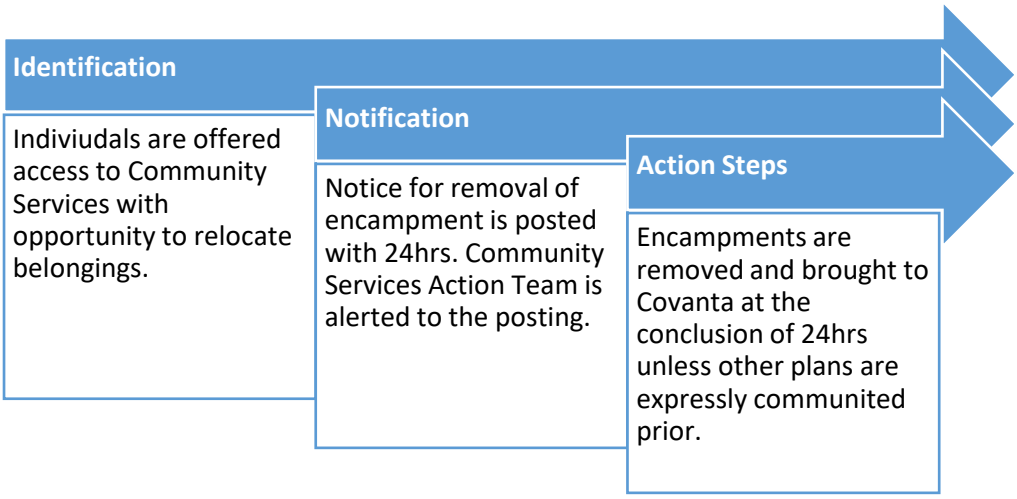
Process
Understanding that every individual experiencing homeless has a unique set of circumstances and there is not a "one size fits all" approach to managing a situation, it should be understood by all parties, that situations are fluid and subject to change when public safety is at risk. The following process was developed as a framework to help guide the staff in this work.

Step 1: Identification- When an individual who is experiencing homelessness is discovered in a park, the staff member should assess the situation and upon determining it is safe to do so, introduce themselves and ask if they need any assistance? Staff are encouraged to ask if they are interested in speaking to the Community Services Coordinator to review available resources and supports. If the situation does not appear safe or the staff member is not comfortable they should contact the Community Services Coordinator and alert them of the individual's presence in the park. Police should be contacted if the individual appears violent or threatening to themselves or others. If they are interested the staff member should assist them in contacting the Community Services Office. If they refuse, the staff member should provide the individual with the business card of the Community Services Coordinator in the event they change their mind. If a homeless encampment is discovered without an individual on site, the staff member shall contact Community Services Coordinator to inform them of the encampment.

Step 2: Notification- After consultation with the Community Services Coordinator the staff member will post the notice of removal form in a secure location on the encampment. The notice informs the individual that they have 24 hours to remove their belongings from the site. At the time of the posting the Community Services Coordinator will send a notification to the Community Services Action Team members informing the collective group of the notice being posted. At that time a community support agency may opt to intervene and make arrangements to remove the encampment as well as other services as required.

Step 3: Action Steps- At the conclusion of the 24 hour notice, unless otherwise instructed by the Community Services Coordinator, the Parks, Grounds and Facilities crew will remove the encampment and bring to Covanta.

Figure 1. Homelessness Encampment Notification and Action Process



Community Services Action Team

The Community Services Action Team will be comprised of the following contacts in order to alert all relevant providers of the homeless encampment. Community Services Coordinator will initiate the alert and it is expected that a provider will take ownership of the situation, clearly communicate an action plan, and then follow through on the plan. The alert system is not meant to be an on-going dialogue but rather an assignment of responsibilities. Confidentiality of clients must be maintained.

- Superintendent of Parks, Recreation, Youth and Community Services
- Youth & Community Services Supervisor
- Community Services Coordinator
- Parks, Grounds and Facilities Supervisor
- Agape House Director
- St. Vincent DePaul Director
- Brian's Angels Director
- Salvation Army Director

Chapter 9: Risk Management

Policy: Risk Management Plan
Adopted by Board of Park Commissioners: October 2022

Risk management is the responsibility of all BPRYCS employees. BPRYCS will make reasonable efforts to ensure that all parks and recreational facilities owned or managed by the City of Bristol and all recreation programs offered by or through BPRYCS are safe and legally compliant, and are maintained for safe and healthy working conditions by following standardized practices designed to safeguard employees and citizens. A formal *Risk Management Plan*, adopted in October 2022, guides department staff. The elements of the plan include:

- Supervisor Responsibilities
- City of Bristol Safety Committee
- Facility Security
- Employee Responsibilities for Safety and Risk Management
- Safety Risk Management and Public Relations
- Response to Problems and Emergencies
- Emergency Operations
- Response to Accidents and Injuries
- Contact Information for Emergencies

BPRYCS personnel will adhere to the *Risk Management Plan* designed to minimize hazards that can result in personal injury, property damage or financial loss. The department will utilize the following means of implementation:

- A minimum of (1) full time staff member will regularly participate on the City Safety Committee
- Consult with the City's Emergency Management Coordinator and Corporation Counsel in specific areas related to the department programs, parks and facilities as needed
- Evaluate and update the *Risk Management Plan* annually, or as needed
- Provide staff with ongoing training programs that emphasize safety in the work place
- Maintain safety inspection procedures for parks, facilities, and equipment

As a department of the City of Bristol, BPRYCS is governed by city codes and city-wide policies including forms and training materials provided by the Human Resources Department.

(Source: Risk Management Plan available at www.bristolrec.com).

Policy: Loose Needle Collection
Adopted by Board of Park Commissioners: May 2022

To prevent injuries or illnesses to members of the public and City employees from improperly disposed of sharps, and to aid staff in the safe collection and disposal of sharps found in parks.

Policy Statement

The City of Bristol strives to provide safe public spaces for the use and enjoyment of all persons residing, working, recreating, or visiting Bristol. This policy outlines the procedures to minimize the risk of inappropriately discarded needles on City park land.

Note: Parks, Recreation, Youth and Community Services is not responsible for responding to or disposing of needs on private property.

Background

In a collaborative effort with external partners and internal staff, the Department of Parks, Recreation, Youth and Community Services has identified an immediate need to address the safety and security of personnel and those utilizing City parks. Staff collects and tracks improperly disposed of sharps. Staff frequently discover improperly discarded used sharps (e.g. hypodermic needles, syringes, lancets, and other paraphernalia) in trash cans, on restroom floors, in the landscape, and in many other locations within City parks' property. The purpose of this guideline is to provide safe needle and syringe collection and disposal.

Procedure

Only staff trained in the safe collection and disposal of hazardous sharps are authorized to do so. All maintenance staff shall be trained and provided with appropriate needle and syringe collection equipment. Collection receptacles shall be available in parks fleet vehicles and park buildings. All reasonable measures and precautions shall be taken by staff to protect their own health, as well as the health and safety of community members, in accordance with the procedure of this Policy and as required by the Occupational Health and Safety Act 1984, during the collection, disposal and transport of such waste. Staff must utilize the following procedure during the collection and disposal of needles and syringes:

1. Use an approved sharps disposal container. If an approved sharps disposal container is unavailable, find a strong, rigid-walled, plastic container with a screw-top lid, (e.g. a plastic soda container or similar; no glass bottles as they can shatter).
    a. If you use anything other than an approved sharps disposal container: securely fasten the lid, tape it shut, and write "sharps waste" on the container in large letters with permanent marker. Dispose of the improvised container in an approved and appropriately-sized sharps disposal container.
    b. Always wear the correct personal protective equipment as established during training.
    c. Always wash hands thoroughly with soap and water after collecting sharps. If that's not available post sharps collection, apply hand sanitizer.

2. Take the container to the sharps (not the reverse), place the container on the ground next to the sharps. Do not hold the container when depositing the sharps.
3. Handle the sharps by the barrel end only ("non-needle" end), and never touch the sharp or metal end. Puncture resistant gloves shall be used as personal protective equipment by all staff members who are responsible for the collection of sharps.
4. Never try to re-cap a sharps or break off a needle.
5. Place the sharps inside the container.
6. Tightly secure the lid.
7. When emptying trash receptacles, whether sharps evidence (e.g. orange caps, etc.) is present or not:
    a. Do not compact trash content with any body part (i.e. hands, feet, etc.)
    b. Wear puncture proof gloves.
    c. Handle the edges of the container only.
    d. Hold the container away from your body.
8. When removing needle collection boxes from the approved sharps disposal container:
    a. Look from the top first to make sure the container is not overfilled with needles.
    b. Cautiously remove the container with the proper PPE (i.e. puncture resistant gloves).
    c. Clean any signs of blood or bodily fluids around the receptacle with products known to kill pathogens (e.g. Bleach, Envy) prior to installing new collection cartridge.

Sharps Exposure Policy

In the event of a needle/syringe contact that breaks skin (e.g. puncture, scratch, cut), the employee shall immediately:

Step 1 Wash the injury thoroughly with soap and water. DO NOT squeeze the area around the injury to encourage bleeding.

Step 2 Collect the sharps properly and report the injury immediately to the Supervisor. The Supervisor will initiate a careful search of the area where the injury took place and recover any other items, using safe handling procedure.

Step 3 The employee, with the needle/syringe (in an approved sharps container), shall be taken immediately to MedWorks (975 Farmington Ave, Bristol, CT 06010) for medical treatment. Physicians may recommend blood tests or immunization. Prior to returning to work, a Return to Work form and the Provider's Initial Report (PIR) form must be completed by a physician and returned to the Supervisor.

Step 4 The Supervisor will complete a workplace incident, accident, and/or injury report form in accordance with requirements of the Occupational Health & Safety Act of 1984.

Safe Disposal Methods

1. Rigid sharps containers shall be provided with disposable plastic inserts at the Park's Maintenance Building (240 Jacobs Street) as well as other locations within park property, as deemed necessary.

2. Parks staff is responsible for the installation, repair, and maintenance of all rigid sharps containers and disposable plastic inserts on department property.
3. Any disposal and collection point that is damaged, rusted, missing a rigid sharps container, or is in substandard condition must be decommissioned, replaced or repaired, and reported to the Parks, Grounds, and Facilities Supervisor.
4. Sharps must not be clipped, bent, broken, recapped or otherwise altered. All precautions must be taken to prevent injury.
5. Puncture resistant gloves must be worn during this service. Note: these gloves are not impervious to needles and due care is to be taken.
6. The sharps container sites shall be clear, left clean and tidy to the satisfaction of City standards.
7. All Parks staff shall be trained in the following:
    a. Blood Borne Pathogens
    b. First Aid/ CPR
    c. Narcan Administration
    d. Safe collection practices and disposal techniques

Safety and Health Considerations

1. Staff shall wear all the proper personal protective equipment (PPE) garments (e.g. gloves, boots, vests, ear protection, safety glasses, hard hat, and other necessary attire).
2. If at any time staff feels unsafe or unsure with regard to any component of proper sharps handling procedures, they shall stop and ask the group leader or supervisor.
3. Staff shall never place body parts into areas where they cannot see.

Policy: Covid-19 Policies and Procedures
Adopted by Board of Park Commissioners: May 2022

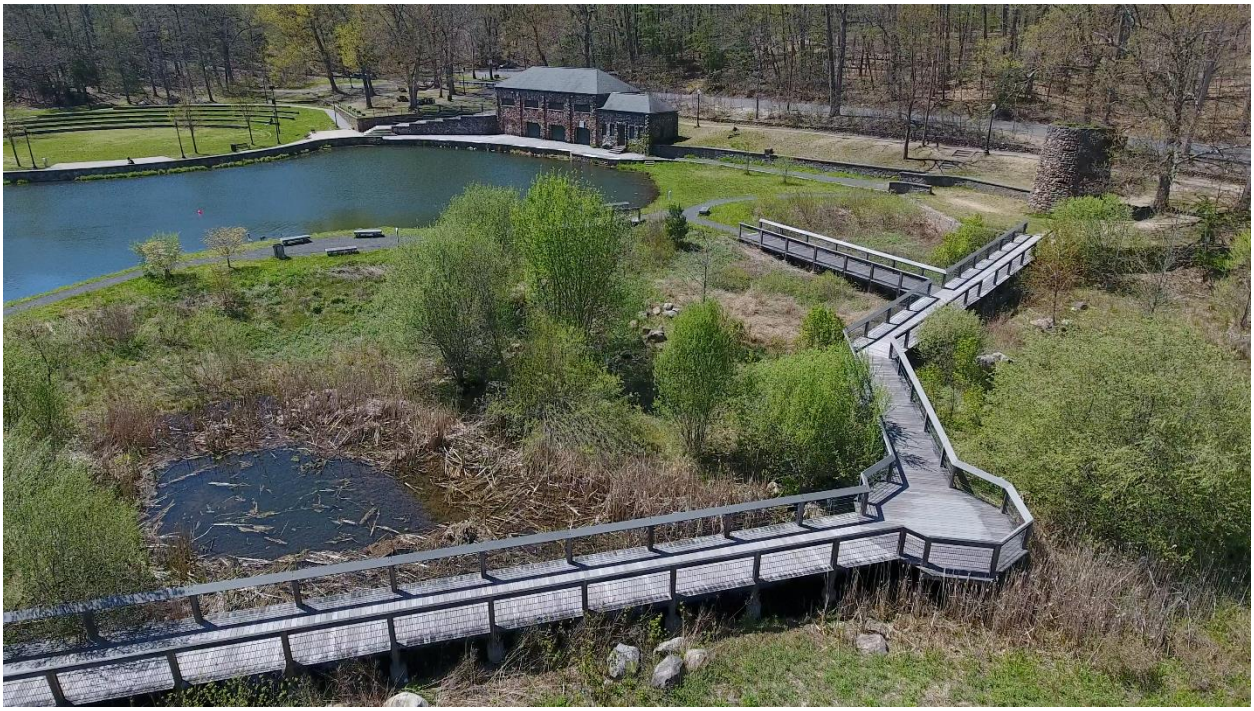
Throughout the entirety of the Covid-19 pandemic, the BPRYCS Department remained committed to delivering high-quality essential services and facilities to Bristol families. Emergency Covid-19 policies and procedures were developed in conjunction with the Bristol-Burlington Health District and City of Bristol policies to establish procedures to create an environment that reduces the chance of Covid-19 exposure in BPRYCS programs, services and facilities. The Covid-19 Policies and Procedures include guidance and direction on the following:

- Face Coverings
- Staff Procedures
- Recreation Program Procedures
- Spectator Expectations
- Aquatics Facility Guidelines
- Youth & Community Services Appointment Protocol
- Counseling Services
- Youth Enrichment Programs
- Staff Protocols for Covid-19 screening
- Communications Policies

While Covid-19 cases appear to be on the decline with state mandates and policy restrictions lifted, the department recognizes the need to stay prepared for future policy modifications as circumstances change. Emergency policies may be reinstated at the direction of local, state, and federal changes.

(Source: Covid-19 Policies and Procedures available at www.bristolrec.com).

Chapter 10: Evaluation and Research



Need to identify policies for evaluation and research. Program evaluations/surveys?

ATTACHMENT J

PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Summer Park Presence Proposal (FY 2024)

Current Status: The Park Ambassador program was started in FY 2021. The position was developed in response to on-going challenges in the park especially rock dam building and liter along the Pequabuck River. The position is responsible for answering questions of park users, explaining ordinances and regulations in relation to behavior within city parks, sharing program/event information, verifying and resolving issues with park field and pavilion rental permits and more. The position was created in 2021 in consultation with the Chief of Police, Inland Wetlands Commission, and the Board of Park Commissioners. A Park Ambassador Impact Report was provided to the Board of Park Commissioners at the September 14, 2022 meeting of the board. In anticipation of the FY24 Budget Process the following scenarios are provided as a jumping off point to discuss the direction the Board and Department want to pursue for Rockwell Park during the summer:

Scenario	Overview	Value Proposition
Scenario 1: Park Ambassador (w/citation powers)	**Maintain the existing structure of the Park Ambassador position at 50 hours per week from Memorial Day to Labor Day.** Limitations: Civilian, limitations of application pool.	**$19,000 investment (already budgeted).** The City continues to invest in the Park Ambassador program at the current level.
Scenario 2: Scaled Back Park Ambassador (w/citation powers)	**Scale back the Park Ambassador program to 26 hours a week at 26 hours per week from Memorial Day to Labor Day** Limitations: Civilian, limitations of application pool.	**$10,000 investment.** The City continues to invest in the Park Ambassador program at a slightly lower level.
Scenario 3: School Resource Officer (w/citation powers)	**A School Resource Officer (SROs) could be hired to patrol Rockwell Park ~40 hours per week during the weekdays and on holidays from late June to late August.** Limitations: SROs are available on weekdays only during their regularly scheduled hours. Current staffing levels of the BPD may prohibit a regular schedule.	**$17,984.64 - $27, 342.00 investment (for one SRO).** The City invests in having a police officer presence in Rockwell Park.
Scenario 4: Private Security (no citation power)	**Private Security could be hired to work at Rockwell Park 50 hours a week from Memorial Day to Labor Day.** Limitations: Private Security would not have citation powers nor be familiar (necessarily) with the Bristol community.	**$24,270 - $31, 275 investment.** The City invests in private security at Rockwell Park.
Scenario 5: No Presence	**Park Ambassador program would be eliminated and no SRO or Private Security would be hired.** Limitations: No consistent presence in the parks during the summer. No enforcement of Park rules (e.g. dam building, smoking, grilling, etc.)	**$0 investment ($19,000 saving).** The City does not provide staffing or security for Rockwell Park during the summer. Police Officers would be contacted as needed and respond when possible.