



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 18, 2020 – 6:30 p.m.
Zoom Meeting

Please Note: Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District will be using Zoom conferencing for the Public Hearing and Regular Meeting (“Meeting”) of the Oak Brook Park District Board of Park Commissioners. The Meeting will be held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) 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/84273546764> **Meeting ID: 842-7354-6764**

Phone access: Audio Participation for Chicago Region: Dial 1 312 626 6799 Meeting ID: 842-7354-6764

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: 842-7354-6764

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

- **Everyone is automatically muted.** If you wish to speak during “Open Forum” use the “Chat” function to type a message to the host indicating you would like to speak. You will then be unmuted to speak. Comments for Open Forum may also be emailed to lkosey@obparks.org by 2:30 p.m. on 5/18/20 to be read at the meeting by staff.
- You can use the following link to view a tutorial on how to connect with your computer:
https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1lId3N_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.

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

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

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

www.obparks.org





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 18, 2020 – 6:30 p.m.
Zoom Meeting

3. CONSENT AGENDA
 - a. APPROVAL OF MAY 18, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. April 20, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2020
 - i. Approval of Warrant No. 635
4. ANNUAL MEETING
 - a. Election of Park Board President and Vice President
 - b. Appointment of Board Secretary and Treasurer
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Oak Brook Park District Strategic Plan 2020-2024
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
8. UNFINISHED BUSINESS
 - a. New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy
9. NEW BUSINESS
 - a. Natural Areas Stewardship Bid
 - b. Safety Standards for Workplace Infectious Disease Outbreaks
 - c. Upland Design Group Contract Amendment
 - d. Integral Construction, Inc. Change Order
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 15, 2020,
11. ADJOURNMENT

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





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 18, 2020 – 6:30 p.m.
Zoom Meeting

Please Note: Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District will be using Zoom conferencing for the Public Hearing and Regular Meeting (“Meeting”) of the Oak Brook Park District Board of Park Commissioners. The Meeting will be held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) 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/84273546764> **Meeting ID: 842-7354-6764**

Phone access: Audio Participation for Chicago Region: Dial 1 312 626 6799 Meeting ID: 842-7354-6764

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: 842-7354-6764

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

- **Everyone is automatically muted.** If you wish to speak during “Open Forum” use the “Chat” function to type a message to the host indicating you would like to speak. You will then be unmuted to speak. Comments for Open Forum may also be emailed to lkosey@obparks.org by 2:30 p.m. on 5/18/20 to be read at the meeting by staff.
- You can use the following link to view a tutorial on how to connect with your computer:
https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1ld3N_XI77fKDzSXe&index=2
- In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact Laure Kosey, Executive Director at 630-645-9535.

1. **CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL** *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
2. **OPEN FORUM** *[Ask whether there are any public comments under the “Open Forum.” Individuals wishing to speak during the Open Forum should indicate their interest by typing in the Zoom Meeting Chat Box of their desire to speak, at which point their microphone will be unmuted.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners. At the end of the public*

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





**AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS**

May 18, 2020 – 6:30 p.m.

Zoom Meeting

speaking during Open Forum, the Executive Director shall read any Public Comments received by email.]

3. **CONSENT AGENDA** *[Request a motion (and second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

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

- a. **APPROVAL OF MAY 18, 2020 AGENDA**
- b. **APPROVAL OF MINUTES**
 - i. April 20, 2020 Regular Meeting Minutes
- c. **APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2020**
 - i. Approval of Warrant No. 635

4. **ANNUAL MEETING**

- a. Election of Park Board President and Vice President

[President Knitter asks for nominations for Board President. When all nominations have apparently been made, she announces that nominations are closed. If there is only one nomination, she asks for a Motion (and Second) to elect _____ as President. Voice Vote -- "All in favor".

If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not elected by 3 votes, a Motion (and Second) is taken for the second nominee, and the process is repeated until a President is elected by Roll Call Vote. Once a President is elected, the President takes the Chair, and repeats the above process for nominees for Vice President]

- b. Appointment of Board Secretary and Treasurer

[The President states that the current Board Secretary is Executive Director Laure Kosey. The President proposes that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection. If not, the President asks for a Motion (and Second) to appoint Laure Kosey as the District's Secretary. Voice Vote – "All in favor". If there is an objection, ask for proposed names for the appointment and proceed as with the appointment below.

Then, the President asks for nominations for Treasurer. When all nominations have apparently been made, the President announces that nominations are closed. If there is only one nomination, the President asks for a Motion (and Second) to appoint _____ as Treasurer. Voice Vote -- "All in favor". If there is more than one nomination, a Motion

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





**AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS**

May 18, 2020 – 6:30 p.m.

Zoom Meeting

ANNUAL MEETING CONTINUED -

(and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not approved for appointment by 3 votes, a Motion (and Second) is taken for the second nominee, and the process is repeated until a Treasurer is appointed by Roll Call Vote.]

5. **COMMUNICATIONS/PROCLAMATIONS** *[For Review and Discussion Only]*
 - a. Board of Commissioners to share communications
 - b. Oak Brook Park District Strategic Plan 2020-2024
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
8. **UNFINISHED BUSINESS**
 - a. New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy
*[Request a motion and a second to approve the New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy. **Roll Call Vote...**]*
9. **NEW BUSINESS** *[For Review and Discussion Only]*
 - a. Natural Areas Stewardship Bid
 - b. Safety Standards for Workplace Infectious Disease Outbreaks
 - c. Upland Design Group Contract Amendment
 - d. Integral Construction, Inc. Change Order
10. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 15, 2020.** *[Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on June 15, 2020, 6:30 p.m.]*
11. **ADJOURNMENT** *[Request a motion and a second to adjourn the May 18, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. All in Favor...]*

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



**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
April 20, 2020 – 6:30 p.m.**

Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District used Zoom conferencing for the Public Hearing and Regular Meeting (“Meeting”) of the Oak Brook Park District Board of Park Commissioners. The Meeting was held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) 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. The public was invited and provided instructions to attend the meeting through participation in the Zoom Meeting.

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2020 – APRIL 30, 2021 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 9, 2020*)

a. Call to Order and Roll Call

President Knitter called the Public Hearing of the Oak Brook Park District to order at 6:31 p.m. via Zoom conferencing. Commissioners Suleiman, Truedson, Tan, Trombetta and President Knitter answered, “present”. Also present were Laure Kosey, Executive Director, Steven Adams, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

b. Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2020 – April 30, 2021

President Knitter announced that in accordance with state statute, notice of today’s public hearing was published in The Doings Oak Brook Elmhurst newspaper on Thursday April 9, 2020. A copy of our proposed budget and related budget ordinance has been available for public inspection in hard copy form the Park District’s Administration Office as well as in electronic form on our website for at least 30 days prior to today’s hearing.

President Knitter asked if there were any public comments on the Proposed Budget and Appropriation Ordinance.

As there were no public comments, President Knitter asked the Board Commissioners if they wished to comment on the Proposed Budget or Ordinance.

There were no comments and President Knitter requested a motion to adjourn the Public Hearing.

c. Adjournment of Public Hearing

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the public hearing at the hour of 6:33 p.m.

There was no discussion, and the motion pass by voice vote.

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

President Knitter called the Regular Meeting of the Oak Brook Park District to order at 6:33 p.m. via Zoom conferencing. Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter answered, "present". Also present were Laure Kosey, Executive Director, Steven Adams, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

3. OPEN FORUM

President Knitter asked if there was anyone in the audience who wished to address the Board.

No one addressed the Board.

4. CONSENT AGENDA

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 discussion, and the motion pass by roll call vote.

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

Nays: None

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

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

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

Nays: None

a. APPROVAL OF APRIL 20, 2020 AGENDA

b. APPROVAL OF MINUTES

i. March 12, 2020 Special Meeting Minutes

ii. March 16, 2020 Regular Meeting Minutes

iii. March 25, 2020 Special Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2020

i. Approval of Warrant No. 634

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

President Knitter asked the Board Commissioners whether they wished to share any communications.

There were no communications.

6. STAFF RECOGNITION

- a. None

7. REPORTS:

- a. Administrative, IT, and Marketing Report

Laure Kosey presented her report, which can be found in the Park District records. Ms. Kosey thanked the Board members for participating in the Village meeting on April 14th wherein the Village approved the lights for the North Fields. She said the bidding process for the work was performed virtually and she is pleased with the winning bid which was lower than expected. She said work is slated to begin this summer.

There were no questions or comments regarding Ms. Kosey's report.

- b. Finance & Human Resources Report

Marco Salinas presented his report, which can be found in the Park District records.

Mr. Salinas reviewed the various Park District funds and said even though there is currently no income being generated, expenditures have substantially decreased and therefore, the Park District's financial health remains in good shape. He did note that there will be some big payments due soon for the lighting work and fiscal end accruals. He said he does not anticipate as much of a deficit as he initially expected.

There were no questions or comments regarding Mr. Salinas's report.

- c. Recreation & Facilities Report

Dave Thommes presented his report, which can be found in the Park District records.

Mr. Thommes said he and his staff have been very busy with completing several maintenance projects throughout the facilities including the refinishing of the gym and studio floors, and maintenance to the pool and splash pad. He said the new fitness equipment should be coming in the first half of May and the fitness center will also be re-painted and new televisions will be installed.

There was a lengthy discussion regarding the procedures for re-opening the facilities once the COVID-19 Shelter in Place order has been lifted. Possibilities discussed included no access to locker rooms, limited aerobic machine availability in order to create social distancing, and sign-ups for access to the facilities in order to limit the amount of people in the facilities at one time. Another method discussed to create social distancing was to move some of the aerobic equipment into gym 3.

President Knitter said we must wait and see what guidelines the State will provide.

The Board and staff concurred that there will be a significant need for scheduling and suggested that a system like what is used at Orange Theory be used.

Commissioner Truedson suggested having staff assigned to continually wipe down equipment, lockers, etc.

Ms. Kosey said our leadership team has been meeting daily to discuss these issues.

President Knitter noted that we will probably not be able to offer all our programs right away and will only offer those that are doable.

Mr. Adams said once re-opening begins, it will be slow and conservative, and it is important to remain flexible in what can and cannot be offered.

President Knitter said there are already corporations in Oak Brook that are making their employees wear masks and undergo regular temperature checks.

President Knitter asked Ms. Kosey whether she has been receiving any guidance from PDRMA. Ms. Kosey said she is in contact with PDRMA but ultimately it comes down to waiting for the next steps the State will take in the next few days.

Ms. Kosey said staff is currently re-purposing old, out-of-date t-shirts into masks which will be given to staff. She said staff will also be required to wear gloves.

Mr. Thommes said the Fitness Center is switching from paper towels and spray bottles to wipe down machines to a gym wipe product. It was noted that Phase 1 of re-opening the facilities will require patrons to wear masks.

President Knitter said masks can be made available for purchase for patrons.

There were no further questions or comments regarding Mr. Thommes's report.

d. Parks & Planning Report

Bob Johnson presented his report, which can be found in the Park District records.

Mr. Johnson reviewed the maintenance projects currently underway at the parks.

Mr. Johnson said the Central Park field light retrofit project has begun. He said the contractor has started with the synthetic turf field lights and will move on to the ball fields next.

Mr. Johnson noted that all volleyball, tennis and soccer nets have been removed in order to adhere to the Shelter in Place order.

Mr. Johnson said the bidding process is complete for the Central Park North project and the low bid came in at \$1,600,000, which was better than expected. He said the work is slated to begin in June.

President Knitter confirmed that we must move forward with this project and the field lighting project because they are funded with OSLAD grants and/or bonds.

There were no questions or comments regarding Mr. Johnson's report.

8. UNFINISHED BUSINESS

- a. Ordinance 20-0420: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for all of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta to approve Ordinance 20-0420: An Ordinance Setting Forth The Budget And Making Appropriations Of Sums Of Money For All Of The Necessary Expenditures Of The Oak Brook Park District Of Cook and DuPage Counties, Illinois for the Corporate Purpose for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021.

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

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

Nays: None

- b. Renewal of the Intergovernmental Agreement Dated January 18, 2016, By and Between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for School Year 2020-2021

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to approve the renewal of the Intergovernmental Agreement dated January 18, 2016, By and between the Board of Education of Butler School District # 53 and the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for School Year 2020-2021.

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

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

Nays: None

- c. Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for Fiscal Year beginning May 1,2019 and ending April 30, 2020.

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

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

Nays: None

- d. Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to approve Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

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

Ayes: Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter.
Nays: None

e. Central Park North Project Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to accept the base bid from Integral Construction, Inc. in the amount of \$1,643,200.00, to reject the bid submittal for the Alternate 1 and Alternate 2 bids, and to approve an agreement between the Park District and Integral Construction, Inc. for a total cost not-to-exceed \$1,643,200.00 t

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

Ayes: Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter.
Nays: None

f. 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement.

President Knitter said Ms. Kosey has requested that her bonus be deferred to July because of the current COVID-19 situation.

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

Ayes: Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter.
Nays: None

9. NEW BUSINESS

a. New Administrative Policy: Section 5.7 Personal Training

This matter was presented for review and discussion only.

Mr. Thommes said personal training services and procedures are long-standing but have never been written policies.

Ms. Kosey noted that Commissioner Suleiman found a typo which will be corrected before next month's meeting wherein the drafted policy will be presented for Board approval.

There was no further discussion.

- b. Staffing from May 1, 2020 – May 31, 2020 for Full Time Employees and Certified Professional Instructors (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman to waive the Board Rules to approve at this meeting the staffing from May 1, 2020 – May 31, 2020 for full time employees and certified professional instructors.

Ms. Kosey said full-time employees and certified professional instructors are being asked to use their vacation and personal time in the month of May.

There was no further discussion, and the motion pass by roll call vote.

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the staffing from May 1, 2020 – May 31, 2020 for full time employees and certified professional instructors.

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

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

Nays: None

- c. Staffing from May 1, 2020 – May 31, 2020 for Part Time Employees (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting the staffing from May 1, 2020 – May 31, 2020 for part time employees.

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

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the staffing from May 1, 2020 – May 31, 2020 for part time employees.

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

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

Nays: None

- d. Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting, Resolution 20-0423: A Resolution to allow IMRF Benefit Protection Leave

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

Ayes: Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter.
Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Resolution 20-0423: A Resolution to allow IMRF Benefit Protection Leave

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

Ayes: Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter.
Nays: None

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 18, 2020

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on May 18, 2020, 6:30 P.M.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the April 20, 2020, regular meeting at the hour of 7:05 p.m.

There was no discussion, and the motion pass by voice vote.

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through April 30, 2020 and 2019
100.00% completed (12 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	Amended Annual Budget	April 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/Lower than 2018/2019 Y-T-D	Percent Change
REVENUES										
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance										
Property Taxes	1,511,116	1,511,116	0	1,497,991	-	1,497,991	99.1%	1,378,805	119,187	8.6%
Personal Prop. Repl. Taxes	86,504	86,504	22,026	114,780	-	114,780	132.7%	87,182	27,598	31.7%
Investment Income	12,500	12,500	1,009	11,567	-	11,567	92.5%	11,524	43	0.4%
Other	21,500	21,500	1,389	18,344	-	18,344	85.3%	20,194	(1,850)	-9.2%
Central Park North	16,000	16,000	-	25,734	-	25,734	160.8%	-	25,734	N/A
Central Park	115,450	115,450	(241)	133,746	-	133,746	115.8%	124,801	8,945	7.2%
Dean Property	-	-	-	-	-	-	N/A	3,000	(3,000)	-100.0%
Building-Recreation Center	946,320	946,320	109,359	847,909	-	847,909	89.6%	893,546	(45,637)	-5.1%
Central Park West	85,000	85,000	(1,648)	50,719	-	50,719	59.7%	65,823	(15,104)	-22.9%
TOTAL REVENUES	\$ 2,794,390	\$ 2,794,390	\$ 131,895	\$ 2,700,790	\$ -	\$ 2,700,790	96.7%	\$ 2,584,873	\$ 115,916	4.5%
EXPENDITURES										
Administration	\$ 467,670	\$ 466,715	\$ 29,167	\$ 418,638	\$ 827	\$ 419,465	89.7%	\$ 435,082	\$ (16,444)	-3.8%
Finance	493,901	433,901	30,838	387,546	6,245	393,792	89.3%	407,637	(20,091)	-4.9%
Central Park North	15,800	17,650	287	14,443	1,237	15,680	81.8%	358	14,085	3935.3%
Central Park	622,485	637,397	32,641	565,275	6,416	571,691	88.7%	558,590	6,685	1.2%
Saddlebrook Park	24,500	25,000	-	19,865	316	20,181	79.5%	15,831	4,034	25.5%
Forest Glen Park	29,650	29,650	767	18,779	245	19,024	63.3%	22,428	(3,649)	-16.3%
Chillem Park	8,750	8,750	-	5,126	92	5,218	58.6%	5,071	55	1.1%
Dean Property	15,212	15,362	29	10,327	200	10,527	67.2%	8,614	1,713	19.9%
Professional Services	52,200	94,338	2,337	73,977	1,160	75,137	78.4%	55,932	18,045	32.3%
Contracts- Maint. DNS	26,000	26,000	1,796	19,198	-	19,198	73.8%	24,650	(5,452)	-22.1%
Building-Recreation Center	956,460	956,760	65,166	823,969	20,598	844,568	86.1%	841,446	(17,476)	-2.1%
Central Park West	73,667	74,772	5,638	52,302	915	53,218	69.9%	46,159	6,144	13.3%
TOTAL EXPENDITURES	\$ 2,786,294	\$ 2,786,294	\$ 168,666	\$ 2,409,446	\$ 38,251	\$ 2,447,697	86.5%	\$ 2,421,798	\$ (12,352)	-0.5%
TRANSFERS OUT	\$ 326,575	\$ 326,575	\$ -	\$ 326,575	\$ -	\$ 326,575	100.0%	\$ 150,000	\$ 176,575	117.7%
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,112,869	\$ 3,112,869	\$ 168,666	\$ 2,736,020	\$ 38,251	\$ 2,774,272	87.9%	\$ 2,571,798	\$ 164,222	6.4%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (318,479)	\$ (318,479)	\$ (36,771)	\$ (35,231)	\$ (38,251)	\$ (73,482)	11.1%	\$ 13,076	\$ (48,306)	-369.4%

Note> Fiscal year 2019/2020 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
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through April 30, 2020 and 2019
100.00% completed (12 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	Amended Annual Budget	April 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES										
Administration										
Property Taxes	\$ 894,120	\$ 894,120	\$ 0	\$ 886,534	\$ -	\$ 886,534	99.2%	\$ 890,592	\$ (4,058)	-0.5%
Personal Prop. Repl. Taxes	27,233	27,233	6,934	36,134	-	36,134	132.7%	27,446	8,688	31.7%
Investment Income	17,500	17,500	1,611	17,188	-	17,188	98.2%	17,619	(431)	-2.4%
Other	2,100	2,100	-	1,425	-	1,425	67.9%	1,741	(316)	-18.2%
Fitness Center	824,288	824,288	12,534	770,162	-	770,162	93.4%	842,827	(72,665)	-8.6%
Aquatic Center	487,200	487,200	4,293	436,984	-	436,984	89.7%	492,888	(55,904)	-11.3%
Aquatic Recreation Prog.	573,646	573,646	(32,052)	471,011	-	471,011	82.1%	516,851	(45,839)	-8.9%
Children's Programs	108,469	108,469	(3,200)	103,261	-	103,261	95.2%	105,454	(2,193)	-2.1%
Preschool Programs	275,956	275,956	10,512	235,511	-	235,511	85.3%	272,172	(36,660)	-13.5%
Youth Programs	191,733	191,733	3,629	227,622	-	227,622	118.7%	204,447	23,176	11.3%
Adult Programs	50,280	50,280	(894)	43,306	-	43,306	86.1%	52,327	(9,020)	-17.2%
Pioneer Programs	73,700	73,700	(1,359)	60,121	-	60,121	81.6%	64,388	(4,267)	-6.6%
Special Events and Trips	97,245	97,245	-	96,781	-	96,781	99.5%	96,714	67	0.1%
Marketing	49,000	49,000	-	84,208	-	84,208	171.9%	61,433	22,775	37.1%
Capital Outlay	-	143,000	143,000	143,000	-	143,000	100.0%	-	143,000	N/A
TOTAL REVENUES	\$ 3,672,469	\$ 3,815,469	\$ 145,009	\$ 3,613,250	\$ -	\$ 3,613,250	94.7%	\$ 3,646,899	\$ (33,648)	-0.9%
EXPENDITURES										
Administration	\$ 847,508	\$ 816,660	\$ 129,140	\$ 770,452	\$ 4,893	\$ 775,345	94.3%	\$ 724,762	\$ 45,690	6.3%
Fitness Center	660,790	663,390	56,408	599,076	14,380	613,456	90.3%	641,149	(42,073)	-6.6%
Aquatic Center	807,631	821,324	57,913	714,390	23,349	737,739	87.0%	741,093	(26,704)	-3.6%
Aquatic Recreation Prog.	286,016	286,016	13,724	236,883	3,520	240,403	82.8%	255,602	(18,719)	-7.3%
Children's Programs	84,865	88,845	8,941	85,294	3,151	88,446	96.0%	82,955	2,339	2.8%
Preschool Programs	238,979	242,879	20,656	188,723	-	188,723	77.7%	209,603	(20,880)	-10.0%
Youth Programs	141,793	148,168	6,709	118,124	-	118,124	79.7%	117,122	1,002	0.9%
Adult Programs	44,389	44,389	1,371	32,101	5,205	37,306	72.3%	40,650	(8,549)	-21.0%
Pioneer Programs	71,334	71,334	758	51,112	5,867	56,979	71.7%	56,110	(4,998)	-8.9%
Special Events and Trips	81,940	81,940	758	65,248	1,004	66,252	79.6%	66,647	(1,399)	-2.1%
Marketing	363,335	363,635	17,176	275,451	19,599	295,050	75.7%	303,788	(28,337)	-9.3%
Capital Outlay	220,000	363,000	111,993	215,508	33,610	249,118	59.4%	336,413	(120,904)	-35.9%
TOTAL EXPENDITURES	\$ 3,848,579	\$ 3,991,579	\$ 425,548	\$ 3,352,362	\$ 114,580	\$ 3,466,941	84.0%	\$ 3,575,895	\$ (223,533)	-6.3%
TRANSFERS OUT	\$ 81,011	\$ 81,011	\$ -	\$ 81,011	\$ -	\$ 81,011	100.0%	\$ 81,011	\$ 0	0.0%
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,929,590	\$ 4,072,590	\$ 425,548	\$ 3,433,373	\$ 114,580	\$ 3,547,952	84.3%	\$ 3,656,906	\$ (223,533)	-6.1%
REVENUES OVER (UNDER) EXPENDITURES	\$ (257,120)	\$ (257,120)	\$ (280,539)	\$ 179,878	\$ (114,580)	\$ 65,298	-70.0%	\$ (10,007)	\$ 189,885	-1897.5%

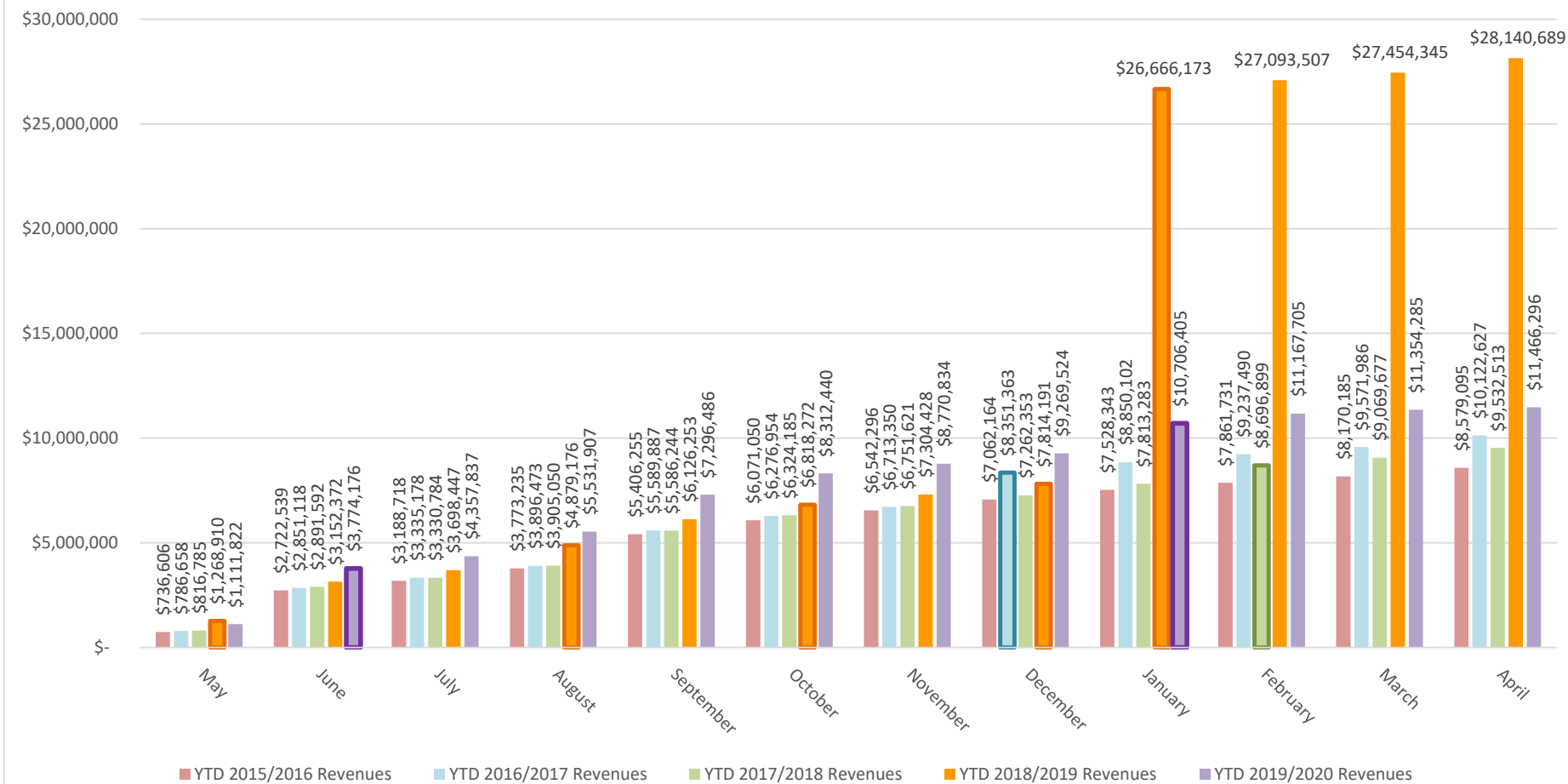
Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through April 30, 2020 and 2019
100.00% completed (12 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original Annual Budget	Amended Annual Budget	April 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES										
Administration	\$ 18,000	\$ 18,000	\$ 1,191	\$ 21,655	\$ -	\$ 21,655	120.3%	\$ 30,546	\$ (8,891)	-29.1%
Building- Racquet Club	500	500	-	479	-	479	95.9%	350	129	36.8%
Programs- Racquet Club	1,688,500	1,688,500	(78,224)	1,783,165	-	1,783,165	105.6%	1,911,880	(128,715)	-6.7%
TOTAL REVENUES	\$ 1,707,000	\$ 1,707,000	\$ (77,033)	\$ 1,805,299	\$ -	\$ 1,805,299	105.8%	\$ 1,942,776	\$ (137,477)	-7.1%
EXPENSES										
Administration	\$ 708,843	\$ 629,845	\$ 37,883	\$ 541,314	\$ 2,625	\$ 543,939	85.9%	\$ 558,920	\$ (17,606)	-3.2%
Building- Racquet Club	365,010	350,008	13,307	258,505	7,943	266,449	73.9%	297,346	(38,841)	-13.1%
Programs- Racquet Club	694,500	788,500	33,496	589,247	753	590,000	74.7%	743,744	(154,497)	-20.8%
Capital Outlay	260,000	260,000	28,040	287,167	-	287,167	110.4%	-	287,167	N/A
TOTAL EXPENSES	\$ 2,028,353	\$ 2,028,353	\$ 112,725	\$ 1,676,233	\$ 11,321	\$ 1,687,555	82.6%	\$ 1,600,010	\$ 76,223	4.8%
REVENUES OVER (UNDER) EXPENSES	\$ (321,353)	\$ (321,353)	\$ (189,758)	\$ 129,066	\$ (11,321)	\$ 117,744	-40.2%	\$ 342,766	\$ (213,700)	-62.3%

Note> Fiscal year 2019/2020 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- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

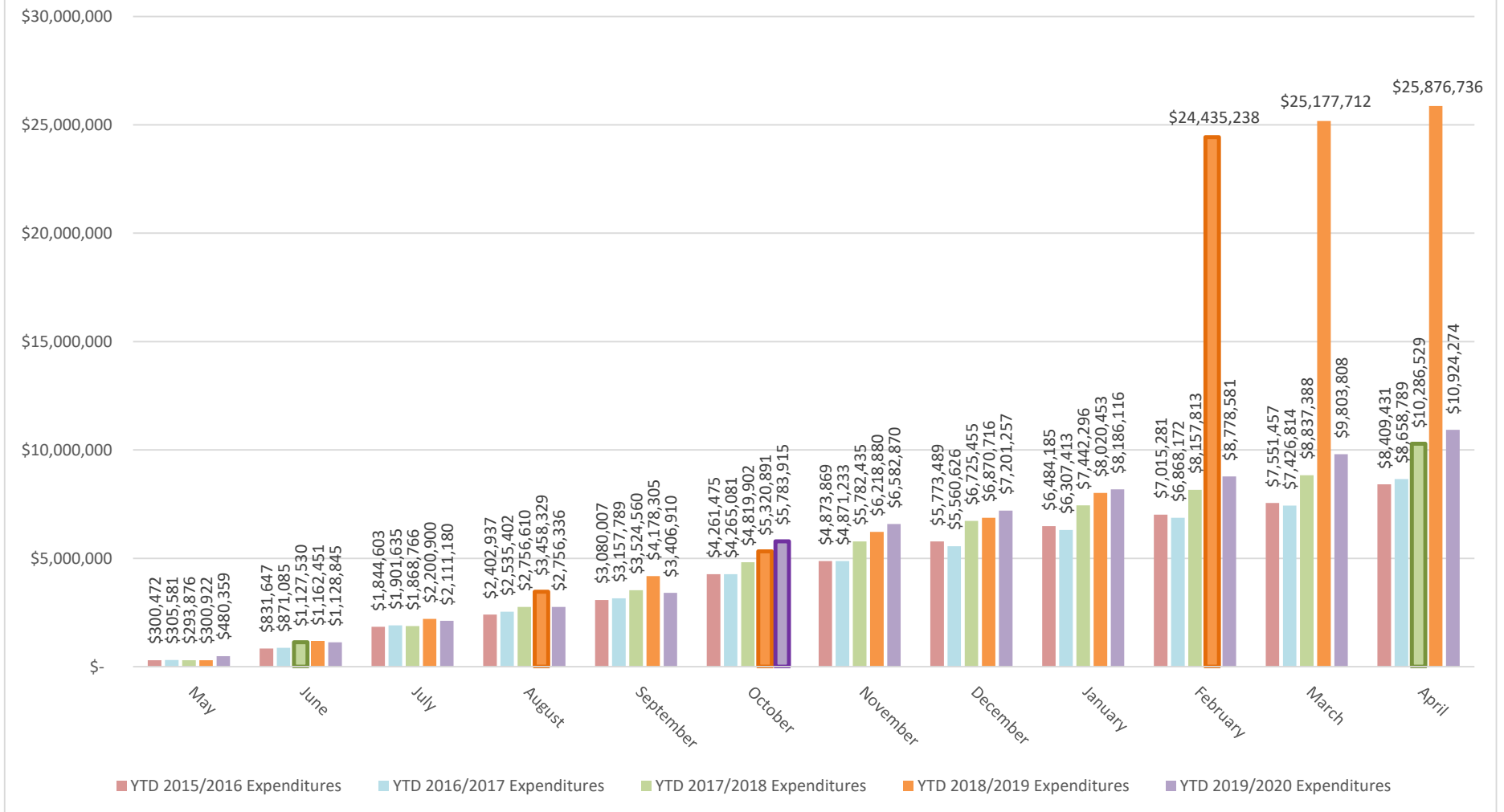
2016/2017: In December 2016 we recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

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.

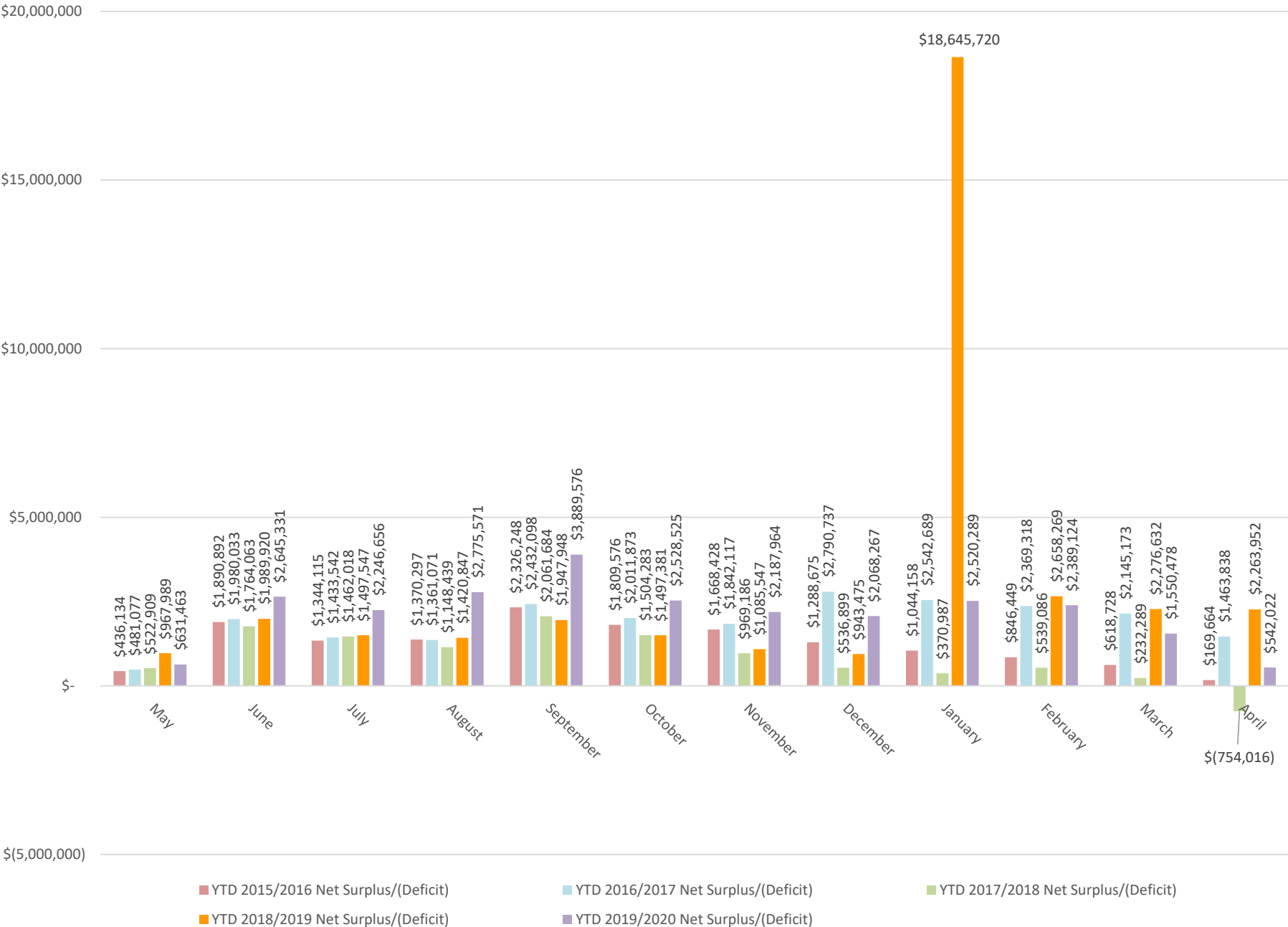
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



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 - UNAUDITED
APRIL, 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	AMENDED ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 131,895	\$ 2,700,790	\$ 2,794,390
EXPENSES	\$ 168,666	\$ 2,736,020	\$ 3,112,869
SURPLUS/(DEFICIT)	\$ (36,771)	\$ (35,231)	\$ (318,479)
RECREATION FUND			
REVENUE	\$ 145,009	\$ 3,613,250	\$ 3,815,469
EXPENSES	\$ 425,548	\$ 3,433,373	\$ 4,072,590
SURPLUS/(DEFICIT)	\$ (280,539)	\$ 179,877	\$ (257,120)
IMRF FUND			
REVENUE	\$ 6,183	\$ 181,953	\$ 174,687
EXPENSES	\$ 15,307	\$ 180,809	\$ 200,000
SURPLUS/(DEFICIT)	\$ (9,124)	\$ 1,145	\$ (25,313)
LIABILITY INSURANCE FUND			
REVENUE	\$ 1,663	\$ 181,763	\$ 180,816
EXPENSES	\$ 2,834	\$ 132,069	\$ 162,207
SURPLUS/(DEFICIT)	\$ (1,172)	\$ 49,694	\$ 18,608
AUDIT FUND			
REVENUE	\$ 20	\$ 232	\$ 250
EXPENSES	\$ -	\$ 13,013	\$ 13,113
SURPLUS/(DEFICIT)	\$ 20	\$ (12,781)	\$ (12,863)
DEBT SERVICE FUND			
REVENUE	\$ 35	\$ 1,642,131	\$ 1,978,533
EXPENSES	\$ 335,731	\$ 1,977,968	\$ 1,977,969
SURPLUS/(DEFICIT)	\$ (335,696)	\$ (335,837)	\$ 564



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT - UNAUDITED
APRIL, 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	AMENDED ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ (77,033)	\$ 1,805,299	\$ 1,707,000
EXPENSES	\$ 112,725	\$ 1,676,233	\$ 2,028,353
SURPLUS/(DEFICIT)	\$ (189,758)	\$ 129,066	\$ (321,353)
SPORTS CORE FUND			
REVENUE	\$ 40,113	\$ 218,973	\$ 222,929
EXPENSES	\$ 18,576	\$ 194,474	\$ 221,223
SURPLUS/(DEFICIT)	\$ 21,537	\$ 24,498	\$ 1,705
SPECIAL RECREATION FUND			
REVENUE	\$ 10	\$ 116,431	\$ 130,321
EXPENSES	\$ 2,269	\$ 110,787	\$ 117,200
SURPLUS/(DEFICIT)	\$ (2,259)	\$ 5,644	\$ 13,121
CAPITAL PROJECT FUND			
REVENUE	\$ 2,989	\$ 1,270,157	\$ 317,000
EXPENSES	\$ 13,940	\$ 622,617	\$ 756,000
SURPLUS/(DEFICIT)	\$ (10,951)	\$ 647,540	\$ (439,000)
SOCIAL SECURITY FUND			
REVENUE	\$ 4,129	\$ 285,902	\$ 282,469
EXPENSES	\$ 18,438	\$ 254,496	\$ 266,563
SURPLUS/(DEFICIT)	\$ (14,309)	\$ 31,406	\$ 15,906
SUMMARY			
REVENUE	\$ 255,012	\$ 12,016,881	\$ 11,603,863
EXPENSES	\$ 1,114,034	\$ 11,331,859	\$ 12,928,087
SURPLUS/(DEFICIT)	\$ (859,022)	\$ 685,022	\$ (1,324,224)

OAK BROOK PARK DISTRICT		
CONSOLIDATED AGENCY TREASURER'S REPORT - UNAUDITED		
APRIL, 2020		
		CONSOLIDATED
		TOTALS
REVENUES		
	Property Taxes	\$ 40,789
	Back Taxes	-
	Replacement Taxes	8,689
	Recreation Program Fees	(78,224)
	Rec/Fitness Center Fees	12,534
	Rec/Aquatic Center Fees	(27,760)
	Sports Core - Bath & Tennis	40,113
	FRC/Building Rental Fees	29,283
	Theme Party Rental Fees	(933)
	Recreation Center Fees	81,009
	CPW Building Rentals	(1,648)
	Field Rentals Central Park	(241)
	Field Rentals Central Park North	-
	Interest	6,391
	Grant Proceeds	143,000
	Debt Certificate Proceeds	-
	Transfers	-
	Donations	-
	Sponsorship	-
	Miscellaneous	2,009
	TOTAL- REVENUES	\$ 255,012
DISBURSEMENTS		
	Warrant No.634	\$ 745,189
	April Payroll	368,845
	TOTAL DISBURSEMENTS	\$ 1,114,034

**Oak Brook Park District
Consolidated Agency Balance Sheet - Unaudited
as of April 30, 2020**

ASSETS	Consolidated Totals
Current Assets	
Cash and Investments	\$ 7,690,444
Receivables - Net of Allowances	-
Property Taxes	4,682,622
Accounts	487,872
Due from Other Funds	4,389
Prepays	9,152
Inventories	16,089
Total Current Assets	\$ 12,890,567
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Construction in Process	-
Depreciable	4,788,320
Accumulated Depreciation	(3,187,312)
Total Noncurrent Assets	1,641,483
Total Assets	14,532,050
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	180,242
Total Assets and Deferred outflows of Resources	14,712,292
LIABILITIES	
Accounts Payable	39,856
Accrued Payroll	5,478
Unearned Revenue	810,889
Due To Other Funds	-
Compensated Absences Payable	3,432
Total Liabilities	859,654
Noncurrent Liabilities	
Compensated Absences Payable	13,723
Net Pension Liability - IMRF	239,549
Total OPEB Liability - RBP	76,570
Total Noncurrent Liabilities	329,842
Total Liabilities	1,189,496
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	36,643
Property Taxes	4,671,112
Total Liabilities and Deferred Inflows of Resources	5,897,251
FUND BALANCES	
Net Investment in Capital Assets	1,882,361
Nonspendable	-
Restricted	9,584
Committed	5,262,457
Unassigned	1,660,639
Total Fund Balances	8,815,041
Total Liabilities, Deferred Inflows of Resources and Fund Balances	14,712,292

OAK BROOK PARK DISTRICT						
INVESTMENTS AS OF APRIL, 2020						
				AMOUNT	RATE	MATURITY
EVERGREEN BANK				\$ 4,718,726.07	0.75%	VARIES /MONEY MARKET
EVERGREEN BANK				\$ 2,127,596.68	0.65%	VARIES /INSURED CASH SWEEP
HINSDALE BANK				\$ 261,090.70	1.77%	VARIES /MONEY MARKET
TENNIS CENTER						
FIFTH THIRD BANK				\$ 304,197.15	0.40%	INTEREST-BEARING CHECKING
TENNIS CENTER						
ILLINOIS FUNDS				\$ 54,998.92	1.69%	VARIES/INVESTMENT POOL
EVERGREEN BANK CREDIT CARD ACCOUNT				\$ 5,109.30		
TOTAL INVESTMENTS				<u>\$ 7,471,718.82</u>		



Oak Brook Park District
 Capital Expenditures
 As of April 30, 2020

DESCRIPTION	VENDOR	FACILITY/PARK IMPROVEMENTS
Capital Project Fund		
FRC Ceiling Project	Kluber Architects & Engineers, Johnstone Supply, Robbins Schwartz	\$ 83,745.80
FRC AHU Replacement	Kluber Architects & Engineers	13,605.91
Central Park North Improvements	Wight & Company, Robbins Schwartz, Village of Oak Brook, University of Illinois	185,201.13
Easement Survey CPN	Cecom LTD	1,327.39
OSLAD Grant Audit	Lauterbach & Amen	2,000.00
Permits CPN Project	Village of Oak Brook	255.40
Ill EPA Permit CPN	Illinois EPA	750.00
CPN , CPW, HVAC Projects & Truck Purchase	Robbins Schwartz	9,847.50
Retrofit Soccer Field Lighting	Musco Lighting	150,295.00
Retrofit Soccer Field #2 & #3 Lighting	Musco Lighting	174,949.00
CPW-Journalize to Rec Fund	Legat Architects	640.00
	SUBTOTAL BALANCE	\$ 622,617.13
Recreation Fund		
Parking Lot Maintenance	Denlar, Inc, Robbins Schwartz	\$ 20,273.00
Forest Glen Playground	Reese Recreation	20,000.00
CPW Improvements	JSD Professional Services, Inc, Legat Architects, Robbins Schwartz, Rental Max, South Side Control Supply Company	23,357.02
HVAC Replacement Unit	MG Mechanical, Temperature Equipment Corp	111,486.40
2 Replacement Outdoor Basketball Hoops CPW	Tulsa Hoops, inc	3,194.00
Forest Glen Asphalt Project	Evans & Sons Blacktop Inc.	18,598.94
Saddelbrook Asphalt Project	Evans & Sons Blacktop Inc.	18,598.94
	SUBTOTAL BALANCE	\$ 215,508.30
Tennis Fund		
Tennis Court Resurfacing	U.S. Tennis Court Construction	\$ 24,800.00
HVAC, Boiler, Ceiling	Kluber Architects & Engineers, Robbins Schwartz, Kandu Construction	239,650.93
Tennis Court Back Drops	Putterman Athletics, LLC	22,715.80
	SUBTOTAL BALANCE	\$ 287,166.73
	TOTAL CAPITAL EXPENDITURES	\$ 1,125,292.16

OPEN

WARRANT NO 635

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
39980	ADVANCED DISPOSAL CHGO CENTRAL	03/31/2020	05/18/2020	649.50	649.50	Open	Y
40054	ALAN BROWN	05/11/2020	05/18/2020	108.60	108.60	Open	N
39963	AMANDA STEVENS	04/27/2020	05/18/2020	9.00	9.00	Open	Y
40003	AQUA PURE ENTERPRISES, INC.	04/09/2020	05/18/2020	510.74	510.74	Open	Y
40004	AQUA PURE ENTERPRISES, INC.	04/20/2020	05/18/2020	86.26	86.26	Open	Y
39994	CARDMEMBER SERVICE	04/27/2020	05/18/2020	16.98	16.98	Open	Y
39995	CARDMEMBER SERVICE	04/27/2020	05/18/2020	391.77	391.77	Open	Y
39996	CARDMEMBER SERVICE	04/27/2020	05/18/2020	346.88	346.88	Open	Y
39997*	CARDMEMBER SERVICE	04/27/2020	05/18/2020	331.81	331.81	Open	Y
39998	CARDMEMBER SERVICE	04/27/2020	05/18/2020	2,758.66	2,758.66	Open	Y
39999	CARDMEMBER SERVICE	04/27/2020	05/18/2020	3,446.43	3,446.43	Open	Y
40000	CARDMEMBER SERVICE	04/27/2020	05/18/2020	1,040.00	1,040.00	Open	Y
40001	CARDMEMBER SERVICE	04/27/2020	05/18/2020	(788.00)	(788.00)	Open	Y
40029	CARDMEMBER SERVICE	04/27/2020	05/18/2020	449.00	449.00	Open	N
40030*	CARDMEMBER SERVICE	04/27/2020	05/18/2020	1,906.41	1,906.41	Open	N
40031	CARDMEMBER SERVICE	04/27/2020	05/18/2020	39.95	39.95	Open	N
40016	CHICAGO TRIBUNE MEDIA GROUP	03/19/2020	05/18/2020	18.31	18.31	Open	Y
40047	CHICAGO TRIBUNE MEDIA GROUP	04/09/2020	05/18/2020	86.88	86.88	Open	N
39978	CINDY FRIEDL	04/27/2020	05/18/2020	138.00	138.00	Open	Y
40013	CLARKE AQUATIC SERVICES INC.	04/20/2020	05/18/2020	2,311.00	2,311.00	Open	Y
40040	CLASSIC LANDSCAPE, LTD.	05/01/2020	05/18/2020	1,715.01	1,715.01	Open	N
40048	COM ED	05/01/2020	05/18/2020	27.30	27.30	Open	N
40049	COM ED	05/01/2020	05/18/2020	28.58	28.58	Open	N
40052	COMCAST	05/01/2020	05/18/2020	593.72	593.72	Open	N
40020	CYNTHIA CLIFFFORD	03/17/2020	05/18/2020	580.00	580.00	Open	Y
39962	DARSHIKA CHHABRA	04/27/2020	05/18/2020	14.00	14.00	Open	Y
39971	DEEPA JAIN	04/27/2020	05/18/2020	340.00	340.00	Open	Y
40051	DIRECT ENERGY BUSINESS	05/04/2020	05/18/2020	8,208.01	8,208.01	Open	N
40034	DIRECT ENERGY BUSINESS	05/05/2020	05/18/2020	4,148.56	4,148.56	Open	N
40035	DIRECT ENERGY BUSINESS	05/05/2020	05/18/2020	676.57	676.57	Open	N
40055	DUPAGE COUNTY COLLECTOR	05/11/2020	05/18/2020	117.34	117.34	Open	N
40056	DUPAGE COUNTY COLLECTOR	05/06/2020	05/18/2020	83.62	83.62	Open	N
39988	EBEL'S ACE HARDWARE #8313	04/17/2020	05/18/2020	22.48	22.48	Open	Y
39987	ELMHURST MEMORIAL OCCUPATIONAL	03/31/2020	05/18/2020	96.00	96.00	Open	Y
39967	EMILY STOFFER	04/27/2020	05/18/2020	27.00	27.00	Open	Y
39982	FLAGG CREEK WATER RECLAMATION	04/27/2020	05/18/2020	925.20	925.20	Open	Y
39983	FLAGG CREEK WATER RECLAMATION	04/27/2020	05/18/2020	48.04	48.04	Open	Y
39984	FLAGG CREEK WATER RECLAMATION	04/27/2020	05/18/2020	19.20	19.20	Open	Y
39985	FLAGG CREEK WATER RECLAMATION	04/27/2020	05/18/2020	19.20	19.20	Open	Y
40018	FLUID RUNNING LLC	04/16/2020	05/18/2020	3,520.12	3,520.12	Open	Y
40050	HAGG PRESS	04/30/2020	05/18/2020	300.00	300.00	Open	N
40014	HOME DEPOT CREDIT SERVICES	04/30/2020	05/18/2020	40.81	40.81	Open	Y
40015	HOME DEPOT CREDIT SERVICES	04/28/2020	05/18/2020	266.09	266.09	Open	Y
40038	HOME DEPOT CREDIT SERVICES	04/10/2020	05/18/2020	291.87	291.87	Open	N
40039	HOME DEPOT CREDIT SERVICES	04/03/2020	05/18/2020	432.13	432.13	Open	N
40006	HP PRODUCTS	04/14/2020	05/18/2020	(2,332.98)	(2,332.98)	Open	Y
40007	HP PRODUCTS	12/18/2019	05/18/2020	1,344.61	1,344.61	Open	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40008	HP PRODUCTS	12/28/2019	05/18/2020	3,974.03	3,974.03	Open	Y
40009	HP PRODUCTS	11/11/2019	05/18/2020	1,188.26	1,188.26	Open	Y
40019	HP PRODUCTS	09/25/2019	05/18/2020	775.09	775.09	Open	Y
40027	HP PRODUCTS	04/15/2020	05/18/2020	(157.62)	(157.62)	Open	Y
39968	JIM MORRISSEY	04/27/2020	05/18/2020	9.00	9.00	Open	Y
40053	JUDY BROPHY	05/07/2020	05/18/2020	905.66	905.66	Open	N
39973	KARRIE HARBIN	03/17/2020	05/18/2020	440.00	440.00	Open	Y
40012	KEEPER GOALS	04/20/2020	05/18/2020	35,666.00	35,666.00	Open	Y
39976	LAURA KRISK	04/03/2020	05/18/2020	303.00	303.00	Open	Y
39977	LAURA LASKIEWICZ	04/27/2020	05/18/2020	435.00	435.00	Open	Y
39975	LAURA ZACHARSKI	04/03/2020	05/18/2020	78.00	78.00	Open	Y
40011	LBC PAINTER	04/23/2020	05/18/2020	4,350.00	4,350.00	Open	Y
40028	LEGAT ARCHITECTS INC	03/12/2020	05/18/2020	1,600.00	1,600.00	Open	Y
40023	LIFTOFF LLC	05/01/2020	05/18/2020	2,784.00	2,784.00	Open	Y
39964	MELANIE BALLAUER	04/27/2020	05/18/2020	18.00	18.00	Open	Y
40021	NEXT GENERATION	02/19/2020	05/18/2020	218.75	218.75	Open	Y
39972	NICOLE GIBSON	03/17/2020	05/18/2020	303.00	303.00	Open	Y
40032	NICOR GAS	05/04/2020	05/18/2020	1,181.35	1,181.35	Open	N
40033	NICOR GAS	05/04/2020	05/18/2020	324.59	324.59	Open	N
39993	O'REILLY AUTO PARTS	04/29/2020	05/18/2020	135.96	135.96	Open	Y
40005	PATRICK J. DRINKARD	04/20/2020	05/18/2020	2,410.00	2,410.00	Open	Y
39969	PAULA AIYASH	04/27/2020	05/18/2020	28.00	28.00	Open	Y
39986	PROVEN BUSINESS SYSTEMS	04/08/2020	05/18/2020	322.00	322.00	Open	Y
40037	PUTTERMAN ATHLETICS LLC	04/30/2020	05/18/2020	3,227.00	3,227.00	Open	N
39961	QUADIENT FINANCE USA	04/13/2020	05/18/2020	1,000.00	1,000.00	Open	Y
39960	QUADIENT LEASING	04/14/2020	05/18/2020	384.81	384.81	Open	Y
39990	REINDERS, INC.	01/27/2020	05/18/2020	211.50	211.50	Open	Y
39991	REINDERS, INC.	04/21/2020	05/18/2020	281.00	281.00	Open	Y
39966	SARAH MASSEY	04/27/2020	05/18/2020	9.00	9.00	Open	Y
39970	SERGIO MERCADO	04/27/2020	05/18/2020	21.00	21.00	Open	Y
40002	SPEAR CORPORATION	04/27/2020	05/18/2020	9,939.28	9,939.28	Open	Y
40010	STERLING NETWORK INTEGRATION	04/22/2020	05/18/2020	1,160.00	1,160.00	Open	Y
40024	STERLING NETWORK INTEGRATION	05/04/2020	05/18/2020	1,548.50	1,548.50	Open	Y
40025	STERLING NETWORK INTEGRATION	05/04/2020	05/18/2020	1,533.60	1,533.60	Open	Y
40022	SWEET COMB CHICAGO	05/01/2020	05/18/2020	2,000.00	2,000.00	Open	Y
39965	TAM CHAVEZ	04/27/2020	05/18/2020	18.00	18.00	Open	Y
39979	TEDDIE MORRIS	04/27/2020	05/18/2020	264.00	264.00	Open	Y
40036	TEE JAY SERVICE CO., INC.	02/06/2020	05/18/2020	1,172.44	1,172.44	Open	N
39974	VANESSA FEUERSTEIN	04/03/2020	05/18/2020	347.00	347.00	Open	Y
39989	VERIZON WIRELESS	04/15/2020	05/18/2020	1,485.68	1,485.68	Open	Y
40026	VILLA PARK ELECTRICAL SUPPLY	05/04/2020	05/18/2020	330.90	330.90	Open	Y
39981	VILLAGE OF OAK BROOK	03/20/2020	05/18/2020	1,208.00	1,208.00	Open	Y
40017	VILLAGE OF OAK BROOK	04/14/2020	05/18/2020	154.93	154.93	Open	Y
40041	VILLAGE OF OAK BROOK	05/15/2020	05/18/2020	1,932.04	1,932.04	Open	N
40042	VILLAGE OF OAK BROOK	05/08/2020	05/18/2020	32.48	32.48	Open	N
40043	VILLAGE OF OAK BROOK	05/08/2020	05/18/2020	43.72	43.72	Open	N
40044	VILLAGE OF OAK BROOK	05/08/2020	05/18/2020	10.00	10.00	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 05/18/2020 - 05/18/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40045	VILLAGE OF OAK BROOK	05/08/2020	05/18/2020	32.48	32.48	Open	N
40046	VILLAGE OF OAK BROOK	05/08/2020	05/18/2020	10.00	10.00	Open	N
39992	WAREHOUSE DIRECT WORKPLACE	04/22/2020	05/18/2020	116.25	116.25	Open	Y
# of Invoices: 94		# Due: 94	Totals:	124,454.94	124,454.94		
# of Credit Memos: 3		# Due: 3	Totals:	(3,278.60)	(3,278.60)		
Net of Invoices and Credit Memos:				121,176.34	121,176.34		

* 2 Net Invoices have Credits Totalling: (144.41)

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	28,929.29	28,929.29
02 - RECREATION FUND	40,746.18	40,746.18
07 - RECREATIONAL FACILITIES FUND	9,518.52	9,518.52
08 - SPORTS CORE	3,307.39	3,307.39
12 - CAPITAL PROJECTS FUND	38,674.96	38,674.96

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	200.96	200.96
01 - ADMINISTRATION CORPORATE	13,887.80	13,887.80
02 - FINANCE	789.92	789.92
04 - CENTRAL PARK NORTH	37.30	37.30
05 - CENTRAL PARK	2,382.40	2,382.40
06 - SADDLEBROOK PARK	197.63	197.63
07 - FOREST GLEN PARK	3,249.11	3,249.11
08 - CHILLEM PARK	57.50	57.50
09 - DEAN PROPERTY	178.41	178.41
10 - PROFESSIONAL SERVICES	1,160.00	1,160.00
12 - CONTRACTS. MAINTENANCE DNS	2,000.00	2,000.00
15 - BUILDING/RECREATION CENTER	14,628.37	14,628.37
20 - CENTRAL PARK WEST	1,096.16	1,096.16
21 - FITNESS CENTER	10,689.31	10,689.31
25 - AQUATIC CENTER	15,997.07	15,997.07
26 - AQUATIC-RECREATION PROGRAMS	3,520.12	3,520.12
32 - YOUTH PROGRAMS	8.99	8.99
50 - PIONEER PROGRAMS	7.99	7.99
71 - BUILDING/RACQUET CLUB	6,251.04	6,251.04
75 - TENNIS PROGRAMS	4,241.26	4,241.26
80 - MARKETING	2,121.00	2,121.00
95 - CAPITAL PROJECTS FUND	38,474.00	38,474.00

INTERIM AND REFUNDS

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
39949	VILLAGE OF OAK BROOK	03/31/2020	04/27/2020	2,662.64	0.00	Paid	Y
39950	VILLAGE OF OAK BROOK	03/31/2020	04/27/2020	32.48	0.00	Paid	Y
39951	VILLAGE OF OAK BROOK	03/31/2020	04/27/2020	10.00	0.00	Paid	Y
39952	VILLAGE OF OAK BROOK	03/31/2020	04/27/2020	10.00	0.00	Paid	Y
39953	VILLAGE OF OAK BROOK	03/31/2020	04/27/2020	144.88	0.00	Paid	Y
39954	VILLAGE OF OAK BROOK	03/31/2020	04/27/2020	32.48	0.00	Paid	Y
39955	DIRECT ENERGY BUSINESS	04/07/2020	04/27/2020	11,450.49	0.00	Paid	Y
39956	NPN360	02/25/2020	04/27/2020	69.00	0.00	Paid	Y
39957	ACTIVE NETWORK LLC	04/15/2020	04/27/2020	15,000.00	0.00	Paid	Y
39958	BILL OLDENKAMP	04/15/2020	04/27/2020	1,352.50	0.00	Paid	Y
39959	JESSICA BUENZ	04/15/2020	04/27/2020	580.00	0.00	Paid	Y

# of Invoices:	11	# Due:	0	Totals:	31,344.47	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					31,344.47	0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	4,383.28	0.00
02 - RECREATION FUND	24,082.09	0.00
07 - RECREATIONAL FACILITIES FUND	2,879.10	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	18,820.66	0.00
04 - CENTRAL PARK NORTH	10.00	0.00
05 - CENTRAL PARK	692.48	0.00
07 - FOREST GLEN PARK	48.94	0.00
15 - BUILDING/RECREATION CENTER	2,360.19	0.00
20 - CENTRAL PARK WEST	1,271.67	0.00
21 - FITNESS CENTER	1,888.16	0.00
25 - AQUATIC CENTER	3,304.27	0.00
71 - BUILDING/RACQUET CLUB	2,879.10	0.00
80 - MARKETING	69.00	0.00



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: May 7, 2020
Re: April/May 2020: Communications, IT & Administration

April Board Meeting Follow Up:

Village Board Meeting

This Village Board approved the special variance approval of LED Sports Lighting at the North Fields.

Central Park North Bid

Since this project has come in under budget, staff is exploring the cost of finishing the entire parking lot.

May Board Meeting Discussion Points:

2020-2024 Strategic Plan

The updated Strategic Plan is included. Any input and comments will be added for the approval of the document in June.

Staffing and Operations of the Oak Brook Park District

Thirty-five staff are working diligently to organize programming and facilities for the Phase 3: Recovery Phase. In Phase 3, some part-time staff will need to be hired back in mid-June.

IT Report:

- New network wiring has been installed in the Fitness Center. It included over 50 ethernet runs and several coaxial cable runs. This wiring will support the functionality of the new fitness equipment.
- The process continues of cleaning and organizing files on the network storage drives. This is a long process as we have 100s of gigabytes of data stored.

Corporate & Community Relations Report:

This is a year to date comparison for FY 2018 vs FY 2019:

	FY 2018	FY 2019
Sponsorships	\$49,015.00	\$44,340.00
Ad Space	\$33,000.00	\$28,725.00
Vendors	\$13,800.00	\$15,291.80
In-Kind Donations	\$49,005.85	\$44,485.60
Oak Brook Park District Foundation	\$57,592.28	\$24,178.99

Here are new additions that occurred in April:

Sponsorships: \$0.00 **Advertising:** \$0.00

Vendors: \$0.00 **In-Kind Donations:** \$0.00

Marketing & Communications Report:

Facebook Analytics

Total Likes: 2,867 (up 14)
 Posts: 97
 Top Post Reach: 2,400
 (4/13/2020: tree sapling orders)


Instagram Analytics

Total Followers: 1,020 (up 26)
 Posts: 23
 Top Post Reach: 291
 (4/1/2020: shoot around video)

Twitter Analytics

Total Followers: 1,048 (up 1)
 Posts: 6
 Top Post Impressions: 322
 (4/7/2020: 15-Day challenge)

Video Details

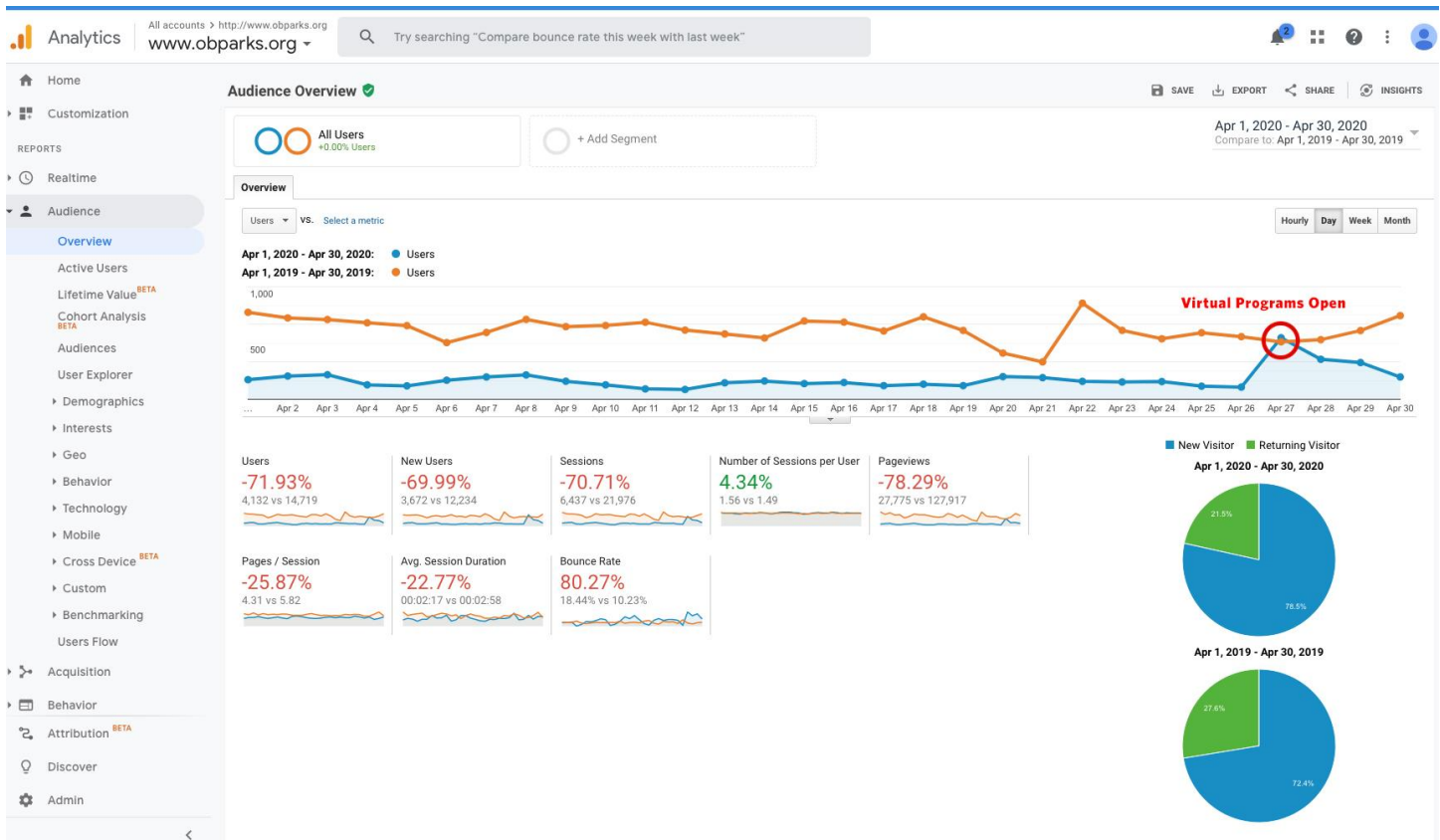


Oak Brook Park District: Adopt A Tree from the Oak Brook Park District...
 Now taking (FREE) orders! Our parks department received 500 tree saplings to give away thanks to our partners at Living Lands and Waters and MillionTrees Project. Celebrate Earth Day and/or Arbor Day by planting a tree! No contact pick-up at the Family...

3:35 · Uploaded on 04/13/2020 · Owned · Appears in 6 posts · View Permalink · Copy Video ID

Total Video Performance

🕒 Minutes Viewed	1,112
👁️ 1-Minute Video Views	231
👁️ 10-Second Video Views	927
👁️ 3-Second Video Views	2,062
📄 Average Video Watch Time	0:15
📊 Audience Retention	
👤 Audience and Engagement	



April 2020 Top pages*

1. Obparks.org
2. Cancellations and Status Updates
3. Facilities/Central Park West
4. Facilities/Dean Nature Sanctuary
5. Programs/virtual programs
6. Contact
7. Facilities/Central Park
8. Bids/RFPs
9. Home
10. Facilities/Family Recreation Center

April 2020 Top Products*

1. Breakaway Zoom Basketball
2. Mindful Meditation Basics
3. Week Full of Fun
4. Cyber Security
5. Happy Hour Trivia

Obparks.org Acquisition Value*

Referral Values	April 2020	April 2019
Direct:	\$7,095	\$82,554
Organic Search:	\$20	\$4,555
Social:	\$252	\$171
Referrals:	\$0	\$2,559
Email:	\$0	\$0

Obparks.org Ecommerce Overview – April 2020*

	April 2020	April 2019
Total Revenue	\$7,367	\$90,341
Transactions:	53	532
<hr/>		
	2020	2019
Year to date total	\$272,414	\$377,934

*Data affected by COVID-19 countermeasures and closure.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: May 13, 2020
Re: April 2020 Financials

Please note there are several year-end adjustments that are not yet reflected in these draft April 2020 financials; including the year-end payroll expenditure accruals, depreciation expense and capitalization of certain fixed asset costs. Additionally, these financials are subject to additional adjustments that may be identified during the annual audit. Finance will include updated April 2020 financial statements with the June 2020 Board meeting agenda packets.

General Fund

We have now completed twelve months (100%) of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers-out in this fund equal \$2,700,790, \$2,409,446 and \$326,575, respectively. This is resulting in a YTD net deficit of \$35,231; which is an increase of \$48,307 over last year's YTD net surplus of \$13,076. Following is additional commentary:

- **Revenues-** Total YTD revenues are at 97% of the annual budget and have increased \$115,916 over the previous year. Property taxes, Personal Property Replacement Taxes (PPRT) and Central Park North field rental revenue account for \$172,519 of this increase. Partially offsetting this increased revenue is decreased revenue in our Building and Central Park West (CPW) departments. Negatively impacting our building revenues are decreases in building rental activity, decreased daily usage fees, as well as decreased new member enrollment fees. The decreases in all of these activities are being attributed to the closure of our Family Recreation Center during the entire month of April in response to the Covid-19 pandemic.

Account Description	April 2020 Activity	April 2019 Activity
Building Rentals	\$ 1,114.11	\$ 12,721.85
Daily Fees-Resident	\$ 0.00	\$ 2,834.00
Daily Fees-Non-Resident	\$ 0.00	\$ 7,672.00
Member Fees	\$ 0.00	\$ 2,480.00

The decrease in CPW is due to that facility being unavailable for rentals earlier in the year as a result of the ongoing capital improvements. We had previously expected to resume rental activities at CPW in late March 2020, however, this has been delayed again due to the Covid-19 related shutdown of all of our facilities.

- **Expenditures-** Overall expenditures are favorable against the annual budget at 87%. As described above, expenditures will continue to increase as we record additional various year-end adjustments and process additional invoices for payment.

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$3,613,250, \$3,352,362 and \$81,011, respectively. This is resulting in a YTD net surplus of \$179,878; which is an increase of \$189,885 over prior year's YTD net deficit of \$10,007. Following is additional commentary:

- **Revenues-** Total YTD revenues are at 95% of the annual budget, and reflect a decrease of \$33,648 when compared to the prior year. The primary drivers of this decrease are in our Fitness, Aquatic, and Preschool departments. These decreases are partially offset by increased revenues in the Marketing department as well as the recognition of \$143,000 in grant revenue for capital improvements at our Central Park West facility. The net negative revenue activity for the month of April is once again due to the processing of numerous refunds due to the cancellation of previously scheduled programming in response to the continued closure of our facilities.
- **Expenditures-** Expenditures across all departments are favorable against the annual budgets and total expenditures currently reflect a decrease of \$223,533 when compared to the prior year. The primary cause of this decrease is a \$120,904 decrease in capital expenditures. Current year's capital projects include HVAC improvements at CPW, paving at several of our satellite parks, as well as the installation of replacement playground equipment. Last year's projects included the installation of our universal playground and replacement LED lighting at our largest baseball field.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,805,299 and \$1,676,233, respectively. This is resulting in a YTD net surplus of \$129,066; which is a decrease of \$213,700 over prior year's YTD net surplus of \$342,766. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against the annual budget at 106%. During April, we reversed approximately \$78K in group lesson revenue and deferred it as we now expect to complete that earning process in FY 2020/2021. Despite this deferral adjustment, group lesson revenue (e.g. adult, junior, high performance, camps) has increased from \$902,151 in the prior year, to \$917,671 in the current year. This increase is attributed to increased registration activity as many of the classes were at their maximum capacity earlier in the year. On the other hand, private lesson revenues have decreased from \$272,529 in the prior year to \$198,827 in the current year. The decrease is primarily due to the courts being at full capacity for group lessons which resulted in fewer private lessons.
- **Expenses-** Overall expenses are favorable against the annual budget at 83% and currently reflect an increase of \$76,223 when compared to the prior year. Please note that the capital expense activity totaling \$287,167 will be reversed and the recognition of depreciation expense will also be recorded as part of the year-end closing adjustments. These two adjustments should result in a further decrease in expenses for the year.
- **Capital Outlay-** This year's expenses are comprised of \$24,800 in costs to have 4 indoor tennis courts color coated, \$22,716 for the installation of replacement tennis court backdrops, \$218,129 for the HVAC project, and \$21,522 for renovation of the lounge area and the replacement of ceiling tiles on the lower level.

FINANCE OPERATIONS:

- Marco, Linda N. and Nancy conducted the annual performance evaluations with staff.
- Nancy entered all the fiscal year 2019/2020 budget amendments into BS&A. The revised budget amounts are now reflected in these April 2020 financial statements. In addition, the FY 2020/2021 budgets have now been activated and are available to staff for management purposes.

HUMAN RESOURCES:

- Linda N. has been busy responding to the numerous unemployment claim requests that we have received. As of May 13, she has received and responded to approximately 75 claims.
- Linda has also been working with our Executive Director in drafting a policy to assist staff in addressing the ongoing Covid-19 pandemic.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: May 8, 2020
Re: Recreation & Facilities Report

Recreation

- Staff have created 24 virtual programs opportunities with 74 participants registered as of May 7.
- Staff is looking at summer concerts to provide both a virtual and in person experience, similar to a drive-in movie. CDC guidelines will be taking into considerations with final decisions.
- Staff worked on adjusting summer brochure programming information due to Covid-19. They have adjusted start dates and program maximums to following CDC guidelines.

Aquatics

- Swim lesson numbers were updated to reflect the number of registrations in the system for the Winter / Spring season. Numbers also reflect how many lessons registrations were delivered prior to shut down (1231), while also acknowledging the number of credits (504) being held after refunds through May 1st that are the result of not having our final session of the season.
- Leak detection at Splash Island was thorough and found no obvious cracks. Speculation is that a hydrostatic valve – designed to let ground water into system so concrete does not lift from ground was accidentally lodged open by small piece of gravel causing drain. These valves are being inspected and will be replaced if necessary. Pool held water this week after inspection concluded.
- Staff is taking advantage of down time to rewrite manuals for swim lesson instructors, lifeguards and pool managers.
- Alex is organizing a virtual swim lesson program for parents at home with toddlers that kicks off May 11.
- Rob and Alex are hoping to organize a Facebook Live event with fishing tips from Dean's Nature Center and Ginger Creek in coming weeks as weather allows.
- Alex, Allegra and Rob all completed mandated reporter certification program.
- Aquatic staff is continuously discussing and planning for re-open, considering ways to most effectively and safely utilize the Family Aquatic Center when regulations allow.

Fitness

- The Burpee Challenge helped raise \$300 for our Staff Relief Fund.
- Painting is underway in the fitness center. Fresh paint and new baseboards will brighten up the fitness center.
- New Televisions have arrived and will be installed when painting is complete.
- Gym wipes and wall units have arrived and will also be installed once painting is complete.

Facilities

- All preventative maintenance on VAV and RTU HVAC has been completed for Family Recreation Center and Central Park West.
- Splash island has been assembled for a possible season.
- Fire system and sprinkler inspections were conducted with minor repairs.
- Aquatic Center projects completed and are under way: tile replacement along pool deck, replacement of sand in Lap Pool and Splash Island filters, and the Leisure Pool lower heater replaced.

Tennis

- Staff repaired and painted the hallway for courts #5-8, approx. 3000 square feet. By doing this project in house, we saved \$3,500 based on the contractor's estimate.
- Tennis Center staff completed a Pro Shop inventory and pricing audit. Staff also started scanning all membership forms to prepare for digital storage.
- The Tennis Center is having indoor courts repaired and cleaned. (This was scheduled for August.)
- Sand was delivered and installed at the Sports Core tennis courts.

Retention Results

April 2019*			
	Retained	Total	Rate
Aquatic	157	168	93.50%
Aqua/Ten	3	4	75.00%
Fitness	283	312	90.70%
Fit/Aqua	133	160	83.10%
Fit/Ten	11	11	100.00%
Premiere	30	30	100.00%
Yearly Total	617	685	90.10%
EFT Aqua	6	316	1.90%
EFT Aqua/Ten	0	25	0.00%
EFT Fitness	16	461	3.50%
EFT Fit/Aqua	9	267	3.40%
EFT Fit/Ten	0	44	0.00%
EFT Premiere	7	38	18.40%
Yearly & EFT	655	1836	35.70%

*Due to the COVID-19 pandemic, all facilities were closed starting March 14th, 2020 and all EFT memberships were suspended during the duration of the closure.



Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2020 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	6	15	8	0	0	0	0	0	0	0	0	0	29
Super Splash Birthday	6	3	1	0	0	0	0	0	0	0	0	0	10
Group (by day)	4	2	2	0	0	0	0	0	0	0	0	0	8
Private (indoors only)	3	5	3	0	0	0	0	0	0	0	0	0	11
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0	0	0	0
Splash Island Birthday	0	0	0	0	0	0	0	0	0	0	0	0	0
Camp Rentals	0	1	0	0	0	0	0	0	0	0	0	0	1
Lane Rental (lap only)	2	4	0	0	0	0	0	0	0	0	0	0	6
Scout	1	2	1	0	0	0	0	0	0	0	0	0	4
Total # Parties	22	32	15	0	0	0	0	0	0	0	0	0	69

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

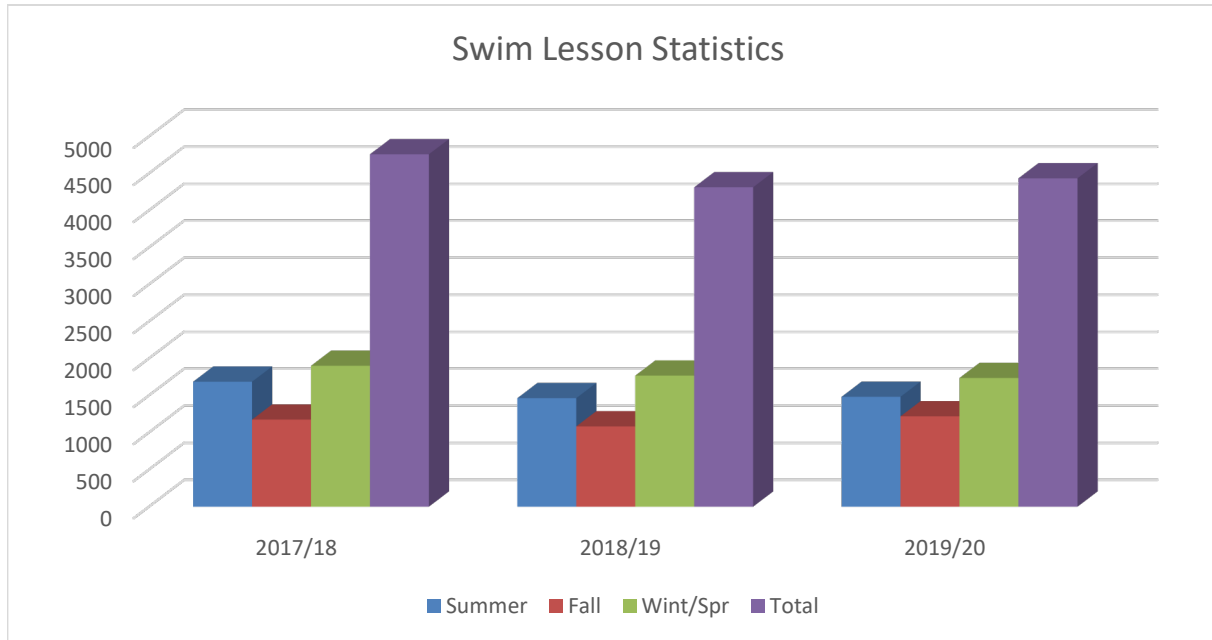


Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2017/18	1685	1173	1900	4758
2018/19	1463	1082	1767	4312
2019/20	1481	1217	1735	4433

NOTE: 1231 is number of registered lessons provided prior to shut down.
This means 504 registrations remain as credits in system after
refunds distributed through April 30.

Swim Team Statistics						
	Summer	Fall	Wint/Spr	Spring Training	Stroke Clinic	Total
2017/18	32	65	46	73	9	225
2018/19	71	80	77	100	18	346
2019/20	79	90	83	0	not offered	252





Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage 2018/2019 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	172	126	79	168	203	210	81	28	0	0	87	155	1,307	1,316
Revenue	\$15,258	\$9,005	\$3,813	\$12,280	\$12,714	\$15,670	\$5,880	\$3,080	\$0	\$0	\$7,465	\$16,085	101,248	\$87,638

Athletic Field Usage 2018/2019 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	91	154	131	145	195	80	0	0	0	0	0	177	971	1,119
Revenue	\$3,156	\$2,081	\$725	\$1,625	\$2,688	\$1,413	\$0	\$0	\$0	\$0	\$0	\$5,575	17,263	\$18,987

Athletic Field Usage 2018/2019 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	116	96	37	24	116	89	12	0	0	0	0	83	572	941
Revenue	\$1,740	\$595	\$100	\$75	\$200	\$800	\$475	\$0	\$0	\$0	\$0	\$1,734	5,719	\$18,160

Grand Total Hours:	2849	3376
Grand Total Revenue:	\$124,230	\$124,785

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	1,065
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	\$77,698

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	794
Revenue	\$10,650	\$8,338	\$3,150	\$4,838	\$7,075	\$8,697	\$150	\$0	\$0	\$0	\$0	\$0	\$42,897	\$11,688

Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101	153	65	0	0	0	0	0	0	841	489
Revenue	\$3,487	\$3,997	\$1,036	\$1,633	\$6,438	\$6,678	\$0	\$0	\$0	\$0	\$0	\$0	\$23,268	\$3,985

YTD Total Hours:	3165	2348
YTD Total Revenue:	\$159,321	\$93,371



Oak Brook Park District Facility Usage

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2017	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	15,789	24,693	24,856	368,825
Weekday Avg.	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853	976	1,174	1,120
Weekend Avg.	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896	1,037	962
2018	27,978	41,768	44,831	40,154	37,099	41,229	51,465	41,786	33,111	15,789	NA	38,518	413,728
Weekday Avg.	1,453	1,397	1,510	1,338	1,283	1,522	1,646	1,368	1,150	853	NA	1,372	1,354
Weekend Avg.	1,499	1,729	1,291	1,339	949	1,031	1,693	1,145	1,011	672	NA	1,106	1,224
2019	35,683	37,845	45,404	32,925	32,834	36,793	38,389	29,144		27,461	26,199	27,917	370,593
Weekday Avg.	1,183	1,300	1,354	946	916	1,081	1,096	981		881	865	876	1,043
Weekend Avg.	1,207	1,317	1,890	1,515	1,586	1,517	1,648	838		900	891	961	1,297
2020	33,071	38,604	*17745	*0									71,675
Weekday Avg.	1,022	1,332	*1369.5	*0									1,177
Weekend Avg.	1,061	1,331	*1350	*0									1,196

*March & April 2020- Due to the COVID-19 pandemic the Oak Brook Park District was closed starting on 3/14/2020

Oak Brook Park District
Family Recreation Center
Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
2018	3,902	3,888	4,015	4,132	4,283	4,422	4,457	4,252	3,888	3,816	3,808	3,843
Resident	52%	52%	52%	52%	51%	50%	51%	52%	53%	53%	53%	52%
Non Resident	48%	48%	48%	48%	49%	50%	49%	48%	47%	47%	47%	48%
EFT	2,827	2,836	2,845	2,829	2,810	2,781	2,765	2,763	2,756	2,705	2,724	2741
2019	3,920	3,910	4,053	4,164	4,261	4,386	4,444	4,291	3,707	3,694	3,714	3,787
Resident	52%	52%	52%	51%	50%	50%	50%	49%	53%	53%	53%	53%
Non Resident	48%	48%	48%	49%	50%	50%	50%	51%	47%	47%	47%	47%
EFT	2,806	2,790	2,747	2,746	2,705	2,680	2,678	2,557	2,567	2,577	2,592	2,673
2020	3,916	3,948	3,904	3,900								
Resident	52%	52%	53%	53%								
Non Resident	48%	48%	47%	48%								
EFT	2,809	2,836	2,808	2,805								
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
2018	15,909	13,043	16,047	14,383	14,333	14,782	15,768	13,472	11,150	13,441	13,424	13,933
2019	15,079	14,004	16,220	13,972	13,287	14,710	17,004	12,887	11,176	12,904	13,586	13,744
2020	15,990	14,871	**5,971	0**								

**Building Shut down to public due to COVID 19 on March 14th



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: May 12, 2020
Re: Board Report

- The spring weed control and fertilizer application has been completed at all park sites.
- Staff has installed the new windscreens at the Village tennis courts and repaired some worn turn areas on the Village soccer fields.
- The LED sports lighting retro-fit was delayed by wet weather conditions as well as a lighting control cabinet which had to be returned and replaced with a different style. The new equipment is on site and ready for installation.
- 1,600 square feet of deteriorated and non-ADA compliant sidewalks were replaced at the Central Park West facility.
- All Park District playgrounds were power washed and sanitized at no charge to the Park District courtesy of Remry Power Washing Services in Elmhurst.
- The April tree sapling give away project was a success. Four hundred Oak and Persimmon trees were distributed to area residents through contactless pickup at the Family Recreation Center.
- Four new honey bee colonies have been established for the 2020 season at Dean Nature Sanctuary. Each of the hives will be expanded in the coming weeks. If conditions allow, the healthiest two hives will be split into four in mid-summer.
- The OSLAD grant agreement for Central Park North has been signed and is awaiting final approval from the Illinois Department of Natural Resources. The approval is expected by the end of the month at which time construction work can begin.
- Please see agenda histories relating to additional construction work at Central Park North.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: NEW ADMINISTRATIVE POLICY: SECTION 5.7
PRIVATE AND GROUP INSTRUCTION AND TRAINING POLICY**

AGENDA No.: 8 A

MEETING DATE: APRIL 20, 2020

STAFF REVIEW:

Deputy Director, Dave Thommes:

Handwritten signature of Dave Thommes in blue ink.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in blue ink.

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

In an effort to formalize a long-standing business practice, staff has drafted the policy on the page that follows to address individuals who wish to utilize Park District facilities or fields to conduct private training, lessons or other individual / group activities.

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

While this behavior is already enforced by staff, having a written policy allows staff something to reference when addressing individuals not following this policy. This policy helps to protect the integrity of Park District programs, lessons, classes and facilities.

ACTION PROPOSED:

Motion (and a Second) to approve New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy.

Section 5.7 Private / Group Instruction and Training Policy

The Oak Brook Park District cannot adequately control and has no responsibility for the quality of personal training / group fitness, tennis, and swim instruction or any other recreation instruction from individuals that are not employed by the Oak Brook Park District. These individuals may not have adequate academic background, national certifications, training, ability, or experience to properly conduct lessons or classes. The use of the Oak Brook Park District by unauthorized individuals/contractors for personal training/group fitness, tennis, swim or general recreation instruction is also in direct competition with the programs and services offered at the Oak Brook Park District.

The Park District desires to ensure the safety and quality of all group instruction and personal training offered at the Oak Brook Park District. Therefore, only Oak Brook Park District employed staff are authorized to promote and provide personal training/group instruction services at Oak Brook Park District owned/managed facilities and parks.

Unless authorized by the Executive Director by written letter, permit, or contract, non-authorized individuals/contractors are prohibited from:

- Soliciting Park District patrons/attendees to promote his or her private / group instruction, personal training or other such recreational programming services.
- Conducting private / group instruction, personal training or other such recreational programming services at Oak Brook Park District owned/managed facilities or parks whether such non-authorized training is organized or conducted for profit or non-profit.

The Park District reserves the right to question anyone on Park District owned/managed property regarding unauthorized training, if he/she appears to be exhibiting any of the following (but not limited to), or related behaviors:

- **Writing and/or designing a program, class or workout for fitness, tennis, swimming, athletics or general recreational programming for a patron.**
- **Explaining and providing exercise directions to a patron or group of patrons.**
- **Assisting a patron with technique, or any specific instruction, but not exercising with that individual during all portions of the workout.**
- **Directing exercise order or duration for a patron.**
- **Assisting a patron with equipment and adjustments.**
- **Any behavior perceived to be training, instructing, or conducting a recreational program on Park District owned/managed property without prior written authorization.**

Any unauthorized individual/contractor that is conducting or is giving the perception of conducting personal / group instruction, personal training or other such recreational programming at any Park District owned/managed facility or park will be asked to leave the facility or park without reimbursement of any fees paid. In addition, the Park District reserves the right to suspend or revoke membership(s), guest privileges, or rental permit(s) for anyone in violation of this policy as codified in **Chapter 7. Offenses Affecting District Functions of the General Use Regulations of the Oak Brook Park District, with further penalties enforced, including:**

- Summoning 911 for police enforcement.
- Exclusion from the Park District, its programs, facilities, and parks, whether such facility or park is owned or managed by the Park District.
- Fines.
- Civil Suit.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: NATURAL AREAS STEWARDSHIP BID

AGENDA No: 9A

MEETING DATE: MAY 18, 2020

STAFF REVIEW:

Director of Parks & 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).

The natural areas stewardship work at the Dean Nature Sanctuary includes maintenance of the nearly forty native acres throughout the property. This includes spot herbicide treatments to reduce invasive species, high-mowing, seeding, planting, and controlled burns to effectively maintain the natural areas.

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

The current contract with Conservation Land Stewardship, LLC will expire in June of 2020 and can not be extended. Staff will go to bid for these services.

ACTION PROPOSED: For Review and Discussion Only



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: SAFETY STANDARDS FOR WORKPLACE
INFECTIOUS DISEASE OUTBREAKS**

AGENDA No.: 9 B

MEETING DATE: MAY 18, 2020

STAFF REVIEW:

Human Resources Manager, Linda Noonan:

Handwritten signature of Linda Noonan in cursive.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in cursive.

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

The purpose of this policy is to set forth standards for the District's workplace for the safety of employees and the public and to help prevent the spread of a highly contagious virus.

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

These standards are based on recommendations from the Center for Disease Control (CDC) and OSHA.

ACTION PROPOSED:

For Review and Discussion Only.

OAK BROOK PARK DISTRICT

Safety Standards for Workplace Infectious Disease Outbreaks

The purpose of this policy is to set forth standards for the workplace for the safety of employees and the public and to help prevent the spread of a highly contagious virus. These standards are based on recommendations from the Center for Disease Control (CDC) and OSHA.

PREVENTIVE MEASURES IN THE WORKPLACE FOR EMPLOYEES

- Self-monitor for signs and symptoms of the virus.
- Stay home if you are sick.
- Cover coughs and sneezes.
- Frequent and thorough hand washing.
- Wear required face coverings and appropriate PPE.
- Practice social distancing.
- Do not shake hands with others.
- Clean high-touch surfaces daily.
- Refrain from using other workers' phones, desks, offices, or other work tools and equipment.
- Be aware of others who exhibit symptoms of the virus and report it to a supervisor.

Employee Health Self-Assessment

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the symptoms of the virus. Therefore, employees shall self-assess for symptoms of the virus prior to reporting to the workplace.

An employee experiencing a fever or symptoms of the virus should not report to work until:

- They have been fever-free for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.

Also, an employee should not report to work for 14 days if:

- They know they have been exposed to someone who has been diagnosed with the virus.

An employee may report to work earlier if a doctor confirms the cause of an employee's fever or other symptoms are not the virus and releases the employee to return to work in writing.

Good Health Hygiene and Infection Control Practices

Employees shall practice the following good hygiene and infection control practices:

- Frequently and thoroughly wash your hands with soap and water or 60% alcohol hand sanitizer.
- Cover coughs and sneezes.
- Discard used tissues in a plastic bag lined trash receptacle.
- Wear required face coverings and necessary PPE.

- Avoid using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Routinely clean and disinfect surfaces, equipment, and other elements in your work area.
- Employees are required to keep at least a 6 ft. distance from others. During the workday, employees are requested to:
 - Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct business as much as possible, even when participants are in the same building.
 - If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
 - Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.
 - Do not congregate in work rooms, copier rooms, or other areas where people socialize.
 - Bring lunch and eat at your work area or 6 feet distance from others.

PREVENTIVE MEASURES IN THE WORKPLACE FOR EMPLOYERS

- Educate patrons and employees on the symptoms of the virus, how it spreads, and preventive measures to take.
- Provide hand sanitizer, tissues and trash receptacles.
- Provide face coverings and gloves to employees.
- Provide training on how to wear, maintain, and clean face coverings.
- Identify high risk positions and employees at higher risk and implement controls to address those risks.
- Conduct health screenings of all employees reporting to the workplace.
- Remove employees from the workplace that are exhibiting symptoms or have recently returned from travel in a high-risk location.
- Allow employees to telework if possible.
- Establish flexible work schedules to increase physical distance among employees.
- Establish staggered and limited patron access to the facility.
- Maintain regular housekeeping practices, including disinfecting surfaces.
- Promptly respond to confirmed infections in the workplace.

Monitoring the Situation and Communication

District management will monitor information and guidance provided by the CDC, IDPH and OSHA as it becomes available. The District will communicate with employees early and often to inform them of how the disease is spread, the symptoms involved, precautions to take, and any changes in operations. Employees will be promptly notified of disease presence in the workplace and instructed to monitor themselves for symptoms and to seek treatment if needed.

Employer Administered Health Assessment

As an added precaution, the District will follow the recommendations of the CDC and OSHA as to the appropriate health assessment to perform in the workplace. This may include asking an employee if they have symptoms of the virus. Employees will be notified beforehand that they will be screened, what will be involved, and where to report before entering any other areas of the facility. Employees will be compensated for waiting and screening time. Social distancing shall be maintained while employees are waiting to be screened. The assessment will be performed in a private location by a trained employee and results recorded, stored and kept confidential.

Employee Temperature Assessment

If a temperature assessment is recommended by the CDC, the District may conduct temperature checks on every employee reporting to the facility or property.

The employee administering the assessment will be trained on using a scanning thermometer and will be provided the proper PPE to perform the task (i.e., mask, gloves, eye protection, apron).

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- They have had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any symptoms have improved for at least three (3) days; AND
- At least seven (7) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms are not the virus and releases the employee to return to work in writing.

Reusable Face Coverings

Employees may be required to wear a face covering while working near others in a District facility or on District property. A face covering is intended to prevent the person wearing it from unknowingly transmitting the virus to others. The District will provide face coverings if recommended by the CDC.

A reusable face covering is a cloth, bandana, or other type of material that covers an employee's mouth and nose and meets the following criteria set forth by the CDC:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change to shape

Employees are required to put on, remove, and maintain a clean face covering, as follows:

How to put on a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering.

2. Determine which side of the covering is the top. The side of the face covering that has a stiff bendable edge is the top and is meant to mold to the shape of the nose.
3. If the face covering has ear loops, hold the mask by the ear loops. Place a loop around each ear. If the face covering has ties, securely tie the upper and then the lower ties.
4. Mold or pinch the stiff edge to the shape of your nose.
5. Pull the bottom of the face covering over your mouth and chin.
6. If you take off your face covering and then put it on again, make sure you reapply it with the same side against your face.

How to remove a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering. Avoid touching the front of the face covering. The front of the face covering is contaminated. Only touch the ear loops/ties/band.
2. Hold both of the ear loops and gently lift and remove the face covering. If the face covering has ties, untie the top and then the lower ties.
3. If temporarily removing the face covering, place it on a paper towel while not in use.
4. The reusable face covering shall be placed in a paper bag for transportation home. Keep this bag for dirty masks only. Clean your hands with soap and water or hand sanitizer.

How to clean your reusable face covering:

1. Wash with warm water and detergent and dry after every use. Iron on high, if possible. Clean your hands with soap and water or hand sanitizer.

Social Distancing

The District will consider and institute administrative and engineering controls to reduce social contact and limit exposure, such as:

- Telework
- Flexible work schedules
- Limit presence in the workplace to only essential workers for operations
- Staggered and limited patron access to the facility
- Installing physical barriers (i.e., clear plastic sneeze guard at registration desk)
- Physical spacing indicators (i.e., 6 ft. floor markers)

Facility Maintenance

Regular housekeeping practices shall be maintained, including routine cleaning and disinfecting surfaces and equipment. Appropriate cleaning products with EPA-approved emerging viral pathogens claims shall be used in disinfecting the surfaces. Employees shall be trained how to safely use the products (i.e, PPE,

dilution of the product, precautions, hazards, hazard response). Outside cleaning services may be contracted as needed.

Responding to Confirmed Infection in the Workplace

The District will promptly take the following steps if an employee is confirmed to have the infectious disease:

1. Remove the infected employee from the workplace and maintain confidentiality of employee's identity.
2. Determine who was in contact with the employee within two days before and beyond for a prolonged period of time (i.e., within 6 ft. for 1 hour or more).
3. Inform those who may have been affected and tell them to:
 - a. Self-isolate and seek a doctor's exam if they are experiencing symptoms; OR
 - b. Self-quarantine for 14 days if not experiencing symptoms.
4. Close off the affected area(s), wait 24 hours, and thoroughly disinfect the area(s).
5. Record any infection that occurred in the workplace on the OSHA 300 Log.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: UPLAND DESIGN GROUP CONTRACT AMENDMENT

AGENDA No: 9C

MEETING DATE: MAY 18, 2020

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

Handwritten signature of Bob Johnson.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

Handwritten signature of Laure Kosey.

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

At the regular Board Meeting on February 17, 2020, the Park District entered into a contract with Upland Design Group for construction administration services related to the Central Park North Fields project. The Park District went to bid for phase 1 development of the project site, and bids were received and opened on April 9th 2020. The lowest qualified bidder, Integral Construction, submitted a base bid that is under budget for the proposed site improvements.

Phase 1 of the development includes one-half of a proposed 200 + car parking lot. After discussions and research, staff determined that if the project budget allows, it would be most cost effective to complete construction of the entire proposed parking area in phase 1. Completing the second portion of the parking lot will require additional design and engineering, and construction administration services.

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

Staff recommends amending the contract with Upland Design Group to allow for additional design, engineering, and construction administration services related to completion of additional parking at Central Park North Fields.

ACTION PROPOSED: For Review and Discussion Only



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: INTEGRAL CONSTRUCTION INC, CHANGE ORDER

AGENDA No: 9 D

MEETING DATE: MAY 18, 2020

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

Handwritten signature of Bob Johnson.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

Handwritten signature of 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 project bid is under budget, and after discussion and research, staff determined that it would be cost effective to complete the second half of the proposed 200+ space parking lot in phase 1 rather than a later date.

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

Staff is working with the architect, engineer, and contractor to determine the cost of constructing the second half of the proposed parking lot.

ACTION PROPOSED: For Review and Discussion Only.