



**AGENDA
PUBLIC HEARING AND
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 14, 2020 – 6:30 p.m.**

**Zoom Meeting
AGENDA**

Please Note: Gubernatorial Executive Order 2020-73 (COVID 19 Executive Order NO 69), “Tier 3 Mitigation Order” instituted strict public health measures to slow the spread of COVID 19 by limiting gatherings. Furthermore, the Illinois Department of Commerce and Economic Opportunity “Restore IL Tier 3 Resurgence Mitigation FAQ,” published November 19, 2020, states IL governmental agencies are encouraged to hold public meetings remotely.

The Oak Brook Park District’s focus is to provide for the safety of staff, park commissioners, our constituents, and the public at large from possible exposure to the COVID 19 virus. In accordance with Gubernatorial Executive Order 2020-73 Tier 3 Mitigation Order, the President of the Oak Brook Park District Board of Park Commissioners has determined that it is not practical and prudent to conduct the December 14, 2020 Public Hearing and Board Meeting in person because of the continued risks of COVID 19. Therefore, the December 14, 2020 Public Hearing and Board Meeting will be conducted by teleconference using Zoom Video Conferencing and as previously 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/81072782523> **Meeting ID: 810 7278 2523**

Phone access: Audio Participation for Chicago Region: Dial 1 312 626 6799 **Meeting ID: 810 7278 2523**

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: 810 7278 2523**

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- You can use the following link to view a tutorial on how to connect with your computer:
https://www.youtube.com/watch?v=hlkCmbvAHQQ&list=PLKpRxBfeD1kEM_l1ld3N_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.

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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1. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District, DuPage and Cook Counties, Illinois
(Notice of the Public Hearing was Published on December 3, 2020 in the Daily Herald Newspaper and on the District's Website.)
 - a. Call to Order the Public Hearing
 - b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing of Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District, DuPage and Cook Counties, Illinois.
 - c. Adjournment of Public Hearing
2. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
3. OPEN FORUM
4. CONSENT AGENDA
 - a. APPROVAL OF DECEMBER 14, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. November 16, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING NOVEMBER 30, 2020
 - i. Warrant 642
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Tennis Center Business Plan
 - c. Environmental Report Card
6. STAFF RECOGNITION
 - a. None
7. REPORTS:
 - a. Communications IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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8. UNFINISHED BUSINESS

- a. Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.
A Public Hearing is scheduled to commence at the beginning of the December 14, 2020 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2021-2022 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.
- b. 2021 Board Meeting Dates

9. NEW BUSINESS

- a. R20-1215: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (**Requires Waiving the Board Rules to approve at this meeting.)
- b. Revision to Personnel Policy Manual Section 3:10 Time-Off Benefits – Sick Time

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JANUARY 18, 2021, 6:30 p.m.

11. ADJOURNMENT

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

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The Oak Brook Park District’s focus is to provide for the safety of staff, park commissioners, our constituents, and the public at large from possible exposure to the COVID 19 virus. In accordance with Gubernatorial Executive Order 2020-73 Tier 3 Mitigation Order, the President of the Oak Brook Park District Board of Park Commissioners has determined that it is not practical and prudent to conduct the December 14, 2020 Public Hearing and Board Meeting in person because of the continued risks of COVID 19. Therefore, the December 14, 2020 Public Hearing and Board Meeting will be conducted by teleconference using Zoom Video Conferencing and as previously 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.

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https://www.youtube.com/watch?v=hlkCmbvAHQQ&list=PLKpRxBfeD1kEM_l1ld3N_XI77fKDzSXe&index=2
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Before the start of the 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 December 14, 2020 Public Hearing and Regular Board Meeting in person because of the continued risks of COVID 19 as declared by Gubernatorial Executive Order 2020-73 (COVID 19 Executive Order NO 69), “Tier 3 Mitigation Order” issued by Governor Pritzker. I further determine that attendance at the regular meeting location is not feasible due to the disaster described in the Gubernatorial Executive Order. 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. Therefore, the December 14, 2020 Public Hearing and Board Meeting will be conducted by Zoom Video Teleconferencing and as previously 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.”

1. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District, DuPage and Cook Counties, Illinois

(Notice of the Public Hearing was Published on December 3, 2020 in the Daily Herald Newspaper and on the District’s Website.)

- a. Call to Order the Public Hearing ***[Call to Order the Public Hearing for the Truth In Taxation Act – For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District, DuPage and Cook Counties, Illinois and ask Recording Secretary to Conduct the Roll Call.***

President will read prepared talking points. Ask for Discussion or Questions of the Board as appropriate.]

- b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing of Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District, DuPage and Cook Counties, Illinois. ***[Ask Whether There Are Any Public Comments or Questions Concerning the Tax Levy Ordinance Under This “Open Forum” Note, for purposes of the hearing, the individual may present his/her testimony within the 5-minute allotted for Public Comment pursuant 1.1VII B of the Rules of the Board of Commissioners.]***





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1. PUBLIC HEARING - CONTINUED:

- c. Adjournment of Public Hearing *[Request a motion and a second to Adjourn the Public Hearing. **Roll Call Vote...**]*

2. 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.]*

3. OPEN FORUM *[Ask whether there are any public comments under “Open Forum.” 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.]*

4. 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 DECEMBER 14, 2020 AGENDA

- b. APPROVAL OF MINUTES

- i. November 16, 2020 Regular Meeting Minutes

- c. APPROVAL OF FINANCIAL STATEMENT ENDING NOVEMBER 30, 2020

- i. Warrant 642

5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*

- a. Board of Commissioners to share communications
- b. Tennis Center Business Plan
- c. Environmental Report Card

6. STAFF RECOGNITION

- a. None

7. 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

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8. UNFINISHED BUSINESS

- a. Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois. *[Request a motion and a second to Approve Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois. **Roll Call Vote...**]*
- b. 2021 Board Meeting Dates *[Request a motion and a second to approve the 2021 Board Meeting Dates. **Roll Call Vote...**]*

9. NEW BUSINESS

- a. R20-1215: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (***)Requires Waiving the Board Rules to approve at this meeting.) *[Request a motion and a second to waive the Board Rules to approve at this meeting R20-1215: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project. **Roll Call Vote...**]*

*Then request a motion and a second to approve R20-1215: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project. **Roll Call Vote...**]*

- b. Revision to Personnel Policy Manual Section 3:10 Time-Off Benefits – Sick Time *[For Review and Discussion Only.]*

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JANUARY 18, 2021, 6:30 p.m. [Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on January 18, 2021.]

11. ADJOURNMENT [Request a motion and a second to adjourn the December 14, 2020 Regular Board Meeting. **Voice Vote...]**

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**NOTICE OF PROPOSED PROPERTY TAX LEVY
FOR OAK BROOK PARK DISTRICT,
DUPAGE AND COOK COUNTIES, ILLINOIS**

I. A public hearing to approve a proposed property tax levy for Oak Brook Park District for 2020 will be held on Monday, December 14, 2020 at 6:30 PM through Zoom Video Conference - Meeting Number 810 7278 2523. Any person desiring to speak at the public hearing and present testimony to the taxing district may contact Laure Kosey, Executive Director by email: lkosey@obparks.org or by phone 630-645-9535 or use the following instructions to participate.:

Public participation instructions:

Computer Access: Join the Zoom Meeting:

<https://us02web.zoom.us/j/81072782523>

Meeting ID: 810 7278 2523

Phone access: Audio Participation for Chicago Region: Dial 1 312 626 6799

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Additional information about the December 14, 2020 Public Hearing and Board Meeting may be reviewed on the District’s website: www.obparks.org.

II. The corporate and special purpose property taxes extended or abated for 2019 were \$3,219,041.20.

The proposed corporate and special purpose property taxes to be levied for 2020 are \$3,424,468. This represents a 6.38% increase over the previous year.

III. The debt service and public building commission leases property taxes extended or abated for 2019 were \$1,549,969.16.

The proposed debt service and public building commission leases property taxes to be levied for 2020 are \$1,531,742.74. This represents a 1.18% decrease over the previous year.

IV. The total property taxes extended or abated for 2019 were \$4,769,010.36.

The proposed total property taxes to be levied for 2020 are \$4,956,210.74. This represents a 3.93% increase over the previous year.

Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 16, 2020 – 6:30 p.m.
Zoom Meeting

Please Note: The Illinois Department of Public Health has issued a Press Release on November 11, 2020 requesting Illinois residents to limit public contact and to stay home as much as possible during the month of November 2020 due to the resurgence of the COVID-19 pandemic. The Oak Brook Park District's focus is 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 November 16, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore, the November 16, 2020 Board Meeting will be conducted by teleconference using Zoom Video Teleconferencing and as previously 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. Instructions for Public attendance through the Zoom Meeting Audio Conference application was provided as well as instructions on how to submit statements to be read during the open forum if the individual was not able to participate in the Zoom Meeting. (Zoom Meeting ID 876 3369 7546.)

Before the start 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 November 16, 2020 meeting of the Board of Park Commissioners in-person due to the continued health risks of the COVID-19 pandemic as declared by the November 11, 2020 Press Release by the Public Health Department and as previously described in the 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 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 Suleiman, Trombetta, Tan, and Truedson answered "present" through Zoom Conferencing. President Knitter attended on site at the Autumn Oaks Room of the Oak Brook Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 6053. Also, present via Zoom Conferencing was Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter asked if there were any public comments. No one addressed the Board this evening or had submitted comments by email to Executive Director Laure Kosey prior to the meeting.

3. CONSENT AGENDA

- a. APPROVAL OF NOVEMBER 16, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. October 19, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING OCTOBER 31, 2020
 - i. Warrant 641

Motion: Commissioner Truedson 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 Suleiman, Trombetta, Tan, Truedson, and President Knitter.

Nays: None

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

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

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

Nays: None

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

Ms. Kosey said she had two things she wished to communicate with the Board. One being the current concerns of the COVID-19 pandemic. If the Governor decides to impose a “stay at home order” again, the Park District will return to operations that were previously utilized in April 2020: Any full-time staff that can work remotely, will do so. If the full-time staff cannot work remotely, they will work staggered hours. (Custodians, Maintenance, and Park Staff). The District will retain the part-time employees during the quarantine at 55% of their hours due to our doors being closed.

Ms. Kosey explained her recommendations for delaying the adoption of the 2021-2022 budget by two months. Delaying the budget timeline would benefit the Oak Brook Park District by making an accurate assessment of the finances for next year. Therefore, the Board would adopt the budget in May 2021 for approval in June 2021.

Commissioner Trombetta, Tan, Truedson, and Suleiman agreed delaying the budget would be beneficial.

President Knitter said the Park District staff has done a great job learning from the past shutdown. Delaying the budget would give the Park District a better understanding of the financials.

b. Strategic Plan Update

Ms. Kosey reviewed the highlights of the Strategic Plan which is updated every 6 months. The highlights included the following:

- The Central Park ballfield LED fixtures have been updated.
- Corporate and Community Relations received \$23,000 in monetary contributions.
- Ms. Kosey said Bob Johnson, Director of Parks and Planning, has done a great job with the Central Park North Project. The Totem Pole was erected yesterday.
- The Pink 5K, although with a different look this year due to the COVID-19 restrictions, was very successful with donations from Evergreen Bank Group as well as AMITA. We were able to donate a little over ten thousand dollars to the Open Arms Foundation. Ms. Kosey said she is excited about all of the events the Park District has been able to put on this year and is very grateful for the staff being able to move forward during these challenging times, trying to put on the events.

Ms. Kosey informed the Board of the current support from sponsors for the Winter Lights in Central Park. Robert Pechous, Superintendent of Communications and IT, and the Parks Staff are making seven scenes with lit structures for the event. All of the scenes will correlate to a specific sponsor. The Recreation Department will be hosting Play in the Park Activities in January and February. We are not promoting the Winter Lights at this time as a “wait & see” because there may be potential restrictions on the state due to COVID-19. The Park District is planning for the event to be free to the public. By using QR codes in Central Park, participants will be able to donate to a GO-FUND-ME page benefiting Chamber of Commerce Oak Brook restaurants and hotels.

5. STAFF RECOGNITION

President Knitter recognized Laure Kosey, Executive Director, and staff for doing a great job pivoting with the new restrictions put in place by the Illinois State Governor due to COVID-19.

Commissioner Suleiman recognized Liz Littwin, Corporate and Community Relations, for the tremendous contributions in sponsorships she has achieved during the challenging economic circumstances. As the Sponsors are not only helping the Oak Brook Park District, they help countless families who utilize the Parks. Commissioner Suleiman stated Liz Littwins’ creativity and flexibility during these uncertain times have been commendable.

6. REPORTS:

a. Communications IT, and Administration Report

Ms. Laure Kosey presented her report, which can be found in the Park District’s records.

Ms. Laure Kosey reported on the Sports Core agreement, stating the Village will finish the construction of the Sports Core pool by the end of the month. In the spring, the Village will need to test the pool to ensure there are no leaks. The Village has created an additional 140 new parking spaces for the Sports Core. Ms. Kosey said the parking spots are not ideal, as they will be on gravel and grass. The Park District will be responsible to maintain the parking-spots stripes. Eighty of the spots are on gravel and are in the location of the prior tennis dome. Sixty parking spots are located east and south of the tennis courts in a grassy area.

President Knitter questioned if Ms. Kosey was pleased with the parking spots.

Ms. Kosey informed the Board the parking-spots are not ideal, but the parking-spots provide the additional parking needed at the Sports Core, which will replace the parking area used for the construction of the Village Salt Barn. Ms. Kosey said she would be comfortable moving forward into another one-year contract, as long as the Commissioners agreed.

Commissioner Trombetta inquired as to which areas the Oak Brook Park District would be managing.

Ms. Kosey assured Commissioner Trombetta, the Park District would continue to manage all three areas (tennis, soccer, and bath). The Village Board will be discussing the Sports Core Agreement at the November 24 village board meeting and a contract will be initiated before December 8.

Commissioner Suleiman noted the financial benefit of managing the tennis, pool, and fields.

Ms. Kosey said she believes another one-year agreement would be beneficial to the Park District.

Ms. Kosey said Robert Pechous and his marketing team have been seeing improvements in user engagement on the website. Mr. Pechous continues to work on the Winter Lights project and Mrs. Littwin continues outreach to the community for sponsors for the Winter Lights in Central Park. It was a team effort as Bob Johnson, Director of Parks and Planning, has also obtained a donation for the Winter Lights from Dawson's Tree Service. Mr. Pechous and Mrs. Littwin were able to work with the Village of Oak Brook to secure donations with Ace Hardware.

b. Finance & Human Resources Report

Mr. Marco Salinas, Chief Financial Officer, presented his report, which can be found in the Park District's records.

Mr. Salinas reported financials through October 31, 2020. Mr. Salinas said the General Fund has a net surplus of a little over a million dollars. The financials reflect the first and second quarter overhead revenue allocations t there will be no such allocations for the third and fourth quarters. This will affect the Recreation Fund.

Mr. Salinas informed the Board that the yearly transfer from the General Fund to the Capital Project and Debt Service Funds has yet to occur. There have been projects that the General Fund will end in a small deficit at the end of the fiscal year. The Recreation Fund financials reflect the two quarterly overhead expenditure allocations of \$140,000 each. We will forego the third and fourth quarter allocations in light of the current financial state of this fund. This fund does not yet reflect the yearly transfers to the debt service fund which are necessary in order to fund the debt service payments on our 2018 and 2020 debt certificates. Proceeds from our 2020 debt certificates were used t pay for the new lighting at our Central Park North fields. There was a substantial \$1.4 million decrease in revenue from last year.

Mr. Salinas said the Tennis Center financials continue to do very well, with a surplus not far off from last year's surplus. The Tennis Center has done a great job with revenue and cost savings. From the shut-down in March, the Tennis Center was able to decrease staff and also completed much-needed repairs to the facility and used fewer utilities resulting in decreased utility expenses.

Mr. Salinas stated staff cuts earlier in the year decreased the District's IMRF contribution expenditures and payroll tax contributions. The Finance Department has previously budgeted for Unemployment Insurance contributions that may occur later in the year.

President Knitter asked Mr. Salinas to advise if the Park District should defer expenses for the Capital Projects should the Park District need to move funds around from the lack of revenue.

Mr. Salinas stated, most of the Capital Projects are complete for the year. The existing bond funds and an anticipated grant will help complete the funding for our largest project, Central Park North.

Ms. Kosey noted the Park District is not allowed to take funds from the Capital Project Fund and transfer them into another fund.

Commissioner Tan stated funding projections are -\$35,000 a month, which places the Oak Brook Park District at the end of the fiscal year, one-half million dollars "underwater," not factoring in any additional payments or revenue.

Mr. Salinas added, that on a consolidated basis, Commissioner Tan was correct, but since the financials are very fluid, projections will be negative, and the General Fund will be slightly negative or close to breaking even. However, the Tennis Center will have a surplus.

Ms. Kosey said Mr. Salinas continues to work on the 2021-2022 tax levy, which will allow the park district to redirect more revenue to the Recreation Fund, because the other funds are expected to benefit from lower than expected expenditures due to the reduction in staff and other expenses.

Commissioner Tan hopes there will be a surprise increase in revenue for spring recreational activities when COVID-19 restrictions relax.

Commissioner Truedson asked Mr. Salinas to estimate percentage of reserves the fund balances will have for the end of this fiscal year.

Mr. Salinas said the Recreation Fund is currently expecting to have a deficit of between \$750,000 to \$1 million at the end of the year. This would result in a fund balance approximating \$1.3 million. Since the Park District's fund balance policy requires a minimum of three months of expenditures in reserves, the \$1.3 million fund balance will be above the current minimum of \$1 million. Before COVID 19, the Recreation Fund had approximately seven months of expenditures saved in reserves.

Commissioner Trombetta asked Ms. Kosey what would happen should the Park District be forced to be shut down again due to COVID-19.

Ms. Kosey said staff is prepared should we have to close. During the next couple of days, we will find out the Governor's mitigation plan for the next couple of months.

Commissioner Suleiman noted schools are doing two-weeks of "pausing" as a precaution for anyone who may have contracted COVID-19 while with family for the Thanksgiving holidays. Due to limited staff, this may be a viable option for the Park District.

Ms. Kosey said she would consider it.

c. Recreation & Facilities Report

Mr. Dave Thommes, Deputy Director, presented his report, which can be found in the Park District's records.

Mr. Dave Thommes reported the preschool classes have gone completely virtual due to some COVID-19 illnesses. Being able to host completely virtual school days is something preschool would not have been able to do in April. Mr. Thommes was pleased how the staff was able to make such a smooth transition.

Mr. Thommes also reported the Recreation staff has adjusted to Tier 2 in the safest way possible and following all of the guidelines to keep everything open. The Fitness Center has seen an increase in patronage. Lastly, the Recreation Department has been getting ready for the Winter Lights in Central Park and the Party in the Park.

d. Parks & Planning Report

Mr. Bob Johnson, Director of Parks and Planning, presented his report, which can be found in the Park District's records.

Mr. Johnson reported the Central Park North construction is almost complete for the winter. The installation of the McDonald's Totem Pole, trees, and shrubs are complete. Currently, the Parks Team has been raking and seeding the grass. Next, they will be installing the basketball hoops. Looking to the spring months, the Parks Team will be color-coating the Central Park North basketball court. The winter lights went up for the Ice Rink and Sled Hill. Soon, the Parks Team will be removing the mums and replacing them with tulip bulbs.

Mr. Johnson noted conversations he has had with the Illinois Tollway, reporting there has not been much movement. The Oak Brook Park District placed a counteroffer to the Illinois Tollway for the land at the Dean Nature Sanctuary. The Illinois Tollway rejected the counteroffer. Mr. Johnson is currently waiting to hear back from the Illinois Tollway.

Commissioner Truedson inquired as to how aggressive the offer was to the Illinois Tollway.

Mr. Johnson stated their offer was twenty thousand dollars and the District's counteroffer was a request for slightly higher than two hundred thousand dollars. Mr. Johnson noted the counteroffer package sent by the Park District to the IL Tollway detailed the justified dollar amount for Dean Nature Sanctuary land.

Mr. Johnson said the official light test on the new ballfield lights is scheduled for this Wednesday, November 18, 2020.

7. UNFINISHED BUSINESS

a. Revision: Personnel Policy 3.4: Employee Service Awards

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to Approve the Revision to Personnel Policy 3:4 Employee Service Awards

Ayes: Suleiman, Trombetta, Tan, Truedson, and Knitter

Nays: None

8. NEW BUSINESS

- a. Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois. A Public Hearing is scheduled to commence at the beginning of December 14, 2020, Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for the Fiscal Year 2021-2022 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.

The matter was presented for review and discussion only.

- b. 2021 Board Meeting Dates

The matter was presented for review and discussion only.

Ms. Kosey noted the 2021 Board Meetings will continue to be held on the third Monday of the month with the exception of the December 2021 Board meeting which will be held on the second Monday of the month to avoid being held during the holiday week.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON DECEMBER 14, 2020, 6:30 p.m.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on December 14, 2020, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to adjourn November 16, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote and the meeting adjourned at the hour of 7:30 p.m.

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through November 30, 2020 and 2019
58.33% completed (7 out of 12 months)

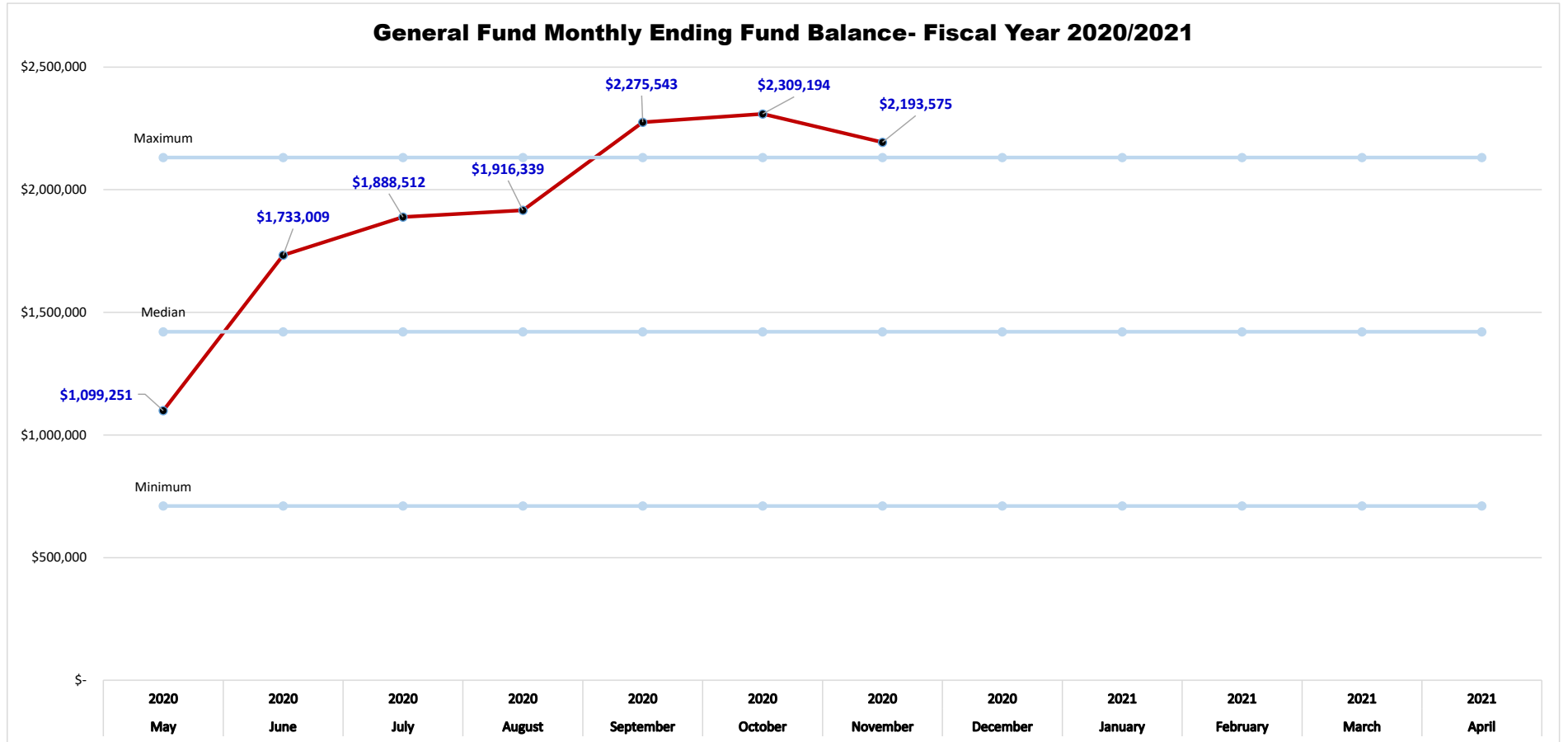
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	November 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,549,013	25,215	1,567,641	-	1,567,641	101.2%	1,484,165	83,476	5.6%
Personal Prop. Repl. Taxes	95,154	-	53,229	-	53,229	55.9%	69,131	(15,901)	-23.0%
Investment Income	11,500	411	4,786	-	4,786	41.6%	6,699	(1,913)	-28.6%
Other	19,000	-	4,495	-	4,495	23.7%	10,371	(5,875)	-56.7%
Central Park North	111,200	(100)	54,525	-	54,525	49.0%	27,381	27,144	99.1%
Central Park	111,200	13,640	140,157	-	140,157	126.0%	129,427	10,730	8.3%
Building-Recreation Center	1,076,020	22,757	419,880	-	419,880	39.0%	482,291	(62,411)	-12.9%
Central Park West	72,120	46	5,687	-	5,687	7.9%	41,558	(35,870)	-86.3%
TOTAL REVENUES	\$ 3,045,207	\$ 61,969	\$ 2,250,401	\$ -	\$ 2,250,401	73.9%	\$ 2,251,022	\$ (621)	0.0%
EXPENDITURES									
Administration	\$ 464,071	\$ 31,212	\$ 249,210	\$ 3,708	252,917	53.7%	\$ 251,286	\$ (2,076)	-0.8%
Finance	500,880	26,248	218,889	8,819	227,708	43.7%	225,359	(6,470)	-2.9%
Central Park North	23,950	328	6,572	1,440	8,012	27.4%	13,871	(7,299)	-52.6%
Central Park	685,469	53,662	329,519	33,554	363,073	48.1%	369,952	(40,433)	-10.9%
Saddlebrook Park	15,871	791	9,448	1,024	10,472	59.5%	17,999	(8,551)	-47.5%
Forest Glen Park	23,490	997	9,931	2,230	12,161	42.3%	15,510	(5,579)	-36.0%
Chillem Park	7,125	230	1,795	265	2,060	25.2%	4,654	(2,859)	-61.4%
Dean Property	11,786	462	4,083	448	4,531	34.6%	6,978	(2,895)	-41.5%
Professional Services	46,000	4,133	22,266	-	22,266	48.4%	33,396	(11,130)	-33.3%
Contracts- Maint. DNS	26,000	7,434	16,868	-	16,868	64.9%	17,403	(535)	-3.1%
Building-Recreation Center	965,541	49,675	339,798	47,134	386,933	35.2%	472,397	(132,599)	-28.1%
Central Park West	71,777	2,418	16,996	9,590	26,585	23.7%	28,211	(11,215)	-39.8%
TOTAL EXPENDITURES	\$ 2,841,960	\$ 177,588	\$ 1,225,374	\$ 108,212	\$ 1,333,586	43.1%	\$ 1,457,016	\$ (231,641)	-15.9%
TRANSFERS OUT									
TRANSFERS OUT	\$ 385,742	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,227,702	\$ 177,588	\$ 1,225,374	\$ 108,212	\$ 1,333,586	38.0%	\$ 1,457,016	\$ (231,641)	-15.9%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (182,495)	\$ (115,619)	\$ 1,025,026	\$ (108,212)	\$ 916,815	-561.7%	\$ 794,006	\$ 231,020	29.1%

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	\$ 1,888,512	\$ 1,916,339	\$ 2,275,543	\$ 2,309,194					
Monthly Net Surplus/(Deficit)	(69,297)	633,758	155,503	27,827	359,204	33,651	(115,619)					
Ending Unassigned	\$ 1,099,251	\$ 1,733,009	\$ 1,888,512	\$ 1,916,339	\$ 2,275,543	\$ 2,309,194	\$ 2,193,575					



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 November 30, 2020 and 2019
58.33% completed (7 out of 12 months)

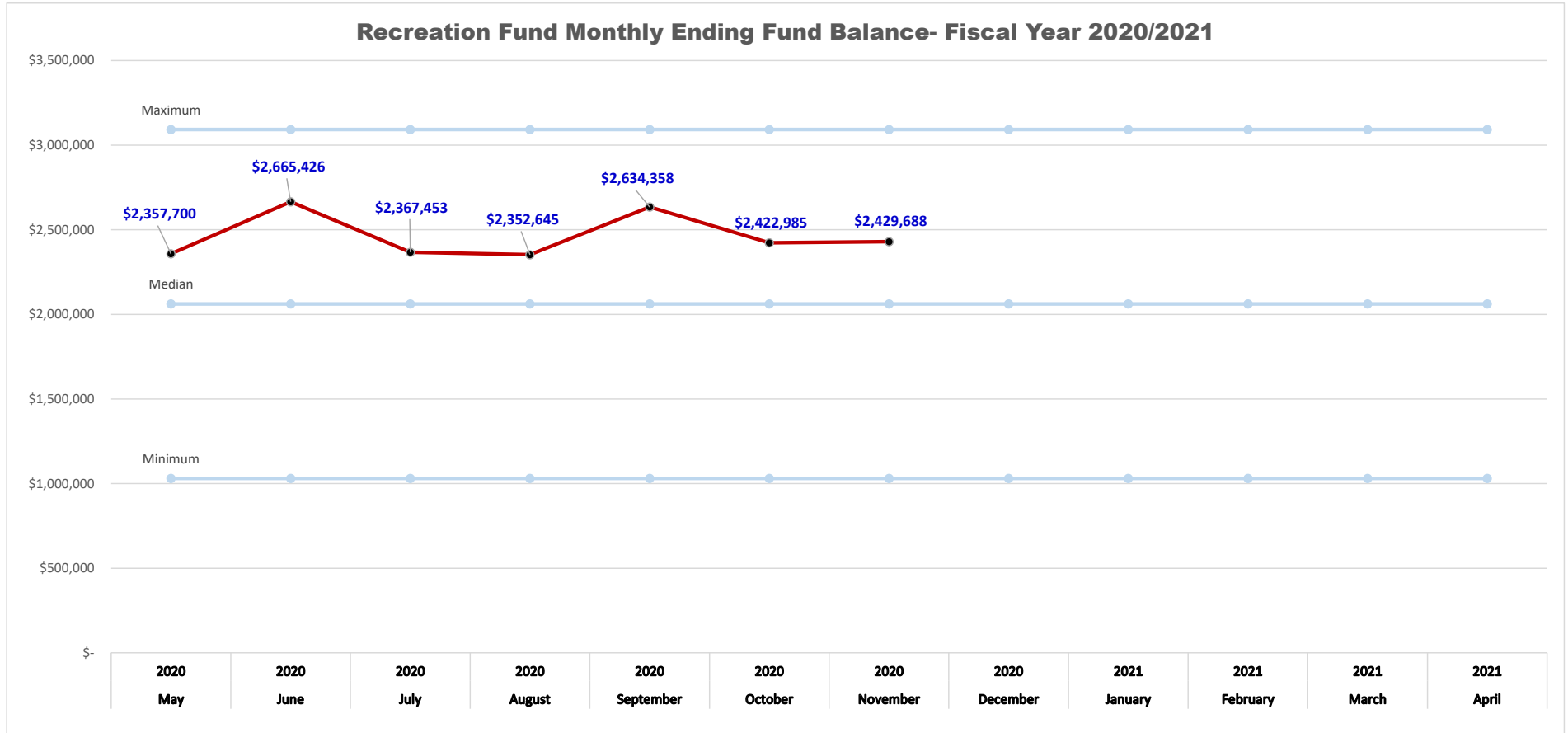
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	November 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/Lower than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 961,938	\$ 15,669	\$ 974,155	\$ -	\$ 974,155	101.3%	\$ 878,352	\$ 95,803	10.9%
Personal Prop. Repl. Taxes	29,956	-	16,757	-	16,757	55.9%	21,763	(5,006)	-23.0%
Investment Income	17,500	450	5,612	-	5,612	32.1%	10,449	(4,836)	-46.3%
Other	2,100	45	560	-	560	26.7%	1,004	(444)	-44.2%
Fitness Center	846,508	16,836	106,824	-	106,824	12.6%	488,097	(381,274)	-78.1%
Aquatic Center	516,413	12,178	112,025	-	112,025	21.7%	291,599	(179,574)	-61.6%
Aquatic Recreation Prog.	619,549	11,698	103,321	-	103,321	16.7%	349,548	(246,227)	-70.4%
Children's Programs	119,517	60,496	117,969	-	117,969	98.7%	87,529	30,440	34.8%
Preschool Programs	269,592	16,176	31,687	-	31,687	11.8%	119,033	(87,346)	-73.4%
Youth Programs	214,029	4,334	57,382	-	57,382	26.8%	206,432	(149,051)	-72.2%
Adult Programs	50,580	248	4,180	-	4,180	8.3%	32,076	(27,897)	-87.0%
Pioneer Programs	74,200	288	4,984	-	4,984	6.7%	49,592	(44,608)	-90.0%
Special Events and Trips	106,970	11,909	53,838	-	53,838	50.3%	92,626	(38,788)	-41.9%
Marketing	49,000	11,700	11,900	-	11,900	24.3%	78,033	(66,133)	-84.8%
Capital Outlay	30,000	-	-	-	-	0.0%	-	-	N/A
TOTAL REVENUES	\$ 3,907,851	\$ 162,027	\$ 1,601,192	\$ -	\$ 1,601,192	41.0%	\$ 2,706,133	\$ (1,104,940)	-40.8%
EXPENDITURES									
Administration	\$ 1,029,672	\$ 46,963	\$ 503,320	\$ 34,609	\$ 537,930	48.9%	\$ 404,030	\$ 99,291	24.6%
Fitness Center	652,420	17,376	197,433	28,836	226,269	30.3%	368,081	(170,648)	-46.4%
Aquatic Center	907,552	37,410	341,770	59,232	401,002	37.7%	424,330	(82,560)	-19.5%
Aquatic Recreation Prog.	283,056	13,370	43,774	6,332	50,107	15.5%	145,495	(101,720)	-69.9%
Children's Programs	90,860	1,648	20,537	3,888	24,425	22.6%	41,161	(20,624)	-50.1%
Preschool Programs	240,653	16,816	59,176	222	59,398	24.6%	106,466	(47,289)	-44.4%
Youth Programs	152,865	2,871	35,586	291	35,877	23.3%	97,437	(61,851)	-63.5%
Adult Programs	43,169	823	4,245	5,205	9,450	9.8%	20,924	(16,679)	-79.7%
Pioneer Programs	70,997	300	4,750	7,368	12,118	6.7%	36,996	(32,246)	-87.2%
Special Events and Trips	74,983	-	23,211	25,307	48,518	31.0%	62,926	(39,715)	-63.1%
Marketing	337,029	17,747	143,090	21,942	165,031	42.5%	163,051	(19,961)	-12.2%
Capital Outlay	240,000	-	139,168	21,451	160,619	58.0%	90,422	48,746	53.9%
TOTAL EXPENDITURES	\$ 4,123,254	\$ 155,324	\$ 1,516,061	\$ 214,682	\$ 1,730,742	36.8%	\$ 1,961,319	\$ (445,258)	-22.7%
TRANSFERS OUT	\$ 201,673	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,324,927	\$ 155,324	\$ 1,516,061	\$ 214,682	\$ 1,730,742	35.1%	\$ 1,961,319	\$ (445,258)	-22.7%
REVENUES OVER (UNDER) EXPENDITURES	\$ (417,076)	\$ 6,702	\$ 85,132	\$ (214,682)	\$ (129,550)	-20.4%	\$ 744,814	\$ (659,682)	-88.6%

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	\$ 2,344,557	\$ 2,357,700	\$ 2,665,426	\$ 2,367,453	\$ 2,352,645	\$ 2,634,358	\$ 2,422,985					
Monthly Net Surplus/(Deficit)	13,143	307,726	(297,973)	(14,808)	281,713	(211,373)	6,702					
Ending Committed	\$ 2,357,700	\$ 2,665,426	\$ 2,367,453	\$ 2,352,645	\$ 2,634,358	\$ 2,422,985	\$ 2,429,688					



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

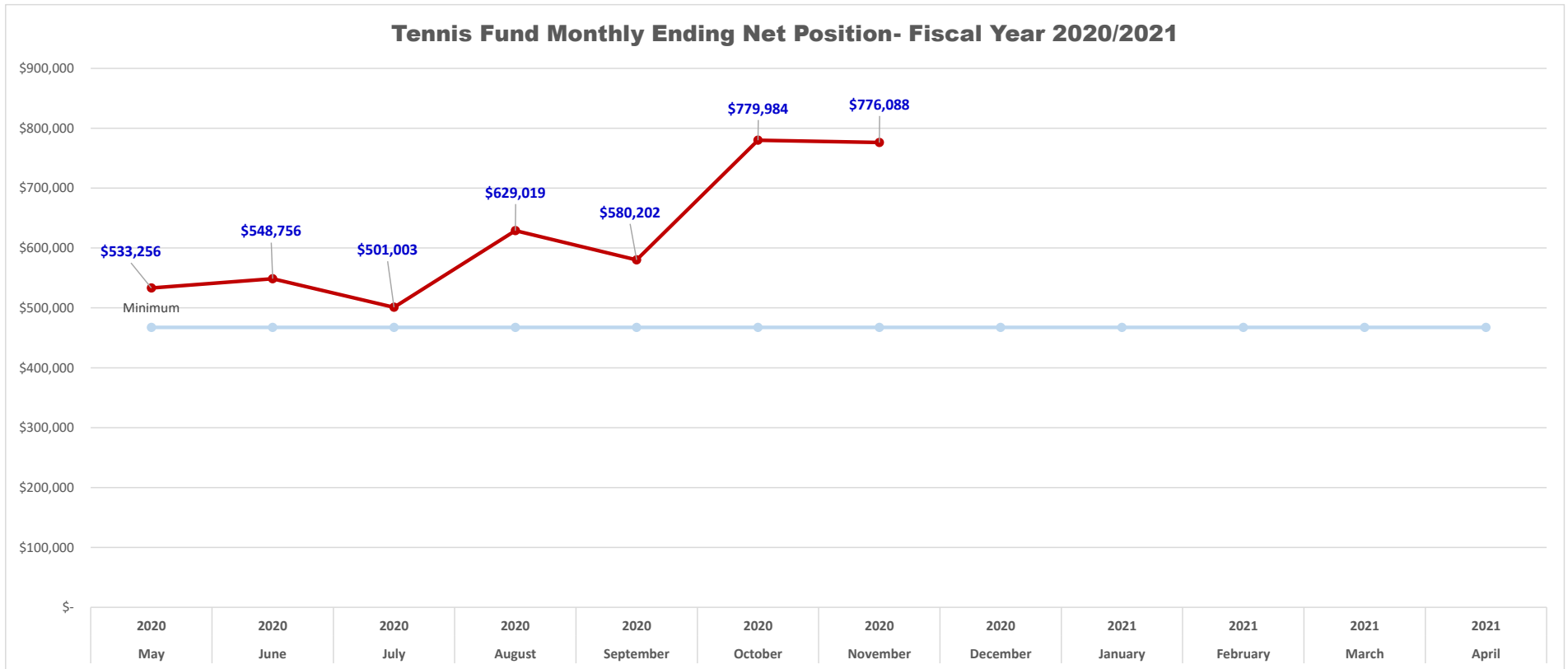
Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through November 30, 2020 and 2019
58.33% completed (7 out of 12 months)

	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	November 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
REVENUES									
Administration	\$ 22,500	\$ 90	\$ 10,392	\$ -	\$ 10,392	46.2%	\$ 14,376	\$ (3,984)	-27.7%
Building- Racquet Club	500	149	149	-	149	29.9%	479	(330)	-68.9%
Programs- Racquet Club	1,773,500	154,451	1,082,478	-	1,082,478	61.0%	1,370,435	(287,957)	-21.0%
TOTAL REVENUES	\$ 1,796,500	\$ 154,690	\$ 1,093,019	\$ -	\$ 1,093,019	60.8%	\$ 1,385,290	\$ (292,271)	-21.1%
EXPENSES									
Administration	\$ 727,478	\$ 69,266	\$ 261,091	\$ 11,297	\$ 272,388	35.9%	\$ 299,784	\$ (38,693)	-12.9%
Building- Racquet Club	370,829	16,416	121,055	60,226	181,281	32.6%	145,477	(24,422)	-16.8%
Programs- Racquet Club	771,500	39,485	265,799	3,187	268,985	34.5%	347,594	(81,795)	-23.5%
Capital Outlay	255,000	16,709	66,309	11,607	77,916	26.0%	174,007	(107,698)	-61.9%
TOTAL EXPENSES	\$ 2,124,807	\$ 141,877	\$ 714,254	\$ 86,316	\$ 800,570	33.6%	\$ 966,862	\$ (252,608)	-26.1%
REVENUES OVER (UNDER) EXPENSES	\$ (328,307)	\$ 12,814	\$ 378,765	\$ (86,316)	\$ 292,449	-115.4%	\$ 418,428	\$ (39,663)	-9.5%

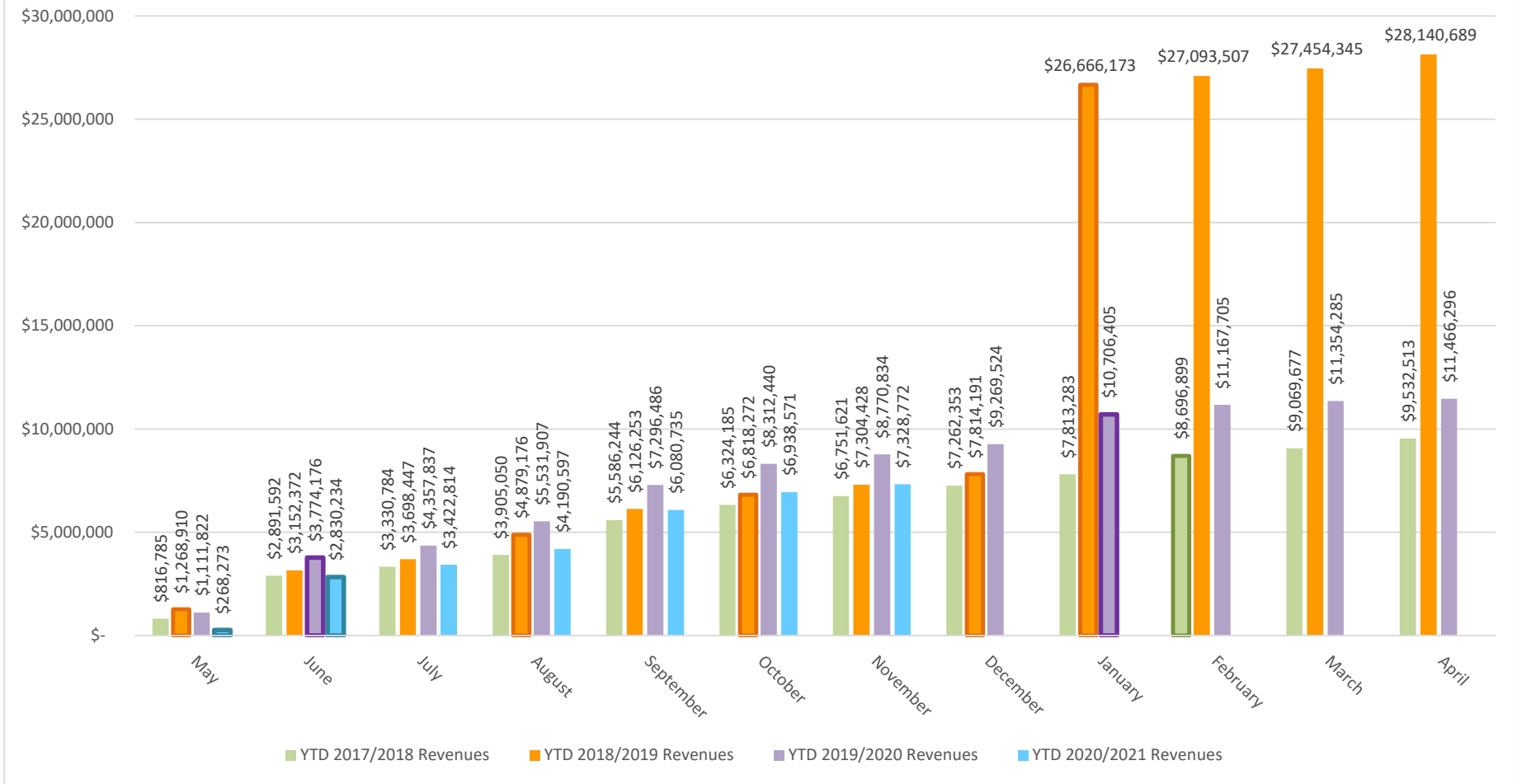
Note> Fiscal year 2020/2021 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

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

	Actuals- Unaudited											
	May	June	July	August	September	October	November	December	January	February	March	April
	2020	2020	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021
Beginning Investment in Capital Assets	\$ 1,779,633	\$ 1,779,633	\$ 1,804,433	1,804,433	1,804,433	1,829,233	1,829,233					
Beginning Unrestricted	463,632	533,256	548,756	501,003	629,019	580,202	779,984					
Monthly Net Surplus/(Deficit)	69,624	40,300	(47,752)	128,015	(25,373)	201,138	12,814					
Ending Investment in Capital Assets	1,779,633	1,804,433	1,804,433	1,804,433	1,829,233	1,829,233	1,845,942					
Ending Unrestricted	533,256	548,756	501,003	629,019	580,202	779,984	776,088					



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



NOTES

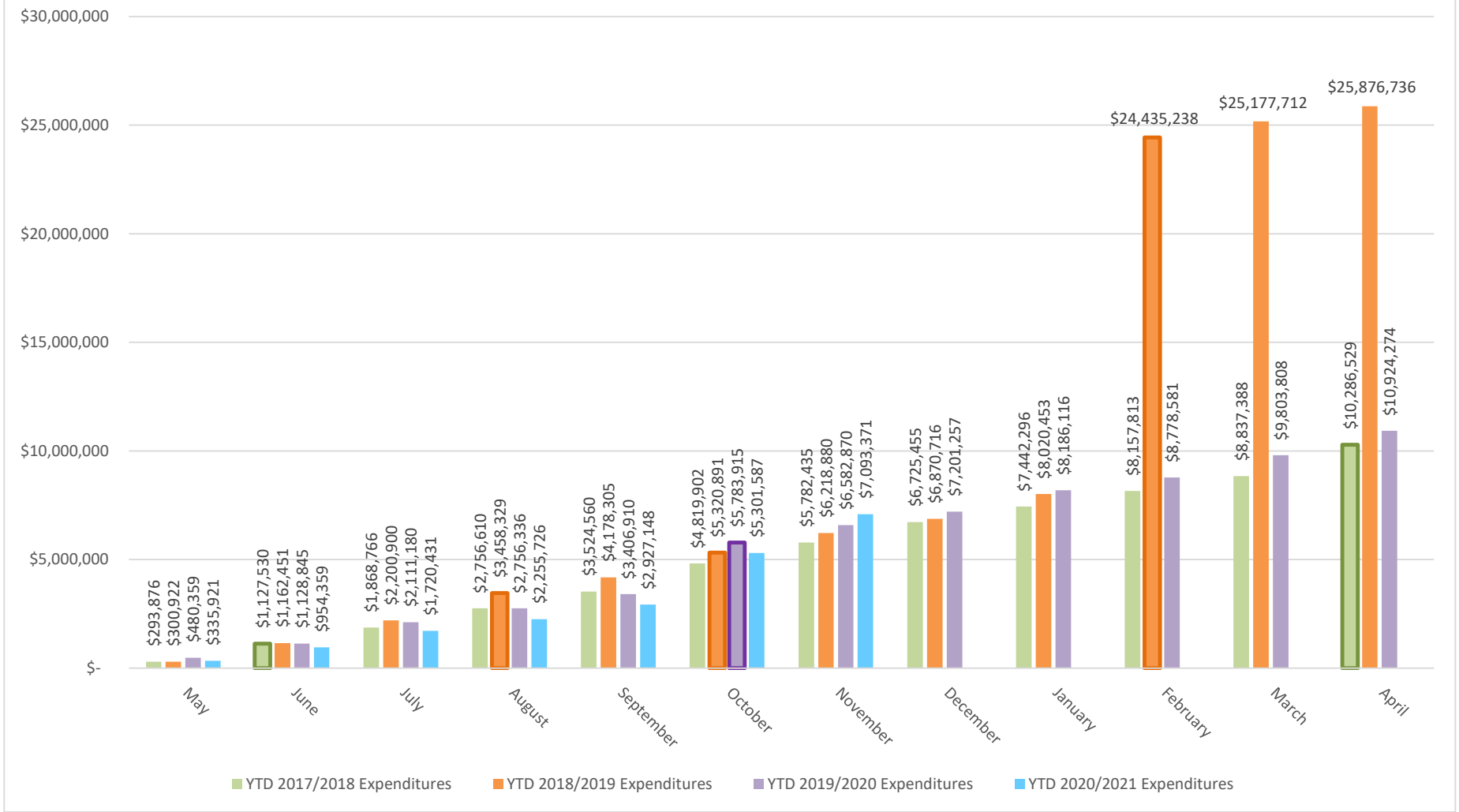
2017/2018: In February 2018 we recorded \$500,000 in debt certificate proceeds in the Capital Projects Fund and such proceeds are being used to fund the construction of the universal playground. This is one reason for the large increase in YTD revenues.

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.

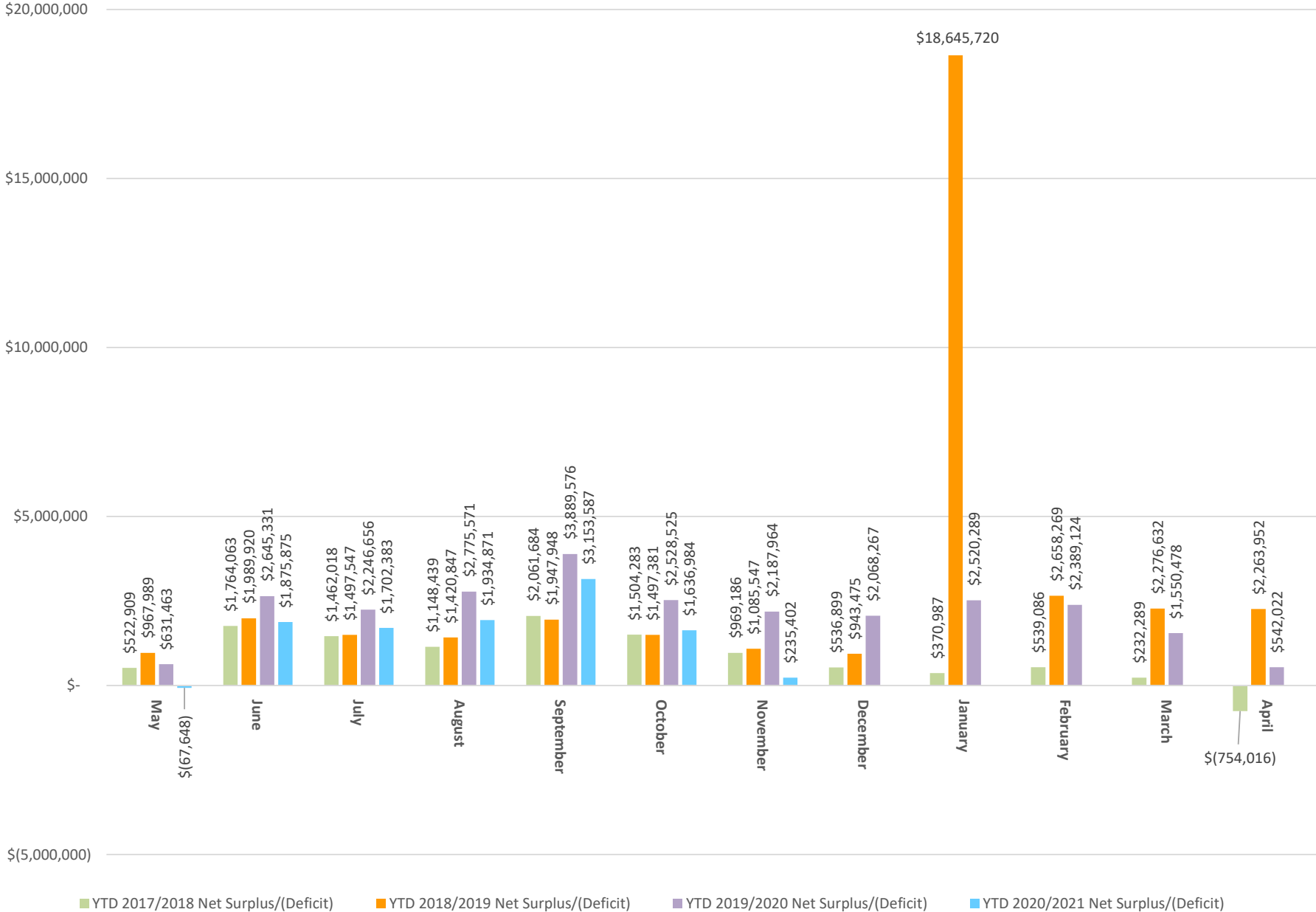
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



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
November 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (7 months)	FY 2020/2021 ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUES	\$ 61,969	\$ 2,250,401	\$ 3,045,207
EXPENDITURES	\$ 177,588	\$ 1,225,374	\$ 3,227,702
SURPLUS/(DEFICIT)	\$ (115,619)	\$ 1,025,026	\$ (182,495)
RECREATION FUND			
REVENUES	\$ 162,027	\$ 1,601,192	\$ 3,907,851
EXPENDITURES	\$ 155,324	\$ 1,516,061	\$ 4,324,927
SURPLUS/(DEFICIT)	\$ 6,702	\$ 85,132	\$ (417,076)
IMRF FUND			
REVENUES	\$ 2,536	\$ 170,991	\$ 181,098
EXPENDITURES	\$ 14,019	\$ 113,864	\$ 216,000
SURPLUS/(DEFICIT)	\$ (11,483)	\$ 57,127	\$ (34,902)
LIABILITY INSURANCE FUND			
REVENUES	\$ 2,443	\$ 155,100	\$ 186,491
EXPENDITURES	\$ 2,972	\$ 77,193	\$ 210,765
SURPLUS/(DEFICIT)	\$ (529)	\$ 77,907	\$ (24,274)
AUDIT FUND			
REVENUES	\$ 134	\$ 7,900	\$ 7,982
EXPENDITURES	\$ 1,500	\$ 12,750	\$ 12,800
SURPLUS/(DEFICIT)	\$ (1,366)	\$ (4,850)	\$ (4,818)
DEBT SERVICE FUND			
REVENUES	\$ 24,059	\$ 1,495,018	\$ 1,849,159
EXPENDITURES	\$ -	\$ 1,242,141	\$ 1,834,682
SURPLUS/(DEFICIT)	\$ 24,059	\$ 252,877	\$ 14,477
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUES	\$ 154,690	\$ 1,093,019	\$ 1,796,500
EXPENSES	\$ 141,877	\$ 714,254	\$ 2,124,807
SURPLUS/(DEFICIT)	\$ 12,814	\$ 378,765	\$ (328,307)



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
November 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (7 months)	FY 2020/2021 ANNUAL BUDGET
SPORTS CORE FUND			
REVENUES	\$ (23,650)	\$ 105,985	\$ 486,267
EXPENDITURES	\$ 2,802	\$ 30,249	\$ 425,371
SURPLUS/(DEFICIT)	\$ (26,453)	\$ 75,736	\$ 60,896
SPECIAL RECREATION FUND			
REVENUES	\$ 1,650	\$ 122,353	\$ 121,112
EXPENDITURES	\$ 20,817	\$ 35,695	\$ 118,559
SURPLUS/(DEFICIT)	\$ (19,167)	\$ 86,658	\$ 2,553
CAPITAL PROJECT FUND			
REVENUES	\$ 102	\$ 53,672	\$ 671,000
EXPENDITURES	\$ 1,259,683	\$ 2,001,633	\$ 3,183,000
SURPLUS/(DEFICIT)	\$ (1,259,581)	\$ (1,947,961)	\$ (2,512,000)
SOCIAL SECURITY FUND			
REVENUES	\$ 4,253	\$ 273,142	\$ 277,936
EXPENDITURES	\$ 15,201	\$ 124,157	\$ 279,463
SURPLUS/(DEFICIT)	\$ (10,948)	\$ 148,985	\$ (1,527)
CONSOLIDATED SUMMARY			
REVENUES	\$ 390,213	\$ 7,328,772	\$ 12,530,603
EXPENDITURES	\$ 1,791,784	\$ 7,093,371	\$ 15,958,077
SURPLUS/(DEFICIT)	\$ (1,401,570)	\$ 235,402	\$ (3,427,473)

**OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
NOVEMBER 2020**

	CONSOLIDATED TOTALS
REVENUES	
Property Taxes	\$ 75,864
Replacement Taxes	-
Recreation Program Fees	247,902
Fitness Center Fees	16,836
Aquatic Center Fees	23,876
Marketing	11,700
Sports Core - Fields	(23,650)
Sports Core - Aquatics	-
Sports Core - Tennis	-
FRC Rental/Member Fees	22,757
CPW Building Rentals	46
Field Rentals- Central Park	13,640
Field Rentals- Central Park North	(100)
Interest	1,149
Grant Proceeds	-
Transfers	-
Donations	-
Sponsorship	-
Overhead Revenue	-
Miscellaneous	194
TOTAL- REVENUES	\$ 390,214
EXPENDITURES	
Accounts Payable and Other	\$ 1,387,772
Overhead Expenditures	-
November Payroll and Related Benefits	404,011
TOTAL EXPENDITURES	\$ 1,791,784
NET REVENUES/(EXPENDITURES)	\$ (1,401,569)

**Oak Brook Park District
Consolidated Balance Sheet
As of November 30, 2020**

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 6,999,945
Receivables - Net of Allowances	
Property Taxes	4,769,010
Accounts	476,355
Due from Other Funds	-
Prepays	8,826
Inventories	21,139
Total Current Assets	\$ 12,275,275
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,075,487
Accumulated Depreciation	(3,336,329)
Total Noncurrent Assets	\$ 1,779,633
Total Assets	\$ 14,054,909

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 69,424
Total Assets and Deferred outflows of Resources	\$ 14,124,333

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 86,600
Accrued Payroll	16,406
Unearned Revenue	213,295
Due To Other Funds	-
Unclaimed Property	1,825
Compensated Absences Payable	-
Total Current Liabilities	\$ 318,126
Noncurrent Liabilities	
Compensated Absences Payable	\$ 18,910.90
Net Pension Liability - IMRF	87,679
Total OPEB Liability - RBP	86,345
Total Noncurrent Liabilities	\$ 192,935
Total Liabilities	\$ 511,061

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 87,066
Property Taxes	4,769,010
Total Liabilities and Deferred Inflows of Resources	\$ 5,367,138

FUND/NET POSITION BALANCES

Net Investment in Capital Assets	\$ 1,845,942
Non-spendable	-
Restricted	740,328
Committed	3,201,263
Unassigned/Unrestricted	2,969,663
Total Fund Balances	\$ 8,757,196
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 14,124,333

Oak Brook Park District
Schedule of Capital Expenditures
As of November 30, 2020

DESCRIPTION	VENDOR	Year-to-Date Expenditures
Capital Project Fund		
Outdoor LED lighting project at Central Park	Musco Lighting, Dawsons Tree, Village of Oak Brook	\$ 169,042.50
Central Park North Improvements	Upland Design, Robbins Schwartz, Integral Construction, Parkreation, Greenfields Outdoor Fitness, Chicago Switchboard, Musco Lighting	1,780,760.87
Dump truck purchase	Currie Motors	50,958.00
Family Recreation Center HVAC replacement	Kluber Architects & Engineers	871.26
	SUBTOTAL BALANCE	\$ 2,001,632.63
Recreation Fund		
Replacement Fitness Center equipment	Lease Servicing Center	\$ 39,111.66
Central Park West door & window replacement	MG Mechanical, Hargrave Builders	79,382.23
Central Park pavement grinding	Professional Paving & Concrete	20,674.17
	SUBTOTAL BALANCE	\$ 139,168.06
Tennis Fund		
Resurfacing of four indoor tennis courts	U.S. Tennis Court Construction	\$ 24,800.00
Front entrance paver replacement	Classic Landscape, Ltd.	41,509.16
	SUBTOTAL BALANCE	\$ 66,309.16
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES		\$ 2,207,109.85

OPEN
 Warrant 642

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
41059	ADVANCED DISPOSAL	10/31/2020	12/14/2020	649.50	649.50	Open	N
41064	AQUA PURE ENTERPRISES, INC.	11/13/2020	12/14/2020	801.31	801.31	Open	N
41100	BUTTREY RENTAL SERVICE INC.	11/11/2020	12/14/2020	1,012.15	1,012.15	Open	N
41051	C.E. RENTALS, INC.	11/06/2020	12/14/2020	334.00	334.00	Open	N
41019	CARDMEMBER SERVICE	10/26/2020	12/03/2020	354.00	354.00	Open	N
41020	CARDMEMBER SERVICE	10/26/2020	12/03/2020	836.30	836.30	Open	N
41021	CARDMEMBER SERVICE	10/26/2020	12/03/2020	1,921.56	1,921.56	Open	N
41022	CARDMEMBER SERVICE	10/26/2020	12/03/2020	213.62	213.62	Open	N
41023	CARDMEMBER SERVICE	10/26/2020	12/03/2020	969.26	969.26	Open	N
41024	CARDMEMBER SERVICE	10/26/2020	12/03/2020	640.30	640.30	Open	N
41025	CARDMEMBER SERVICE	10/26/2020	12/03/2020	13,500.87	13,500.87	Open	N
41026	CARDMEMBER SERVICE	10/26/2020	12/03/2020	362.57	362.57	Open	N
41027	CARDMEMBER SERVICE	10/26/2020	12/03/2020	1,590.57	1,590.57	Open	N
41028	CARDMEMBER SERVICE	10/26/2020	12/03/2020	57.94	57.94	Open	N
41029	CARDMEMBER SERVICE	10/26/2020	12/03/2020	540.00	540.00	Open	N
41030	CARDMEMBER SERVICE	10/26/2020	12/03/2020	738.03	738.03	Open	N
41031	CARDMEMBER SERVICE	10/26/2020	12/03/2020	918.36	918.36	Open	N
41032	CARDMEMBER SERVICE	10/26/2020	12/03/2020	204.48	204.48	Open	N
41033	CARDMEMBER SERVICE	10/26/2020	12/03/2020	162.99	162.99	Open	N
41034	CARDMEMBER SERVICE	10/26/2020	12/03/2020	1,156.33	1,156.33	Open	N
41035	CARDMEMBER SERVICE	10/26/2020	12/03/2020	150.00	150.00	Open	N
41036	CARDMEMBER SERVICE	10/26/2020	12/03/2020	205.00	205.00	Open	N
41037	CARDMEMBER SERVICE	10/26/2020	12/03/2020	17.00	17.00	Open	N
41038	CARDMEMBER SERVICE	10/26/2020	12/03/2020	57.01	57.01	Open	N
41039*	CARDMEMBER SERVICE	10/26/2020	12/03/2020	294.94	294.94	Open	N
41040	CARDMEMBER SERVICE	10/26/2020	12/03/2020	264.00	264.00	Open	N
41041	CARDMEMBER SERVICE	10/26/2020	12/03/2020	16.93	16.93	Open	N
41042	CARDMEMBER SERVICE	10/26/2020	12/03/2020	93.43	93.43	Open	N
41076	CLASSIC LANDSCAPE, LTD.	12/01/2020	12/14/2020	5,145.03	5,145.03	Open	N
41069	COM ED	12/01/2020	12/14/2020	31.54	31.54	Open	N
41114	COM ED	12/02/2020	12/14/2020	390.83	390.83	Open	N
41108	COMCAST	11/01/2020	12/14/2020	607.41	607.41	Open	N
41109	COMCAST	12/01/2020	12/14/2020	604.25	604.25	Open	N
41084	DAWSONS TREE SERVICE	11/20/2020	12/14/2020	625.00	625.00	Open	N
41099	DILIP SHAH	10/05/2020	12/10/2020	84.00	84.00	Open	N
41079	DIRECT ENERGY BUSINESS	11/16/2020	12/13/2020	347.13	347.13	Open	N
41080	DIRECT ENERGY BUSINESS	11/16/2020	12/13/2020	2,620.00	2,620.00	Open	N
41090	EBEL'S ACE HARDWARE #8313	11/17/2020	12/14/2020	5.39	5.39	Open	N
41058	EILEEN LINDGREN	11/12/2020	12/10/2020	706.75	706.75	Open	N
41104	FLAGG CREEK WATER RECLAMATION	11/27/2020	12/14/2020	46.24	46.24	Open	N
41105	FLAGG CREEK WATER RECLAMATION	11/27/2020	12/14/2020	26.10	26.10	Open	N
41106	FLAGG CREEK WATER RECLAMATION	11/27/2020	12/14/2020	26.10	26.10	Open	N
41107	FLAGG CREEK WATER RECLAMATION	11/27/2020	12/14/2020	617.26	617.26	Open	N
41049	FLUID RUNNING LLC	11/04/2020	12/14/2020	3,914.25	3,914.25	Open	N
41065	FLUID RUNNING LLC	11/24/2020	12/14/2020	2,172.88	2,172.88	Open	N
41048	HARRIS COMPUTER SYSTEMS	11/02/2020	12/14/2020	221.23	221.23	Open	N
41115	HI TOUCH BUSINESS SERVICES	10/22/2020	12/14/2020	154.19	154.19	Open	N

EXP CHECK RUN DATES 11/18/2020 - 12/14/2020

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
41060	HINSDALE HOSPITAL FOUNDATION-	11/05/2020	12/14/2020	10,175.00	10,175.00	Open	N
41081	HP PRODUCTS	11/04/2020	12/14/2020	426.97	426.97	Open	N
41089	JACKSON-HIRSCH, INC.	11/04/2020	12/14/2020	1,225.56	1,225.56	Open	N
41057	KERI HILLER	11/03/2020	12/10/2020	1,118.74	1,118.74	Open	N
41110	KONICA MINOLTA BUSINESS	11/30/2020	12/14/2020	10.52	10.52	Open	N
41111	KONICA MINOLTA BUSINESS	11/30/2020	12/14/2020	177.04	177.04	Open	N
41116	KONICA MINOLTA PREMIER FINANCE	10/29/2020	12/13/2020	739.00	739.00	Open	N
41068	LENNO LASN	11/30/2020	12/14/2020	295.00	295.00	Open	N
41062	MARKET ACCESS CORP.	11/13/2020	12/14/2020	525.00	525.00	Open	N
41063	MARKET ACCESS CORP.	10/07/2020	12/14/2020	175.00	175.00	Open	N
41055	MASTERBLEND INTERNATIONAL LLC	11/16/2020	12/14/2020	310.00	310.00	Open	N
41043	McMASTER-CARR	11/10/2020	12/14/2020	21.39	21.39	Open	N
41050	MUSCO LIGHTING	11/20/2020	12/14/2020	97,921.80	97,921.80	Open	N
41056	NEXT GENERATION	10/08/2020	12/14/2020	206.00	206.00	Open	N
41112	NICOR GAS	11/12/2020	12/14/2020	286.61	286.61	Open	N
41113	NICOR GAS	11/12/2020	12/14/2020	1,031.26	1,031.26	Open	N
41101	NPN360	11/25/2020	12/14/2020	159.80	159.80	Open	N
41061	NuTOYS	10/28/2020	12/14/2020	11,705.00	11,705.00	Open	N
41091	OAKBROOK TERRACE PARK DISTRICT	11/04/2020	12/14/2020	83.70	83.70	Open	N
41054	O'REILLY AUTO PARTS	11/24/2020	12/14/2020	10.99	10.99	Open	N
41085	PCM SALES	04/30/2020	12/14/2020	607.58	607.58	Open	N
41070	PFEIFFER'S PEST CONTROL	08/26/2020	12/14/2020	200.00	200.00	Open	N
41071	PFEIFFER'S PEST CONTROL	09/28/2020	12/14/2020	200.00	200.00	Open	N
41072	PFEIFFER'S PEST CONTROL	10/30/2020	12/14/2020	200.00	200.00	Open	N
41073	PFEIFFER'S PEST CONTROL	09/28/2020	12/14/2020	200.00	200.00	Open	N
41074	PFEIFFER'S PEST CONTROL	08/26/2020	12/14/2020	200.00	200.00	Open	N
41075	PFEIFFER'S PEST CONTROL	06/10/2020	12/14/2020	200.00	200.00	Open	N
41053	PLAYPOWER LT FARMINGTON INC	11/19/2020	12/14/2020	152.45	152.45	Open	N
41052	QUENCH	12/01/2020	12/14/2020	111.24	111.24	Open	N
41044	ROBBINS SCHWARTZ	10/30/2020	12/14/2020	224.90	224.90	Open	N
41045	ROBBINS SCHWARTZ	10/30/2020	12/14/2020	364.40	364.40	Open	N
41092	SERVICE SANITATION, INC.	11/13/2020	12/14/2020	532.00	532.00	Open	N
41093	SERVICE SANITATION, INC.	11/13/2020	12/14/2020	121.00	121.00	Open	N
41094	SERVICE SANITATION, INC.	11/13/2020	12/14/2020	222.50	222.50	Open	N
41082	SONITROL CHICAGOLAND WEST	11/10/2020	12/14/2020	1,410.00	1,410.00	Open	N
41083	SONITROL CHICAGOLAND WEST	11/10/2020	12/14/2020	162.00	162.00	Open	N
41095	SOUTH SIDE CONTROL SUPPLY CO	11/23/2020	12/14/2020	176.27	176.27	Open	N
41096	SOUTH SIDE CONTROL SUPPLY CO	11/23/2020	12/14/2020	20.15	20.15	Open	N
41097	SOUTH SIDE CONTROL SUPPLY CO	11/12/2020	12/14/2020	33.58	33.58	Open	N
41102	STERLING NETWORK INTEGRATION	11/30/2020	12/14/2020	290.00	290.00	Open	N
41066	TAYLOR PLUMBING	11/04/2020	12/14/2020	1,132.50	1,132.50	Open	N
41067	THE EMPLOYERS ASSOCIATION	11/23/2020	12/14/2020	133.00	133.00	Open	N
41078	TOTAL FIRE & SAFETY, INC.	11/24/2020	12/14/2020	655.30	655.30	Open	N
41077	TYCO INTEGRATED SECURITY LLC	11/07/2020	12/14/2020	272.55	272.55	Open	N
41047	UPLAND DESIGN LTD	11/20/2020	12/14/2020	13,057.59	13,057.59	Open	N
41098	VERIZON WIRELESS	11/15/2020	12/14/2020	1,279.14	1,279.14	Open	N
41046	VILLA PARK ELECTRICAL SUPPLY	10/09/2020	12/14/2020	43.50	43.50	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 11/18/2020 - 12/14/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
41086	VILLA PARK ELECTRICAL SUPPLY	11/13/2020	12/14/2020	80.00	80.00	Open	N
41087	VILLA PARK ELECTRICAL SUPPLY	11/24/2020	12/14/2020	107.10	107.10	Open	N
41088	WILSON SPORTING GOODS	09/16/2020	12/14/2020	768.60	768.60	Open	N
41103	ZW USA INC.	11/16/2020	12/14/2020	72.50	72.50	Open	N

# of Invoices:	98	# Due:	98	Totals:	196,242.26	196,242.26
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 196,242.26 196,242.26

* 1 Net Invoices have Credits Totalling: (59.98)

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	21,605.34	21,605.34
02 - RECREATION FUND	43,834.05	43,834.05
07 - RECREATIONAL FACILITIES FUND	7,131.60	7,131.60
08 - SPORTS CORE	787.48	787.48
09 - SPECIAL RECREATION FUND	135.00	135.00
12 - CAPITAL PROJECTS FUND	122,748.79	122,748.79

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	9,702.61	9,702.61
02 - FINANCE	1,450.17	1,450.17
03 - FIELDS	691.06	691.06
04 - CENTRAL PARK NORTH	613.33	613.33
05 - CENTRAL PARK	6,343.55	6,343.55
06 - SADDLEBROOK PARK	592.89	592.89
07 - FOREST GLEN PARK	459.00	459.00
08 - CHILLEM PARK	172.50	172.50
09 - DEAN PROPERTY	347.13	347.13
10 - PROFESSIONAL SERVICES	814.90	814.90
15 - BUILDING/RECREATION CENTER	6,325.63	6,325.63
20 - CENTRAL PARK WEST	2,295.89	2,295.89
21 - FITNESS CENTER	1,759.34	1,759.34
25 - AQUATIC CENTER	4,861.38	4,861.38
26 - AQUATIC-RECREATION PROGRAMS	6,332.24	6,332.24
30 - CHILDRENS PROGRAMS	17.00	17.00
31 - PRESCHOOL PROGRAMS	206.61	206.61
32 - YOUTH PROGRAMS	374.27	374.27
50 - PIONEER PROGRAMS	600.56	600.56
60 - SPECIAL EVENTS & TRIPS	25,702.11	25,702.11
71 - BUILDING/RACQUET CLUB	2,086.83	2,086.83
75 - TENNIS PROGRAMS	1,387.92	1,387.92
80 - MARKETING	356.55	356.55
95 - CAPITAL PROJECTS FUND	122,748.79	122,748.79

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 User: nstrathdee
 DB: Oak Brook Park L

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 11/17/2020 - 12/14/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
41016	EMILY HOLLAND	10/19/2020	11/20/2020	1,125.00	0.00	Paid	Y
41014	EMMIT GEORGE	11/17/2020	11/20/2020	165.89	0.00	Paid	Y
41018	GETTY IMAGES	11/13/2020	11/30/2020	525.00	0.00	Paid	Y
41013	JEFFERY BONISTALLI	11/17/2020	11/20/2020	160.90	0.00	Paid	Y
41012	LINDA FORD	11/17/2020	11/20/2020	87.00	0.00	Paid	Y
41015	MING JEN YAND	11/17/2020	11/20/2020	256.91	0.00	Paid	Y
41017	SINDY WIEMAN	10/06/2020	11/20/2020	175.91	0.00	Paid	Y

# of Invoices:	7	# Due:	0	Totals:	2,496.61	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 2,496.61 0.00

--- TOTALS BY FUND ---

02 - RECREATION FUND	1,650.00	0.00
07 - RECREATIONAL FACILITIES FUND	846.61	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	1,971.61	0.00
80 - MARKETING	525.00	0.00

Oak Brook Tennis Center

2015-2020 Year Business Plan

Previous	2014-2015
Year 1.	2015-2016
Year 2.	2016-2017
Year 3.	2017-2018
Year 4.	2018-2019
Year 5.	2019-2020

Presented By Alin Pop
Tennis Center Manager
USTA High Performance
PTR Master of Tennis

Updated Oct 2020

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- 1.1 Executive Summary
- 1.2 Mission and Vision

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- 2.1 Industry Analysis
- 2.2 Services Overview
- 2.3 Benefits and Features

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- 3.1 SWOT
- 3.2 Competitor Analysis
- 3.3 Demographic Analysis

4. OPERATIONAL PLAN

- 4.1 Programming and Membership
- 4.2 Staff and Administrative Procedures
- 4.3 Building

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- 5.3 Member Retention
- 5.4 Membership Sales
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6. FINANCIAL PLAN

- 6.1 Membership Numbers
- 6.2 Estimated 5 Year Revenue
- 6.3 Estimated 5 Year Expenses
- 6.4 Estimated 5 Year Profit

1. The Oak Brook Tennis Center

1.1 Executive Summary

The Oak Brook Tennis Center developed its first business plan in 2010/2011. As a result of its successful implementation, the tennis center has increased annual revenue from \$839,000 to \$1,209,000 and overcame an annual deficit of more than \$18,000 to record an average profit of \$150,000+ each year.

The Oak Brook Tennis Center will continue to provide social and competitive tennis opportunities that follow the most progressive industry standards as set by the USTA and ITA. Through comprehensive customer service training, careful attention to programming, controlling costs and generating awareness, the Oak Brook Tennis Center will continue to position itself as an industry leader and promote the lifelong benefits of tennis.

The programming outlined in the 2010/2011 business plan currently generates more than 50% of the Tennis Center's revenue. We will continue the development of the 10 and Under Tennis program and work to grow adult group lesson participation as well as adult club teams in order to increase the number of frequent tennis consumers and players, as they are the key revenue drivers of the sport. These initiatives will follow the \$40+ million annual investment of the USTA's national tennis awareness campaign.

This business plan continues the successful strategies implemented in years past and its initiatives that were put into place beginning Fiscal Year 2015/2016. The plan outlines the continuing operational model for a five year period.

1.2 Mission and Vision:

Mission: To support the mission of the Oak Brook Park District by providing the very best in tennis services, opportunities and facilities for our residents and neighboring communities.

Vision: To create awareness of the lifelong health benefits of Tennis by providing competitive and recreational progressive training programs for youth and adults as well as creating social opportunities for play.

2. Marketing Analysis and Services Overview

2.1 Industry Analysis

The following was derived from data reported in the Tennis Industry Association [TIA] 2015 Annual State of the Industry Report:

According to the TIA, the U.S. tennis participation is at 17.9 million players, up 1% from 2013, according to data from the Physical Activity Council (PAC) 2015 Participation Study. However, “core” tennis players, who play 10 or more times a year, dipped 1% to 9.91 million in 2014. Core tennis players account for an estimated 90% of total expenditures in the sport. Also, the percentage of adult core players in the 18-to-24 age segment dropped nearly 3%, while core players ages 55-plus increased 1%.

The Oak Brook Tennis Center is proud to be part of a collaborative industry effort, led by the USTA, that helped to increase the number of players in the 6- to 12-year-old age bracket 4% to 2.14 million in 2014, and grow the number of 13- to 17-year-old players by 9% to 2.23 million.

While the industry saw a significant drop in revenue from racquet and retail sales, the average number of private lessons taught each week rose 4% in 2014, while the number of weekly group lessons surged 34%. The TIA’s Court Activity Monitor (CAM) reported that nearly 60% of facilities saw an increase in new 10U players. All other CAM components—including total courts used/book, new first-time adult players, rejoining adults, youth and adult tournament play and league play—also showed net gains

2.2 Services Overview

The Oak Brook Tennis Center will provide the following services:

- Court Sales
 - Daily Tennis
 - Seasonal Court Time
- Programming:
 - Juniors:
 - Junior Development
 - 10 and Under Academies
 - High School Training
 - High Performance Academy
 - Adults:
 - Group lessons
 - Cardio Tennis
 - Leagues
 - Teams
 - Private Lessons
- Tournaments
- Pro Shop
- Other recreational opportunities (Racquetball, Wallyball, Table Tennis)

2.3 Benefits and Features:

The Oak Brook Tennis Center will provide the following benefits and features to our members:

- Progressive youth and adult instruction that will establish tennis as a “sport of a lifetime”
- Social and community outreach programs as well as tournaments will provide the opportunity to play more frequently
- An experienced club manager that will be able to train staff to provide an outstanding level of service based on the most progressive instructional industry standards as defined by the USTA
- Systematic improvement of facility conditions and re-investment into the facility

3. Marketing Analysis:

3.1 SWOT Analysis

<p>Strengths</p> <ul style="list-style-type: none"> • Low membership fees and good value compared to competitors • Ability to train professionals in-house due to manager’s industry knowledge • Strong customer service standards and dedicated front desk staff • Facility setting • Number of courts • Park district provides a captive fitness/wellness audience 	<p>Weakness</p> <ul style="list-style-type: none"> • Current membership demographics (age) and activity trends * promotions to involve more members in programming • Behind our competitors in terms of our established programs * programs like 10&under Academies and teams are getting established • Low adult programming participation * increased 10% in 2018-2019 • High Performance Academy dependent on one or two teaching professionals * Industry standards, we are working on adding other programs as well • Ageing facility * ongoing improvements
<p>Opportunities</p> <ul style="list-style-type: none"> • Further development and diversification of Junior programming * ongoing • Development of the 10 and Under Academies * ongoing • Increase participation in Adult programming and Adult club teams * ongoing, added 2 new teams • Promote Combo/Premiere Memberships * premiere membership campaigns • Possibility to increase membership fees and still have competitive pricing • Switch most members to an ongoing monthly membership 	<p>Threats</p> <ul style="list-style-type: none"> • Should a tennis professional leave, he would subsequently take his High-Performance Academy students with him, causing a significant loss in revenue * working on adding programs that are more club controlled • Limited availability of new tennis professionals * hiring assistant professionals and train them in house • Limited ability to retain/attract career tennis professionals * made improvements in ability to offer benefits to tennis professionals

3.2 Competitor Analysis

We have determined that the Oak Brook Tennis Center is in direct competition with four specific tennis facilities that offer services throughout the year along with various Country Clubs and Bath and Tennis clubs that offer tennis as an amenity in the warmer seasons. Below is a brief profile of our direct competition:

1. Hinsdale Racquet Club

Established in 1971

5730 South Grant Street | Hinsdale (5.2 miles)

1. Established junior development programming
2. Established junior high performance programming
3. Established adult programming
4. 40% higher membership fees
5. Similar court fees

2. Five Seasons Sports Club

Established in 1988

6901 South Madison St. | Burr Ridge (6.3 miles)

1. Established junior programming
2. Established adult programming and teams structure
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3. Elmhurst Court Plus

186 S. West Avenue | Elmhurst (5 miles)

1. Established junior programming
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4. SCORE

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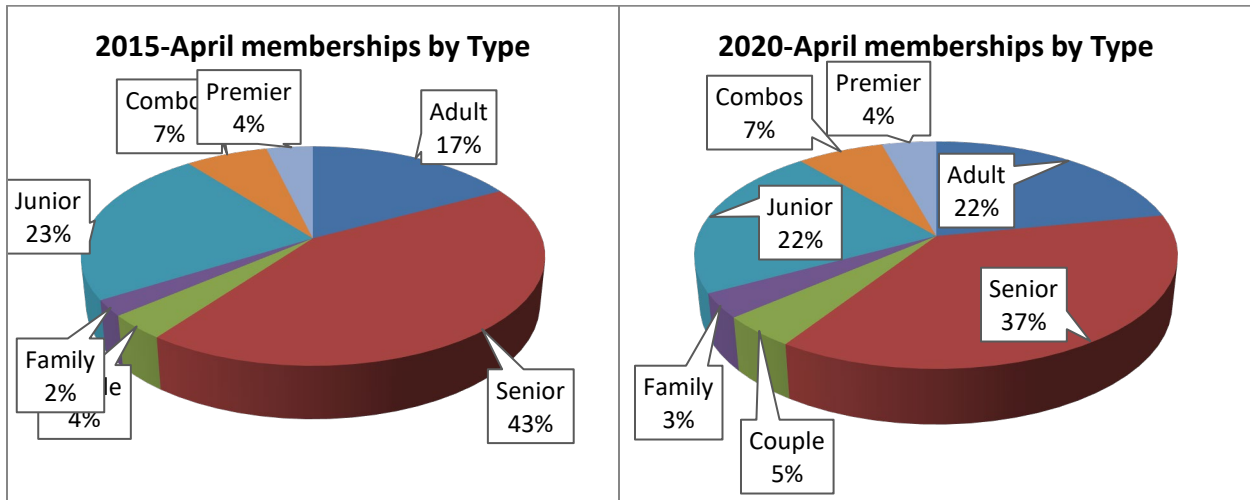
Summer Programs (Country Clubs, Bath and Tennis Clubs)

1. Offer tennis as a service to their members
2. Tennis revenue is not important as they generate revenue through memberships sales and assessment dues
3. Attract good quality pros due to the high percentage of programming revenue allocated to instructors
4. No court fees

3.3 Demographic Analysis

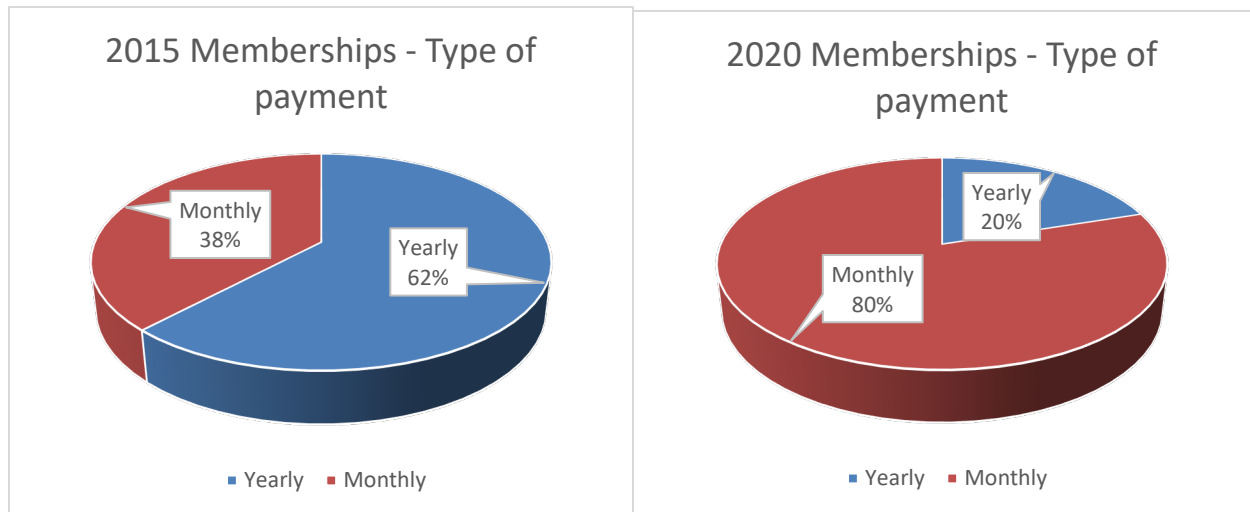
Membership Type

	Adult	Senior	Couple	Family	Junior	Combo	Premier	Total
2015	145	364	31	20	198	57	32	847
2020	215	365	44	34	214	67	42	981



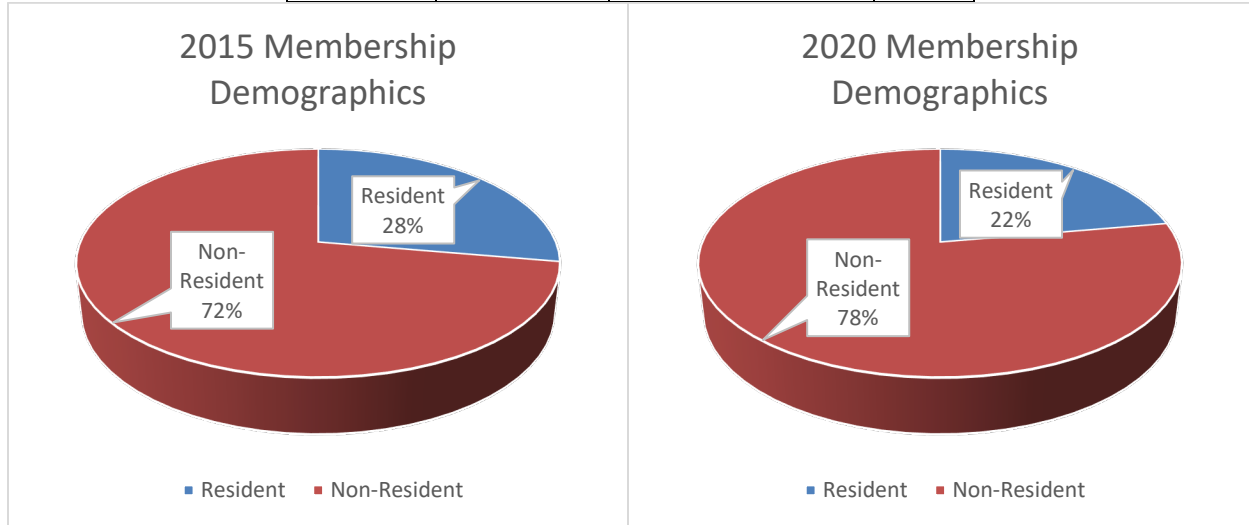
Membership Type of Payment

	Yearly	Monthly	Total
2015	525	322	847
2020	196	785	981

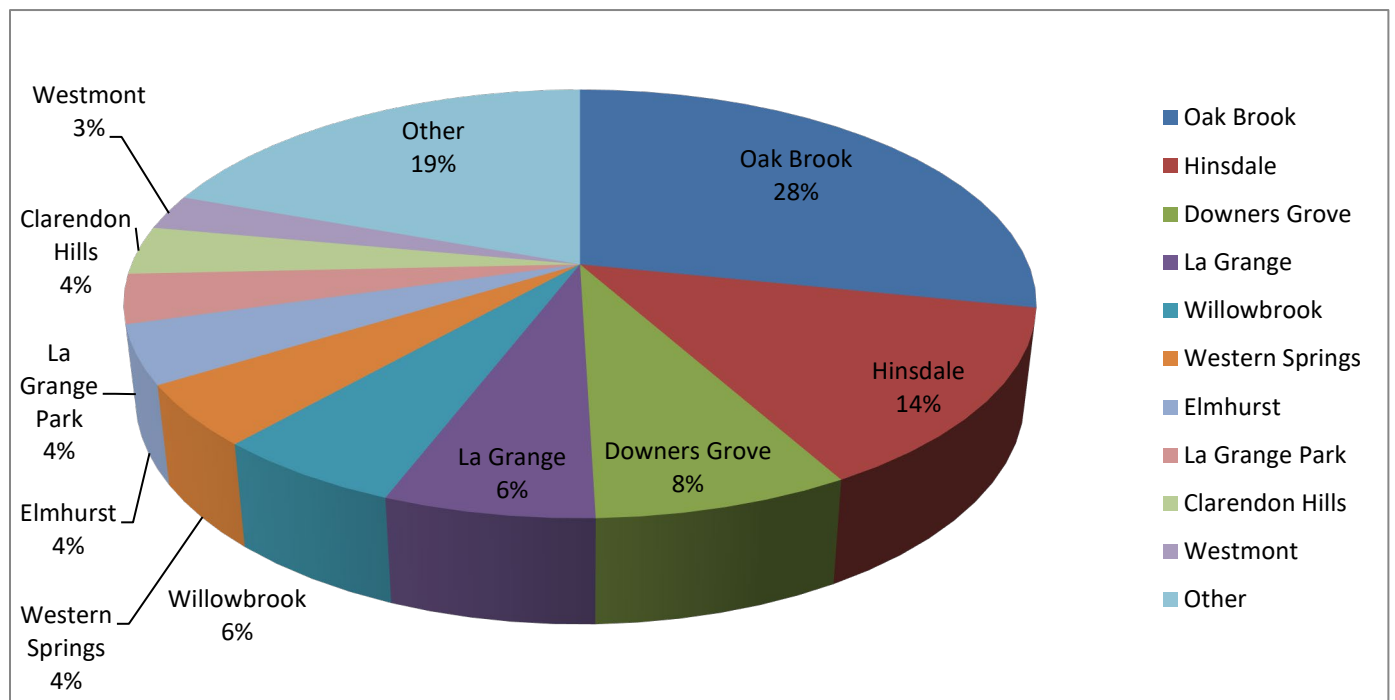


Membership Demographics

	Resident	Non-Resident	Total
2015	235	612	847
2020	218	763	981



Memberships by Community



4. Operational Plan

4.1 Membership

- Increase membership value through facility improvements, new amenities, use of technology, increased programming, and professional staffing.
- Progressively increase membership prices to reduce market differences.
- Promote the Combo and Premiere memberships that offer access to multiple Park District facilities.
- Keep Senior memberships pricing lower than the Adult memberships and encourage them through Pioneer court prices to use a low demand court time.
- Encourage members to switch from the annual to the monthly membership payment option
- Offer credit card on file payment options.

4.2 Programming

- Continue the development and diversification of the Junior Program.
- Increase the percentage of Junior Development revenue versus Academy Revenue.
- Increase the offering and participation in Adult programming.
- Offer more adult teams and organized team practices.
- Continue the growth of the junior summer camp to support year round programming.
- Continue to run USTA tournaments and leagues.

4.3 Staff and Administrative procedures

- Continue to optimize the overall administrative procedures
- Add online court bookings for teaching professionals and members.
- Continue to hire and train new tennis professionals that can support a year round program and organize training workshops at our facility.
- Offer benefits to qualified tennis professionals.
- Consistently review and organize the administrative duties in order to increase administrative operational efficiency.
- Work with the marketing department to maximize cross promotional opportunities.

4.4 Building

- Plan and perform facility capital improvements: HVAC Systems, tennis courts reflective insulation and backdrops, front desk improvements, roof improvements, re-building of the outdoor courts.
- Perform facility improvements through operational budget.
- Reorganize custodial structure through a full time lead custodial/maintenance position.

5. Marketing Operational Strategy

5.1 Branding

The Oak Brook Tennis Center will continue to brand its programs and facilities to reinforce the message that we provide a new approach to a traditional game. The color scheme has been inspired by the USTA Blue/Green court colors (bright green, white and royal blue) while the Optima font and style for the words "Oak Brook" tie the Tennis Center back to the roots of the community.

5.2 Brand Reinforcement

The Oak Brook Park District offers many avenues through which the Tennis Center may visually reinforce its brand and create impressions within the markets already drawn in through the park district. Reaching these customers will help create top of mind awareness of the Tennis Center which may convert to program or membership sales. Communication methods utilized include but are not limited to:

- **Strategic Banner placement**
- **Home page of www.obparks.org**
- **Social Media (specifically Facebook and Pinterest)**
- **Park District eNewsletter**
- **Seasonal Brochure**
- **Flyers**
- **Tournaments**

5.3 Member Retention

Keeping and maintaining current member's costs 75%-150% less than attracting new customers. We will continue to work to successfully retain our current members and program participants.

We will focus the majority of our marketing investments and resources on member retention and facility advocacy and create the following initiatives:

- **Electronic and Ongoing Member Communication**
- **Increased cross marketing**
- **Customer Service**
- **Open House events**
- **PR Campaigns**

5.4 Membership Sales

We hope to drive membership sales through our programming and current members. Other investments will be made through:

- **Continuing established year-round membership promotions**
- **Special Club Events**
- **Improve frontline sales strategy**

5.5 Increase Program Participation

By increasing awareness off our offerings, we will increase program participation through:

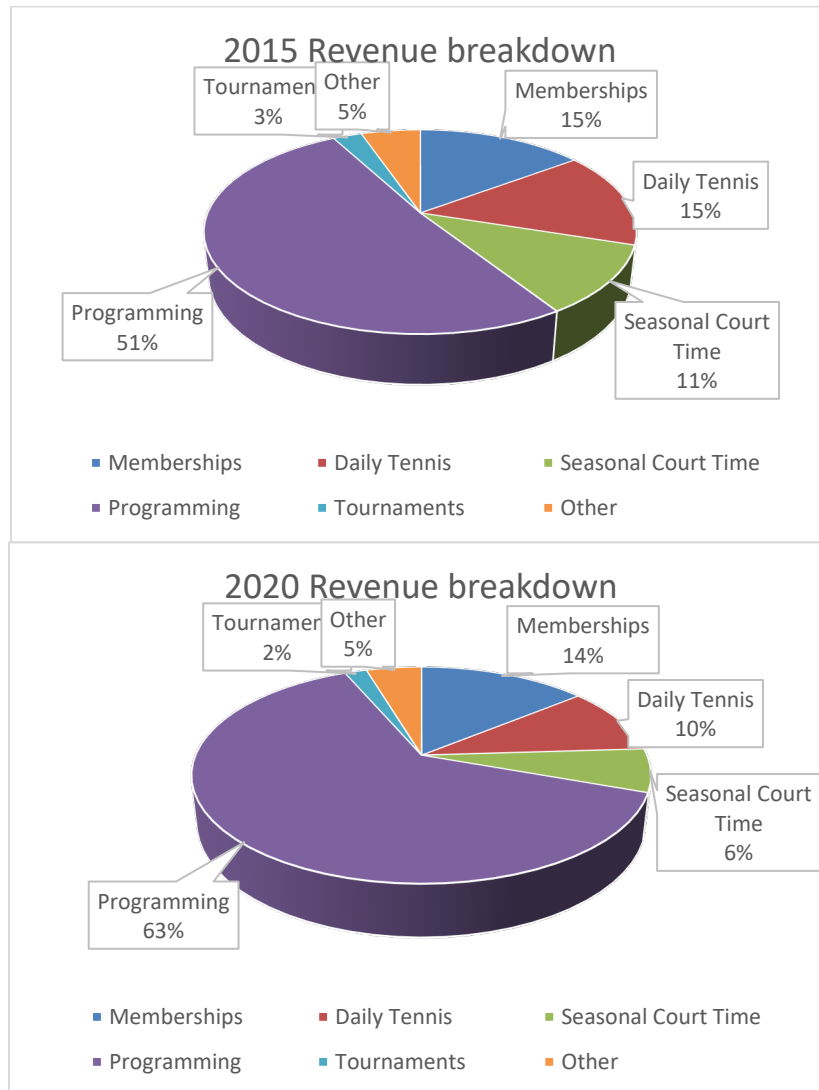
- **Visible Development Pathways**
- **Complimentary Match Plays**
- **Junior Team Tennis participation**
- **PR Campaigns**
- **Quality Tennis Professionals**

6. Financial Plan

6.1 Estimated 5-year Revenue:

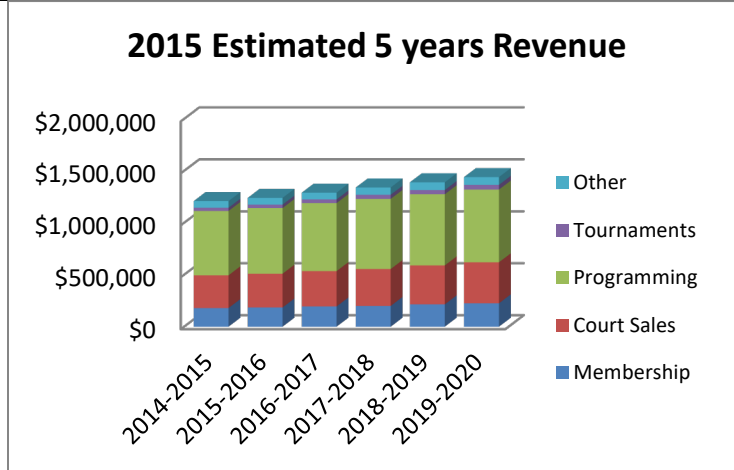
Revenue Breakdown

	Memberships	Daily Tennis	Seasonal Court Time	Programming	Tournaments	Other	Total
2015	\$179,500	\$183,000	\$132,000	\$619,500	\$31,000	\$64,000	\$1,209,000
2020	\$249,500	\$175,500	\$114,000	\$1,115,500	\$32,500	\$82,000	\$1,769,000



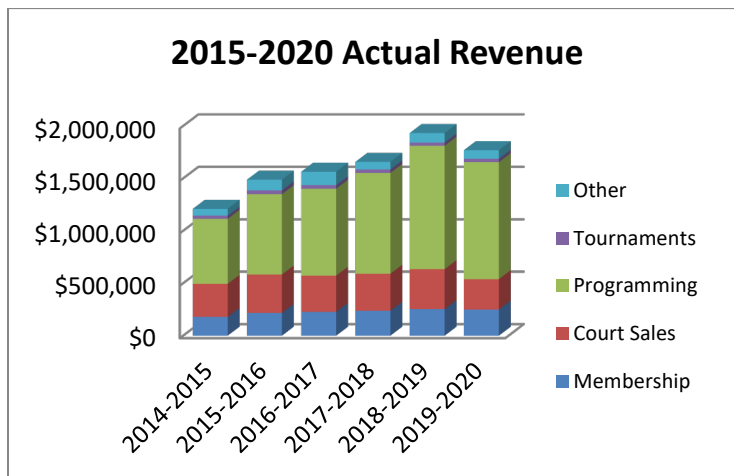
Estimated 5 year Revenue

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Membership	\$179,500	\$185,000	\$195,000	\$200,000	\$215,000	\$225,000
Court Sales	\$315,000	\$325,000	\$340,000	\$355,000	\$375,000	\$395,000
Programming	\$619,500	\$632,000	\$655,000	\$675,000	\$685,000	\$700,000
Tournaments	\$31,000	\$33,000	\$35,000	\$40,000	\$40,000	\$45,000
Other	\$64,000	\$65,000	\$65,000	\$70,000	\$75,000	\$75,000
Total	\$1,209,000	\$1,240,000	\$1,290,000	\$1,340,000	\$1,390,000	\$1,440,000



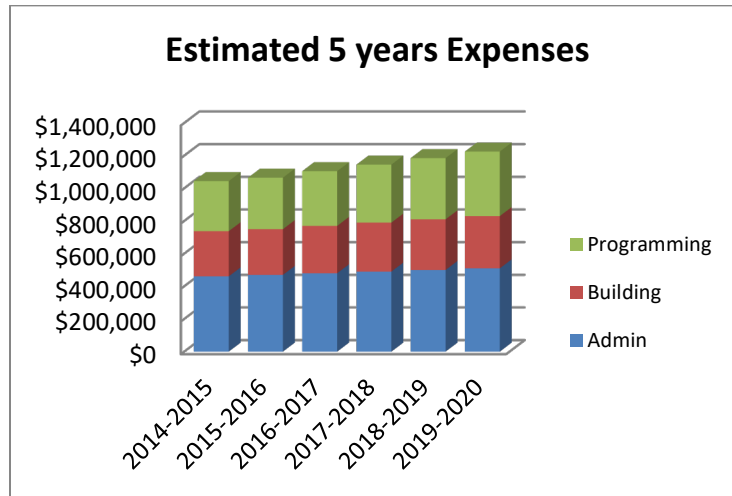
2015-2020 Actual Revenue

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Membership	\$179,500	\$217,000	\$227,000	\$238,000	\$253,500	\$249,500
Court Sales	\$315,000	\$366,500	\$345,500	\$353,000	\$381,000	\$289,500
Programming	\$619,500	\$765,500	\$828,500	\$961,000	\$1,176,000	\$1,115,500
Tournaments	\$31,000	\$36,500	\$34,500	\$33,000	\$30,500	\$32,500
Other	\$64,000	\$102,000	\$128,000	\$72,500	\$91,000	\$82,000
Total	\$1,209,000	\$1,487,500	\$1,563,500	\$1,657,500	\$1,932,000	\$1,769,000



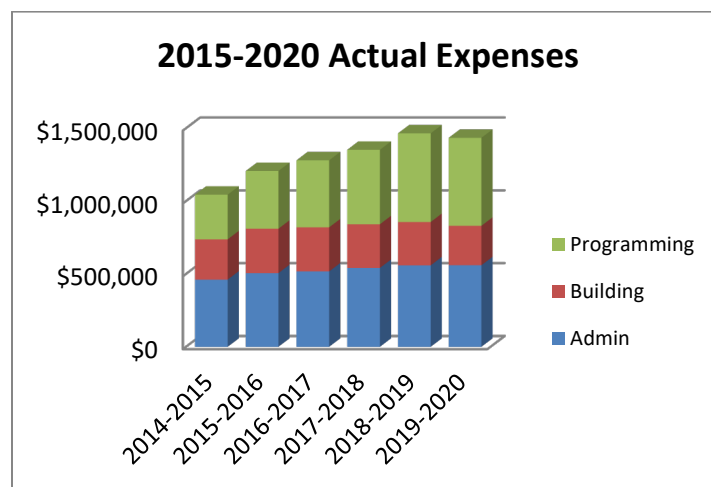
6.2 Estimated 5 years Expenses

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Admin	\$461,000	\$470,000	\$480,000	\$490,000	\$500,000	\$510,000
Building	\$276,500	\$280,000	\$290,000	\$300,000	\$310,000	\$320,000
Programming	\$306,500	\$315,000	\$335,000	\$355,000	\$375,000	\$395,000
Total	\$1,044,000	\$1,065,000	\$1,105,000	\$1,145,000	\$1,185,000	\$1,225,000



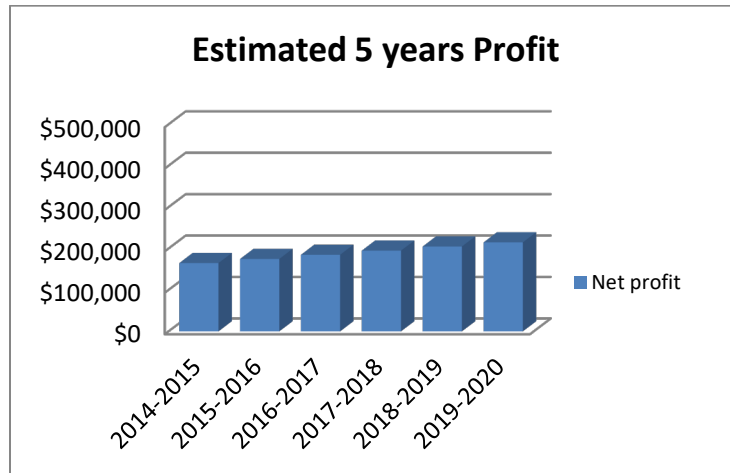
2015-2020 Actual Expenses

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Admin	\$461,000	\$505,500	\$517,500	\$541,500	\$559,000	\$560,000
Building	\$276,500	\$305,000	\$302,500	\$299,500	\$297,500	\$270,500
Programming	\$306,500	\$396,000	\$460,000	\$511,000	\$608,500	\$604,000
Total	\$1,044,000	\$1,206,500	\$1,280,000	\$1,352,000	\$1,465,000	\$1,434,500



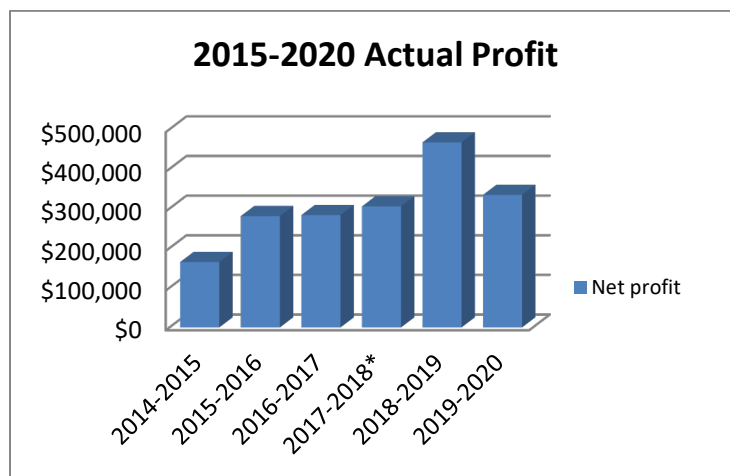
6.3 Estimated 5 years Profit

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Revenue	\$1,209,000	\$1,240,000	\$1,290,000	\$1,340,000	\$1,390,000	\$1,440,000
Expenses	\$1,044,000	\$1,065,000	\$1,105,000	\$1,145,000	\$1,185,000	\$1,225,000
Net profit	\$165,000	\$175,000	\$185,000	\$195,000	\$205,000	\$215,000



2015-2020 Actual Profit

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Revenue	\$1,209,000	\$1,487,500	\$1,563,500	\$1,657,500	\$1,932,000	\$1,769,000
Expenses	\$1,044,000	\$1,206,500	\$1,280,000	\$1,352,000	\$1,465,000	\$1,434,500
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Net profit	\$165,000	\$281,000	\$283,500	\$305,500	\$467,000	\$334,500



Oak Brook Tennis Center

2015-2020 Year Business Plan

Previous	2019-2020
Year 1.	2020-2021
Year 2.	2021-2022
Year 3.	2022-2023
Year 4.	2023-2024
Year 5.	2024-2025

Updated Oct 2020

Presented By Alin Pop
Tennis Center Manager
USTA High Performance
PTR Master of Tennis

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- 1.2 Mission and Vision

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- 2.3 Benefits and Features

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- 5.3 Member Retention
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1. The Oak Brook Tennis Center

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The Oak Brook Tennis Center developed its first business plan in 2010 for 2010-2015 and then updated the plan in 2015 for 2015-2020. During the first 5-year plan, the tennis center has increased annual revenue from \$839,000 to \$1,209,000 and overcame an annual deficit of more than \$18,000 to record an average profit of \$150,000+ each year. During the second 5-year plan the revenue increased even more from \$1,209,000 to \$1,769,000 and generated a profit average of \$280,000+ each year.

The Oak Brook Tennis Center will continue to provide social and competitive tennis opportunities that follow the most progressive industry standards as set by the USTA and ITA. Through comprehensive customer service training, careful attention to programming, controlling costs and generating awareness, the Oak Brook Tennis Center will continue to position itself as an industry leader and promote the lifelong benefits of tennis.

The programming outlined in the business plans currently generates more than 50% of the Tennis Center's revenue. We will continue the development of the 10 and Under Tennis program and work to grow adult group lesson participation as well as adult club teams in order to increase the number of frequent tennis consumers and players, as they are the key revenue drivers of the sport. These initiatives will follow the \$40+ million annual investment of the USTA's national tennis awareness campaign.

This business plan continues the successful strategies implemented in the previous plans. The plan outlines the continuing operational model for a five-year period and will address current COVID-19 challenges in the first 2 years of the plan.

1.2 Mission and Vision:

Mission: To support the mission of the Oak Brook Park District by providing the very best in tennis services, opportunities and facilities for our residents and neighboring communities.

Vision: To create awareness of the lifelong health benefits of Tennis by providing competitive and recreational progressive training programs for youth and adults as well as creating social opportunities for play.

2. Marketing Analysis and Services Overview

2.1 Industry Analysis

The following data was reported by the Tennis Industry Association in July 2020 in regards to COVID-19 impact.

When asked to compare June 2020 to June 2019, about 35% said their June business was down by more than 80%.

About the year-end performance. 52% of retailers predict a year-end decrease of >40% (compared to 2019), 49% of facilities in July projected a year-end drop of more than 40%. About 80% of facilities expect their yearend 2020 business to decline compared to 2019.

“Vigilant sanitation” remains the most-used safety measure by tennis businesses.

Tennis facilities also continue to reorganize group activities & reduce lesson sizes.

“Closing again” is the biggest concern among tennis businesses, with 82% of respondents selecting it as one of their top 3 concerns. Another one-third cited “increased business expenses.” Other responses included reduced demand, safety of indoor courts, and employee safety.

2.2 Services Overview

The Oak Brook Tennis Center will continue to provide the following services when guidelines allow:

- Court Sales
 - Daily Tennis
 - Seasonal Court Time
- Programming:
 - Juniors:
 - Junior Development
 - 10 and Under Academies
 - High School Training
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3.2 Competitor Analysis

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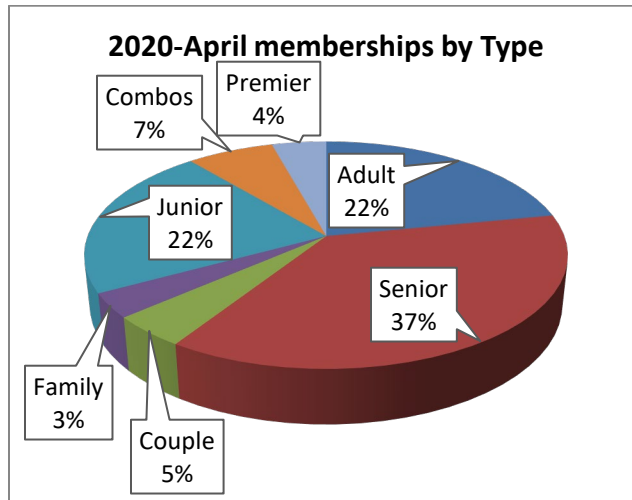
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3.3 Demographic Analysis

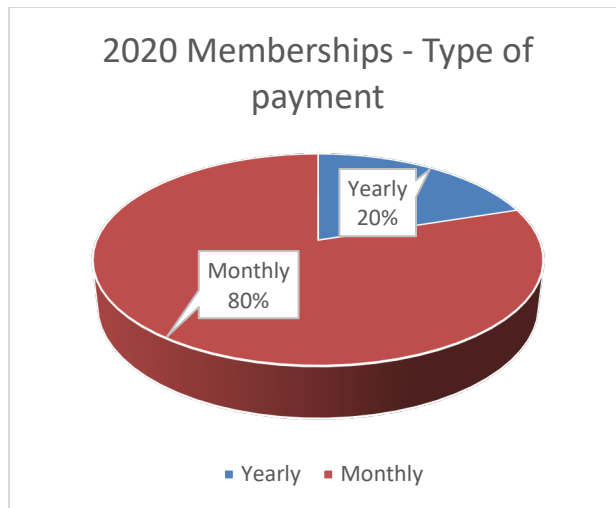
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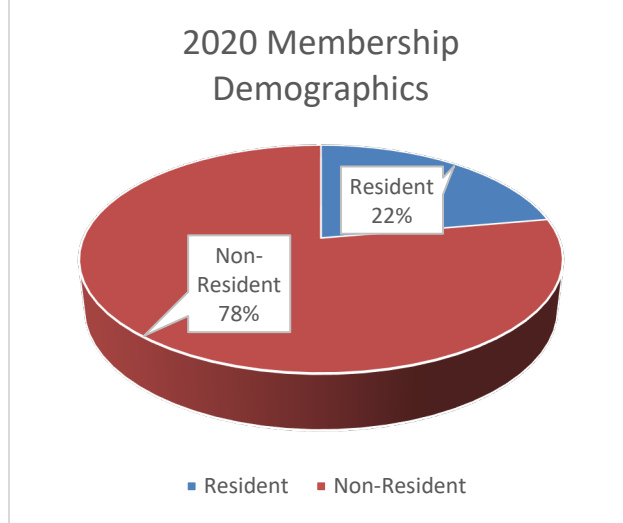
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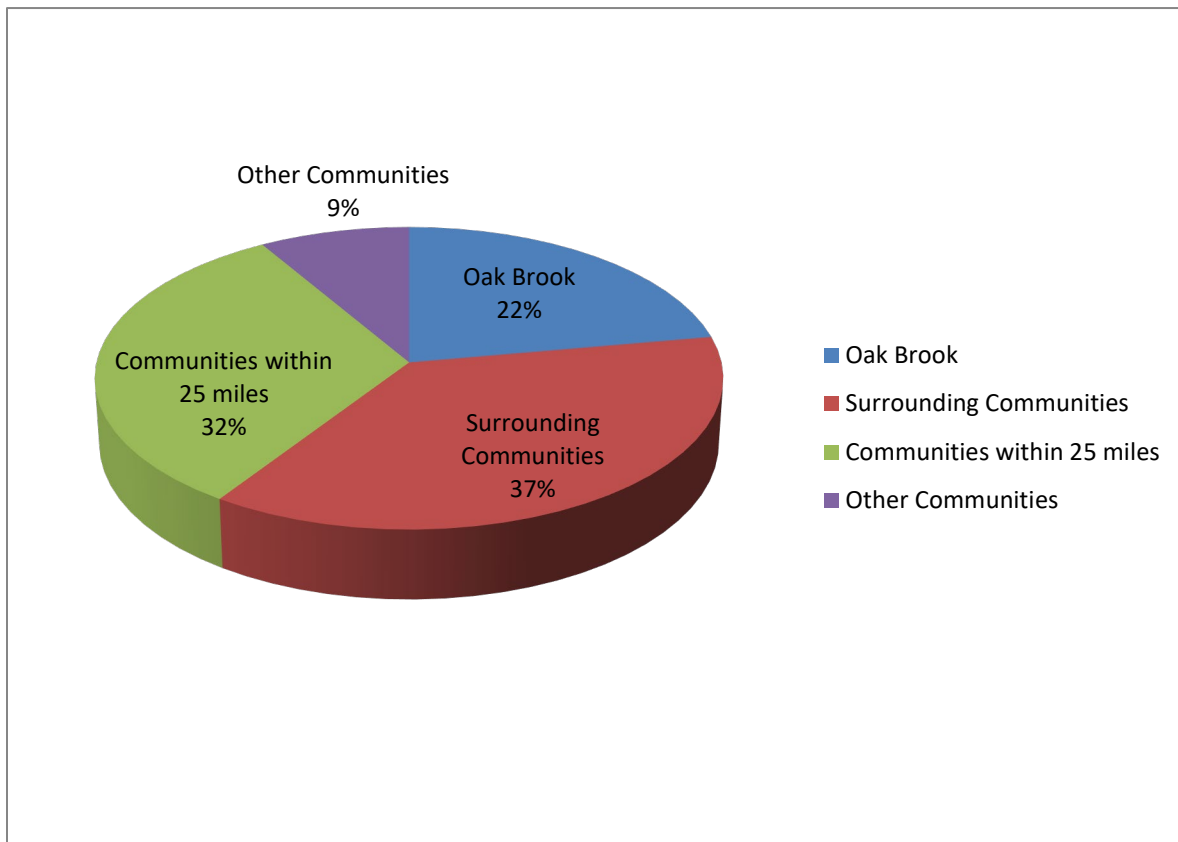


Membership Demographics

	Resident	Non-Resident	Total
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Memberships by Community



4. Operational Plan

4.1 Membership

- Increase membership value through facility improvements, new amenities, use of technology, increased programming, and professional staffing.
- Progressively increase membership prices to reduce market differences.
- Promote the Premiere membership that offer access to multiple Park District facilities.
- Keep Senior memberships pricing lower than the Adult memberships and encourage them through Pioneer court prices to use a low demand court time.
- Encourage members to switch from the annual to the monthly membership payment option
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4.2 Programming

- Continue the development and diversification of the Junior Program.
- Increase the percentage of Junior Development revenue versus Academy Revenue.
- Increase the offering and participation in Adult programming.
- Offer more adult teams and organized team practices.
- Continue the growth of the junior summer camp to support year-round programming.
- Continue to run USTA tournaments and leagues.

4.3 Staff and Administrative procedures

- Continue to optimize the overall administrative procedures and payment processing.
- Add online court bookings for members.
- Continue to hire and train new tennis professionals that can support a year-round program and organize training workshops at our facility.
- Restructure the programming department to include Senior Tennis Professional and Tennis Director positions.
- Consistently review and organize the administrative duties in order to increase administrative operational efficiency.
- Work with the marketing department to maximize cross promotional opportunities.

4.4 Building

- Plan and perform facility capital improvements: front desk area, office space, on court video technology, re-building of the outdoor courts.
- Perform facility improvements through operational budget.

4.5 Covid-19 adjustments

- Optimize staffing assignments to reduce costs.
- Reduce operational expenses.
- Delay improvements projects.
- Adjust and continue programming offerings according to the guidelines.

5. Marketing Operational Strategy

5.1 Branding

The Oak Brook Tennis Center will continue to brand its programs and facilities to reinforce the message that we provide a new approach to a traditional game. The color scheme has been inspired by the USTA Blue/Green court colors (bright green, white and royal blue) while the Optima font and style for the words "Oak Brook" tie the Tennis Center back to the roots of the community.

5.2 Brand Reinforcement

The Oak Brook Park District offers many avenues through which the Tennis Center may visually reinforce its brand and create impressions within the markets already drawn in through the park district. Reaching these customers will help create awareness of the Tennis Center which may convert to program or membership sales. Communication methods utilized include but are not limited to:

- **Strategic Banner placement**
- **Home page of www.obparks.org**
- **Social Media (specifically Facebook and Pinterest)**
- **Park District eNewsletter**
- **Seasonal Brochure**
- **Flyers**
- **Tournaments**

5.3 Member Retention

Keeping and maintaining current member's costs 75%-150% less than attracting new customers. We will continue to work to successfully retain our current members and program participants.

We will focus the majority of our marketing investments and resources on member retention and facility advocacy and create the following initiatives:

- **Electronic and Ongoing Member Communication**
- **Increased cross marketing**
- **Customer Service**
- **Open House events**
- **PR Campaigns**

5.4 Membership Sales

We hope to drive membership sales through our programming participants and current members. Other investments will be made through:

- **Continuing established year-round membership promotions**
- **Special Club Events**
- **Improve frontline sales strategy**

5.5 Increase Program Participation

By increasing awareness off our offerings, we will increase program participation through:

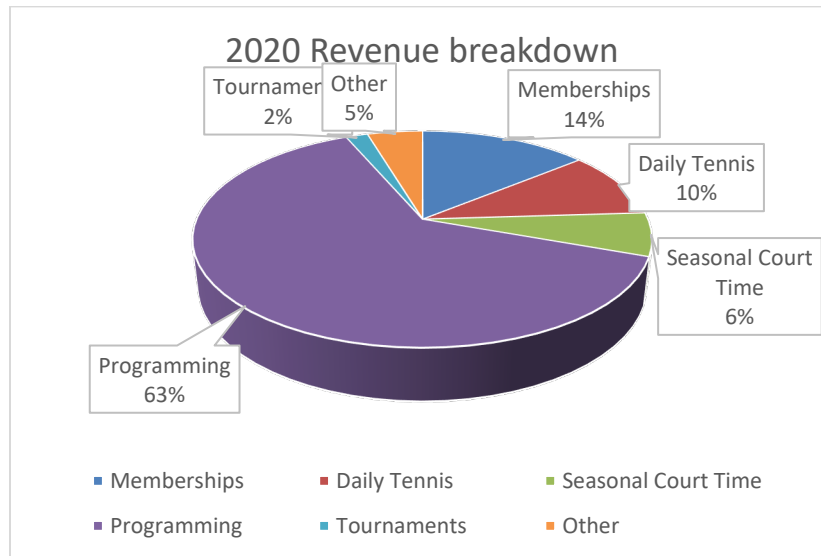
- **High Quality Programming**
- **Visible Development Pathways**
- **Complimentary Match Plays**
- **Junior Team Tennis participation**
- **PR Campaigns**
- **Quality Tennis Professionals**

6. Financial Plan

6.1 Estimated 5-year Revenue:

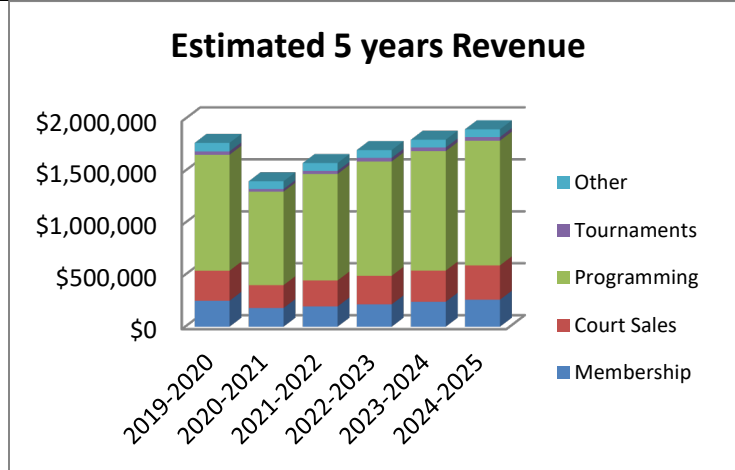
Revenue Breakdown

	Memberships	Daily Tennis	Seasonal Court Time	Programming	Tournaments	Other	Total
2020	\$249,500	\$175,500	\$114,000	\$1,115,500	\$32,500	\$82,000	\$1,769,000



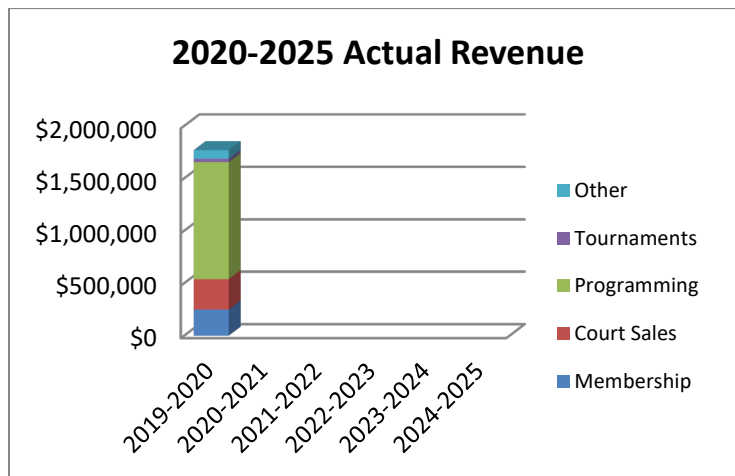
Estimated 5 years Revenue

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	\$249,500	\$180,000	\$195,000	\$215,000	\$240,000	\$260,000
Court Sales	\$289,500	\$220,000	\$250,000	\$275,000	\$300,000	\$330,000
Programming	\$1,115,500	\$900,000	\$1,025,000	\$1,100,000	\$1,150,000	\$1,200,000
Tournaments	\$32,500	\$25,000	\$30,000	\$35,000	\$35,000	\$35,000
Other	\$82,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Total	\$1,769,000	\$1,400,000	\$1,575,000	\$1,700,000	\$1,800,000	\$1,900,000



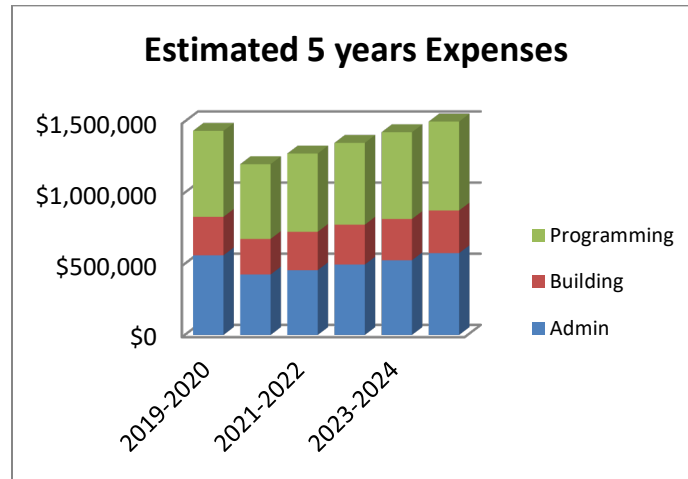
2020-2025 Actual Revenue

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	\$249,500					
Court Sales	\$289,500					
Programming	\$1,115,500					
Tournaments	\$32,500					
Other	\$82,000					
Total	\$1,769,000	\$0	\$0	\$0	\$0	\$0



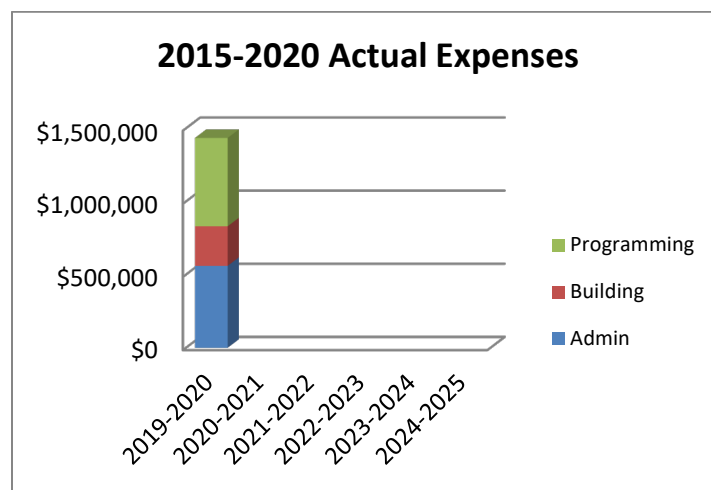
6.2 Estimated 5 years Expenses

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Admin	\$560,000	\$425,000	\$455,000	\$495,000	\$525,000	\$575,000
Building	\$270,500	\$250,000	\$270,000	\$280,000	\$290,000	\$300,000
Programming	\$604,000	\$525,000	\$550,000	\$575,000	\$610,000	\$625,000
Total	\$1,434,500	\$1,200,000	\$1,275,000	\$1,350,000	\$1,425,000	\$1,500,000



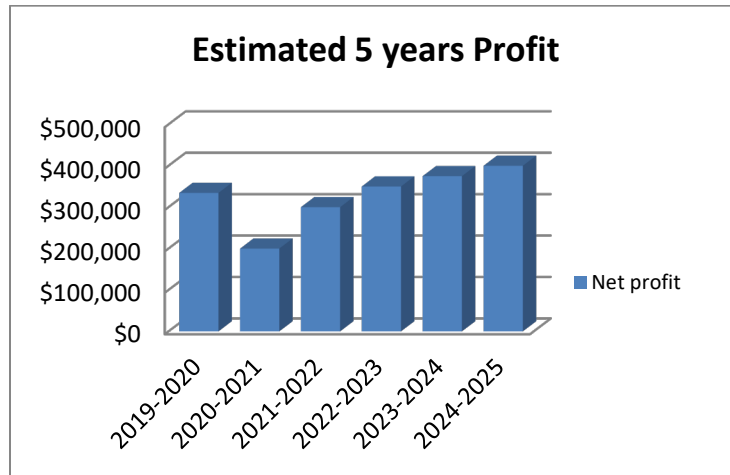
2020-2025 Actual Expenses

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Admin	\$560,000					
Building	\$270,500					
Programming	\$604,000					
Total	\$1,434,500	\$0	\$0	\$0	\$0	\$0



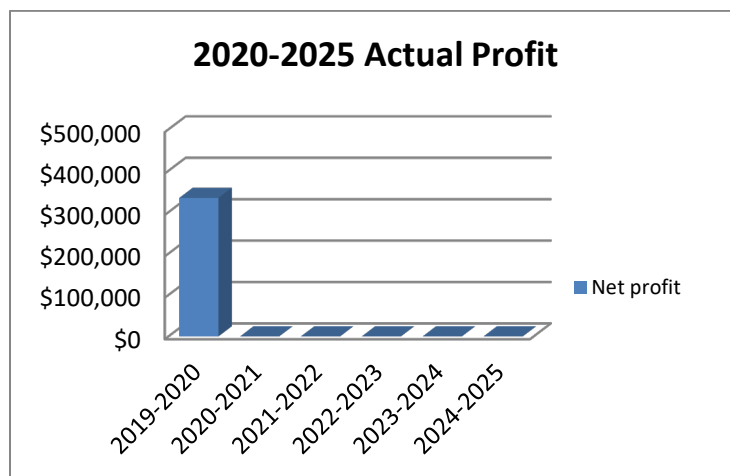
6.3 Estimated 5 years Profit

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Revenue	\$1,769,000	\$1,400,000	\$1,575,000	\$1,700,000	\$1,800,000	\$1,900,000
Expenses	\$1,434,500	\$1,200,000	\$1,275,000	\$1,350,000	\$1,425,000	\$1,500,000
Net profit	\$334,500	\$200,000	\$300,000	\$350,000	\$375,000	\$400,000



2020-2025 Actual Profit

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Revenue	\$1,769,000					
Expenses	\$1,434,500					
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Net profit	\$334,500	\$0	\$0	\$0	\$0	\$0





An Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space or natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess your level of environmental stewardship practices. Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments or bureaus within your organization that will need to give input. So assign one staff person to coordinate filling in the Report Card.

If you can, get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

There are two versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether or not there was a tool available for agencies to evaluate their management and operations in the area of environmental protection. The original Report Card provided a general scoring and grading system out of a total of 100 possible points to help agencies assess their strengths and weaknesses. That report card will no longer be available, but can be obtained upon request.

This second Report Card, developed in 2011, is an updated version of the first report card and is more specific. There are more possibilities to consider when answering the questions. Because the total possible points are more than 100, the scoring system has changed to percentages rather than points. The grading system to assess your agency is still the same.

The Environmental Report Card is a standard an agency needs to comply with when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card is to only use it, if you want to, when you need to self-reevaluate your management and operations. This way you are comparing apples to apples. The Report Card will be the standard, and will be the version required for Accreditation. Because it is more detailed and provides additional choices to the questions, it really is not a comparative tool to the first Report Card.

Once you have completed the Report Card, you will be able to assess your organization's performance as compared to other park agencies in Illinois. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA web-site: <http://www.ilipra.org/>

Good luck!

Environmental Report Card II

For Park & Recreation Agencies

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	✓			2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	✓			1
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	✓			1
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	✓			1
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	✓			1
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?	✓			1

TOTAL POINTS (for this section) 7 of 7 (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recycling		<input checked="" type="checkbox"/>		
	Energy Audits		<input checked="" type="checkbox"/>		
	Natural Areas Maintenance/Management		<input checked="" type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm Water Best Management Practices		<input checked="" type="checkbox"/>		
	Environmentally Friendly Purchasing		<input checked="" type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input checked="" type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input checked="" type="checkbox"/>		
	Nature Program Facilities		<input checked="" type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input checked="" type="checkbox"/>		
	Rain Gardens		<input checked="" type="checkbox"/>		
	Bio-Swales		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products (EPP) program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input checked="" type="checkbox"/>		
	Minimum 30% Post Consumer Materials				
	Energy Star Rated Appliances				
	Low VOC Furnishings, Paints, etc		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products				
	Other: Please List				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? (2 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2

ADMINISTRATION AND FINANCE CONT'D		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?		✓		0
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.				
		YES	NO	N/A	POINTS
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?	✓			1
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?	✓			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 22 of 23 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)		<input checked="" type="checkbox"/>		0
	a. Are outside concessionaires required to offer recycling for patrons?				
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:			<input checked="" type="checkbox"/>	
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?				
	b. Paper that contains 30% or more post consumer recycled content?				
	c. Other: Please List				
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.	<input checked="" type="checkbox"/>			2
	a. Are at least 50% of fixtures low flow or motion activated?	<input type="checkbox"/>			
	b. Are at least 75% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>			
	c. Are 100% of fixtures low flow or motion activated?	<input type="checkbox"/>			
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	✓			1
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	✓			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?			✓	
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	✓			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	✓			1
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	✓			2
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	✓			1
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	✓			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	✓			1
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	✓			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	✓			1
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Energy Efficient Lighting		✓		
	Batteries		✓		
	Electronics		✓		
	Ink and Toner Cartridges		✓		
	Paints		✓		
	Cleaning Products		✓		
	Other: Please List				
TOTAL NUMBER CHECKED					5
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)	✓			2
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)		✓		0

TOTAL POINTS (for this section) 35 of 39 (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				0
	0% - 0 points	<input checked="" type="checkbox"/>			
	1-10% - 1 point				
	11-20% - 2 points				
	21-30% - 3 points				
	30-50% - 4 points				
	>50% - 5 points				
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

TOTAL POINTS (for this section) 9 of 10 (possible)

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality				
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List <input type="text"/>				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality				
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List <input type="text"/>				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?				
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species		<input checked="" type="checkbox"/>		
	Elimination of mowing in some areas		<input checked="" type="checkbox"/>		
	Reduction of the number of applications or using a single-application product		<input checked="" type="checkbox"/>		
	Use of Integrated Pest Management (IPM)		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Reduce Erosion		<input checked="" type="checkbox"/>		
	Reduce Non-Point Source Pollution		<input checked="" type="checkbox"/>		
	Deter Canada Geese		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED		3		
8.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Windbreaks/buffers		<input checked="" type="checkbox"/>		
	Shade Trees Along Southern Exposures of Buildings		<input checked="" type="checkbox"/>		
	Shade Trees Around Paved Areas		<input checked="" type="checkbox"/>		
	Drought Tolerant Native Plants		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED		4		
9.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Administrative Offices		<input checked="" type="checkbox"/>		
	Recreational Building Facilities		<input checked="" type="checkbox"/>		
	Aquatic Facilities		<input checked="" type="checkbox"/>		
	Maintenance Facilities		<input checked="" type="checkbox"/>		
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)		<input checked="" type="checkbox"/>		
	Golf Courses		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5		
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Encroachment		<input checked="" type="checkbox"/>		
	Illegal Dumping		<input checked="" type="checkbox"/>		
	Other: Please List <input type="text"/>		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		2		
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Fertilizers		<input checked="" type="checkbox"/>		
	Pesticides		<input checked="" type="checkbox"/>		
	Excavated material		<input checked="" type="checkbox"/>		
	Construction material		<input checked="" type="checkbox"/>		
	Other hazardous materials: Please List <input type="text"/>		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		4		
12.	Does your agency distribute/have available resources to explain natural resource best management practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

TOTAL POINTS (for this section) 36 of 36 (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors				
	Woodlands				
	Other: Please List <u>Open Space that was going to be developed into housing or office space.</u>			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED			1	
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Protect/Provide Habitats			<input checked="" type="checkbox"/>	
	Increase Biodiversity			<input checked="" type="checkbox"/>	
	Improve Water Quality			<input checked="" type="checkbox"/>	
	Control Exotic Species				
	Erosion Control				
	Other: Please List <u>Keep it open space.</u>			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED			3	
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas			<input checked="" type="checkbox"/>	
	Re-creation of Natural Areas			<input checked="" type="checkbox"/>	
	Control Exotic Species			<input checked="" type="checkbox"/>	
	Increase Biodiversity/Wildlife Habitat			<input checked="" type="checkbox"/>	
	Native Landscaping			<input checked="" type="checkbox"/>	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			<input checked="" type="checkbox"/>	
	Improve Water Quality			<input checked="" type="checkbox"/>	
	Bank Stabilization			<input checked="" type="checkbox"/>	
	Sediment & Erosion Control			<input checked="" type="checkbox"/>	
	Other: Please List _____				
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas			<input checked="" type="checkbox"/>	
	Re-creation of Natural Areas			<input checked="" type="checkbox"/>	
	Control Exotic Species			<input checked="" type="checkbox"/>	
	Increase Biodiversity/Wildlife Habitat			<input checked="" type="checkbox"/>	
	Native Landscaping			<input checked="" type="checkbox"/>	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			<input checked="" type="checkbox"/>	
	Improve Water Quality				
	Bank Stabilization			<input checked="" type="checkbox"/>	
	Sediment & Erosion Control			<input checked="" type="checkbox"/>	
	Other: Please List _____				
	TOTAL NUMBER CHECKED			5	

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Boardwalks				
	Trails		<input checked="" type="checkbox"/>		
	Fishing Piers		<input checked="" type="checkbox"/>		
	Viewing Platforms				
	Canoe/kayak launches		<input checked="" type="checkbox"/>		
	Other: Please List <input type="text"/>				
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Interpretive Signs		<input checked="" type="checkbox"/>		
	Educational Brochures/Pamphlets		<input checked="" type="checkbox"/>		
	Educational Posters		<input checked="" type="checkbox"/>		
	Agency Program Brochure		<input checked="" type="checkbox"/>		
	Website		<input checked="" type="checkbox"/>		
	Events/Programs		<input checked="" type="checkbox"/>		
	Public Meetings		<input checked="" type="checkbox"/>		
	Other: Please List <input type="text"/>				
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Other Government Agencies		<input checked="" type="checkbox"/>		
	Not-for-Profit Organizations		<input checked="" type="checkbox"/>		
	Private Landowners		<input checked="" type="checkbox"/>		
	Other: Please List <input type="text"/>				
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input checked="" type="checkbox"/>			1

TOTAL POINTS (for this section) 27 of 27 (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?				
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input checked="" type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc.		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning Products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List _____				
	TOTAL NUMBER CHECKED		5		
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors				
	Other: Please List _____				
	TOTAL NUMBER CHECKED		3		
PROGRAMMING CONT'D		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Land Stewardship		<input checked="" type="checkbox"/>		
	Environmental Education				
	Other: Please List _____				
	TOTAL NUMBER CHECKED		1		
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	<input checked="" type="checkbox"/>			1

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED				2
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED				2
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Facility Rentals				
	Special Events				
	Program Participants / Facility Users				
	Contracted Vendors / Program Instructors				
	Other: Please List				
	TOTAL NUMBER CHECKED				0

TOTAL POINTS (for this section) 19 of 20 (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED 155

TOTAL POSSIBLE POINTS 162

PERCENTAGE 96 %

GRAND TOTAL POINT REVIEW

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or ~~NO~~

Signature

Date

Board review and approval for Distinguished Park and Recreation Accreditation

Date



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: December 3, 2020
Re: November/December 2020: Communications, IT & Administration

November Board Meeting Follow Up:

Sports Core Agreement

An extension of the agreement has been approved for the Park District to manage the Village's Sports Core pool, tennis, and athletic fields in 2021.

2021 Board Meeting Dates

All meeting dates will be on the third Monday of the month except December. The December meeting will take place on the second Monday, December 13, 2021.

December Board Meeting Discussion Points:

Time Off Benefits – Sick Time

Staff is recommending the cap on sick time be increased from 280 hours to 960 hours. This increase does not impact the Park District; however, it does allow the employee to invest in IMRF service credits upon retirement.

Winter Lights at Central Park

With over \$30,000 raised, the Winter Lights at Central Park half-mile walk is open through February 28, 2021. A ticket is required; however, the walk is free. Any donations go directly to the Greater Oak Brook Chamber of Commerce's Coronavirus Relief Fund.

Candidate Filing

The first date for any Commissioner Candidates to file an application is December 14, 2020 and the last day to file is December 21, 2020. There are two commissioner positions slated for the April election.

IT Report:

Email archiving and spam filtering licenses were renewed through Barracuda. This will be the last year of our current message archiver before it needs to get replaced next year. We are evaluating to either move email archiving to the cloud or keep it on premises.

Network driving mapping was been getting updated with a new login script. This new way will increase the speed to sign in for remote users.

Corporate and Community Relations:

Sponsorships: \$6,000.00

Advertising: \$0.00

Vendors: \$200.00

In-Kind Donations: \$124.99

Oak Brook Park District Foundation: \$508.90

Total Amount for November: \$6,833.89

Marketing & Communications Report:

Facebook Analytics

Total Likes: 3,030 (up 9)

Posts: 16

Total Reach (organic and paid): 4,578

Instagram Analytics

Total Followers: 1,205 (up 10)

Posts: 11

Top Post Reach: 196

Twitter Analytics

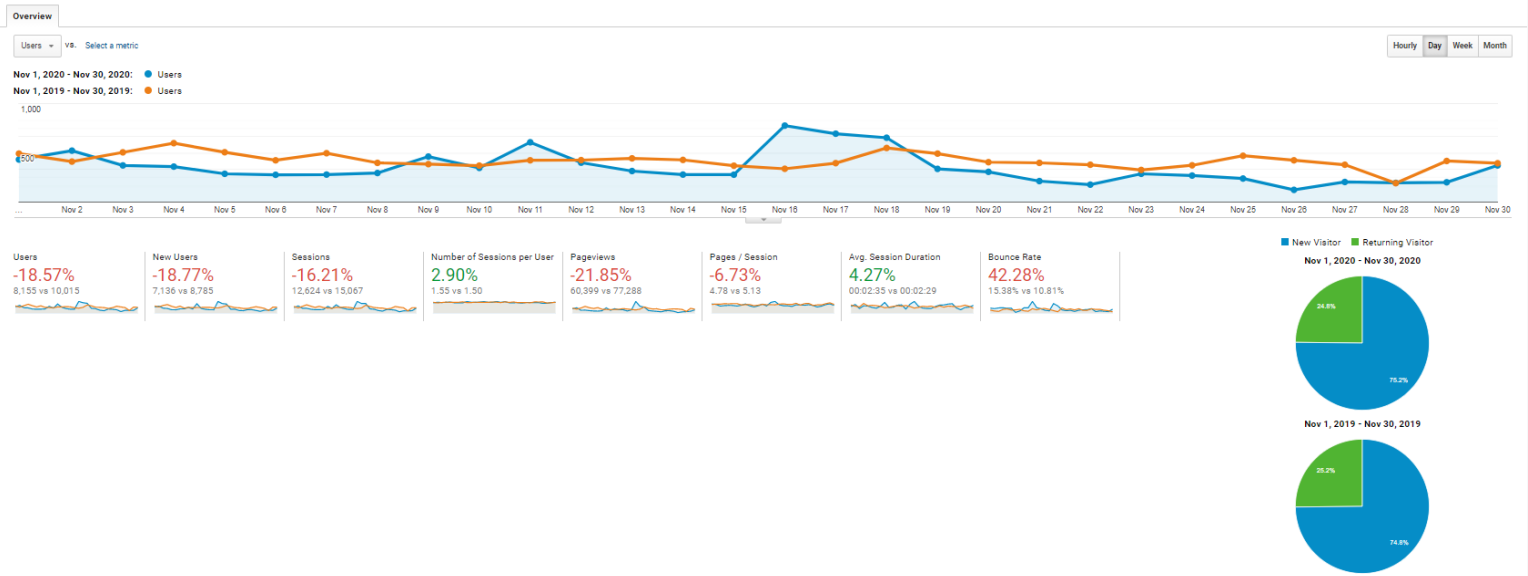
Total Followers: 1,081 (down 4)

Posts: 12

Top Post Impressions: 228

The image shows a screenshot of a Facebook post from 'Oak Brook Park District' published on November 24. The post is titled 'REINDEER EGG DROPPINGS' and is scheduled for Thursdays & Fridays, December 3-18. The post content includes a promotional message about dropping candy-filled eggs and a link for registration. The post features a festive illustration of a reindeer, an elf, and decorated eggs. To the right of the post is a 'Performance for Your Post' analytics panel. The post has 646 people reached, 7 reactions, comments, and shares, and 30 post clicks. The analytics panel also shows 4 likes, 1 love, 0 comments, and 2 shares. There is a 'Boost Post' button and a 'Get More Likes, Comments and Shares' prompt. The post is shared by Becky Wilson, Kim Taylor Catris, and Rachel Murphy.

Performance for Your Post		
646 People Reached		
7 Reactions, Comments & Shares		
4 Like	2 On Post	2 On Shares
1 Love	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares
30 Post Clicks		
1 Photo Views	22 Link Clicks	7 Other Clicks
NEGATIVE FEEDBACK		
0 Hide Post	0 Hide All Posts	
0 Report as Spam	0 Unlike Page	
Reported stats may be delayed from what appears on posts		



November 2020 Top pages*

1. Obparks.org
2. Programs/Tennis Programs
3. Reserve
4. Programs/Aquatics
5. Facilities/Tennis Center
6. Obparks.org/Home
7. Facilities/Family Recreation Center
8. Obparks.org/New Cart
9. Membership Opportunities
10. Obparks.org/Activity Search

November 2020 Top Products*

1. Get Better Winter Basketball 3v3 1/2nd Grade Boys
2. Get Better Winter Basketball 4v4 3/4th Grade Boys
3. Reindeer Egg Droppings
4. Get Better Winter Basketball 3v3 Kindergarten Coed
5. Get Better Winter Basketball 3v3 1/2nd Grade Girls

obparks.org Acquisition Value*

Referral Percentage Values	Nov. 2020	Nov. 2019
Direct:	47.6%	30.4 %
Organic Search:	44.1%	56.4%
Social:	3.7%	5.6%
Referrals:	4.2%	7.6%

obparks.org Ecommerce Overview – November 2020*

	November 2019	November 2020
Total Revenue	\$21,743	\$77,695
Transactions:	158	515
	2020	2019
Year to date total	\$658,157	\$828,867



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: December 8, 2020
Re: November 2020 Financials

General Fund

We have now completed seven months of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers-out in this fund equal \$2,250,401, \$1,225,374, and \$0, respectively. This is resulting in a YTD net surplus of \$1,025,026; which is a \$231,020 increase over last year's YTD net surplus of \$794,006. Following is additional commentary:

- **Revenues-** Total current YTD revenues reflect an increase in the amount of the 2019 property tax levy that is being allocated to this fund. In the current year we have received \$1.57 million in property taxes whereas last year we had received \$1.48 million. This increase in revenues is being offset by decreased revenues in many of our other departments; principally our Family Recreation Center (FRC) and Central Park West (CPW) departments. Facility rental revenue at our FRC are currently at 85% of last year's revenues and our resident and non-resident daily fees have decreased dramatically; from \$131,000 last year, to \$54,000 in the current year. Building rental revenue at our CPW facility are currently at 15% of last year's revenues. These decreases are predominantly due to the continuing restrictions over the usage of such facilities. Personal Property Replacement Taxes and Investment Income have also decreased when compared to the prior year.
- **Expenditures-** Total current YTD expenditures are not only favorable when compared to the annual budget (43%), but they have also decreased \$231,641 when compared to the prior year. All departments are reflecting a decrease over prior year with the largest decreases occurring in our FRC and Central Park departments. Although YTD full-time wages in the FRC have increased \$42,947, this increase is being offset by the \$124,000 savings in part-time wages. We are also benefitting from sizable decreases in equipment repairs, commodity purchases and contract maintenance costs.

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$1,601,192, \$1,516,061 and \$0, respectively. This is resulting in a YTD net surplus of \$85,132 which is a \$659,682 decrease over prior year's YTD net surplus of \$744,814. Following is additional commentary:

- **Revenues-** Similar to our general fund, this fund is benefitting from an increase (\$95,803) in property tax receipts. Additionally, we have partnered with Breakaway Basketball in offering a winter 2021 league that has been very popular and, if not subsequently canceled due to COVID-19 restrictions, will have a positive effect for our Children's Programs department. The majority of the remaining departments are currently experiencing varying levels of revenue decreases due to the COVID-19 pandemic. In total, YTD revenues have decreased \$1,104,940 when compared to the prior fiscal year.
- **Expenditures-** Year-to-date expenditures across the majority of our departments are favorable against the annual budgets and, in total, have decreased \$445,258 when compared to the prior year. Approximately \$354,928 (80%) of this decrease is attributed to our Fitness and Aquatics departments. These departments

are benefitting from significant cost savings with our part-time personnel costs as well as credit card processing fees, towel supplies, utility costs, training costs and various pool commodity costs.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,093,019 and \$714,254, respectively. This is resulting in a YTD net surplus of \$378,765; which is a decrease of \$39,663 when compared to last year's YTD net surplus of \$418,428. Following is additional commentary:

- **Revenues-** Total YTD revenues have decreased approximately 21% 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 \$172,470 in the prior year, to \$99,740 in the current year. Daily court time revenues have also decreased from \$93,108, to \$53,521. Private and group lesson revenue account for an additional decrease of approximately \$168,973.
- **Expenses-** Total expenses in this fund are favorable against the annual budget and have also decreased by \$252,608 (26%) when compared to the prior year. This fund has also experienced significant decreases in part-time personnel costs, utilities, and maintenance/repair costs. The current YTD capital expenditures are also 62% lower than they were last year.

FINANCE OPERATIONS:

- Nancy worked with Bonnie on finalizing the legal notice for the public hearing on our 2020 property tax levy, in response to the hearing not being conducted onsite at the FRC.
- The Foundation financials for the six months ended October 31, 2020 have been compiled and were presented to the Foundation Board on December 8, 2020. The Foundation is currently experiencing YTD net income of \$5,839.

HUMAN RESOURCES:

- Linda has prescheduled (entered) all the expected minimum wage increases that will be effective January 1 2021. This increase will impact approximately 95 part-time employees.
- Linda and Marco analyzed the potential financial impact on the park district of implementing changes to our existing merit compensation program.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: December 7, 2020
Re: Recreation & Facilities Report

Recreation

- Recreation staff has done a great adjusting to guidelines in November going from Tier 2 to Tier 3 mitigation. They have adapted and communicated to participants, coaches, and staff.
- Music Together started a new Family Favorite's Holiday program this week with 22 total participants enrolled in 2 classes.
- Pioneer indoor programs have been put on hold but before Tier 3 mitigations, Pinstripes Club, Trail Kickers, Mah Jongg, Bridge, and indoor movies were all running.
- Preschool's Thanksgiving Celebration looked a little different this year as it was held via Zoom. The preschool staff has been doing great adjusting to the virtual platform utilizing Zoom and SeeSaw.
- Coach Steve started a brand NEW Pickleball League on Wednesday mornings and we have 15 players registered for the 8-week program. This league has been paused and one-on-one pickleball lessons are now being offered.
- The Get Better Winter Basketball League is nearly sold out. There are 252 kids currently registered out of the 264 spots. Last season the winter basketball league saw 133 kids. The current fall league is paused and virtual classes have been offered to all of these participants.

Aquatics

- Rob & Allegra are scheduling staff training for respirator and confined space certifications.
- Under Tier 3 mitigation, lap swimming and self-guided exercise in the Leisure Lane are still being offered. We have reduced the rates for after hour private rentals to maintain interest while significantly scaling back the number of people parties can have in the facility per the guidelines.
- Lifeguards have continued in-service training with a combination of Zoom meetings and limited (3 at a time) in person water skill sessions.
- 30-minute lane reservations opened Nov 1, creating 26 additional Lap Lane reservation opportunities per week and interest has been high.
- Temporary lane reservations have been added during Tier 3 operations. We are maximizing opportunities created by voids in the daily schedule formerly occupied by programming. Doing so opened up 60 additional lap lane reservations and 88 additional leisure lane spots each week. This is temporary, as we will resume programming as soon as we can.

Fitness

- Group Fitness has gone virtual with 42 classes per week.
- The Turkey Dri Tri was a great success with 44 out of 47 showing up to participate!
- The customer check-in process continues to improve with UPace reports showing a positive trend of 87% of customers checking into the facility. The Facility Supervisor contacted members who set reservations but did not attend or cancel their reservation. In addition to e-mails, calls will be made to personally connect with customers.
- Facility Supervisor worked with marketing on the Monthly Member Challenge web page for our Retention Program.

- The Facility Supervisor is working on creating a preferred vendor list for CPW as well as working with the team for Unwine Wednesday fundraising event.

Facilities

- Maintenance staff assisted with electrical updates and installations at CPW for the Winter Lights at Central Park event.
- One of the Family Recreation Center boilers was replaced, improving heat and temperature control to the front of the building.
- Electrical work was completed in the Aquatic Center pump rooms.
- Matt completed several on-line pieces of training and webinars this month for educational purposes including RMI sessions with PDRMA.
- Matt assisted with Transformer replacement for parking lot lights at the Tennis center after power issues from the main caused the transformer to go bad.
- The radiant floor heating boiler at the maintenance garage was repaired in house and is back in full operation for the winter months.

Tennis

- Seasonal Court Time billing and charges were completed during November.
- The Tennis Center hosted a small local tennis tournament November 14th and 15th, following USTA safety guidelines, with 20 participants



Oak Brook Park District Membership and Usage Statistics

Membership Data							
	July	August	September	October	November	December	Total
Membership Packages	298	93	72	70	55		588
Members Activated	547	175	134	123	95		1,074
Reservations Made							
	July	August	September	October	November	December	Total
Fitness Center							
Reservations Made	1,470	2,088	2,187	2,623	2,394		10,762
Total Reservations Available	3,668	4,214	4,074	4,270	3,642		19,868
	40%	50%	54%	61%	66%		54%
Track							Total
Reservations Made	551	685	640	1,021	1,015		3,912
Total Reservations Available	2,620	3,010	2,980	3,050	2,830		14,490
	21%	23%	21%	33%	36%		27%
Group Fitness							
Reservations Made	563	765	816	932	894		3,970
Total Reservations Available	1,016	1,392	1,488	1,488	1,656		7,040
	55%	55%	55%	63%	54%		56%
Total Usage*							
	July	August	September	October	November	December	Total
	5,055	4,618	3,555	3,964	4,284		17,192

Notes: Tier 3 began Nov 20

Reduced fitness reservations from 14 per hour to 12 per hour

Virtual group fitness began- increasing availability to 20 per class instead of 8/ no classes Nov 20/21

Closed Thanksgiving

***Total Usage includes all ACTIVE transactions (sales, check ins, memberships, lockers, and other misc)**

Fitness, track and group fitness reports are from UPACE



Oak Brook Park District Aquatic Center Usage and Revenue

November Usage			
	Reservations	Member Visits	Rentals
Splash Island	0	Front	0
Leisure Pool	853	Desk	1
Lap Pool	1,540	Check-In	31
Total	2,393	N/A	32

November Revenue				
	Reservations	Rentals	Programming	Total
November 1-7	<i>now</i>	\$1,962.50	\$5,769.24	\$7,731.74
November 8-14	<i>collected</i>	\$1,687.50	\$5,829.25	\$7,516.75
November 15-21	<i>at</i>	\$1,350.00	\$5,391.12	\$6,741.12
November 22-28	<i>front</i>	\$800.00	\$400.00	\$1,200.00
November 29-30	<i>desk</i>	\$275.00	\$400.00	\$675.00
Total	\$0.00	\$6,075.00	\$17,789.61	\$23,864.61

November Programming			
	Availability	Registrations	Revenue
Fluid Running	102	78	\$2,835.88
Fluid Running Drop-In		3	\$60.00
Masters*	24	26	\$6,168.79
STARS Stroke Clinic	68	68	\$3,462.36
Private Lessons**	112	92	\$9,353.67
Total			\$21,880.70

**total for registrations spread out through Dec 31. Under Tier 3, season is suspended and those registered will receive credit for weeks unable to train. Reflected in weekly revenue above*

***actual delivery was 83 out of 86 lesson registrations. We had to cancel Mon/Wed/Thur after 5pm due to Tier 3 mitigation. Most kept payment on file as credit for future registration.*



Oak Brook Park District Aquatic Center 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	7	1	0	16
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	1	0	0	0	0	1
Splash Island Birthday	0	0	0	0	0	0	28	46	9	0	0	0	83
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	16	1	35	37	31	0	126
Scout	1	2	1	0	0	0	0	0	0	0	0	0	4
Total # Parties	22	32	15	0	0	0	44	48	44	44	32	0	281
2019	37	25	44	36	46	53	52	38	20	27	37	25	440
2018	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

	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

Grand Total Hours:	3165	2850
Grand Total Revenue:	\$159,321	\$124,230

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	161	193	190	109						979	1,197
Revenue	\$0	\$603	\$51,866	\$5,338	\$5,920	\$16,210	\$5,763						\$85,699	\$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	2,078	2319	2,401	429						11,800	1,128
Revenue	\$0	\$14,658	\$72,990	\$28,358	\$25,528	\$22,385	\$3,498						\$167,415	\$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	157	211.25	208	40						1,113	841
Revenue	\$0	\$4,600	\$3,886	\$1,725	\$5,520	\$16,215	\$1,873						\$33,818	\$23,268

YTD Total Hours:	13893	3166
YTD Total Revenue:	\$286,932	\$159,321



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: December 1, 2020
Re: Board Report

- The Central Park North project has wrapped up for the 2020 season. All landscape has been installed, and the finish grades have been seeded and blanketed. In the spring, basketball courts will be completed and shelters will be installed followed by final punch list items.
- Negotiations are continuing between the Park District and the Illinois Tollway for the purchase of a strip of land at Dean Nature Sanctuary.
- The athletic field light test was conducted on November 18th. The light levels of the newly retrofitted LED sports lights at Central Park were measured in the presence of members from the Forest Gate community. All light levels are within requirements of ordinance S-1593.
- Staff completed installation of the winter lights displays at Central Park, which will be on from 4:30-9:30pm nightly December-February.
- Fall field work continues as long as the weather stays mild. Staff is topdressing soil over worn turf areas, which are then dormant seeded and blanketed. All turf has been core-aerated which relieves soil compaction and allows air and moisture to reach the root zone.
- Landscape cleanup has been completed in the parks. Perennials have been cut back, fall mums removed, and tulip bulbs planted for the spring. Dead and high-risk tree removals have been planned for the winter months.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE NO. 20-1214: AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL YEAR 2021-2022 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND COOK COUNTIES, ILLINOIS

AGENDA NO.: 8. A.

MEETING DATE: DECEMBER 14, 2020

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in black ink.

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

The State of Illinois Truth-in-Taxation Act requires that no less than twenty days prior to any taxing body adopting its tax levies, it must determine how many dollars in property tax extensions will be necessary. This tax levy is for the 2020 levy year that will be collected in 2021 and beyond. The Park District Board previously reviewed this levy at the November 16, 2020 Board meeting.

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

The total 2020 tax levy for the Park District is \$4,956,211. Of this amount, \$3,424,468 is comprised of the corporate and special purpose levies (i.e. aggregate levy) and \$1,531,743 represents the debt service levies for our 2012 General Obligation Limited Tax Park bonds as well as our 2019 General Obligation Park Bonds. Although the aggregate levy amount represents a 6.38% increase over prior year's final levy amount of \$3,219,041, such amount will be reduced by DuPage and Cook County in accordance with the Property Tax Extension Limitation Law (PTELL). Under PTELL, our final levy extension should increase approximately 2.29% over prior year, plus any new growth in Equalized Assessed Value (EAV).

A public hearing for our 2020 property tax levy has been scheduled for December 14, 2020 with final action to adopt the levy scheduled subsequent to the public hearing on that same day. Notice of this public hearing has been published in the Thursday December 3, 2020 edition of the Daily Herald Newspaper in accordance with the Truth in Taxation Act. This same notice was also published on our website on that same day.

ACTION PROPOSED:

A motion (and a second) to approve Ordinance 20-1214: An Ordinance Levying Taxes and Assessing Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

ORDINANCE NO 20-1214

**AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL
YEAR 2021-2022 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND
COOK COUNTIES, ILLINOIS**

Be it ordained by the Board of Park Commissioners of the Oak Brook Park District,
DuPage and Cook Counties, Illinois, that:

SECTION 1: A tax for the following sum of money, totaling \$4,956,211 or as much
thereof as may be authorized by law, to defray expenses and liabilities of the Park District, be and
the same, is hereby levied commencing on the 1st day of May, 2021 and ending on the 30th day of
April, 2022.

ARTICLE I - GENERAL CORPORATE FUND

A. ADMINISTRATIVE EXPENSES	\$ 656,968
B. PARK EXPENSES	535,000
C. PROFESSIONAL SERVICES	30,000
D. BUILDING EXPENSES	<u>450,000</u>
TOTAL - GENERAL CORPORATE FUND	\$1,671,968

ARTICLE II - RECREATION FUND

A. ADMINISTRATIVE EXPENSES	\$ 750,000
B. RECREATION/FITNESS & AQUATIC PROGRAM EXPENSES	<u>550,000</u>
TOTAL - RECREATION FUND	\$1,300,000

ARTICLE III - ILLINOIS MUNICIPAL RETIREMENT FUND

ADMINISTRATIVE EXPENSES	\$125,000
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ARTICLE IV - SOCIAL SECURITY FUND

ADMINISTRATIVE EXPENSES	\$125,000
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ARTICLE V - LIABILITY INSURANCE FUND

ADMINISTRATIVE EXPENSES	\$135,000
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ARTICLE VI - AUDIT FUND

CONTRACTUAL & PROFESSIONAL SERVICES	\$12,500
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ARTICLE VII - DEBT SERVICE FUND

PRINCIPAL & INTEREST EXPENSES \$1,531,743

ARTICLE VIII – SPECIAL RECREATION FUND

ADMINISTRATION EXPENSES \$25,000
PROGRAM EXPENSES 30,000
TOTAL – SPECIAL RECREATION FUND \$55,000

ARTICLE IX - RECAPITULATION

GENERAL CORPORATE FUND \$1,671,968
RECREATION FUND 1,300,000
ILLINOIS MUNICIPAL RETIREMENT FUND 125,000
SOCIAL SECURITY FUND 125,000
LIABILITY INSURANCE FUND 135,000
AUDIT FUND 12,500
DEBT SERVICE FUND 1,531,743
SPECIAL RECREATION FUND 55,000

TOTAL TAXES LEVIED \$4,956,211

Section 2. The secretary of the Park District is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage County, Illinois and Cook County, Illinois as provided by law.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 14th day of December, 2020.

APPROVED this 14th day of December, 2020.

AYES:

NAYS:

ABSENT:

PRESIDENT

ATTEST: _____
SECRETARY

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, Sharon Knitter, hereby certify that I am the Presiding Officer of the Oak Brook Park District, and as such Presiding Officer, I certify that the tax levy ordinance, a copy of which is attached, was adopted pursuant to, and is in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85, as amended.

This certificate applies to the 2020 tax levy.

Sharon Knitter, President
Board of Park Commissioners

Dated: December 14, 2020

STATE OF ILLINOIS)
) SS
COUNTIES OF DUPAGE AND COOK)

CERTIFICATE

I, Sharon Knitter, do hereby certify that I am the duly qualified President, and the presiding officer of the corporate authorities of the Oak Brook Park District, DuPage and Cook Counties, Illinois.

I further certify compliance with the provisions of Sections 18-60 through 18-85 of the Truth in Taxation Law (35ILCS 200/18-60, et seq.), in connection with the 2020 Tax Levy Ordinance of the Oak Brook Park District, being Ordinance No. 20-1214, "An Ordinance Levying Taxes and Assessing Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois", passed and approved on December 14, 2020.

IN WITNESS HEREOF, I hereunto affix my official signature and the seal of the Oak Brook Park District, at Oak Brook, Illinois, this 14th day of December, 2020.

Presiding Officer

SEAL



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: 2021 BOARD MEETING DATES

AGENDA No.: 8 B

MEETING DATE: DECEMBER 14, 2020

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 

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

In preparation for the publication notice of the Regularly Scheduled Board Meeting Dates, attached are the 2021 dates.

Meetings are scheduled for the third Monday of the month except when the third Monday would occur during a holiday week. In that event, the Board Meeting would be scheduled for the second Monday of the month. For the 2021 calendar, it is necessary to adjust the December Board Meeting date to the second week, which would be December 13, 2021.

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

The Board will be asked to approve the 2021 meeting dates for the Regularly Scheduled Board Meetings at the Board's December 14, 2020 meeting.

ACTION PROPOSED:

A motion and a second to approve the 2021 Board Meeting Dates.



**2021 Calendar of the Regularly Scheduled Meeting Dates
of the
Oak Brook Park District Board of Commissioners**

The Board Meetings are held on the third Monday of the month except when the third Monday would occur during a holiday week. In that event, the Board Meeting would be scheduled for the second Monday of the month. The meetings begin at 6:30 p.m. and are held at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

January 18, 2021
February 15, 2021
March 15, 2021
April 19, 2021
May 17, 2021
June 21, 2021
July 19, 2021
August 16, 2021
September 20, 2021
October 18, 2021
November 15, 2021
December 13, 2021 (Second Monday of December.)

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.

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

www.obparks.org





Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: R20-1215: A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE OF \$10,000 OR MORE WITH INTEGRAL CONSTRUCTION, INC. FOR THE CENTRAL PARK NORTH PROJECT (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING).

AGENDA No.: 9 A

MEETING DATE: DECEMBER 14, 2020

STAFF REVIEW: Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey

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

On April 9th 2020, bids were received and opened for phase 1 of the Central Park North Fields-project. The lowest qualified bidder, Integral Construction, was awarded the bid at the Board Meeting on April 20, 2020. The bae bid for the project is \$1,643,200. To date, the Board has approved three change orders:

- Change Order #1 for additional parking and a second basketball court in the amount of \$45,499.
- Change Order #2 for hydra-vac excavation, RPZ enclosure and related electrical, additional paving, and installation of additional conduits for future electrical and network connections in the amount of \$26,227.
- Change Order #3 for additional slope grading, undercut and replacement of unsuitable parking lot sub-base, and hydro-vac excavation of an un-marked water main (50% reimbursed by the Village of Oak Brook) in the amount of \$9,810.38.

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

The following change order (change order #4) reflects necessary changes that are germane to this project:

COR#11 Dumpster fees for removal of excessive stone and debris from finish grade of topsoil throughout the site in the amount of \$4,180.

ACTION PROPOSED: A motion (and a second) to waive the Board’s Rules to approve, at this meeting, Resolution R20-1215, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More with Integral Construction, Inc. for the Central Park North Project.

A motion (and a second) to approve Resolution R20-1215, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More with Integral Construction, Inc. for the Central Park North Project.

RESOLUTION NO. 20-1215
A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER
INVOLVING AN INCREASE IN THE CONTRACT PRICE
WITH INTEGRAL CONSTRUCTION, INC.
FOR THE CENTRAL PARK NORTH (AUTUMN OAKS) PROJECT.

WHEREAS, during the April 20, 2020 Board Meeting, the Board of Commissioners accepted the bid and authorized an agreement between the Oak Brook Park District and Integral Construction, Inc. for the Central Park North (Autumn Oaks) Project (“the “Project”), in the amount of \$1,643,200, and

WHEREAS, at prior Board Meetings of the Oak Brook Park District, the Board of Commissioners (“Board”) approved change orders with Integral Construction, Inc., as set forth in the following chart; and

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
1 Approved at the July 20, 2020 Board Meeting	Basketball Court and Parking Lot Additions with Grading updates for keeping soil on site	\$45,499.00
2 Approved at the September 21, 2020 Board Meeting	COR#3 Hydra-Vac excavation- Required to expose two buried high voltage ComEd cables that need to be traversed with storm sewers. \$2,649 COR#4 RPZ Cover and Electrical- Required by DuPage County to protect the irrigation water connection from freezing using a heated enclosure. \$7,199 COR#5 Additional Asphalt- Required to make a transition from new walking trail to existing trail that meets ADA requirements. \$3,612 COR#6 Additional Landscaping- Installation of a landscape barrier at the north side of the new parking lot. Required by Village of Oak Brook. \$8,625 COR#7 Low Voltage PVC- Installation of conduit piping in order to run wires for future security cameras and network connection to the parking lot and Musco soccer field light poles. \$4,141	\$26,226.00
<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
3 Approved at the October 19, 2020 Board Meeting	COR#8 Removal of soil from, and restoration of, northeast quadrant along walking trail in order to achieve a more gradual slope grade than was originally designed. <u>\$2,046</u> COR#9 Undercut and replacement of three sections of parking lot sub-base which was unsuitable. Replaced with 3” stone, re-rolled, and proof rolled. <u>\$5,469.50</u>	<u>\$9,810.38</u>

	COR#10 Hydro-vac excavation required to expose an un-marked water main owned by the Village of Oak Brook. <u>\$2,294.88</u> (Village of Oak Brook will pay 50% of this cost)	
--	--	--

WHEREAS, the Executive Director has presented and recommended the following proposed change order to the contract between the District and Integral Construction, Inc. for the following amount:

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
4	COR#11 Dumpster fees for removal of excessive stone and debris from finish grade of topsoil throughout the site in the amount of \$4,180	<u>\$4180.00</u>

and a copy of said change order being attached hereto as Exhibit “A” and made part hereof, to the District’s Board of Park Commissioners (“Board”); and

WHEREAS, upon the Board’s approval of Change Order 4, the new total for the contract price would be 1,728,915.38; and

WHEREAS, pursuant to the Illinois Compiled Statutes, Chapter 720, Section 5/33E-9, the Oak Brook Park District (the “District”) is required to make specific findings prior to authorizing any change order or range of change orders relative to a contract which would increase or decrease the dollar amount of the contract by \$10,000.00 or more; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION 1. That after reviewing the explanation of the Executive Director as to the necessity of and reason for the change order attached hereto as Exhibit “A”, the Board finds as follows:

- A. That the circumstances which necessitated said change order was not reasonably foreseeable at the time the contract was entered into.
- B. That the basis of the change order was not within the contemplation of the contract when the contract was signed.
- C. That it is in the best interest of the District to approve the change order in its proposed form.
- D. That the change order is germane to the original contract.

SECTION 2. That having made the findings set forth in Section 1 above, the Board hereby approves the change order attached hereto as Exhibit “A,” and directs and authorizes the Board’s President to execute said Change Order # 4 on behalf of the District.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2020.

AYES: _____

NAYS: _____

OTHER: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

Exhibit A
Change Order



Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Central Park North
1315 Kensington
Oak Brook, IL 60523

CONTRACT INFORMATION:
Contract For: General Contracting
Date: 4/20/2020

CHANGE ORDER INFORMATION:
Change Order Number: 4
Date: 12/7/2020

OWNER: *(Name and address)*
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523

ARCHITECT: *(Name and address)*
Upland Design Ltd.
24042 Lockport Street
Plainfield, IL 60544

CONTRACTOR: *(Name and address)*
Integral Construction, Inc.
320 Rocbaar Drive
Romeoville, IL 60446

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The Owner finds this Change Order was not reasonably foreseen at the time of initial construction contract execution with Integral Construction, Inc., is germane to the original contract signed with Integral Construction, Inc., and is in the best interest of Owner.

The original Contract Sum was	\$	<u>1,643,200.00</u>
The net change by previously authorized Change Orders	\$	<u>81,535.38</u>
The Contract Sum prior to this Change Order was	\$	<u>1,724,735.38</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>4,180.00</u>
The new Contract Sum including this Change Order will be	\$	<u>1,728,915.38</u>

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Upland Design Ltd.
ARCHITECT *(Firm name)*

Integral Construction, Inc.
CONTRACTOR *(Firm name)*

Oak Brook Park District
OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

Sharon Knitter, Board President
PRINTED NAME AND TITLE

DATE

DATE

DATE

J.L. Roll-off Service, Inc.

1019 Apple Lane
Lombard, IL 60148-4029

Invoice

Phone #	Date	Invoice #
(708) 788-8325	10/11/2020	14078

Bill To
Integral Construction, Inc.
320 Rocbaar Dr.
Romeoville, IL 60446

Project: Central Park N. 1315 Kensington Oak Brook					Terms	
P.O. No.					Due Date: 10/11/2020	
Serviced	Ticket #	Quantity	Size	Description	Rate	Amount
8/20/2020	47569	1	Mixed heav...	Mixed heavy debris	475.00	475.00
8/24/2020	47892	1	20 yard	Dumpster 5.74 tons	538.10	538.10
9/21/2020	47804	2	10 yard	Clean loads of concrete	350.00	700.00
9/25/2020	46191	1	Mixed heav...	Mixed heavy debris	475.00	475.00
9/28/2020	46192	1	Mixed heav...	Mixed heavy debris	475.00	475.00
9/28/2020	46184	1	30 yard	Dumpster	500.00	500.00
** See attached ticket for detailed charges.						

Thank you for your business.
Please remit to above address.

Total \$3,163.10

Invoices over 30 days past due are subject to a finance charge of 1.5% (18% A.P.R.) per month.

Payments/Credits \$0.00

Visit Us Online At WWW.JLROLLOFF.COM

Balance Due **\$3,163.10**

20-598-001

01-3020 - M

PH

J.L. Roll-off Service, Inc.

1019 Apple Lane
Lombard, IL 60148-4029

Invoice

Phone #	Date	Invoice #
(708) 788-8325	10/22/2020	14143

Bill To
Integral Construction, Inc.
320 Rocbaar Dr.
Romeoville, IL 60446

Project:	Central Park N. 1315 Kensington Oak Brook	Terms
P.O. No.		Due Date: 10/22/2020

Serviced	Ticket #	Quantity	Size	Description	Rate	Amount
10/8/2020	48474	2	Clean Dirt ...	Clean load of dirt and/or concrete	475.00	950.00
10/9/2020	48481	3	Clean Dirt ...	Clean load of dirt and/or concrete	475.00	1,425.00
10/12/2020	48817	1	Clean Dirt ...	Clean load of dirt and/or concrete	475.00	475.00
** See attached ticket for detailed charges.						

Thank you for your business. Please remit to above address.	Total	\$2,850.00
Invoices over 30 days past due are subject to a finance charge of 1.5% (18% A.P.R.) per month.	Payments/Credits	\$0.00
Visit Us Online At WWW.JLROLLOFF.COM	Balance Due	\$2,850.00

20-598-001

01-3030 - M

PH



Oak Brook Park District

BOARD MEETING
AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: REVISION TO PERSONNEL POLICY MANUAL
SECTION 3.10 TIME-OFF BENEFITS – SICK TIME**

AGENDA No.: 9 B
MEETING DATE: DECEMBER 14, 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):

The current Sick Time Policy (approved by the Board of Commissioners on March 16, 2020) allows for an employee to accrue a maximum of 280 hours of unused sick time from year to year. Any hours accrued in excess of 280 hours are lost to the employee and deposited in the Sick Bank. The District does not payout accrued sick hours when an employee terminates.

- However, an employee could earn additional IMRF service credit for unused sick hours if:
- The employee is eligible to draw a pension within 60 days of leaving the District and begins doing so within 12 months of terminating employment with the District; OR
 - The employee dies while participating in IMRF and a surviving spouse pension is payable.

One month of service credit may be earned for every 160 hours of unused sick time. There is no additional cost to the District if an employee uses accrued sick hours to earn additional service credit.

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

The proposed revision to the Sick Time Policy increases the maximum sick hour accrual from 280 hours to 960 hours. This would allow an employee to earn up to 6 months of additional IMRF service credit, versus only 1.75 months under the current maximum accrual of 280 hours.

ACTION PROPOSED:

For review and discussion only.

SECTION 3.10 Sick Time

It is the policy of the District to provide all eligible employees with a paid sick time benefit in the event of incidental or brief absences due to the employee's illness or the illness of an immediate family member. The benefit for eligible employees should not be considered a privilege to be used at the employee's discretion, and no attempt should be made by the employee to utilize all available sick days under false pretenses. Falsification of the reason for use of paid sick leave shall be considered grounds for corrective discipline, up to and including termination of employment.

Eligibility: Full-time employees are eligible for paid sick time pursuant to the terms and conditions described below. Part-time and certified professional instructor employees are not eligible for paid sick time. Paid sick time shall be used in the event of actual sickness or illness of the employee or of someone in the employee's immediate family, or to attend a medical, dental, or other sickness-prevention appointment. "Immediate family" in regards to this policy is defined as the employee's child, spouse, domestic partner, sibling, parent, stepparent, grandchild, grandparent, mother-in-law, father-in-law and stepchild, as well as the employee's spouse's sibling and grandparent.

Approval and Accrual of Sick Time: All paid sick leave must be approved by the employee's immediate supervisor or the Executive Director. Unused sick leave may be accrued from year to year, however, no more than ~~35-120~~ sick days or ~~960 280~~ hours of sick time, may rollover for use in the subsequent year. All full-time employees will earn 4 hours of sick leave for each calendar month employed by the District.

Request for Sick Time: In order for an eligible employee to receive paid sick time, the employee must notify his/her immediate supervisor as soon as practical of the illness and of the approximate length of absence required. Whenever possible, the employee should notify his/her immediate supervisor at least one hour before the time set for beginning daily duties. The employee shall further notify the supervisor prior to leaving his/her home during approved sick time. **An employee using three or more consecutive days of sick time may be required by the immediate supervisor to submit a physician's statement certifying the illness.** Any employee claiming illness under false pretenses shall be subject to corrective discipline, including termination of employment.

Separation or Retirement: An employee is not entitled to any payment for unused sick time that may be remaining at the time of the employee's voluntary or involuntary separation from the District.