



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**August 17, 2020 – 6:30 p.m.**  
**Zoom Video Conference**

Please Note: As the State of Illinois and our community enter into Restore Illinois Plan Phase 4, the Oak Brook Park District's focus will be to provide for the safety of staff, park commissioners, our constituents, and the public at large from possible exposure to the COVID 19 virus. The President of the Oak Brook Park District Board of Park Commissioners has determined that it is not practical and prudent to conduct the August 17, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore the August 17, 2020 Board Meeting will be conducted by teleconference using Zoom Video Teleconferencing and as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (Executive Orders 2020-7 and 2020-39) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

**Public participation instructions:**

**Computer Access: Join the Zoom Meeting:** <https://us02web.zoom.us/j/89050375248> **Meeting ID: 890 5037 5248**

**Phone access:** Audio Participation for Chicago Region: Dial 1 312 626 6799 **Meeting ID: 890 5037 5248**

**Android phones & tablets, iPad, iPhone: Download the "Zoom Cloud Meeting" app** through the Google Play Store or Apple App Store. Open the app on your device. **Meeting ID: 890 5037 5248**

**Important:** As you install the Zoom software, it will prompt you to enter your name. **Please be sure to use your legal name.** Plan to join the meeting at least 5-10 minutes before the start of the meeting.

- **Everyone is automatically muted.** If you wish to speak during "Open Forum" use the "Chat" function to type a message to the host indicating you would like to speak. You will then be unmuted to speak. Comments for Open Forum may also be emailed to [lkosey@obparks.org](mailto:lkosey@obparks.org) by 2:30 p.m. on 8/17/20 to be read at the meeting by staff.
- You can use the following link to view a tutorial on how to connect with your computer:  
[https://www.youtube.com/watch?v=hkCmbvAHQQ&list=PLKpRxBfeD1kEM\\_I1ld3N\\_XI77fKDzSXe&index=2](https://www.youtube.com/watch?v=hkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1ld3N_XI77fKDzSXe&index=2)
- In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact Laure Kosey, Executive Director at 630-645-9535.

**AGENDA**

1. **CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL**
2. **OPEN FORUM**

We strive to provide the **very best** in **park** and **recreational opportunities, facilities,** and **open lands** for **our community.**

Family Recreation Center | 1450 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4233 | F: 630-990-8379  
Tennis Center | 1300 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4660 | F: 630-990-4818

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3. CONSENT AGENDA
  - a. APPROVAL OF AUGUST 17, 2020 AGENDA
  - b. APPROVAL OF MINUTES
    - i. July 20, 2020 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2020
    - i. Warrant 638
4. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
  - a. Haley O'Brien, Marketing and Communications Manager
  - b. Rafael Rodriguez, Park District Custodial
  - c. Kate Sniegowski, FRC Facility Coordinator
6. REPORTS:
  - a. Communications IT, and Administration Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
7. UNFINISHED BUSINESS
  - a. Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.
8. NEW BUSINESS
  - a. New Personnel Policy Section 4.27 "Working Remotely – Telecommuting Policy"
  - b. New Administrative Policy: Section 2.30 "Social Equity"
  - c. Revision: Personnel Policy 4.9 Dress Code
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 21, 2020.
10. ADJOURNMENT

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- In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact Laure Kosey, Executive Director at 630-645-9535.

Before start of Meeting, President Knitter shall read the following statement: "As President of the Oak Brook Park District Board of Park Commissioners, I have determined that it is not practical or prudent to conduct the August 17, 2020 meeting of the Board of Park Commissioners in-person due to the health risks associated with the COVID-19 pandemic as described in May 29, 2020 Gubernatorial Disaster Proclamation issued by Governor Pritzker ("Proclamation"). I further determine that attendance at the regular meeting location is not

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feasible due to the disaster described in Proclamation. I hereby direct staff to make alternative arrangements in a manner that will allow any interested member of the public access to contemporaneously hear all discussion, testimony and roll call votes via telephone number or web-based link.”

**AGENDA**

1. **CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL** *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
2. **OPEN FORUM** *[Ask whether there are any public comments under the “Open Forum.” Individuals wishing to speak during the Open Forum should indicate their interest by typing in the Zoom Meeting Chat Box of their desire to speak, at which point their microphone will be unmuted.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners. At the end of the public speaking during Open Forum, the Executive Director shall read any Public Comments received by email.]*
3. **CONSENT AGENDA** *[Request a motion (and second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

*Then ask for a motion (and second) to approve the Consent Agenda, as presented. **Roll Call Vote...***

- a. **APPROVAL OF AUGUST 17, 2020 AGENDA**
  - b. **APPROVAL OF MINUTES**
    - i. July 20, 2020 Regular Meeting Minutes
  - c. **APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2020**
    - i. Warrant 638
4. **COMMUNICATIONS/PROCLAMATIONS** *[For Review and Discussion Only]*
    - a. Board of Commissioners to share communications

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5. **STAFF RECOGNITION** *[Introduce staff.]*
  - a. Haley O'Brien, Marketing and Communications Manager
  - b. Rafael Rodriguez, Park District Custodial
  - c. Kate Sniegowski, FRC Facility Coordinator
  
6. **REPORTS:** *[For review and discussion only.]*
  - a. Communications IT, and Administration Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
  
7. **UNFINISHED BUSINESS**
  - a. Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings. *[Request a motion and a second to approve Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings. Roll Call Vote...]*
  
8. **NEW BUSINESS** *[For review and discussion only.]*
  - a. New Personnel Policy Section 4.27 "Working Remotely – Telecommuting Policy"
  - b. New Administrative Policy: Section 2.30 "Social Equity"
  - c. Revision: Personnel Policy 4.9 Dress Code
  
9. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 21, 2020.** *[Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on September 21, 2020, 6:30 p.m.]*
  
10. **ADJOURNMENT** *[Request a motion and a second to adjourn the August 17, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. All in Favor...]*

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**MINUTES**  
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Before the commencement of the meeting, President Knitter read the following statement: "As President of the Oak Brook Park District Board of Park Commissioners, I have determined that it is not practical or prudent to conduct the July 20, 2020 meeting of the Board of Park Commissioners in-person due to the health risks associated with the COVID-19 pandemic as described in May 29, 2020 Gubernatorial Disaster Proclamation issued by Governor Pritzker ("Proclamation"). I further determine that attendance at the regular meeting location is not feasible due to the disaster described in the Proclamation. I hereby direct staff to make alternative arrangements in a manner that will allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes via telephone number or web-based link."

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL

President Knitter called to order the regular meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:32 p.m. Commissioners Trombetta, Suleiman, Tan, Truedson, and President Knitter answered "present" through Zoom Conferencing. Also present at the Oak Brook Park District Family Recreation Center, Autumn Oaks Room, were Laure Kosey, Executive Director and Dave Thommes, Deputy Director. Marco Salinas, Chief Financial Officer, Bob Johnson, Director of Parks and Planning, and Steven Adams, Park District Attorney, attended through Zoom Conferencing.

2. OPEN FORUM

President Knitter asked if there was anyone in the audience who wished to address the Board. She reminded everyone of the Rules of the Board of Commissioners which limits the length of comments to 5 minutes during Open Forum.

Jim DePhillips addressed the Board, stating that he has been a resident of Oak Brook for ten years. He said he had emailed Ms. Kosey and had heard back from both herself and some commissioners, but he still would like to know how the concerts went from being a free concert series to costing \$40 or \$30 for a reserved space. He had looked at the guidelines issued by the State of Illinois and he did not see anything mentioning the necessity of fees and chairs. He realized that the Park District may receive more complete guidelines. From the picture that was on Facebook and from a

friend that had attended the concert, it was poorly attended. The capacity of that field is huge. How was the fee determined? To just put a fee on something, because of COVID 19, is not right.

President Knitter said the Board of Commissioners will respond to his question during the communications section of the Board Meeting Agenda.

### 3. CONSENT AGENDA

- a. APPROVAL OF July 20, 2020 AGENDA
- b. APPROVAL OF MINUTES
  - i. June 15, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JUNE 30, 2020
  - i. Warrant 637

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to Approve taking a Single Omnibus Vote on the Consent Agenda as presented.

There was no additional discussion and the motion passed by roll call vote.

Ayes: Commissioners Trombetta, Suleiman, Tan, Truedson and President Knitter.

Nays: None

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson to approve the Consent Agenda as presented.

There was no discussion and the motion passed by roll call vote.

Ayes: Commissioners Trombetta, Suleiman, Tan, Truedson and President Knitter.

Nays: None

#### d. COMMUNICATIONS/PROCLAMATIONS

Board of Commissioners to share communications.

President Knitter said she received comments from at least four residents that they love the system of making reservations for the pool. They felt very safe and clean and they are going to miss it when we return back to regular operations.

President Knitter said we will address the concerts now. We have received positive comments, as well as, the question from Jim about the concert. We also have our legal situation with what we can do.

President Knitter invited Ms. Kosey to address the questions about the concerts.

Ms. Kosey said the first option for the Park District was to not have the concerts and to cancel them, but staff did a great job of thinking of a way that the District could have the concerts. Whenever we have a situation when we need to make a decision during this uncertain time, we go by these three parameters. "Is it legal? Is it insurable? Is it reasonable?"

Ms. Kosey said after we had talked with our attorneys, as well as our risk management association, we came up with these parameters for the concerts. It does include a fee. We tried to figure out what was a good way to be able to control the number of attendees, being able to accommodate everyone, and not having to turn people away if we got too many,



because we have to follow strict guidelines in case someone gets the virus and we need to conduct the required contact tracing. We put all these parameters in place, such as escorting attendees to the reserved circle and cleaning the portable toilets after every time they are used. It has taken a lot of effort. Each concert costs \$1,500 just for the band. We were looking at what would be a reasonable fee and it was determined to be \$40 for upfront circles and \$30 for back circles. We had to make sure that attendees met the requirement to have a seat as they could not just sit on the blanket.

Sharon Knitter said it is important to note that these are not considered sporting events; they are considered performing arts.

Ms. Kosey said that is correct, and so with our attorneys and our risk management association this is what we derived. We thought as there could be up to six people in a circle, a \$30 fee would equal to \$5.00 a person. It has been well received and successful.

President Knitter said normally, in other years, we have a lot of other programs to provide funds for the cost of the concerts and we would have sponsors, food, and wine vendors to offset the cost. Because we can't do that anymore, we have to somehow offset the cost. Now at these concerts, we do not have the ability to offset the price. At this price we are not coming near halfway the cost, but we wanted to be able to provide the concerts.

Commissioner Trombetta said our residents pay \$300 - \$600 a year for taxes as part of their real estate taxes. A lot of those people don't attend the fitness center. This money should be used to give something free back to the community, via the concerts.

President Knitter said that it is not just the cost, it is meeting the requirements of contact tracing. If we make the concerts free, chances are people will just show up and not register, or else they may register and not show up. All of this has to come into play. Even in a normal year, taxes do not cover all the operation costs of the Park District. We can't just do this for free. The other choice for this year would be to not do concerts at all. The fees that we charge should not be a commissioner driven discussion because it is not policy.

Attorney Steve Adams said that normally the decision to price an event or program is a staff driven function. That is certainly within the scope of the power granted by the Board of Commissioners to staff. Staff can bring any question to the Board and have it discussed. Typically, staff is in the best position to determine how to structure the program/event, and how to charge for the program/event, taking into account the impact to the District's overall obligations, costs, and revenues. Typically, they are in the best position to determine the costs. Certainly, the Board can discuss it at the Board level, if they choose to do so, and to direct staff as they see fit.

Commissioner Tan said because we have a legal obligation to be able to do contact tracing, there must be some form of registration so that if you don't register you can't attend. It could not be free as it would not give the ability to conduct contact tracing. It then becomes a question that if it can't be free, what is the nominal fee, and staff has the ability to determine the appropriate fee.

Commissioner Suleiman said staff has researched communities in the area. Comparatively, other events, like Ravinia, are charging a lot more. Things that make our community happy are what, she thinks, residents would be willing to pay \$100 to have a good time with their family, and would not hesitate to pay the \$30 fee.



Commissioner Truedson said he agreed with all the comments made and noted historically, most people who go to the events are the elderly, and money is tight with them. He said he knows that Laure Kosey has spent much time on this, and talked with President Knitter about it, but the residents may think of it as a money grab. Communication is the key; it is important.

Attorney Steve Adams said the Oak Brook Park District has been extremely active to bring programs back to its residents. Many park districts have not even made any effort to restore programs because the rules are very vague and difficult to interpret. Laure has explored new boundaries. We are all in an experimental phase as we strive to start our businesses. What happened here was a good set of practices, making sure that we meet the requirements, and reducing risk, and at the same time delivering the program. Restarting programs after a pandemic - there are not a lot of guidelines. This is all healthy debate. Staff is really trying to do their best to resume the programs for the District in a very uncertain time.

Ms. Kosey stated it is the Park District's intention to bring concerts back next summer as free again.

President Knitter noted we have received a lot of positive comments.

Commissioner Tan said the concerts are not a sporting event, and that is why everyone must have their own chair, or have the ability to rent a chair. It is important to communicate this fact as well.

Laure Kosey said that is correct; that this was a requirement of the performing arts. As of this date, no one has rented a chair, but everyone has been very helpful and has brought a chair.

Commissioner Suleiman said she does agree with Commissioner Truedson about the communication and asked where and how did we promote the concerts and that there would be a charge?

Ms. Kosey said the District tried to communicate it everywhere, on the website, a banner, and every promotional piece we did it was on there, including the requirement to bring a chair and a mask.

#### 4. STAFF RECOGNITION

- a. None

#### 5. REPORTS:

- a. Communications IT, and Administration Report

Ms. Kosey gave her report which is part of the Park District's records. Ms. Kosey noted we are still in Phase 4. We have implemented some travel restrictions with staff as defined by the Chicago Department of Public Health. Any travel to a hotspot state will require staff to quarantine for two weeks. This was implemented last Tuesday. The Chicago Public Health Department releases the list of the hotspot states every Tuesday at noon.

Construction has started on the Central Park North fields. We are going to have a small groundbreaking picture on July 28 with appropriate social distancing.

The Upace app, used by Park District guests for fitness and program reservations, has had a few snags, but it now running better. Robert has worked hard with the Upace representatives to get it running better.

President Knitter inquired about any rollbacks in the Restore Illinois plan.

Ms. Kosey said the state has just come out with new mitigation criteria. We are now located in region 8 and there are three tiers for the roll back. In the first tier, it rolls back indoor recreation, the other two tiers of roll backs will discontinue any recreation. There are parameters that will affect the criteria.

b. Finance & Human Resources Report

Mr. Salinas presented his report which is included in the Park District's records. The report is June 30, 2020 ending. Reviewing the General Fund, Mr. Salinas reported the Park District received the property taxes as expected. Progress of Fund Balance Report shows an increase due to the property tax. The general fund shows the activity for the facilities – notably, rentals are down.

The Recreation Revenue Fund has taken a significant hit. Expenses have also decreased. The limited programming and the closure of our facilities have really impacted our programming revenue.

President Knitter inquired if there would be any more staff layoffs.

Ms. Kosey said we have been extremely careful on hiring back. We are at a skeleton staff.

Mr. Salinas continued with the Tennis Center stating the revenues are down and that expenses are also down.

President Knitter said that as we had to dip into the reserve funds, we have to think about how we can return funds to the reserve funds.

Commissioner Tan said that he was pleased to see that the expense rate is at a reasonable amount. If this keeps up, we should be able to continue to the end of the year. The Park District is doing a great job at where expenses are being cut, and being really frugal.

Mr. Salinas said the net position for the Tennis Center is heading in the right direction and the Tennis Center is not supported by property taxes.

Reviewing the capital expenses, Mr. Salinas noted the payment for the field lights, the first payment for the fitness equipment lease, and for the Tennis Center indoor tennis courts resurfacing.

Mr. Salinas also said the auditors were in the office last week and completed the field work. There will be much work in preparing the reports as we include a narrative on the Park District's accomplishments for the fiscal year of the report.

c. Recreation & Facilities Report

Mr. Thommes presented his report, which is part of the Park District's records. He provided a quick update on the reservations, stating since the District opened its doors on July 6 through July 20, 2020, we have had over 1,500 reservations through the Upace app for the aquatic center. We have also started doing private rentals of Splash Island and have set up 14 ninety-minute time slots each week. This has been well received with Splash Island totally booked through the month of August.

Mr. Thommes said we have been able to have 450 members join with Fitness memberships. We had 700 reservations, as of yesterday, for the fitness center use alone. Just under 300 reservations for the track and group fitness. People are coming back.

Field rentals have picked up. The Sports Core has a lot of bookings especially over the weekend, as well as at Central Park North and at Central Park fields.

Camp is doing well with 50 kids, which is 5 to 6 pods.

Commissioner Suleiman asked if families are receptive to starting preschool in the fall – or are we waiting for more information from the school district?

Mr. Thommes said that we are waiting to hear from the school district which is expected to be received at the end of July. Staff is planning for a virtual option, should we get shut down again, and they are also planning for an in-person classroom which will abide with all requirements.

President Knitter asked how are the teachers planning for preschool?

Mr. Thommes said the teachers would stay with their own pods.

Ms. Kosey said the challenge is that the inclusion aids need to visit from class room to class room, so we are waiting to hear to be able to work out how this will be coordinated.

Commissioner Suleiman asked if we had anyone register for preschool.

Ms. Kosey said she would get the information to Commissioner Suleiman.

Commissioner Suleiman asked if Central Park West can be rented.

Ms. Kosey replied that it can be rented for events with up to 50 people attending, depending on the event.

d. Parks & Planning Report

Mr. Johnson presented his report which is included in the Park District records. The LED Sports Lighting retrofit in Central Park has been completed. The initial light measurement conducted on the project was successful and all fixtures were compliant with the ordinance. A few minor adjustments need to be made to provide better lighting on the field. The adjustments will be conducted in the next 6 weeks, ensuring the adjustments are done before the November light test with the Forest Gate residents present.

The Central Park North project is underway. The silt fence has been installed and the earthwork has begun.

Mr. Johnson also met with the appraiser at the Dean Nature Sanctuary to value the sliver of land that will be utilized by the Illinois Department of Transportations for the tollway widening project. We are waiting for his report to review.

Parks Department is accepting applications for a park technician. This position will offset a lot of the workload for the additional work incurred by the parks department due to the Central Park North fields and the management of the Village Sports Core.

Commissioner Trombetta asked if we are finished with the requirement of testing the ballfield lights in the winter.

Mr. Johnson said that there will be a test done this November and it is hoped that it will be the final test for the ballfield lights.

7. UNFINISHED BUSINESS

- a. Resolution 20-0720: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to approve Resolution 20-0720: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc.

There was no additional discussion and the motion passed by roll call vote.

Ayes: Commissioners Trombetta, Suleiman, Tan, Truedson and President Knitter.

Nays: None

8. NEW BUSINESS

- a. Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

This topic was for review and discussion only. Ms. Kosey said this is a normal procedure we do in accordance with the Open Meetings Act.

9. ENTER CLOSED SESSION: For the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to enter closed session for the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act.

There was no additional discussion and the motion passed by roll call vote.

Ayes: Commissioners Trombetta, Suleiman, Tan, Truedson and President Knitter.

Nays: None

The Board entered closed session at the hour of 7:19 p.m.

10. CLOSED SESSION

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

11. ARISE FROM CLOSED SESSION

The Board entered open session at the hour of 7:40 p.m.

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON AUGUST 17, 2020.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on August 17, 2020, 6:30 p.m.

13. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the July 20, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. Motion passed by voice vote. The meeting adjourned at the hour of 7:42 p.m.

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Laure L. Kosey, Executive Director

**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through July 30, 2020 and 2019**  
**25.00% completed (3 out of 12 months)**

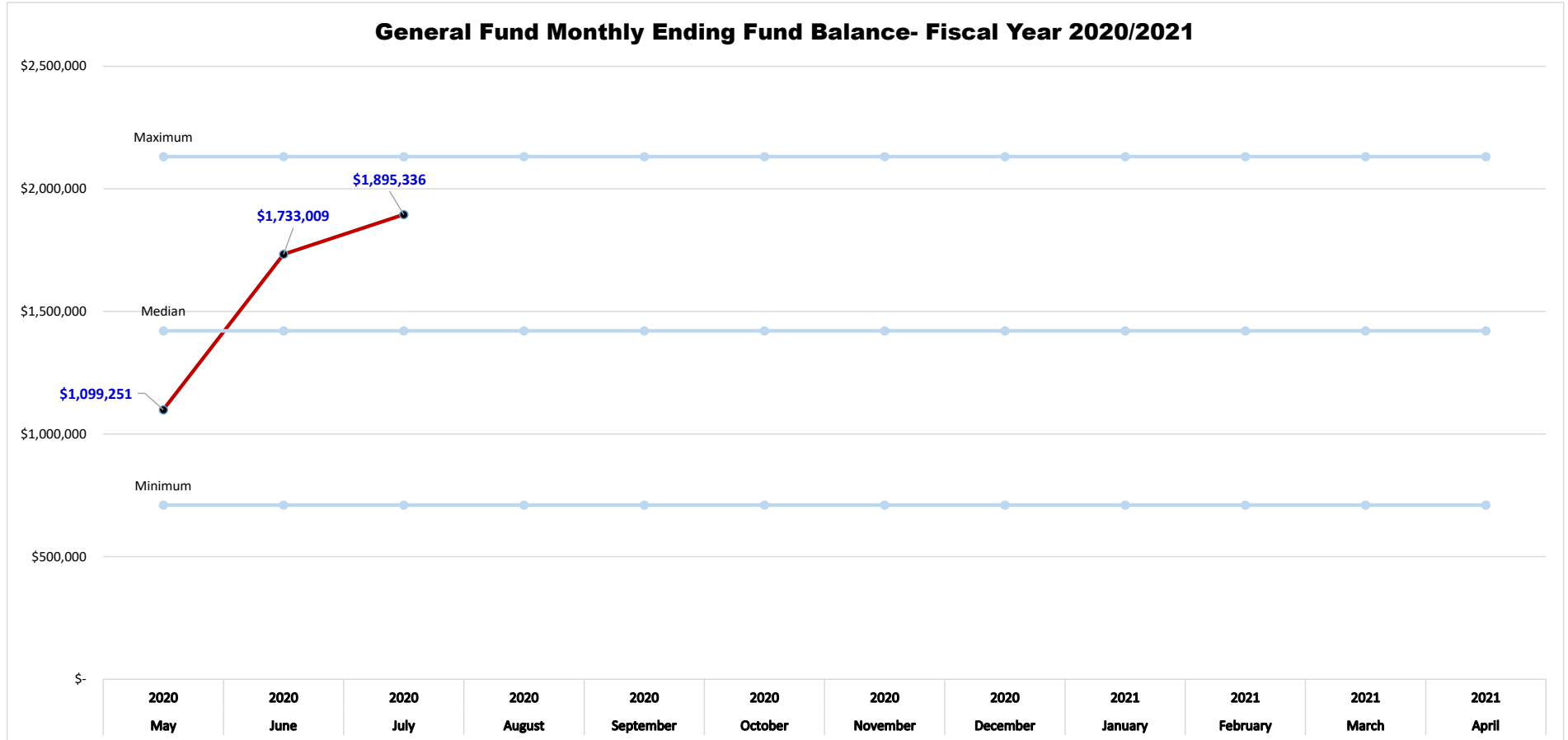
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	July 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
<b>REVENUES</b>									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
<b>Finance</b>									
Property Taxes	1,549,013	57,302	842,430	-	842,430	54.4%	778,811	63,620	8.2%
Personal Prop. Repl. Taxes	95,154	14,630	28,712	-	28,712	30.2%	40,886	(12,174)	-29.8%
Investment Income	11,500	854	2,630	-	2,630	22.9%	2,872	(243)	-8.4%
Other	19,000	-	2,409	-	2,409	12.7%	4,477	(2,068)	-46.2%
Central Park North	111,200	50,260	50,524	-	50,524	45.4%	13,925	36,599	262.8%
Central Park	111,200	55,730	65,977	-	65,977	59.3%	49,695	16,282	32.8%
Building-Recreation Center	1,076,020	159,703	183,564	-	183,564	17.1%	237,362	(53,798)	-22.7%
Central Park West	72,120	2,008	(2,100)	-	(2,100)	-2.9%	20,386	(22,486)	-110.3%
<b>TOTAL REVENUES</b>	<b>\$ 3,045,207</b>	<b>\$ 340,488</b>	<b>\$ 1,174,146</b>	<b>\$ -</b>	<b>\$ 1,174,146</b>	<b>38.6%</b>	<b>\$ 1,148,414</b>	<b>\$ 25,732</b>	<b>2.2%</b>
<b>EXPENDITURES</b>									
Administration	\$ 464,071	\$ 42,698	\$ 100,442	\$ 2,607	\$ 103,049	21.6%	\$ 110,427	\$ (9,985)	-9.0%
<b>Finance</b>									
Central Park North	23,950	320	2,127	2,508	4,636	8.9%	5,896	(3,769)	-63.9%
Central Park	685,469	43,003	121,545	40,556	162,102	17.7%	168,001	(46,455)	-27.7%
Saddlebrook Park	15,871	899	2,752	4,269	7,021	17.3%	5,316	(2,564)	-48.2%
Forest Glen Park	23,490	1,144	4,770	3,305	8,075	20.3%	3,764	1,006	26.7%
Chillem Park	7,125	230	668	1,242	1,910	9.4%	1,075	(408)	-37.9%
Dean Property	11,786	529	1,205	2,490	3,696	10.2%	4,243	(3,038)	-71.6%
Professional Services	46,000	4,154	4,154	-	4,154	9.0%	10,846	(6,693)	-61.7%
Contracts- Maint. DNS	26,000	-	2,000	-	2,000	7.7%	5,801	(3,801)	-65.5%
Building-Recreation Center	965,541	47,290	111,666	21,612	133,278	11.6%	200,828	(89,162)	-44.4%
Central Park West	71,777	2,159	4,652	1,306	5,958	6.5%	11,020	(6,368)	-57.8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,841,960</b>	<b>\$ 178,162</b>	<b>\$ 447,359</b>	<b>\$ 89,265</b>	<b>\$ 536,623</b>	<b>15.7%</b>	<b>\$ 621,481</b>	<b>\$ (174,122)</b>	<b>-28.0%</b>
<b>TRANSFERS OUT</b>									
	\$ 385,742	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,227,702</b>	<b>\$ 178,162</b>	<b>\$ 447,359</b>	<b>\$ 89,265</b>	<b>\$ 536,623</b>	<b>13.9%</b>	<b>\$ 621,481</b>	<b>\$ (174,122)</b>	<b>-28.0%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (182,495)</b>	<b>\$ 162,327</b>	<b>\$ 726,787</b>	<b>\$ (89,265)</b>	<b>\$ 637,523</b>	<b>-398.3%</b>	<b>\$ 526,933</b>	<b>\$ 199,855</b>	<b>37.9%</b>

**Note>** Fiscal year 2020/2021 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

**Oak Brook Park District**  
**Schedule of Ending Monthly Fund Balance- General Fund**

Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Unassigned	\$ 1,168,548	\$ 1,099,251	\$ 1,733,009									
Monthly Net Surplus/(Deficit)	(69,297)	633,758	162,327									
Ending Unassigned	\$ 1,099,251	\$ 1,733,009	\$ 1,895,336									



Minimum (3 months Exp.)	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490
Median (6 months Exp.)	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980
Maximum (9 months Exp.)	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470



**Oak Brook Park District**  
**Recreation Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through July 30, 2020 and 2019**  
**25.00% completed (3 out of 12 months)**

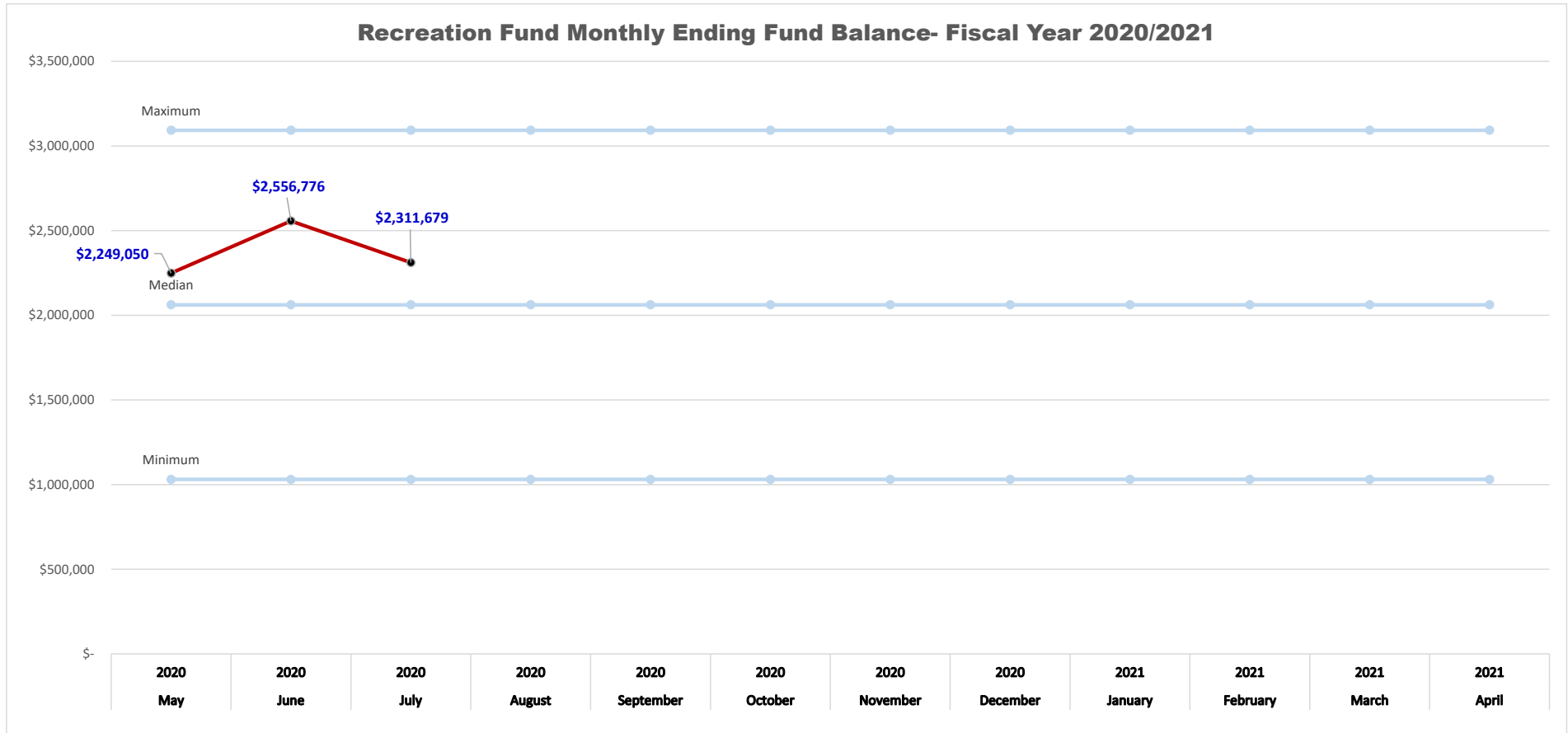
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	July 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
<b>REVENUES</b>									
<b>Administration</b>									
Property Taxes	\$ 961,938	\$ 35,609	\$ 523,498	\$ -	\$ 523,498	54.4%	\$ 460,912	\$ 62,586	13.6%
Personal Prop. Repl. Taxes	29,956	4,606	9,039	-	9,039	30.2%	12,871	(3,832)	-29.8%
Investment Income	17,500	935	3,139	-	3,139	17.9%	4,581	(1,442)	-31.5%
Other	2,100	210	265	-	265	12.6%	681	(416)	-61.1%
<b>Fitness Center</b>	846,508	24,114	42,984	-	42,984	5.1%	213,807	(170,823)	-79.9%
<b>Aquatic Center</b>	516,413	32,331	53,523	-	53,523	10.4%	132,601	(79,078)	-59.6%
<b>Aquatic Recreation Prog.</b>	619,549	8,160	26,046	-	26,046	4.2%	185,178	(159,132)	-85.9%
<b>Children's Programs</b>	119,517	3,247	15,534	-	15,534	13.0%	47,390	(31,856)	-67.2%
<b>Preschool Programs</b>	269,592	(28,790)	(20,566)	-	(20,566)	-7.6%	32,977	(53,543)	-162.4%
<b>Youth Programs</b>	214,029	1,985	46,807	-	46,807	21.9%	187,546	(140,738)	-75.0%
<b>Adult Programs</b>	50,580	20	80	-	80	0.2%	19,494	(19,414)	-99.6%
<b>Pioneer Programs</b>	74,200	(272)	5,184	-	5,184	7.0%	26,246	(21,062)	-80.2%
<b>Special Events and Trips</b>	106,970	2,597	3,981	-	3,981	3.7%	55,022	(51,041)	-92.8%
<b>Marketing</b>	49,000	-	-	-	-	0.0%	25,200	(25,200)	-100.0%
<b>Capital Outlay</b>	30,000	-	-	-	-	0.0%	-	-	N/A
<b>TOTAL REVENUES</b>	<b>\$ 3,907,851</b>	<b>\$ 84,751</b>	<b>\$ 709,515</b>	<b>\$ -</b>	<b>\$ 709,515</b>	<b>18.2%</b>	<b>\$ 1,404,506</b>	<b>\$ (694,991)</b>	<b>-49.5%</b>
<b>EXPENDITURES</b>									
<b>Administration</b>	\$ 1,029,672	\$ 109,469	\$ 226,327	\$ 10,540	\$ 236,867	22.0%	\$ 180,028	\$ 46,299	25.7%
<b>Fitness Center</b>	652,420	50,868	72,105	16,745	88,849	11.1%	160,490	(88,385)	-55.1%
<b>Aquatic Center</b>	907,552	73,782	128,294	18,242	146,536	14.1%	202,893	(74,599)	-36.8%
<b>Aquatic Recreation Prog.</b>	283,056	1,780	4,935	-	4,935	1.7%	68,494	(63,559)	-92.8%
<b>Children's Programs</b>	90,860	6,557	8,068	3,151	11,219	8.9%	21,121	(13,053)	-61.8%
<b>Preschool Programs</b>	240,653	9,544	12,225	-	12,225	5.1%	33,367	(21,141)	-63.4%
<b>Youth Programs</b>	152,865	12,902	15,903	-	15,903	10.4%	58,578	(42,675)	-72.9%
<b>Adult Programs</b>	43,169	1,236	1,321	5,205	6,526	3.1%	8,054	(6,733)	-83.6%
<b>Pioneer Programs</b>	70,997	805	876	5,867	6,743	1.2%	14,241	(13,365)	-93.9%
<b>Special Events and Trips</b>	74,983	4,906	11,211	2,022	13,233	15.0%	42,129	(30,918)	-73.4%
<b>Marketing</b>	337,029	31,347	65,052	20,457	85,509	19.3%	85,241	(20,189)	-23.7%
<b>Capital Outlay</b>	240,000	26,653	87,426	72,169	159,595	36.4%	-	87,426	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,123,254</b>	<b>\$ 329,848</b>	<b>\$ 633,742</b>	<b>\$ 154,398</b>	<b>\$ 788,140</b>	<b>15.4%</b>	<b>\$ 874,635</b>	<b>\$ (240,893)</b>	<b>-27.5%</b>
<b>TRANSFERS OUT</b>	\$ 201,673	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 4,324,927</b>	<b>\$ 329,848</b>	<b>\$ 633,742</b>	<b>\$ 154,398</b>	<b>\$ 788,140</b>	<b>14.7%</b>	<b>\$ 874,635</b>	<b>\$ (240,893)</b>	<b>-27.5%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (417,076)</b>	<b>\$ (245,097)</b>	<b>\$ 75,773</b>	<b>\$ (154,398)</b>	<b>\$ (78,625)</b>	<b>-18.2%</b>	<b>\$ 529,871</b>	<b>\$ (454,098)</b>	<b>-85.7%</b>

**Note>** Fiscal year 2020/2021 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

**Oak Brook Park District**  
**Schedule of Ending Monthly Fund Balance- Recreation Fund**

**Actuals- Unaudited**

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Committed	\$ 2,235,907	\$ 2,249,050	\$ 2,556,776									
Monthly Net Surplus/(Deficit)	13,143	307,726	(245,097)									
Ending Committed	\$ 2,249,050	\$ 2,556,776	\$ 2,311,679									



Minimum (3 months Exp.)	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814
Median (6 months Exp.)	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627
Maximum (9 months Exp.)	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441

**Oak Brook Park District**  
**Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited**  
**Fiscal Year-to-Date Activity through July 30, 2020 and 2019**  
**25.00% completed (3 out of 12 months)**

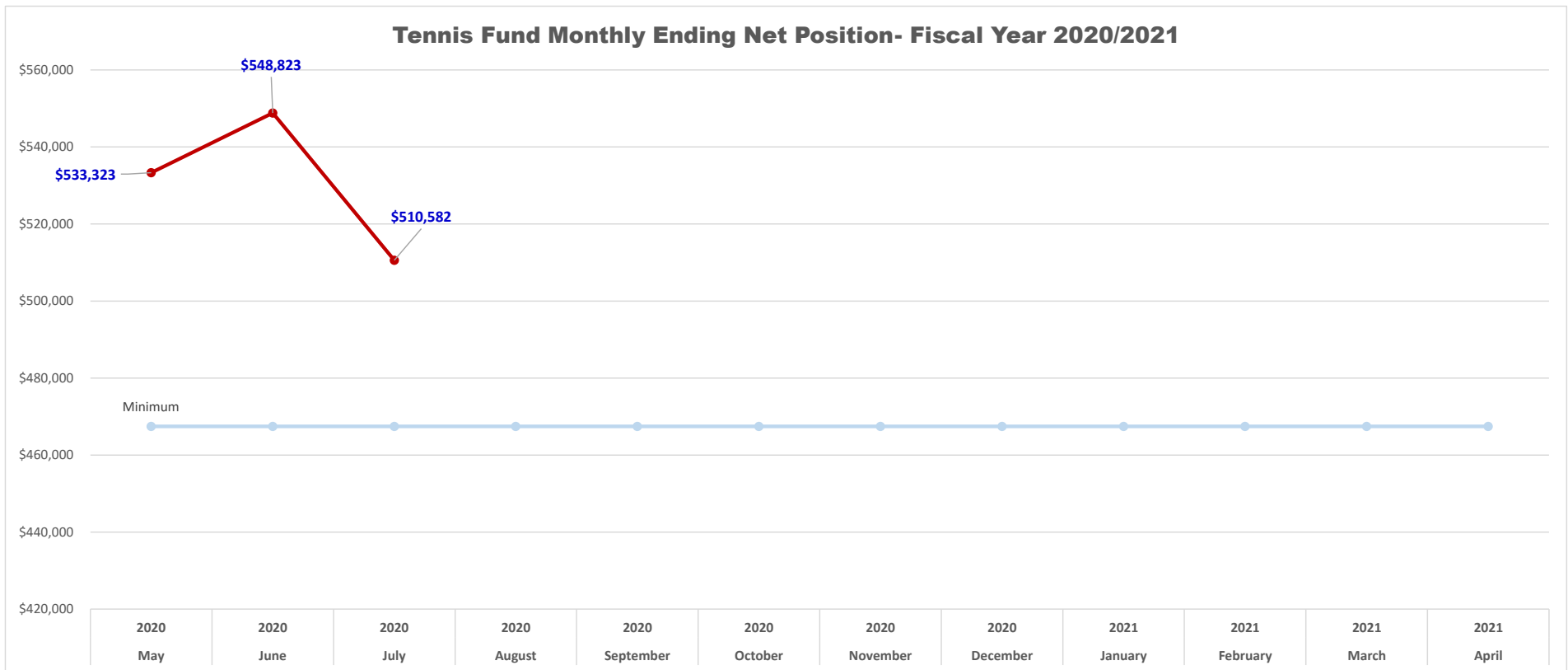
Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original	July	Year-To-Date		Year-To-Date	Y-T-D Actual,	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/(Lower) than 2019/2020 Y-T-D	Percent Change
	Annual Budget	2020 Actual	Actual	Encumbered	Actual + Encumbered	as a % of Amended Annual Budget			
<b>REVENUES</b>									
Administration	\$ 22,500	\$ 2,970	\$ 4,205	\$ -	\$ 4,205	18.7%	\$ 5,364	\$ (1,159)	-21.6%
Building- Racquet Club	500	-	-	-	-	0.0%	262	(262)	N/A
Programs- Racquet Club	1,773,500	51,865	305,493	-	305,493	17.2%	556,763	(251,270)	-45.1%
<b>TOTAL REVENUES</b>	<b>\$ 1,796,500</b>	<b>\$ 54,835</b>	<b>\$ 309,698</b>	<b>\$ -</b>	<b>\$ 309,698</b>	<b>17.2%</b>	<b>\$ 562,390</b>	<b>\$ (252,692)</b>	<b>-44.9%</b>
<b>EXPENSES</b>									
Administration	\$ 727,478	\$ 29,304	\$ 79,714	\$ 9,793	\$ 89,506	11.0%	\$ 119,276	\$ (39,562)	-33.2%
Building- Racquet Club	370,829	28,677	44,584	32,965	77,549	12.0%	68,506	(23,922)	-34.9%
Programs- Racquet Club	771,500	35,095	88,917	3,627	92,544	11.5%	140,639	(51,723)	-36.8%
Capital Outlay	255,000	-	24,800	-	24,800	9.7%	25,782	(982)	N/A
<b>TOTAL EXPENSES</b>	<b>\$ 2,124,807</b>	<b>\$ 93,076</b>	<b>\$ 238,014</b>	<b>\$ 46,385</b>	<b>\$ 284,399</b>	<b>11.2%</b>	<b>\$ 354,203</b>	<b>\$ (116,189)</b>	<b>-32.8%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (328,307)</b>	<b>\$ (38,240)</b>	<b>\$ 71,683</b>	<b>\$ (46,385)</b>	<b>\$ 25,298</b>	<b>-21.8%</b>	<b>\$ 208,186</b>	<b>\$ (136,503)</b>	<b>-65.6%</b>

**Note>** Fiscal year 2020/2021 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

**Oak Brook Park District**  
**Schedule of Ending Monthly Net Position- Tennis Fund**

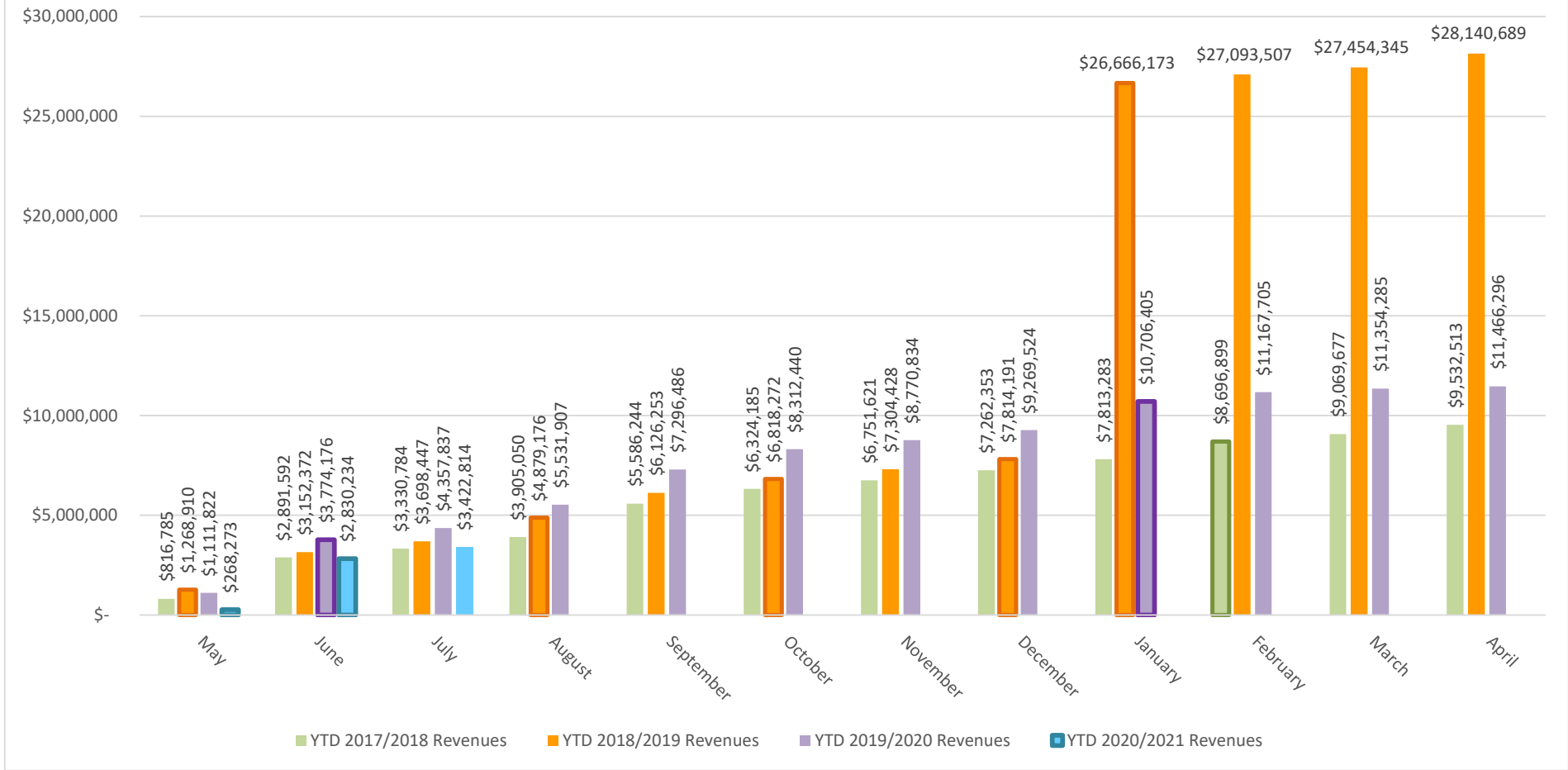
Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Investment in Capital Assets	\$ 1,779,633	\$ 1,779,633	\$ 1,804,433									
Beginning Unrestricted	463,699	533,323	548,823									
Monthly Net Surplus/(Deficit)	69,624	40,300	(38,240)									
Ending Investment in Capital Assets	1,779,633	1,804,433	1,804,433									
<b>Ending Unrestricted</b>	<b>533,323</b>	<b>548,823</b>	<b>510,582</b>									



Minimum (3 months Exp.)	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

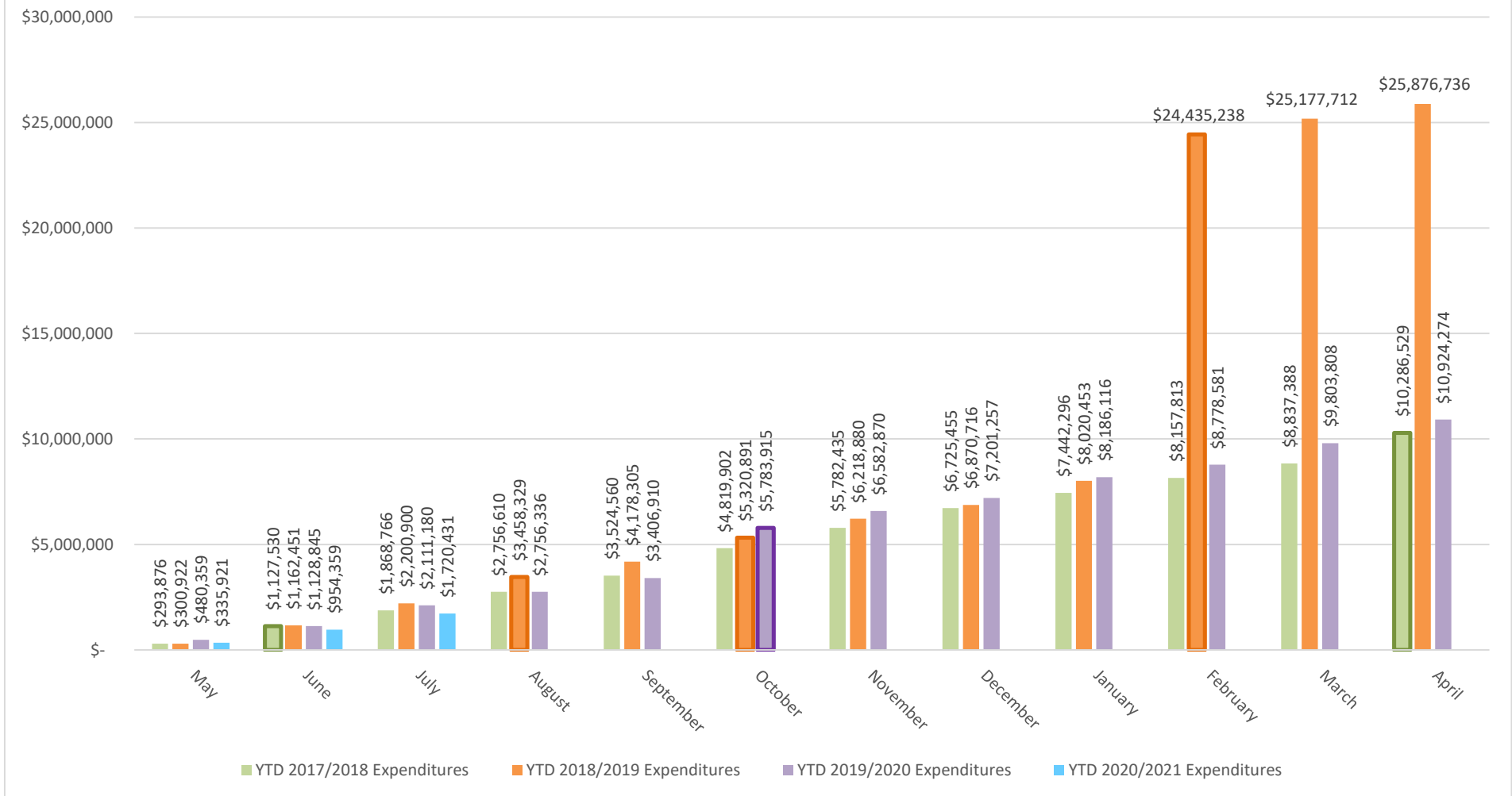
## Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



### NOTES

- 2017/2018:** In February 2018 we recorded \$500,000 in debt certificate proceeds in the Capital Projects Fund and such proceeds are being used to fund the construction of the universal playground. This is one reason for the large increase in YTD revenues.
- 2018/2019:** Historically, we have received the largest portions of our property taxes in June and September. In FY 2018/2019 we received approximately \$418,000 in property taxes in May and another \$522,000 in August; a month earlier than usual. In addition, this fiscal year is benefitting from approximately \$229,000 in new revenues related to our management of the Village's aquatic center. Tennis group lesson revenue is also significantly higher than prior year. In January 2019 the District received approximately \$18.1 million in bond proceeds to be used for the purchase of 34 acres of land.
- 2019/2020:** The large increase in YTD revenues beginning in June 2019 is attributed to the increase in property tax receipts in our Debt Service Fund for the repayment of our 2019 "referendum" bonds. The 1st payment on these bonds is scheduled for October 30, 2019. In January 2020, we recorded \$450,000 in proceeds from the issuance of our 2020 debt certificates plus another \$500,000 in proceeds from a promissory note. These proceeds to fund various outdoor lighting upgrades.
- 2020/2021:** The large decreases in May and June 2020 revenues is attributed to the closure of all our indoor and outdoor recreation facilities as a result of the COVID-19 pandemic. Such closure began in Mid-March and extended through the end of June 2020, with the resumption of limited on-site programming during the month of June.

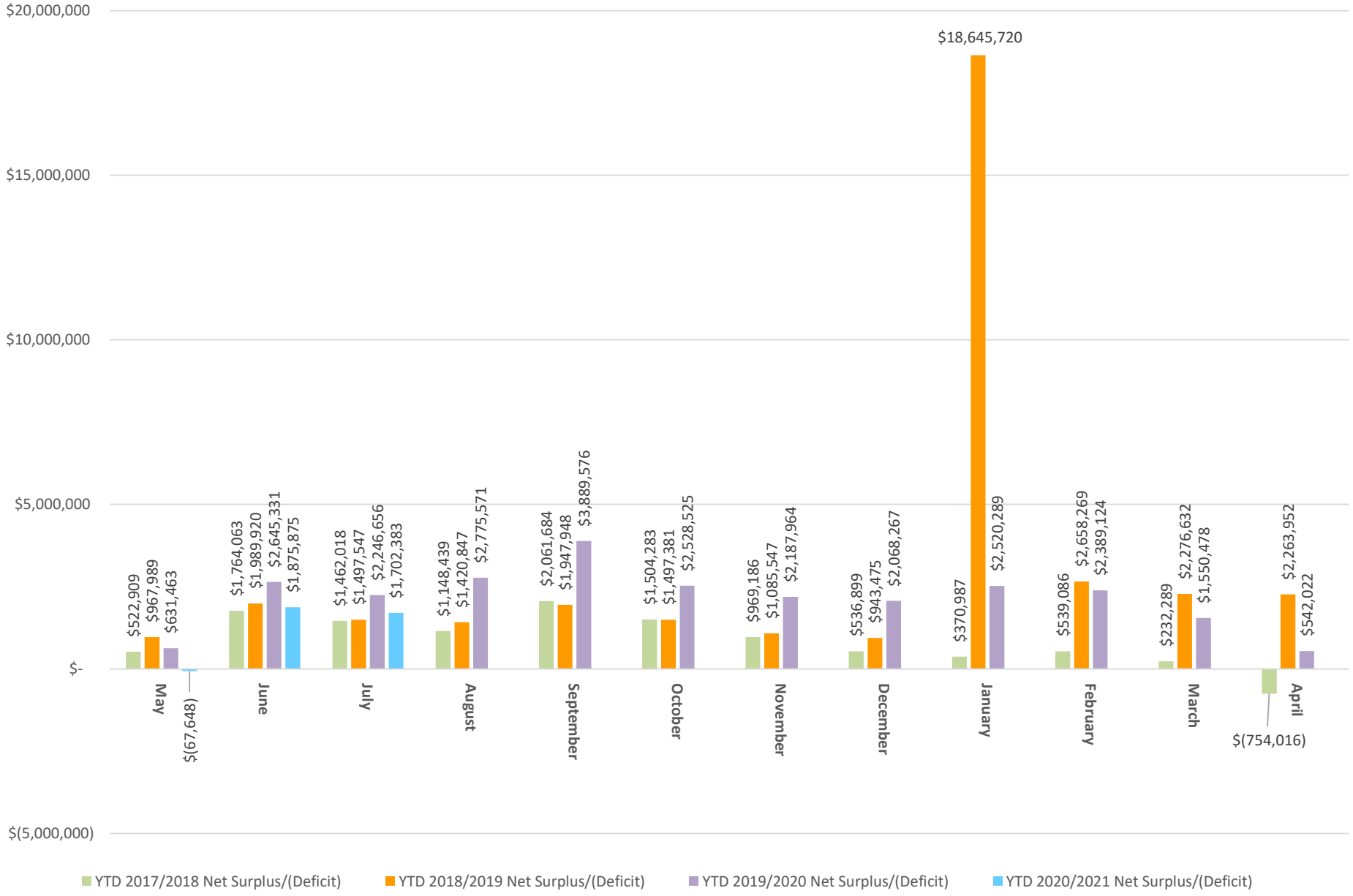
## Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



### NOTES

- 2017/2018:** During June 2017 and 2018 the Park District recognized three payroll disbursements when compared to two disbursements in June of 2015 & 2016. This is one of the reasons for the increased Y-T-D expenditures in June 2017 and 2018 over the same period in 2016 and 2015. The increased expenditures as of April 30, 2018 are primarily due to increased capital expenditures in our Capital Projects Fund (family locker room) and Tennis Center (HVAC upgrade, reflective ceiling).
- 2018/2019:** The large increase in expenditures during August 2018 is due to the additional capital costs incurred for our Central Park improvement project. During that month we recognized \$502,035 in capital costs which brings the YTD total to \$936,997. In the prior year we had only recognized \$43,525 in capital costs as of the end of August 2017. Additionally, this fiscal year includes new expenditures related to our management of the Village's aquatic center. In February 2019 the District recorded \$15.8 million in capital expenditures for the purchase of 34 acres of land.
- 2019/2020:** During October 2019, we made a \$1,226,621 payment on our 2019 G.O. bonds as well as a \$334,605 payment on our 2016/2012 G.O. bonds.

### Oak Brook Park District- Consolidated Year-to-Date Net Surplus/(Deficit)







OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
July 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
<b>GENERAL CORPORATE FUND</b>			
REVENUES	\$ 340,488	\$ 1,174,146	\$ 3,045,207
EXPENDITURES	\$ 178,162	\$ 447,359	\$ 3,227,702
SURPLUS/(DEFICIT)	\$ 162,327	\$ 726,787	\$ (182,495)
<b>RECREATION FUND</b>			
REVENUES	\$ 84,751	\$ 709,515	\$ 3,907,851
EXPENDITURES	\$ 329,848	\$ 633,742	\$ 4,324,927
SURPLUS/(DEFICIT)	\$ (245,097)	\$ 75,773	\$ (417,076)
<b>IMRF FUND</b>			
REVENUES	\$ 9,822	\$ 91,922	\$ 181,098
EXPENDITURES	\$ 16,451	\$ 51,742	\$ 216,000
SURPLUS/(DEFICIT)	\$ (6,629)	\$ 40,180	\$ (34,902)
<b>LIABILITY INSURANCE FUND</b>			
REVENUES	\$ 6,632	\$ 83,359	\$ 186,491
EXPENDITURES	\$ 58,353	\$ 63,716	\$ 210,765
SURPLUS/(DEFICIT)	\$ (51,721)	\$ 19,643	\$ (24,274)
<b>AUDIT FUND</b>			
REVENUES	\$ 303	\$ 4,246	\$ 7,982
EXPENDITURES	\$ -	\$ -	\$ 12,800
SURPLUS/(DEFICIT)	\$ 303	\$ 4,246	\$ (4,818)
<b>DEBT SERVICE FUND</b>			
REVENUES	\$ 54,674	\$ 803,406	\$ 1,849,159
EXPENDITURES	\$ -	\$ 4,167	\$ 1,834,682
SURPLUS/(DEFICIT)	\$ 54,674	\$ 799,239	\$ 14,477



OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
July 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
REVENUES	\$ 54,835	\$ 309,698	\$ 1,796,500
EXPENSES	\$ 93,076	\$ 238,014	\$ 2,124,807
SURPLUS/(DEFICIT)	\$ (38,240)	\$ 71,683	\$ (328,307)
<b>SPORTS CORE FUND</b>			
REVENUES	\$ 22,510	\$ 41,315	\$ 486,267
EXPENDITURES	\$ 3,090	\$ 10,303	\$ 425,371
SURPLUS/(DEFICIT)	\$ 19,420	\$ 31,012	\$ 60,896
<b>SPECIAL RECREATION FUND</b>			
REVENUES	\$ 3,748	\$ 54,996	\$ 121,112
EXPENDITURES	\$ 6,139	\$ 6,760	\$ 118,559
SURPLUS/(DEFICIT)	\$ (2,391)	\$ 48,236	\$ 2,553
<b>CAPITAL PROJECT FUND</b>			
REVENUES	\$ 377	\$ 3,406	\$ 671,000
EXPENDITURES	\$ (27,678)	\$ 219,684	\$ 3,183,000
SURPLUS/(DEFICIT)	\$ 28,055	\$ (216,277)	\$ (2,512,000)
<b>SOCIAL SECURITY FUND</b>			
REVENUES	\$ 12,371	\$ 146,806	\$ 277,936
EXPENDITURES	\$ 9,201	\$ 44,945	\$ 279,463
SURPLUS/(DEFICIT)	\$ 3,169	\$ 101,861	\$ (1,527)
<b>SUMMARY</b>			
REVENUES	\$ 590,513	\$ 3,422,814	\$ 12,530,603
EXPENDITURES	\$ 666,642	\$ 1,720,431	\$ 15,958,077
SURPLUS/(DEFICIT)	\$ (76,130)	\$ 1,702,383	\$ (3,427,473)

**OAK BROOK PARK DISTRICT  
CONSOLIDATED AGENCY TREASURER'S REPORT  
JULY 2020**

**CONSOLIDATED  
TOTALS**

**REVENUES**

Property Taxes	\$	172,406
Replacement Taxes		27,093
Recreation Program Fees		38,812
Fitness Center Fees		24,114
Aquatic Center Fees		32,331
Sports Core - Fields		17,041
Sports Core - Aquatics		-
Sports Core - Tennis		5,469
FRC Rental/Member Fees		20,483
CPW Building Rentals		2,008
Field Rentals- Central Park		55,730
Field Rentals- Central Park North		50,260
Interest		2,509
Grant Proceeds		-
Transfers		-
Donations		-
Sponsorship		-
Overhead Revenue		139,220
Miscellaneous		3,035

<b>TOTAL- REVENUES</b>	<b>\$</b>	<b>590,513</b>
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**EXPENDITURES**

Accounts Payable and Other	\$	146,252
Overhead Expenditures		139,220
July Payroll and Related Benefits		381,172

<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>666,644</b>
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<b>NET REVENUES/(EXPENDITURES)</b>	<b>\$</b>	<b>(76,132)</b>
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**Oak Brook Park District  
Consolidated Balance Sheet  
As of July 31, 2020**

**ASSETS**

	<b>Consolidated Totals</b>
<b>Current Assets</b>	
Cash and Investments	\$ 8,679,267
Receivables - Net of Allowances	
Property Taxes	4,769,010
Accounts	300,711
Due from Other Funds	-
Prepays	7,877
Inventories	21,139
Total Current Assets	\$ 13,778,004
<b>Noncurrent Assets</b>	
Capital Assets	
Non-depreciable	\$ 40,475
Construction in Process	-
Depreciable	5,075,487
Accumulated Depreciation	(3,336,329)
Total Noncurrent Assets	\$ 1,779,633
<b>Total Assets</b>	\$ 15,557,637

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Items-IMRF	\$ 180,242
<b>Total Assets and Deferred outflows of Resources</b>	<b>\$ 15,737,879</b>

**LIABILITIES**

<b>Current Liabilities</b>	
Accounts Payable	\$ 15,766
Accrued Payroll	35,345
Unearned Revenue	426,744
Due To Other Funds	-
Unclaimed Property	1,825
Compensated Absences Payable	-
Total Current Liabilities	\$ 479,680
<b>Noncurrent Liabilities</b>	
Compensated Absences Payable	\$ -
Net Pension Liability - IMRF	239,549
Total OPEB Liability - RBP	86,345
Total Noncurrent Liabilities	\$ 325,894
<b>Total Liabilities</b>	\$ 805,574

**DEFERRED INFLOWS OF RESOURCES**

Deferred Items - IMRF	\$ 47,703
Property Taxes	4,769,010
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>\$ 5,622,287</b>

**FUND/NET POSITION BALANCES**

Net Investment in Capital Assets	\$ 1,804,433
Non-spendable	-
Restricted	1,135,030
Committed	4,770,213
Unassigned/Unrestricted	2,405,918
<b>Total Fund Balances</b>	<b>\$ 10,115,593</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 15,737,879</b>

**OAK BROOK PARK DISTRICT**  
**SCHEDULE OF INVESTMENTS- AS OF JULY 31, 2020**

				<b>AMOUNT</b>	<b>RATE</b>	<b>MATURITY</b>	
	EVERGREEN BANK			\$ 4,054,038.60	0.70%	VARIES /MONEY MARKET	
	EVERGREEN BANK			\$ 1,885,760.80	0.65%	VARIES /INSURED CASH SWEEP	
	HINSDALE BANK			\$ 261,405.98	0.25%	MONEY MARKET	
	FIFTH THIRD BANK			\$ 293,545.33	0.14%	INTEREST-BEARING CHECKING	
	ILLINOIS FUNDS			\$ 55,065.26	0.25%	VARIES/INVESTMENT POOL	
		<b>TOTAL INVESTMENTS</b>		<b>\$ 6,549,815.97</b>			

**Oak Brook Park District  
Schedule of Capital Expenditures  
As of July 31, 2020**

DESCRIPTION	VENDOR	Year-to-Date Expenditures
<b>Capital Project Fund</b>		
Outdoor LED lighting project at Central Park	Musco Lighting	\$ 167,498.00
Central Park North Improvements	Upland Design, Robbins Schwartz	12,990.00
Dump truck purchase	Currie Motors	50,958.00
Family Recreation Center HVAC replacement	Kluber Architects & Engineers	(11,762.50)
	<b>SUBTOTAL BALANCE</b>	<b>\$ 219,683.50</b>
<b>Recreation Fund</b>		
Replacement Fitness Center equipment	Lease Servicing Center	\$ 39,111.66
Central Park West door & window replacement	MG Mechanical, Hargrave Builders	27,640.23
Central Park pavement grinding	Professional Paving & Concrete	20,674.17
	<b>SUBTOTAL BALANCE</b>	<b>\$ 87,426.06</b>
<b>Tennis Fund</b>		
Resurfacing of four indoor tennis courts	U.S. Tennis Court Construction	\$ 24,800.00
	<b>SUBTOTAL BALANCE</b>	<b>\$ 24,800.00</b>
	<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES</b>	<b>\$ 331,909.56</b>

OPEN Warrant 638

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
40443	ADVANCED DISPOSAL	06/30/2020	08/17/2020	649.50	649.50	Open	N
40455	ANDERSON ELEVATOR CO.	06/01/2020	08/17/2020	567.84	567.84	Open	N
40500	ANDERSON ELEVATOR CO.	07/01/2020	08/17/2020	567.84	567.84	Open	N
40467	AQUA PURE ENTERPRISES, INC.	07/29/2020	08/17/2020	1,505.25	1,505.25	Open	N
40469	CAMPFIRE CONCEPTS	08/03/2020	08/17/2020	3,731.25	3,731.25	Open	N
40474	CARDMEMBER SERVICE	07/24/2020	08/16/2020	2,044.13	2,044.13	Open	N
40475	CARDMEMBER SERVICE	07/24/2020	08/16/2020	237.04	237.04	Open	N
40476	CARDMEMBER SERVICE	07/24/2020	08/16/2020	134.83	134.83	Open	N
40477	CARDMEMBER SERVICE	07/24/2020	08/16/2020	1,732.83	1,732.83	Open	N
40478	CARDMEMBER SERVICE	07/24/2020	08/16/2020	103.34	103.34	Open	N
40479*	CARDMEMBER SERVICE	07/24/2020	08/16/2020	352.25	352.25	Open	N
40480	CARDMEMBER SERVICE	07/24/2020	08/16/2020	37.71	37.71	Open	N
40481	CARDMEMBER SERVICE	07/24/2020	08/16/2020	51.95	51.95	Open	N
40482	CARDMEMBER SERVICE	07/24/2020	08/16/2020	1,648.78	1,648.78	Open	N
40483	CARDMEMBER SERVICE	07/24/2020	08/16/2020	3,515.33	3,515.33	Open	N
40484*	CARDMEMBER SERVICE	07/24/2020	08/16/2020	207.68	207.68	Open	N
40485	CARDMEMBER SERVICE	07/24/2020	08/16/2020	372.94	372.94	Open	N
40486	CARDMEMBER SERVICE	07/24/2020	08/16/2020	111.50	111.50	Open	N
40487	CARDMEMBER SERVICE	07/24/2020	08/16/2020	2,223.51	2,223.51	Open	N
40488	CARDMEMBER SERVICE	07/24/2020	08/16/2020	661.50	661.50	Open	N
40489	CARDMEMBER SERVICE	07/24/2020	08/16/2020	50.00	50.00	Open	N
40490	CARDMEMBER SERVICE	07/24/2020	08/16/2020	114.15	114.15	Open	N
40491	CARDMEMBER SERVICE	07/24/2020	08/16/2020	40.00	40.00	Open	N
40492	CARDMEMBER SERVICE	07/24/2020	08/16/2020	71.65	71.65	Open	N
40493	CARDMEMBER SERVICE	07/24/2020	08/16/2020	509.10	509.10	Open	N
40494	CARDMEMBER SERVICE	07/24/2020	08/16/2020	123.34	123.34	Open	N
40471	CLASSIC LANDSCAPE, LTD.	08/01/2020	08/17/2020	8,575.05	8,575.05	Open	N
40495	COM ED	07/31/2020	08/17/2020	27.45	27.45	Open	N
40496	COM ED	07/30/2020	08/17/2020	30.02	30.02	Open	N
40507	COMCAST	07/01/2020	08/17/2020	597.88	597.88	Open	N
40465	CTUC	07/28/2020	08/17/2020	973.75	973.75	Open	N
40466	CTUC	07/22/2020	08/17/2020	958.25	958.25	Open	N
40503	DIRECT ENERGY BUSINESS	07/07/2020	08/15/2020	12,304.35	12,304.35	Open	N
40502	DIRECT FITNESS SOLUTIONS, INC.	06/19/2020	08/17/2020	9,090.00	9,090.00	Open	N
40521	EBEL'S ACE HARDWARE #8313	07/17/2020	08/17/2020	17.25	17.25	Open	N
40512	ELMHURST MEMORIAL OCCUPATIONAL	07/31/2020	08/17/2020	327.00	327.00	Open	N
40456	ENVISION HEALTHCARE INC	08/01/2020	08/17/2020	36.00	36.00	Open	N
40434	FED EX	07/22/2020	08/17/2020	43.93	43.93	Open	N
40429	FITNESS EQUIPMENT SERVICES	06/23/2020	08/17/2020	171.00	171.00	Open	N
40430	FITNESS EQUIPMENT SERVICES	07/14/2020	08/17/2020	177.00	177.00	Open	N
40523	FLAGG CREEK WATER RECLAMATION	07/27/2020	08/17/2020	46.70	46.70	Open	N
40524	FLAGG CREEK WATER RECLAMATION	07/27/2020	08/17/2020	28.95	28.95	Open	N
40525	FLAGG CREEK WATER RECLAMATION	07/27/2020	08/17/2020	31.80	31.80	Open	N
40528	FLAGG CREEK WATER RECLAMATION	07/27/2020	08/17/2020	922.35	922.35	Open	N
40505	FLUID RUNNING LLC	08/06/2020	08/17/2020	3,641.25	3,641.25	Open	N
40438	FRIENDS OF THE OAK BROOK	07/31/2020	08/17/2020	100.00	100.00	Open	N
40448	HARGRAVE BUILDERS INC.	07/31/2020	08/17/2020	6,413.50	6,413.50	Open	N



INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 07/21/2020 - 08/17/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40449	HARGRAVE BUILDERS INC.	06/30/2020	08/17/2020	43,996.50	43,996.50	Open	N
40513	HI TOUCH BUSINESS SERVICES	07/20/2020	08/17/2020	295.54	295.54	Open	N
40514	HOME DEPOT CREDIT SERVICES	06/29/2020	08/17/2020	13.62	13.62	Open	N
40515	HOME DEPOT CREDIT SERVICES	07/11/2020	08/17/2020	19.28	19.28	Open	N
40516	HOME DEPOT CREDIT SERVICES	07/07/2020	08/17/2020	20.11	20.11	Open	N
40517	HOME DEPOT CREDIT SERVICES	07/10/2020	08/17/2020	38.43	38.43	Open	N
40518	HOME DEPOT CREDIT SERVICES	07/10/2020	08/17/2020	60.32	60.32	Open	N
40519	HOME DEPOT CREDIT SERVICES	07/27/2020	08/17/2020	91.47	91.47	Open	N
40428	HOME PLUMBING SUPPLY	07/21/2020	08/17/2020	164.00	164.00	Open	N
40468	HP PRODUCTS	07/07/2020	08/17/2020	575.28	575.28	Open	N
40470	HP PRODUCTS	07/13/2020	08/17/2020	256.84	256.84	Open	N
40497	HP PRODUCTS	07/08/2020	08/17/2020	120.28	120.28	Open	N
40498	HP PRODUCTS	07/15/2020	08/17/2020	44.09	44.09	Open	N
40499	HP PRODUCTS	07/07/2020	08/17/2020	613.56	613.56	Open	N
40501	HP PRODUCTS	06/01/2020	08/17/2020	578.70	578.70	Open	N
40526	HP PRODUCTS	05/20/2020	08/17/2020	810.18	810.18	Open	N
40527	HP PRODUCTS	07/22/2020	08/17/2020	7.99	7.99	Open	N
40457	IL STATE TOLL HWY AUTHORITY	07/08/2020	08/17/2020	4.70	4.70	Open	N
40459	INSIGHT DIRECT USA INC	07/23/2020	08/17/2020	2,731.38	2,731.38	Open	N
40460	INSIGHT DIRECT USA INC	07/12/2020	08/17/2020	191.68	191.68	Open	N
40424	JACKSON-HIRSCH, INC.	07/02/2020	08/17/2020	471.90	471.90	Open	N
40508	JONES TRAVEL	03/17/2020	08/17/2020	859.00	859.00	Open	N
40504	KLUBER ARCHITECTS & ENGINEERS	07/31/2020	08/17/2020	353.76	353.76	Open	N
40473	KONICA MINOLTA PREMIER FINANCE	06/30/2020	08/15/2020	739.00	739.00	Open	N
40450	LAUTERBACH & AMEN LLP	07/22/2020	08/17/2020	15,000.00	15,000.00	Open	N
40453	LEGAT ARCHITECTS INC	06/12/2020	08/17/2020	640.00	640.00	Open	N
40454	LEGAT ARCHITECTS INC	07/09/2020	08/17/2020	160.00	160.00	Open	N
40439	LPG MUSIC INC.	07/16/2020	08/17/2020	221.00	221.00	Open	N
40440	MASTERBLEND INTERNATIONAL LLC	07/15/2020	08/17/2020	823.50	823.50	Open	N
40433	McMASTER-CARR	07/10/2020	08/17/2020	44.30	44.30	Open	N
40418	NATIONAL SEED	07/09/2020	08/17/2020	339.50	339.50	Open	N
40431	NEXT GENERATION	07/13/2020	08/17/2020	386.75	386.75	Open	N
40463	NEXT GENERATION	07/31/2020	08/17/2020	197.50	197.50	Open	N
40522	NEXT GENERATION	06/30/2020	08/17/2020	37.50	37.50	Open	N
40461	NPN360	07/10/2020	08/17/2020	156.18	156.18	Open	N
40462	NPN360	07/28/2020	08/17/2020	40.35	40.35	Open	N
40464	NPN360	07/24/2020	08/17/2020	254.32	254.32	Open	N
40432	PFEIFFER'S PEST CONTROL	07/28/2020	08/17/2020	200.00	200.00	Open	N
40441	PIONEER MANUFACTURING CO.	07/15/2020	08/17/2020	2,562.00	2,562.00	Open	N
40417	QUADIANT LEASING	07/15/2020	08/17/2020	384.81	384.81	Open	N
40511	QUEST DIAGNOSTICS	07/28/2020	08/17/2020	28.88	28.88	Open	N
40509	ROBBINS SCHWARTZ	07/30/2020	08/17/2020	5,460.00	5,460.00	Open	N
40510	ROBBINS SCHWARTZ	07/30/2020	08/17/2020	2,680.00	2,680.00	Open	N
40520	ROBBINS SCHWARTZ	07/30/2020	08/17/2020	100.00	100.00	Open	N
40445	SEAL TIGHT EXTERIORS INC.	07/01/2020	08/17/2020	2,550.00	2,550.00	Open	N
40425	SITEONE LANDSCAPE SUPPLY LLC	07/23/2020	08/17/2020	66.40	66.40	Open	N
40426	SOCCER MADE IN AMERICA	07/15/2020	08/17/2020	208.00	208.00	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 07/21/2020 - 08/17/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
40506	SPEAR CORPORATION	07/28/2020	08/17/2020	520.00	520.00	Open	N
40414	STANLEY CONVERGENT SECURITY	06/01/2020	08/17/2020	3,523.32	3,523.32	Open	N
40530	SUSAN FANAPOUR	06/29/2020	08/17/2020	180.44	180.44	Open	N
40446	SWANK MOTION PICTURES, INC.	07/22/2020	08/17/2020	885.00	885.00	Open	N
40415	TAMELING INDUSTRIES INC.	07/16/2020	08/17/2020	70.00	70.00	Open	N
40416	TAMELING INDUSTRIES INC.	07/09/2020	08/17/2020	105.00	105.00	Open	N
40420	TAMELING INDUSTRIES INC.	07/02/2020	08/17/2020	105.00	105.00	Open	N
40419	TAYLOR PLUMBING	07/14/2020	08/17/2020	118.95	118.95	Open	N
40444	TAYLOR PLUMBING	06/10/2020	08/17/2020	2,138.00	2,138.00	Open	N
40529	TAYLOR PLUMBING	08/07/2020	08/17/2020	822.50	822.50	Open	N
40472	THE EMPLOYERS ASSOCIATION	07/24/2020	08/17/2020	133.00	133.00	Open	N
40437	TRANE U.S. INC.	02/11/2020	08/17/2020	207.19	207.19	Open	N
40421	TYCO INTEGRATED SECURITY LLC	06/06/2020	08/17/2020	228.98	228.98	Open	N
40422	TYCO INTEGRATED SECURITY LLC	06/06/2020	08/17/2020	228.98	228.98	Open	N
40451	TYCO INTEGRATED SECURITY LLC	01/29/2020	08/17/2020	(228.98)	(228.98)	Open	N
40452	TYCO INTEGRATED SECURITY LLC	11/05/2019	08/17/2020	(132.70)	(132.70)	Open	N
40458	VERIZON WIRELESS	07/15/2020	08/17/2020	1,398.84	1,398.84	Open	N
40447	VIDITO TREE EXPERTS INC	07/23/2020	08/17/2020	700.00	700.00	Open	N
40427	VILLA PARK ELECTRICAL SUPPLY	05/21/2020	08/17/2020	67.14	67.14	Open	N
40442	VILLA PARK ELECTRICAL SUPPLY	05/11/2020	08/17/2020	1,624.00	1,624.00	Open	N
40435	VILLAGE OF OAK BROOK	07/10/2020	08/17/2020	498.60	498.60	Open	N
40436	VILLAGE OF OAK BROOK	06/25/2020	08/17/2020	44.50	44.50	Open	N
40423	WILSON SPORTING GOODS	06/10/2020	08/17/2020	941.85	941.85	Open	N
# of Invoices:	115	# Due:	115	Totals:	166,018.61	166,018.61	
# of Credit Memos:	2	# Due:	2	Totals:	(361.68)	(361.68)	
Net of Invoices and Credit Memos:					165,656.93	165,656.93	
* 2 Net Invoices have Credits Totalling:					(518.08)		

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 07/21/2020 - 08/17/2020  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			37,532.20	37,532.20		
	02 - RECREATION FUND			87,369.99	87,369.99		
	05 - AUDIT FUND			11,250.00	11,250.00		
	07 - RECREATIONAL FACILITIES FUND			22,439.33	22,439.33		
	08 - SPORTS CORE			2,228.48	2,228.48		
	12 - CAPITAL PROJECTS FUND			4,836.93	4,836.93		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			10,502.92	10,502.92		
	02 - FINANCE			1,185.81	1,185.81		
	03 - FIELDS			2,148.80	2,148.80		
	04 - CENTRAL PARK NORTH			1,385.07	1,385.07		
	05 - CENTRAL PARK			8,584.26	8,584.26		
	06 - SADDLEBROOK PARK			1,079.62	1,079.62		
	07 - FOREST GLEN PARK			1,324.13	1,324.13		
	08 - CHILLEM PARK			287.50	287.50		
	09 - DEAN PROPERTY			1,211.37	1,211.37		
	10 - PROFESSIONAL SERVICES			8,240.00	8,240.00		
	15 - BUILDING/RECREATION CENTER			12,118.74	12,118.74		
	20 - CENTRAL PARK WEST			990.48	990.48		
	21 - FITNESS CENTER			11,852.20	11,852.20		
	25 - AQUATIC CENTER			8,619.61	8,619.61		
	26 - AQUATIC-RECREATION PROGRAMS			3,777.60	3,777.60		
	30 - CHILDRENS PROGRAMS			208.00	208.00		
	31 - PRESCHOOL PROGRAMS			315.38	315.38		
	32 - YOUTH PROGRAMS			596.52	596.52		
	50 - PIONEER PROGRAMS			904.35	904.35		
	60 - SPECIAL EVENTS & TRIPS			1,452.13	1,452.13		
	71 - BUILDING/RACQUET CLUB			13,216.52	13,216.52		
	75 - TENNIS PROGRAMS			4,606.68	4,606.68		
	80 - MARKETING			4,244.31	4,244.31		
	81 - CAPITAL OUTLAY			50,718.00	50,718.00		
	92 - AUDIT FUND			11,250.00	11,250.00		
	95 - CAPITAL PROJECTS FUND			4,836.93	4,836.93		

## Getting To Know

### Haley O'Brien

#### Marketing and Communications Manager

**Birthday:** January 7

**I decided to work at the OBPD because:** I love parks and recreation, and this a perfect opportunity for me to grow!

**My favorite childhood memory is:** listening to my family sing and play music together.

**The last good movie I saw:** Marriage Story.

**The last good book I read:** Just Kids, by Patti Smith

**My favorite meal:** French fries...always.

**My personal hero:** My best friend, Louisa Pavlik.

**I'd love to meet:** Dave Matthews.

**I'm better than anyone else when it comes to:** memory.

**My favorite place to vacation is:** Europe, **because I like to:** experience different cultures.

**My dream/goal is to:** change lives for the better.

**Three words that best describe me:** passionate, empathetic, driven.

**Little known fact about me:** I play guitar.

**My most humbling experience is:** being a volunteer ESL teacher in Spain.

**My greatest accomplishment is:** becoming a more intuitive, and self-aware individual.



## Getting To Know

**Kate Sniegowski**

**Facility Coordinator**



**Birthday:** July 2nd

**I decided to work at the OBPD because:** I had been in parks and rec, full time, previously. I was not ready to totally leave the field, so I applied for front desk, part time. I always loved the variety and sense of community a park district brings. Good thing I did!

**My favorite childhood memory is:** learning how to cook, bake, decorate for the season or prepare for a party with either my Mom or Grandma Ma. Also, anytime my Grandma Lois let me have fun in her art room or my dad teaching me how to fish and on being a Cubs/baseball fan.

**The last good book I read:** I'm going to choose the last book that really resonated with me.... "Renaissance Soul" by Margaret Lobenstine, written for all of those who have many passions and feel like life isn't long enough to accomplish everything you'd like to.

**My favorite meal:** a good salmon meal or chicken parmesan.

**I'd love to meet:** my two grandfathers who passed before my time.

**My favorite places to vacation are:** busy cities or quiet lakes, **because I like to have** variety in my travels. Cities offer cultural, sports and great culinary experiences. But I just as much enjoy being the first person on the lake, before the sun has come up, ready to reel in some fish.

**Little known fact about me:** My name is just Kate, not Caitlyn, Kathryn or any variety. Although, I was named after Katharine Hepburn, whose nickname was Kate.

**My most humbling experience is:** fostering Lina, a black Labrador Retriever, during quarantine. She did as much for me as I did for her. I am still involved with the rescue, Midwest Labrador Retriever Rescue, and love volunteering as a transport which is also humbling. Nothing like bringing a dog to the smiles of their forever home. 😊

**My greatest accomplishment is:** becoming the Facility Coordinator at OBPD!

## Getting To Know

## Rafael Rodriguez

**Custodian,  
Family Recreation Center**



**Birthday:** October 6

**I decided to work at the OBPD because:** I like the work environment and the facility.

**The last good movie I saw is:** Ip Man.

**My favorite meal:** tacos.

**My favorite place to vacation:** Cancun.

**Words that best describe me are:** hard worker, family man.

**My greatest accomplishments are** my children and my grandchildren.





# Memo

**To:** Oak Brook Park District Board of Commissioners  
**From:** Laure Kosey, Executive Director  
**Date:** August 6, 2020  
**Re:** July/August 2020: Communications, IT & Administration

---

## July Board Meeting Follow Up:

### **North Fields Construction**

Construction has begun at the North Fields with a completion date of late October.

## August Board Meeting Discussion Points:

### **Policy updates and additions**

Staff has created a new Diversity and Telecommuting policies while updating the dress code policy with regards to tattoos and piercings.

## IT Report:

We are continuing to modify and improve our new “Upace” app. This includes multiple guests under one reservation, and more availability information shown to the public. The app company is still developing more functionality for our website.

Planning has begun with ActiveNet to upgrade our online registration process. This new interface will be more user friendly when registering for programs on mobile devices. The launch is planned for this coming Fall.

## Corporate and Community Relations:

AMITA and Evergreen Bank Group have agreed to continue the sponsorship of the new Pink 5K experience in October. The route will still include the walking paths at the Oak Brook Reserve across the street.

## Marketing & Communications Report:

### **Facebook Analytics**

Total Likes: 2954 (up 26)

Posts: 47

Total Reach (organic and paid): 34,795

### **Instagram Analytics**

Total Followers: 1,087 (up 21)

Posts: 39

Top Post Reach: 429

### **Twitter Analytics**

Total Followers: 1,079 (up 6)

Posts: 27

Top Post Impressions: 319





Oak Brook Park District

Published by Hootsuite [?] · July 28 ·

See Trolls World Tour on the big screen next Tuesday, August 4th! Pre-register your group of six at [tinyurl.com/y525fbcu](https://tinyurl.com/y525fbcu)



Get More Likes, Comments and Shares  
When you boost this post, you'll show it to more people.

893

People Reached

58

Engagements

Boost Post

Darshika Chhabra, Yvonne Stiegele Mortimer and 3 others

6 Shares

Like

Comment

Share



Performance for Your Post

893 People Reached

18 Reactions, Comments & Shares

10 Like	4 On Post	6 On Shares
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1 Love	1 On Post	0 On Shares
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1 Comments	0 On Post	1 On Shares
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6 Shares	6 On Post	0 On Shares
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40 Post Clicks

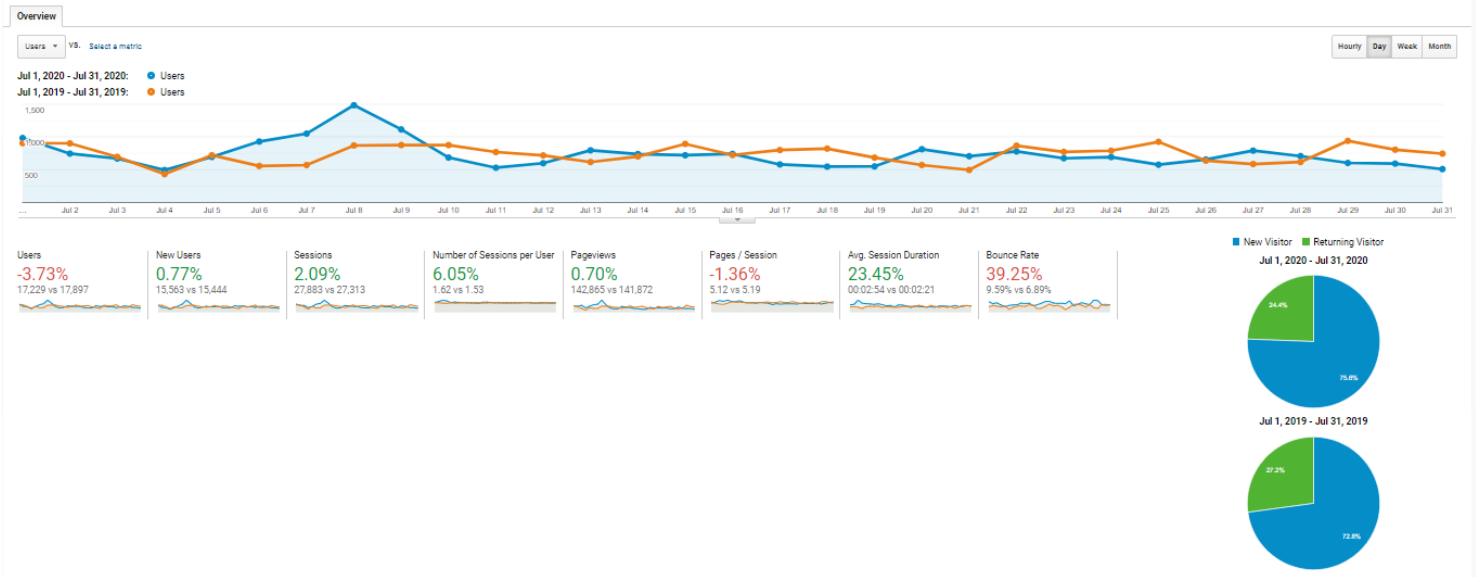
8 Photo Views	15 Link Clicks	17 Other Clicks
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NEGATIVE FEEDBACK

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**July 2020 Top pages\***

1. Obparks.org
2. Facilities/Splash Island
3. Reserve
4. Programs/Aquatics
5. Facilities/Family Aquatic Center
6. Facilities/Family Recreation Center
7. Home
8. Membership Opportunities
9. Facilities/Central Park West
10. Programs/Tennis Programs

**July 2020 Top Products\***

1. A Walk in the Park Wine Tour 6:30
2. A Walk in the Park Wine Tour 5:30
3. A Walk in the Park Wine Tour 6:00
4. A Walk in the Park Wine Tour 7:00
5. Basketball Hoops Camp Ages 7-9

**obparks.org Acquisition Value\***

<u>Referral Percentage Values</u>	<u>July 2020</u>	<u>July 2019</u>
Direct:	39.8%	28.4%
Organic Search:	48.4%	62%
Social:	5.9%	8.2%
Referrals:	4.5%	6.3%

**obparks.org Ecommerce Overview – July 2020\***

	<u>July 2020</u>	<u>July 2019</u>
Total Revenue	\$64,170	\$43,857
Transactions:	546	305
	<b><u>2020</u></b>	<b><u>2019</u></b>
Year to date total	\$436,004	\$573,159



# Memo

**To:** Board of Commissioners and Executive Director, Laure Kosey  
**From:** Marco Salinas, Chief Financial Officer  
**Date:** August 11, 2020  
**Re:** July 2020 Financials

---

## General Fund

We have now completed three months of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers-out in this fund equal \$1,174,146, \$447,359, and \$0, respectively. This is resulting in a YTD net surplus of \$726,787; which is an increase over last year's YTD net surplus of \$526,933. Following is additional commentary:

- **Revenues-** Total YTD revenues in the current year are higher than the prior year, primarily due to increased property tax revenues and increased outdoor field rentals at our Central Park and Central Park North fields. Partially offsetting this are decreased facility rental revenues generated at our Central Park West and Family Recreation Center facilities. This is primarily due to the COVID-19 pandemic and the temporary shut-down of those facilities. Year-to-date personal property replacement tax revenues have also decreased when compared to the previous year and can vary significantly from year to year based on the appropriation amounts established by the state legislature.
- **Expenditures-** Total YTD expenditures are favorable against the annual budget and have decreased significantly when compared to the prior year. These decreases are attributed, in part, to the cost savings that have materialized due to the closure of our facilities. In our Family Recreation Center department, we have experienced approximately \$10,000 in decreased utility costs and with the May 1, 2020 lay-off of the vast majority of our part-time personnel, wages for custodial and front desk services have also decreased approximately \$57,000. In our Central Park department, expenditures are lower than the prior year due to decreased purchases of maintenance supplies and commodities (mulch, seed, gasoline) as well as in the prior year we purchased a field striping machine at a cost of \$10,933.

## Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$709,515, \$633,742 and \$0, respectively. This is resulting in a YTD net surplus of \$75,773; which is a significant decrease over prior year's YTD net surplus of \$529,871. Following is additional commentary:

- **Revenues-** Similar to our general fund, this fund is being negatively impacted by the temporary closure of our facilities and modified/reduced recreational programming. Ignoring our tax and investment revenues, programming revenues have decreased approximately 80% when compared to the prior year. Some of the revenue may still be recouped as the underlying activities (e.g. Pink 5K and Cori's Triathlon) have been postponed to a later date than usual. During July, we processed numerous account adjustments due to the cancellation of our preschool programming. This resulted in a net decrease in revenue during that month and on a YTD basis.
- **Expenditures-** Year-to-date, expenditures across all departments are favorable against the annual budgets, with the exception of our Capital Outlay department. Similar to our general fund, this fund is benefitting from cost savings in part-time as well as full-time wages across many departments. Additionally, with decreased revenues, we have experienced sizable savings in our credit card processing fees, utility costs, as well as various commodity and maintenance supplies such as towel service, maintenance supplies for our locker

rooms and aquatics center, as well as contractual instruction expenditures. These cost savings are being partially offset by an increase in a number of maintenance and repair costs. Such costs were previously expected to occur later in the fiscal year but their timing was accelerated in order to take advantage of the COVID-19 related closure of our facilities with an eye toward minimizing any disruptions to our patrons.

### **Recreational Facilities Fund (Tennis Center)**

YTD revenues and expenses in this fund are currently at \$309,698 and \$238,014, respectively. This is resulting in a YTD net surplus of \$71,683; which is a decrease of \$136,503 when compared to last year's YTD net surplus of \$208,186. Following is additional commentary:

- **Revenues-** Total YTD revenues have decreased approximately 45% due to the temporary closure of the tennis center and cancellation of programming earlier in the fiscal year. With tennis memberships on hold for an extended period of time, related revenues have decreased from \$72,595 in the prior year, to \$33,888 in the current year. Although group lesson activity has begun increased since the resumption of programming, the corresponding revenues are nonetheless down from \$370,523 in the prior year, to \$233,562 in the current year.
- **Expenses-** Overall expenses are favorable against the annual budget and have decreased 33% when compared to the prior year. Part-time personnel costs, utilities and maintenance/repair costs are the biggest drivers of this decrease.

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### **FINANCE OPERATIONS:**

- Onsite work on our annual financial statement audit has now been completed. Finance has received a draft of the annual financial report (CAFR) and is in the process of reviewing it. In addition, Finance staff has been working on the Management Discussion and Analysis (MD&A) report and statistical section that is incorporated into the final CAFR.
- With the assistance of staff, Marco compiled a schedule of COVID-19 related expenditures that has been submitted to DuPage County for potential reimbursement. The potential maximum reimbursement from DuPage approximates \$10,669.
- Nancy worked on processing the monthly accounts payable warrant list and several charts and schedules for incorporation into our draft CAFR.

### **HUMAN RESOURCES:**

- Linda worked on various COVID-19 related tasks including preparing a decision tree/graph to help guide staff in responding to any suspected or confirmed cases of the virus. Additionally, she addressed various questions over the administration of our paid sick leave policy.
- Linda worked on amendments to our Flexible Spending Account in response to changes to the regulations that were enacted via the CARES Act.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Deputy Director  
Date: August 10, 2020  
Re: Recreation & Facilities Report

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## Recreation

- The Rockin' in Phase 4 concert series saw 190 of 240 available circles sold over 5 concerts. Over 850 people came out to attend our concerts.
- The Walk in the Park Wine Tour was adjusted due to guidelines and was sold out with 68 participants over 4 timeslots.
- Pee Wee and Playground Camp had 149 participants total in July.
- Coach Steve's July camps included: Multi-sports (32), Basketball (44), and Flag Football (32), for a total of 108 kids.
- Pioneer Programs that ran in July included: Brain Games, movie matinee featuring, *Judy*, Mah Jongg and Coffee Break.
- Preschool staff have been working closely with Butler 53 and following DCOE & ISBE guidelines to get ready for the upcoming school year.
- Athletic staff have been working closely with our partners to get ready for the upcoming fall season. New youth sports guidelines were put out on July 29.

## Aquatics

- Fluid Running has returned and we had 72 participants registered in July. There are also 70 participants registered for August.
- Private swim lessons proved to be successful; staff is now having conversations about the feasibility of safely offering group lessons this fall
- Splash Island rentals continue to be very popular and we are booked through the end of August. Staff plans to continue to offer Splash Island rentals as late into the year as staffing and weather allow.
- Conversations are underway to determine opportunities to bring back Masters Swim Team and Stars youth swim team.
- The Illinois Department of Public Health performed their annual inspection and all licenses have been renewed for the year.
- There will not be an aquatic shut down this year. Staff was able to perform a majority of the needed work in April and May.

## Fitness

- To accommodate member requests, additional group fitness classes were added.
- The Team Dri Tri went well with extremely positive feedback. Eighteen teams of two participated. Staff is planning another Dri Tri for September 26<sup>th</sup> along with a Sprint Triathlon in October.
- Staff has been re-establishing relationships with our corporate accounts, including ACE, for membership re-activation.

## Facilities

- Central Park West tours and reservations are still being requested for 2020, following Illinois Phase 4 guidelines. 5 tours have been requested in the past week. Reservations are being accepted for 2021, anticipating Phase 5 progress. Modifications and adjustments will be made accordingly if the phase differs from Phase 5.
- Gymnasium reservations for our three partners, Breakaway, Victory, and the Knights, have been scheduled through September. Staff is working on October and November, while balancing internal programming and space availability within the gymnasium.
- Unofficial results were received for the Park District's participation in the Demand Response program. By voluntarily reducing power for an hour on July 24, staff achieved 90% of the reduction goal, which will result in another year of monthly rebate checks from Direct Energy.
- Notable in-house maintenance staff projects completed in July: Tennis Center HVAC unit #8, RPZ backflow valve on domestic water system, installation three exterior wall mounted LED service drive lights and the installation of 120 volt. outlet and timer in spa pump room.

## Tennis

- The Tennis Center received a \$2,825 grant check from the USTA to assist with facility re-opening expenses.
- The Tennis Center hosted the Chicago District Championship tournament for Girls 12 division with 54 participants, July 17<sup>th</sup> – 20<sup>th</sup>.
- The Tennis Center also hosted the Chicago District Championship tournament for Boys 16 division with 59 participants, July 24<sup>th</sup> – 27<sup>th</sup>.



## Oak Brook Park District Aquatic Center Report

July Usage			
	Reservations	Member Visits	Rentals
<b>Splash Island</b>	1,025		54
<b>Leisure Pool</b>	1,001		0
<b>Lap Pool</b>	1,016		16
<b>Total</b>	3,042	631	70

July Revenue				
	Reservations	Member Visits	Rentals	Total
July 1- 12	\$4,182.00	\$4,525.00	\$286.00	\$8,993.00
July 13 - 19	\$5,560.00	\$4,925.00	\$3,223.00	\$13,708.00
July 20 - 26	\$6,850.00	\$4,425.00	\$3,323.00	\$14,598.00
July 26 - Aug. 2	\$6,326.00	\$4,475.00	\$4,534.00	\$15,335.00
<b>Total</b>	<b>\$22,918.00</b>	<b>\$18,350.00</b>	<b>\$11,366.00</b>	<b>\$52,634.00</b>

July Programming			
	Availability	Registrations	Revenue
<b>Fluid Running</b>	108	72	\$1,144.00
<b>Fluid Running Drop-In</b>		16	\$280.00
<b>Private Lessons</b>	318	244	\$9,942.00
<b>Total</b>			<b>\$11,366.00</b>



Oak Brook Park District  
 Aquatic Center  
 Aquatic Party Statistics

2020 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	6	15	8	0	0	0	0	0	0	0	0	0	29
Super Splash Birthday	6	3	1	0	0	0	0	0	0	0	0	0	10
Group (by day)	4	2	2	0	0	0	0	0	0	0	0	0	8
Private (indoors only)	3	5	3	0	0	0	0	0	0	0	0	0	11
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0	0	0	0
Splash Island Birthday	0	0	0	0	0	0	28	5	0	0	0	0	33
Camp Rentals	0	1	0	0	0	0	0	0	0	0	0	0	1
Lane Rental (lap only)	2	4	0	0	0	0	0	0	0	0	0	0	6
Scout	1	2	1	0	0	0	0	0	0	0	0	0	4
<b>Total # Parties</b>	<b>22</b>	<b>32</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>102</b>
<b>2019</b>	37	25	44	36	46	53	52	38	20	27	37	25	440
<b>2018</b>	47	44	48	57	47	60	49	40	36	26	23	25	502





# Oak Brook Park District Athletic Fields Rental Report

## Athletic Field Usage 2019/2020 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	192	190	153	142	192	178	69	32	0	13.5	36.5	0	1,197	1,307
Revenue	\$13,832	\$12,280	\$6,813	\$11,885	\$17,585	\$16,962	\$6,568	\$3,308	\$0	\$1,163	\$2,763	\$0	\$93,156	\$101,248

## Athletic Field Usage 2019/2020 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	254	251	161	153	163	141	6	0	0	0	0	0	1,128	971
Revenue	\$10,650	\$8,338	\$3,150	\$4,838	\$7,075	\$8,697	\$150	\$0	\$0	\$0	\$0	\$0	\$42,897	\$17,263

## Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101	153	65	0	0	0	0	0	0	841	572
Revenue	\$3,487	\$3,997	\$1,036	\$1,633	\$6,438	\$6,678	\$0	\$0	\$0	\$0	\$0	\$0	\$23,268	\$5,719

<b>Grand Total Hours:</b>	<b>3165</b>	<b>2850</b>
<b>Grand Total Revenue:</b>	<b>\$159,321</b>	<b>\$124,230</b>

## Athletic Field Usage 2020/2021 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	162	165										327	1,197
Revenue	\$0	\$603	\$51,866										\$52,468	\$93,156

## Athletic Field Usage 2020/2021 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	2,189	2,385										4,574	1,128
Revenue	\$0	\$14,658	\$72,990										\$87,648	\$42,897

## Athletic Field Usage 2020/2021 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	274	224										498	841
Revenue	\$0	\$4,600	\$3,886										\$8,486	\$23,268

<b>YTD Total Hours:</b>	<b>5399</b>	<b>3166</b>
<b>YTD Total Revenue:</b>	<b>\$148,601</b>	<b>\$159,321</b>



## Oak Brook Park District Facility Statistics and Data

Facility Rentals													
	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
<b>2019</b>													
Gym Rentals	136	134	109	93	83	77	65	82	113	109	125	105	1,231
Gym Revenue	\$19,800	\$18,003	\$13,045	\$10,695	\$9,665	\$10,400	\$8,370	\$12,755	\$15,930	\$13,015	\$18,435	\$15,558	\$165,671
Room Rentals	43	57	60	52	50	57	45	46	47	43	47	48	595
Room Revenue	\$1,170	\$2,619	\$1,055	\$1,945	\$3,134	\$4,250	\$2,212	\$1,816	\$2,475	\$3,260	\$4,136	\$2,060	\$30,131
CPW Rentals	11	9	14	10	11	20	13	17	15	4	13	12	149
CPW Revenue	\$4,990	\$3,598	\$4,990	\$2,760	\$4,540	\$10,589	\$7,313	\$7,475	\$6,025	\$4,115	\$8,575	\$6,795	\$71,764
<b>2020</b>													
Gym Rentals	144	125	37	0	0	*54 (w/outdoor)	77						437
Gym Revenue	\$21,655	\$21,445	\$4,738	\$0	\$0	\$14,220	\$16,355						\$78,413
Room Rentals	47	52	29	0	0	0	0						128
Room Revenue	\$3,848	\$6,364	\$4,200	\$0	\$0	\$0	\$0						\$14,412
CPW Rentals	NA	NA	2	0	0	0	2						4
CPW Revenue	NA	NA	\$1,120	\$0	\$0	\$0	\$808						\$1,928
Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>2019</b>													
	0	3	3	0	1	3	2	1	2	4	2	2	23
<b>2020</b>													
	1	2	1	0	0	0	0						4



## Oak Brook Park District Family Recreation Center Membership Usage Data

Membership Data					
	July 6 - 12	July 13 - 19	July 20 - 31		Total
Membership Packages	195	55	48		298
Members Activated	353	93	101		547
Reservations Made					
	July 6-12	July 13-19	July 20-26	July 27-31	Total
Fitness Center					
Reservations Made	322	380	429	339	1470
Total Reservations Available	966	966	966	770	3668
	33.33%	39.34%	44.41%	44.03%	40.08%
Track					
Reservations Made	119	155	157	120	551
Total Reservations Available	690	690	690	550	2620
	17.25%	22.46%	22.75%	21.82%	21.03%
Group Fitness					
Reservations Made	116	149	148	150	563
Total Reservations Available*	264	256	256	240	1016
(32 classes per week)	44%	58%	58%	63%	55%
Total Usage					
	July 6-12	July 13-19	July 20-26	July 27-31	Total
	707	1033	1177	2138	5055



# Memo

**To:** Board of Commissioners  
**From:** Bob Johnson, Director of Parks and Planning  
**Date:** August 11, 2020  
**Re:** Board Report

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- The Central Park North Fields project is underway. The topsoil has been stripped and stockpiled, and the grading for the parking lot and soccer fields has started. Additional soil samples were taken when mixed and potentially unstable soil was discovered during excavation, but the results were satisfactory.
- Staff attended a virtual open house for the Master Plan for Salt Creek at Fullersburg Woods. The meeting discussed the plan to restore and improve over one mile of stream from Fullersburg Woods Forest Preserve through the Graue Mill Dam, and includes replacement of the dam with a natural rock riffle. A similar solution was implemented several years ago in Ginger Creek at Central Park, when one of the two Park District gabion weir dam structures failed. The plan indicates that there will be no impact to down-stream water levels at the Dean Nature Sanctuary. More information can be found at [restoresaltcreek.org](http://restoresaltcreek.org).
- The property appraisal for a narrow strip of land along the east side of Dean Nature Sanctuary has been conducted in advance of the Illinois Tollway expansion of I-294. Staff is attending a virtual meeting in early August with the project team to discuss the next steps.
- Three candidates were interviewed for the Park Technician position. A conditional offer has been made to one candidate, and he is expected to begin working in mid-August.
- Two Parks Department staff attended the Certified Playground Safety Inspector course offered through the NRPA. The endorsement requires re-certification every two years.
- The Parks Department took delivery of a new 2020 Ford F-450 dump truck, which was ordered through a joint purchasing consortium in January of 2019.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ORDINANCE NO. 20-0817: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

AGENDA No.: 7 A

MEETING DATE: AUGUST 17, 2020

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in cursive script, appearing to read "Laure Kosey".

**ITEM HISTORY(PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

As required by the Open Meetings Act, the closed meeting sessions of the Board Meetings are recorded. After 18 months, the Act permits the Board to authorize the destruction of these recordings, as long as the written minutes have been approved by the Board. The written minutes of these meetings have been approved by the Board of Commissioners, routinely, which occurred at the next closed meeting held after the meeting date.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

The following Closed Meeting recordings are now over 18 months in age.

November 12, 2018  
November 29, 2018

December 17, 2018

Ordinance 20-0817 authorizes the destruction of the verbatim record of the above listed meetings.

**ACTION PROPOSED:**

Request a motion and second to approve Ordinance No. 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

**ORDINANCE NO. 20-0817**  
**AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE**  
**VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

---

**WHEREAS**, the Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "Act") requires governmental bodies to keep a verbatim record of closed meetings by audio or video tape; and

**WHEREAS**, the Oak Brook Park District Board of Park Commissioners (the "Board") has complied with such requirement by providing for the Secretary of the Board to keep a verbatim record of all closed meetings by audio tape; and

**WHEREAS**, the Act also permits governmental bodies to destroy the verbatim record of closed meetings, no less than eighteen (18) months after the completion of the meeting recorded, without notification to or approval of a records commission or the State Archivist under the Local Records Act, but only after: i) the public body approves the destruction of a particular recording; and ii) the public body approves written minutes that meet the requirements of the Act for the closed meeting recorded; and

**WHEREAS**, at least eighteen (18) months have passed since the completion of certain closed meetings of the Board that are identified in Section 1 of this Ordinance, and the Board has approved written minutes for each of the such closed meetings; and

**WHEREAS**, the Board has determined that it is necessary and desirable to order the destruction of the verbatim record of the closed meetings identified in Section 1 of this Ordinance; and

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, as follows:

**Section 1.** The Board hereby finds that at least eighteen (18) months have passed since the completion of the following closed meetings of the Board, and that the Board has approved written minutes for such closed meetings:

November 12, 2018                      December 17, 2018  
November 29, 2018

**Section 2.** The Board hereby orders the destruction of the entire verbatim record, in the form of audio tapes, of the closed meetings identified in Section 1 of this Ordinance, and the Secretary is hereby authorized and directed to destroy said audio tapes in a suitable manner.

**Section 3.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

**Section 4.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 17<sup>TH</sup> DAY OF AUGUST, 2020.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
**President Sharon Knitter**

**ATTEST:**

\_\_\_\_\_  
**Laure Kosey, Secretary**



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: NEW PERSONNEL POLICY SECTION 4.27  
“WORKING REMOTELY – TELECOMMUTING POLICY”**

**AGENDA No.: 8 A**

**MEETING DATE: AUGUST 17, 2020**

STAFF REVIEW:

Human Resource Manager, Linda Noonan: *Linda Noonan*

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey: *Laure Kosey*

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

This policy has been developed to formalize and communicate the terms by which eligible employees may work remotely.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or a portion of their workweek. It is a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. Employees working remotely are subject to a three-month trial period to evaluate performance and continuance of this work option.

**ACTION PROPOSED:**

For review and discussion only.



## Section IV: Employee Conduct

### 4.27 Working Remotely - Telecommuting

#### **Objective**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Oak Brook Park District (the “District”) considers telecommuting to be a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. Telecommuting may be appropriate for some positions, but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the District.

#### **Procedures**

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. A supervisor can suggest telecommuting as a possible work arrangement or an employee may initiate a request for telecommuting. The District may authorize a telecommuting arrangement if certain eligibility requirements are met and the employee completes a successful three-month trial period, as outlined in the following paragraphs.

The District will review an approved telecommuting arrangement on a regular basis to determine whether approval for continuation is warranted. Any telecommuting arrangement may be discontinued at any time, with or without notice, at the discretion of the District.

Notwithstanding the foregoing, every effort will be made to provide advance notice of such change to accommodate commuting, child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible. An employee may discontinue a telecommuting arrangement at any time.

#### **Eligibility**

Individuals requesting telecommuting arrangements must have a satisfactory performance record. Not all positions are eligible for telecommuting and not all telecommuting requests will be authorized.

Before approving any telecommuting arrangement, the employee’s manager must determine the suitability of such an arrangement. The manager will review certain criteria to make this determination, including but not limited to:

- Employee suitability: Assessment of the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuting.
- Job responsibilities: Job responsibilities will be reviewed to determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues: Physical workspace needs, the proposed location for the telework, and any scheduling issues will be reviewed.

- District operations: Assessment of whether the employee's telecommuting arrangement will not adversely impact the District's operations.

The employee is solely responsible for determining any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based or other telework office.

### **General Requirements**

If the employee is determined to be eligible for a telecommuting arrangement by his or her manager, with concurrence from the Executive Director, the employee will commence a three-month telecommuting trial period.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the manager will evaluate and recommend whether continuance of the telecommuting arrangement be approved and, if so, the manager will provide any recommended modifications to the arrangement.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the telecommuting arrangement. During the trial period, the level of communication will be more frequent and structured. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

In order to remain eligible for telecommuting, the employee must continue to maintain satisfactory performance standards and will be subject to the District's normal conduct and performance expectations for its staff. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency, but will focus on work output and completion of objectives rather than on time-based performance. Additionally, the employee must comply with all District rules, policies, practices and instructions that would apply if the employee were physically working at the District.

Telecommuting is not designed to be a replacement for appropriate child-care. Although an individual employee's schedule may be modified to accommodate child-care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Equipment**

On a case-by-case basis, the District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter.

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment for the employee's teleworking needs, subject to change at any time.

Equipment supplied by the District is to be used by the employee for business purposes only. The employee will not make any changes to security or administrative settings on District equipment, unless otherwise approved. The telecommuter must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft.

All equipment provided by the District shall remain the District's sole property. Upon conclusion of the telecommuting arrangement or upon separation of employment, whichever is earlier, all District property will be returned to the District in good working condition on or before the employee's final day of teleworking or employment with the District, as applicable, unless other arrangements have been made.

The District will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary, for business use only. The District will also reimburse the employee for business-related expenses, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home, or other location for telecommuting purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, repairs or modifications to the home office space.

### **Security**

Consistent with the District's expectations of information security for employees working at the office, telecommuting employees shall ensure the protection of proprietary District and customer information accessible from their home or other telework office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the teleworking environment. Failure to take appropriate steps to ensure information remains protected while teleworking may result in termination of the telecommuting arrangement and/or disciplinary action.

### **Safety**

Employees are expected to maintain their home or other telework workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home or other telework office location and in conjunction with his or her regular work duties are normally covered by the District's workers' compensation policy. If any such injuries occur, the employee is responsible for notifying his/her supervisor within 24 hours of the occurrence. The employee is liable for any injuries sustained by visitors to the telecommuting employee's worksite.

### **Time Worked**

Telecommuting employees, regardless of whether classified as exempt or non-exempt under the Fair Labor Standards Act, must accurately record all hours worked using the District's timekeeping system. Hours worked by non-exempt employees in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the employee's telecommuting arrangement and/or disciplinary action.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, federal or state stay-at-home order, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the District and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the District.

**OAK BROOK PARK DISTRICT  
INVENTORY OF DISTRICT EQUIPMENT USED IN TELECOMMUTING**

<b>Description of Equipment</b>	<b>Date Issued</b>	<b>Person Issuing Equipment</b>	<b>Date Returned</b>	<b>Person Receiving Returned Equipment</b>

\_\_\_\_\_  
**(Employee Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Print Employee Name)**



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: NEW ADMINISTRATIVE POLICY: SECTION 2.30  
“SOCIAL EQUITY”**

**AGENDA No.: 8 B**

**MEETING DATE: AUGUST 17, 2020**

#### STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

A handwritten signature in cursive script, appearing to read "Laure Kosey", written over a horizontal line.

#### **ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The Oak Brook Park District has long embraced inclusion and equal opportunity for its staff and patrons as illustrated by the District’s Core Value “Accessibility & Inclusion,” ensuring everyone has access to the best in park and recreational opportunities, and also by adhering to the Equal Employment Opportunities act.

#### **ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

To further emphasize and declare the District’s beliefs in Social Equity, the attached policy is presented for Board of Commissioner review and consideration.

#### **ACTION PROPOSED:**

For review and discussion.

## **Section 2.30 Social Equity Policy**

### **Introduction**

The Oak Brook Park District is committed to creating and promoting inclusion across all public spaces, places, facilities and programs that the Agency manages. Through the Social Equity Policy and supporting practices, we aim to ensure that everyone has access to the benefits of quality parks and recreation, including historically marginalized communities such as those with a physical or cognitive disability, the LGBTQ+ community, racial and ethnic minorities, women, new Americans, refugees and immigrants.

The Oak Brook Park District defines inclusion as the process that all persons feel and that they have access to quality parks, programs and services regardless of their ability, race or ethnic origin, age, socioeconomic level, sexual orientation, gender identity or gender, religion, citizenship, or language.

### **Policy Goals**

Social Equity Policy outlines the Oak Brook Park District's approach to ensuring inclusive environments and equitable opportunities for all community members in local parks and recreation.

This policy ensures that:

- Community members utilizing our facilities, programs and services have equitable and appropriate access to spaces, programs and services, regardless of ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin.
- Park District staff, community partners and stakeholders engage in the support of all community members and promote inclusive behaviors in park and recreation facilities and in public spaces throughout the community.
- The Oak Brook Park District establishes and maintains an organizational infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.
- The Oak Brook Park District will continuously measure and improve inclusive practices.

This policy applies to all community members, staff, parks and facilities in the Oak Brook Park District.

### **Staff Training**

Oak Brook Park District staff will regularly participate in trainings grounded in effective training models using evidence-based content. Training will be comprehensive (covers multiple topics), based on credible research and delivered by qualified personnel. All new staff members will be quickly oriented to inclusive policies and practices.

Trainings to be provided by Gateway SRA, EAP, York Township and others as identified.

## Organizational Support

The Oak Brook Park District and staff will put in place organizational supports that create a social environment (including positive relationships among staff, youth, families and community) that encourages all to be inclusive. This includes:

- **Staff**

Demonstrating an attitude of inclusion, including nondiscriminatory language and actions and pay equity;

Determining and addressing any potential unintended outcomes of activities, programs or parks to ensure that they do not limit participation or cause worse outcomes based on ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin;

Providing educational materials about inclusion to all constituents at community events; and

Sharing and discussing practices during community meetings

- **Agency**

Developing an advisory group and/or community network of groups that support inclusive behaviors in the community; and

Assessing agency hiring practices to ensure staff is representative of the diverse community and is an equal-opportunity employer.

- **Communications**

Providing positive messages about diversity and inclusion through written and verbal messaging, posters, pictures and books.

## Environmental Support

The Oak Brook Park District will establish environmental supports and practices that promote inclusion for all community members. Examples of environmental supports include:

- Program adaptation for inclusion, depending on the individual needs and abilities of participants
- One-on-one trained staff support throughout the program
- Language interpretation, including but not limited to:
- Sign language interpreters
- Braille
- Language translation services
- Audio/visual support
- Large-print signage
- Accessible transportation
- Built environment enhancements, including modified equipment and ramps
- Gender-neutral restrooms and changing rooms
- Culturally sensitive program hours (i.e., women-only pool hours);
- Signage and additional facility enhancements (artwork, murals, etc.) that promote diversity and inclusion



## Continuous Measurement and Improvement

The Oak Brook Park District will work to continuously improve our equity and inclusion efforts, measuring the effectiveness of this policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys; and monitoring economic and health indicators. Oak Brook Park District will establish a communications plan for reporting on progress on an annual basis to the Park Board.

The Oak Brook Park District will monitor the following indicators to track progress of inclusive efforts:

- Does our agency communicate a vision that values the participation of all people as members of the community?
- Does our agency's improvement plan include inclusive practices with action steps to support implementation?
- Is there adequate, regularly scheduled, ongoing planning time for agency staff to collaborate on inclusive programs and events?
- Does our agency engage the whole community by providing multiple opportunities and modes for participating?
- Are there professional development opportunities for staff regarding inclusive strategies and supports?
- Are community members from targeted populations engaged in programming, utilizing facilities and taking part in future planning conversations?

Long-term indicators:

- Are there improvements in health and wellness (physical, social, mental) outcomes across targeted populations?
- Is there an increase of diversity in our staff and programs?
- Are there more diverse users in our parks?

## Resources

The Oak Brook Park District recognizes that this document is an ever-growing resource and aims to keep it updated on an annual basis. For more on inclusion and equity, we encourage staff and community members to visit [pdop.org](http://pdop.org) or the National Recreation and Park Association's Parks for Inclusion website, [www.nrpa.org/ParksForInclusion](http://www.nrpa.org/ParksForInclusion).

## Glossary

The Oak Brook Park District provides these definitions for historically marginalized audiences, including those with physical or cognitive disabilities, the LGBTQ+ community, racial and ethnic minorities, and new Americans, refugees and immigrants.

Individuals with a disability include those with:

- Hearing difficulty (e.g., deaf or having serious difficulty hearing [DEAR])
- Vision difficulty (e.g., blind or having serious difficulty seeing, even when wearing glasses [DEYE])
- Cognitive difficulty (e.g., because of a physical, mental or emotional problem, having difficulty remember, concentrating or making decisions [DREM])
- Ambulatory difficulty (e.g., having serious difficulty walking or climbing stairs [DPHY])
- Self-care difficulty (e.g., having difficulty bathing or dressing [DDRS])
- Independent living difficulty (e.g., because of a physical, mental or emotional problem, having difficulty doing errands alone, such as visiting a doctor's office or shopping [DOUT])
- New Americans include immigrants, refugees and/or noncitizens living in America

LGBTQ+ community (Lesbian, Gay, Bisexual, Transgender, Queer and others), defined as:

- Lesbian: A woman who is attracted to other women.
- Gay: A man who is attracted to other men.
- Bisexual: An individual who is attracted to both genders.
- Trans: An umbrella term that seeks to incorporate individuals whose gender identities do not match their sex assigned at birth, for example, someone who is sex assigned male at birth and identifies as a woman.
- Queer or Questioning: Individuals who experience fluidity in their experience of sexuality or gender and, therefore, do not identify strictly as LGB or T. The term 'Queer' can also include those who do not identify as either gender.

Racial/Ethnic communities, as defined by the U.S. Census Bureau, are composed of several different race categories — Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander, other, and two or more races. Latino(a) and Hispanics are also considered a minority, although Hispanic or Latino(a), is defined by the U.S. Census Bureau as an ethnicity rather than as a race. Other considerations include religious communities, such as Muslim, that practice cultural traditions based around gender.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM HISTORY/COMMENTARY

**ITEM TITLE: REVISIONS TO THE PERSONNEL POLICY  
4.9 DRESS CODE**

**AGENDA No.:** 8 C

**MEETING DATE:** 8/17/2020

**STAFF REVIEW:**

**RECOMMENDED FOR BOARD ACTION:** Laure Kosey, Executive Director:

A handwritten signature in cursive script, appearing to read "Laure Kosey".

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The Board of Commissioners last approved the Personnel Policy Manual on March 20, 2017, which included section 4.9 Dress Code policy..

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

Proposed revisions to the Personnel Policy 4.9 Dress Code include the exclusion of the policy verbiage describing the previous tattoo and piercing employee expectations and the addition of new benchmarked verbiage that aligns the Oak Brook Park District's Dress Code Policy with that of other agencies.

**ACTION PROPOSED:**

For review and discussion only.

DRAFT

#### **4.9 Dress Code**

It is the desire of District to project a consistent, professional image to the public. The personal appearance of employees conveys to the public a general impression of the District. Employees must be neat, clean and orderly at all times while on duty.

~~Body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to the employee, his/her coworkers or the public.~~

Exposed body piercing jewelry is limited to that which may not present a safety hazard to you, your coworkers, or the public. Any jewelry that draws inappropriate attention or negative attention is not allowed. The Park District will determine each case individually.

Tattoos shall not be offensive in nature (i.e., words and/or symbols of profanity **including profanity and/or profane/obscene symbols**). Any tattoo design that is determined to be ~~offensive, unprofessional or excessive must be covered~~ **inappropriate by your supervisor will not be allowed**. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

The District will provide Oak Brook Park District apparel to employees who are required to wear uniforms while on duty. In accordance with the department's dress code and each employee's job description, shirts, sweatshirts, caps/hats and other protective gear may be required. While on duty, only apparel with the "Oak Brook Park District" embroidery or screen print shall be worn by employees. Employees shall not wear any District issued apparel when not on duty or while exercising/working out. Apparel with affiliate or sponsor logos may be worn with supervisor approval.

The District provides personal protective equipment (PPE) which is to be worn during work functions that have been identified by supervisory personnel and the District's Safety Committee. OSHA and the Illinois Department of Labor require that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment. Employers must select and have affected employees use PPE suitable for protection from existing hazards. These hazards are listed in Workplace Hazard Assessments, which also list the required PPE. PPE may consist of earplugs, ear covers, helmets, safety goggles/glasses, chaps, protective gloves and other equipment. Employees will be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Employees are required to wear the PPE as assigned and identified in the Workplace Hazard Assessment. Employees are required to return PPE to the designated storage area upon completion of the job assignment on a daily basis or as directed by their supervisor. Employees who do not comply with personal protective equipment procedures shall be subject to discipline.

#### **Front-line Employees**

Employees having direct contact with the public are responsible for wearing an "Oak Brook Park District" nametag and shirt. These employees include: Front Desk Employees, Fitness

Floor Employees, Program Instructors and Personal Trainers. The District will provide “Oak Brook Park District” shirts and nametags. Employees are required to return nametags and shirts to their supervisors upon termination of employment.

Slacks, shorts, or skirts can be worn. They are to be casual in style and in khaki, black or navy colors. Shorts shall be no higher than the top of the knee. Skirts shall be no higher than 2 inches above the knee. Jeans or athletic pants may only be permitted, if necessary, to perform a specific job function.

#### Aquatic Center Employees

**Life Guards:** Lifeguards will wear the prescribed guard suit and shirt. Guards are allowed to wear red shorts, or red warm-up pants, and red sweatshirts. Guard whistles and lanyards must be worn around the neck or wrist at all times. Absolutely no twirling of these items is permitted. Polarized sunglasses, sunscreen and a hat or visor must be worn while outside.

**Swim Instructors:** All swim instructors while on duty are required to wear the provided uniform consisting of a red one-piece swimsuit or red swim trunks. No towels shall be worn on deck. If an instructor is out of the water, he/she may wear instructor shorts and a Park District issued shirt. They may also wear a royal blue staff sweatshirt and sweatpants.

#### Park Maintenance, Facility Maintenance and Janitorial Employees

The District will provide “Oak Brook Park District” shirts and caps/hats for Park/Facility maintenance and janitorial employees. Such employees are required to return uniforms to their supervisors upon termination of employment.

The wide variety of maintenance tasks conducted at the District make it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant its use. Maintenance employees may wish to have both a standard work boot and safety shoe available so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

**Janitorial Employees** may wear dark colored khakis or work pants. Pants shall not have holes or stains. Shoes shall have non-skid soles and provide sturdy traction for possible wet floors that occur during cleaning operations.

**Park Maintenance/Facility Maintenance Employees** are to wear durable work pants in dark colors, which provide protection for the duties assigned. Pants shall not have holes or stains. Pants used for painting purposes are permitted to have paint stains and are to be worn only during painting projects.

#### Executive and Administrative Employees

Employees are expected to dress in business casual attire Monday through Thursday. Exceptions to the business casual code will only be permitted if necessary, to perform a specific job function or on Casual Friday. Employees that are provided with logoed apparel by the

Park District will be required to wear such items during regularly scheduled group activities and other annual special events, as directed by the Executive Director. Minimum business casual dress includes:

**Shirts:** Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate.

**Pants:** Slacks and pants should be of cotton, synthetic or a blend of dress/casual pants. Jeans, athletic pants, shorts, Bermuda shorts, bib overalls, leggings, and any spandex are inappropriate.

**Skirts and Dresses:** Casual dresses and skirts should be at a length no shorter than 2 inches above the knee and/or split below the knee. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

**Footwear:** Dress shoes, loafers, or flat leather shoes should be worn with coordinating socks. Dress heels and dress sandals are acceptable. Athletic footwear or casual rubber flip-flops are inappropriate.

**“Casual Friday” dress includes:**

**Shirts:** Employees that have been issued District logoed shirts, sweaters, sweatshirts and/or warm-up tops must wear such items on “Casual Friday”. If an employee does not wear logoed apparel, then business casual attire will be required to be worn. Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate.

**Pants:** Jeans that are dark blue or black denim are permitted. The jeans shall not have any holes, frayed hems, or “washed out” color. Oak Brook Park District logo wear is also permitted.

**Skirts and Dresses:** Casual dresses and skirts at a length no shorter than 2 inches above the knee and/or split below the knee are acceptable. Dark blue or black jean skirts meeting the length guidelines are permitted. Jean skirts with holes, frayed hems or “washed out” color are not permitted. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

**Footwear:** Dress shoes, loafers, athletic, or flat leather shoes with coordinating socks; dress heels and dress sandals are acceptable. Flip-flops are inappropriate.

Dress Code Infractions

Failure to comply with the dress code policy will result in:

**First Offense:** A verbal warning will be issued.

**Second Offense:** A written warning will be issued and the employee will be sent home to change.

**Third Offense:** Employment may be terminated.

DRAFT - Board of Commissioner Review 8-17-20