



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 19, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

AGENDA

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF OCTOBER 19, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. September 21, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2020
 - i. Warrant 640
4. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Presentation of the 2019/2020 Comprehensive Annual Financial Report, Courtney Clement of Lauterbach & Amen
5. STAFF RECOGNITION
 - a. Bob Sleva, Park Technician
6. REPORTS:
 - a. Communications IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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
October 19, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

7. UNFINISHED BUSINESS
 - a. Revision: Personnel Policy Section 3.10 Bereavement Leave
8. NEW BUSINESS
 - a. Revision: Personnel Policy 3.4: Employee Service Awards
 - b. R20-1019: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (**Requires Waiving the Board Rules to approve at this meeting.)
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 16, 2020, 6:30 p.m..
10. ADJOURNMENT

Note: Wearing a face covering/mask when entering the Family Recreation Center is required to prevent the spread of COVID-19.

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

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 19, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

AGENDA

1. **CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL** *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
2. **OPEN FORUM** *[Ask whether there are any public comments under the “Open Forum.” 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.]*
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 OCTOBER 19, 2020 AGENDA**
 - b. **APPROVAL OF MINUTES**
 - i. September 21, 2020 Regular Meeting Minutes
 - c. **APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2020**
 - i. Warrant 640
4. **COMMUNICATIONS/PROCLAMATIONS** *[For review and discussion only]*
 - a. Board of Commissioners to share communications
 - b. Presentation of the 2019/2020 Comprehensive Annual Financial Report, Courtney Clement of Lauterbach & Amen
 5. **STAFF RECOGNITION** *[Introduce staff.]*
 - a. Bob Sleva, Park Technician
 6. **REPORTS:** *[For review and discussion only.]*
 - a. Communications IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 19, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

7. UNFINISHED BUSINESS

- a. Revision: Personnel Policy Section 3.10 Bereavement Leave *[Request a motion and a second to Approve the Revision to Personnel Policy Manual Section 3:10 Time Off Benefits-Bereavement Leave. Roll Call Vote...]*

8. NEW BUSINESS

- a. Revision: Personnel Policy 3.4: Employee Service Awards *[For review and discussion only.]*
- b. R20-1019: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (**Requires Waiving the Board Rules to approve at this meeting.) *[Request a motion and a second to waive the Board's Rules to approve at this meeting, Resolution R20-1019, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project. Roll Call Vote... Then request a motion and a second to Approve Resolution R20-1019, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project. Roll Call Vote...]*

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 16, 2020, 6:30 p.m. *[Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on November 16, 2020, 6:30 p.m.]*

10. ADJOURNMENT *[Request a motion and a second to adjourn the October 19, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. All in Favor...]*

Note: Wearing a face covering/mask when entering the Family Recreation Center is required to prevent the spread of COVID-19.

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Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 21, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

Minutes

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

President Knitter called to order the regular meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:30 p.m. Commissioners Suleiman, Trombetta, Tan, Truedson, and President Knitter answered “present”. Also present were Laure Kosey, Executive Director; Dave Thommes, Deputy Director; Marco Salinas, Chief Financial Officer, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter asked if there were any public comments. No one addressed the Board.

3. CONSENT AGENDA

- a. APPROVAL OF SEPTEMBER 21, 2020, AGENDA
- b. APPROVAL OF MINUTES
 - i. August 17, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2020
 - i. Warrant 639

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

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

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

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

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

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

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

There was no communication between Board Members.

Ms. Laure Kosey discussed the projected financial fund balances for fiscal year end April 30, 2021. Due to the COVID-19 Pandemic, financial projections have become more difficult to anticipate. The revenues have been on a steady increase. However, as the weather changes it will become more challenging to hold classes outside and they will have to bring classes indoors. The General Fund is positive, the Recreation Fund struggles, and the Tennis Center has done very well, maintaining a mainstream net by restructuring its membership increasing profits with Premier Member Sign-up.

Ms. Laure Kosey noted there were three special events over the week consisting of a concert, the Autumn Fest, and Dri Tri. All of the events were successful and a lot of staff volunteered to help. Previously, there were 225 employees (pre COVID-19) and now only 125 employees, their additional support has not gone unnoticed.

Ms. Laure Kosey stated she has been hesitant to hire any more staff because as the cold comes, she does not want any more layoffs.

Mr. Bob Johnson has hired a new Maintenance Technician.

Ms. Kosey continued the financial report with the District's success in the management of the Village owned Sports Core. The Sports Core net income may be around \$65,000. There have been very few expenses as the pool was not in operation due to the construction permits being delayed by the COVID-19 quarantine. Twenty-five percent of these earnings will go back to the village which is to be used for improvements. Ms. Kosey said she is recommending the funds be used towards increasing the parking at the Sports Core. If the pool would have been in operation, there would not have been enough parking. Parking is desperately needed for the soccer fields. Once COVID-19 regulations are lifted, additional parking will be necessary to accommodate the 9 soccer fields, and regular Sports Core events. Currently, the Oak Brook Park District manages the pool, tennis, and soccer fields. The Village would like to oversee the soccer fields again. The Oak Brook Park District does not want to oversee only the pool and tennis because it is not financially conducive. The contract provides the agreement will continue unless the Village or the Park District give notice of termination by October 1. Ms. Kosey is working with the village to gain an extension on the October 1 decision deadline, so that the Village Board may consider the additional parking, and ensuring the completion of the pool's projects.

Commissioner Truedson would like to see the year-end with the agreement which was already in place with the Village of Oak Brook. Commissioner Trombetta stands with the Oak Brook Park District and Commissioner Truedson.

Commissioner Trombetta expressed concern over the reserve money to Mr. Marco Salinas. Marco Salinas informed the Board the reduced reserves have since been increased due to the increase in revenue from property taxes, savings from IMRF, Social Security fund, and staff holding back on expenses.

Commissioner Tan, stated as a whole, he is pleased with the stability of the finances.

President Knitter inquired if there had been any more COVID-19 cases at the Oak Brook Park District, Ms. Laure Kosey said there have been no new cases.

President Knitter expressed hearing positive reviews from Oak Brook Park District members, who have been utilizing the Recreation reservations system for the pool lap lanes in the Aquatic Center.

5. STAFF RECOGNITION

- a. Rachel Jones, Administrative Services Assistant
- b. Erik Ruiz, Graphic Designer

The Board welcomed Rachel Jones and Erik Ruiz.

6. REPORTS:

- a. Administrative, IT, Marketing Report

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

Ms. Laure Kosey reported the upcoming Oak Brook Park District Board of Commissioners election on April 6, 2021. Both Commissioner Trombetta and President Knitter's commissioner seats will be up for election.

Ms. Laure Kosey also reported the Haunted Forest will be back with new COVID-19 restrictions.

- b. Finance & Human Resources Report

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

Mr. Marco Salinas reported the last four months encompassed the first quarter of the fiscal year. The General Fund increased from last year, due in part, from the property tax and the decrease in spending. The General Fund Balance has increased year-to-date, the Recreation Fund is under from last year, due to, the hurdles it has faced caused by the COVID-19 Pandemic, and the restrictions affecting programming.

Mr. Marco Salinas also noted Finance and HR have elected to opt-out of the Social Security Withholding Deferral proposed by the Federal Government as the record keeping was prohibitive.

- c. Recreation and Facilities

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

Mr. Dave Thommes reported the staff has come up with many new ideas on how to make programming safe. The Cory Fun Run, Autumn Fest, and Dri Tri events went better than expected. The Haunted Forest has been changed, to accommodate social distancing and other COVID-19 restrictions. A new event, Egg-tober, will kick-off for Oak Brook village residents only. A small basketball league will begin, where participants will only play in their pods.

Mr. Dave Thommes noted the staff has tried to do as many programs as they can by following the COVID-19 guidelines for both fun and safety.

- d. Parks and Planning Report

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

Mr. Bob Johnson reported, the Dean Nature Sanctuary had an abundant honey harvest. The Central Park North project parking lot and trails will be done within the week, and lights and grass will be completed after. The application of weed and feed has been completed in all of the parks.

Mr. Bob Johnson had a meeting with the Illinois Tollway and DuPage Forest Preserve District to discuss the widening of Interstate 294, will affect, the Dean Nature Sanctuary, and the Forest Preserve District. Mr. Johnson has received a formal offer from the Illinois Tollway outlining an offer of \$20,000 for two sections of land on the East side of the Dean Nature Sanctuary. Currently, the offer is under review, and a counter offer will be proposed. The Illinois Tollway anticipates construction will start 2021 to 2022. Mr. Bob Johnson noted the Com-Ed re-bate for the LED-retro fit lights in Central Park was received and will show on the budget next month capital improvement fund.

7. UNFINISHED BUSINESS

a. New Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”

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

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

Nays: None

b. New Administrative Policy: Section 2.30 “Social Equity”

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”

Ms. Laure Kosey informed the board that this policy will now be incorporated into the District’s master vision and core values.

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

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

Nays: None

c. Revision: Personnel Policy 4.9 “Dress Code”

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 4.9 “Dress Code”

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

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

Nays: None

8. NEW BUSINESS

- a. R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (***)Requires Waiving the Board Rules to approve at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more, with Integral Construction, Inc. for the Central Park North Project.

The motion passed by roll call vote:

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project

Commissioner Truedson inquired as to why the contractor was requesting more money? Ms. Laure Kosey said that change orders involving an increase/decrease in the cost of the contract of \$10,000 or more, require the Board's approval. Once the \$10,000 threshold has been reached, any subsequent change orders require the Board's approval. The itemization of the change order provides the costs being approved by the Board.

The discussion ended and the motion passed by roll call vote:

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

Nays: None

- b. Revision: Personnel Policy Section 3.10 Bereavement Leave

The matter was presented for review and discussion only

Ms. Laure Kosey explained the revised policy expands the definition of family.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 3.10 Bereavement Leave.

The motion passed by roll call vote:

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

Nays: None

- c. Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program (***)Requires waiving the Board Rules to approve at this meeting.)

Ms. Kosey explained the Intergovernmental Agreement with DuPage County was necessary so that the District could participate in receiving reimbursement funds for the District's COVID 19 expenses. DuPage county received federal funds in response to the COVID-19 pandemic and has subsequently elected to allocate a total of \$1 million to be distributed to eligible park districts on a per capita basis. With the Board's approval of the Intergovernmental Agreement, the park district can receive reimbursement for qualifying expenditures up to a maximum of \$10,668.65. The District has incurred expenditures in excess of this maximum reimbursement and we are also seeking additional expenditure reimbursement directly from the federal government. As it is necessary to have the Intergovernmental Agreement in place to submit the COVID 19 expenses for reimbursement, it is therefore necessary for the Board to waive the Board's rules to approve the IGA at this meeting.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve waiving the Board's rules to Approve at this meeting, the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Meeting the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program

The motion passed by roll call vote:

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

Nays: None

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 19, 2020.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on October 19, 2020, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn September 21, 2020, Regular Meeting of the Oak Brook Park District Board of Commissioners. Motion passed by voice vote. The meeting adjourned at the hour of 7:19 p.m.

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through September 30, 2020 and 2019
41.67% completed (5 out of 12 months)

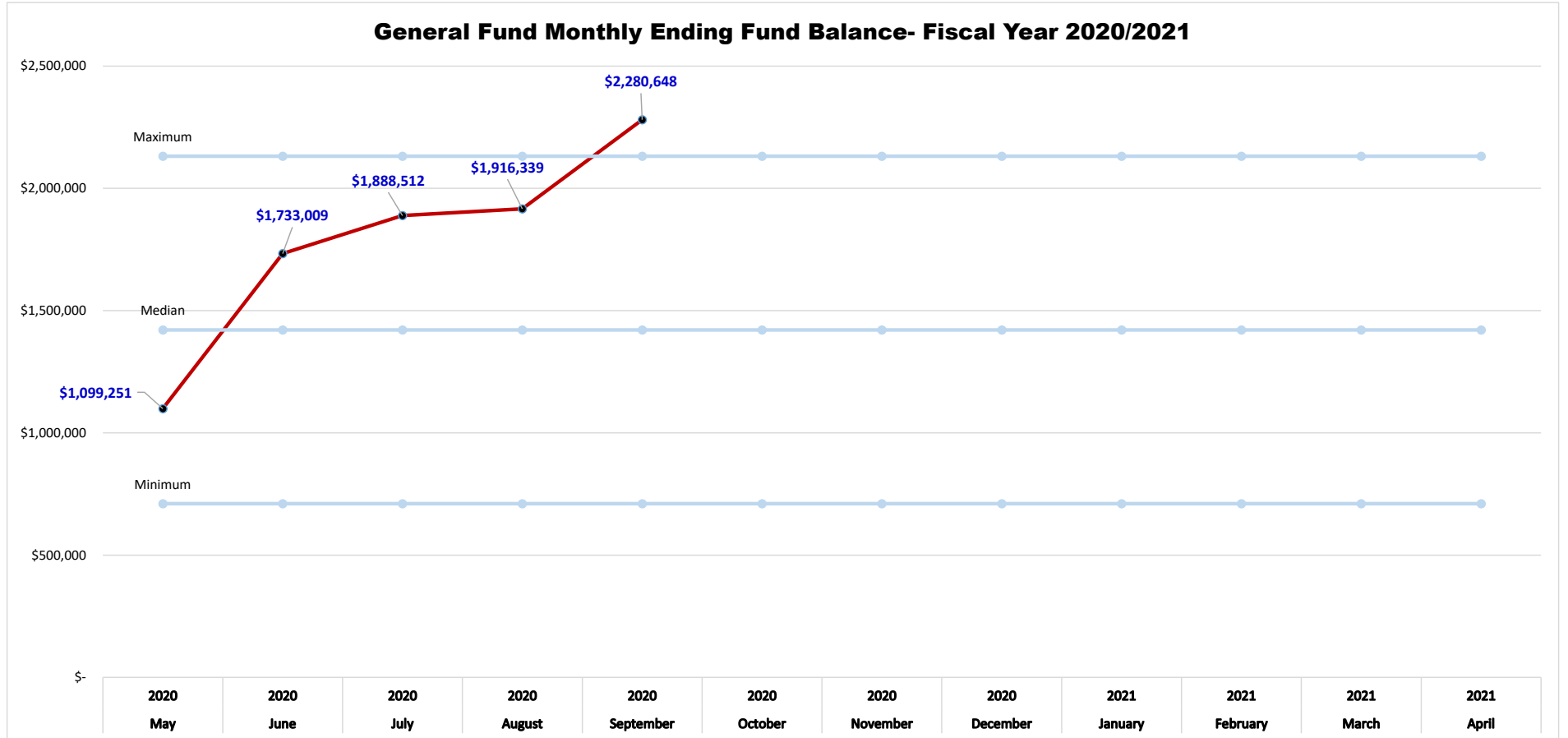
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	September 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,549,013	518,680	1,490,737	-	1,490,737	96.2%	1,400,979	89,759	6.4%
Personal Prop. Repl. Taxes	95,154	-	39,523	-	39,523	41.5%	42,707	(3,184)	-7.5%
Investment Income	11,500	569	3,785	-	3,785	32.9%	4,785	(999)	-20.9%
Other	19,000	826	3,904	-	3,904	20.5%	6,925	(3,021)	-43.6%
Central Park North	111,200	963	51,825	-	51,825	46.6%	24,057	27,768	115.4%
Central Park	111,200	14,862	88,913	-	88,913	80.0%	91,621	(2,708)	-3.0%
Building-Recreation Center	1,076,020	16,447	235,698	-	235,698	21.9%	305,699	(70,001)	-22.9%
Central Park West	72,120	2,262	3,245	-	3,245	4.5%	33,705	(30,461)	-90.4%
TOTAL REVENUES	\$ 3,045,207	\$ 554,610	\$ 1,917,630	\$ -	\$ 1,917,630	63.0%	\$ 1,910,477	\$ 7,154	0.4%
EXPENDITURES									
Administration	\$ 464,071	\$ 33,442	\$ 164,670	\$ 7,238	\$ 171,908	35.5%	\$ 175,287	\$ (10,618)	-6.1%
Finance									
Central Park North	23,950	914	4,462	2,990	7,452	18.6%	8,817	(4,355)	-49.4%
Central Park	685,469	51,642	216,078	49,743	265,821	31.5%	268,390	(52,312)	-19.5%
Saddlebrook Park	15,871	991	4,823	2,804	7,627	30.4%	6,837	(2,014)	-29.5%
Forest Glen Park	23,490	1,520	7,614	4,546	12,161	32.4%	8,369	(755)	-9.0%
Chillem Park	7,125	230	1,185	875	2,060	16.6%	1,489	(304)	-20.4%
Dean Property	11,786	631	3,047	1,190	4,237	25.9%	6,108	(3,061)	-50.1%
Professional Services	46,000	4,780	17,174	-	17,174	37.3%	18,175	(1,001)	-5.5%
Contracts- Maint. DNS	26,000	-	2,000	-	2,000	7.7%	11,602	(9,602)	-82.8%
Building-Recreation Center	965,541	55,324	218,847	48,289	267,136	22.7%	342,908	(124,061)	-36.2%
Central Park West	71,777	3,477	10,400	10,114	20,514	14.5%	19,804	(9,404)	-47.5%
TOTAL EXPENDITURES	\$ 2,841,960	\$ 190,301	\$ 805,531	\$ 137,052	\$ 942,584	28.3%	\$ 1,027,894	\$ (222,363)	-21.6%
TRANSFERS OUT									
	\$ 385,742	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,227,702	\$ 190,301	\$ 805,531	\$ 137,052	\$ 942,584	25.0%	\$ 1,027,894	\$ (222,363)	-21.6%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (182,495)	\$ 364,309	\$ 1,112,099	\$ (137,052)	\$ 975,047	-609.4%	\$ 882,583	\$ 229,516	26.0%

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

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

Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Unassigned	\$ 1,168,548	\$ 1,099,251	\$ 1,733,009	\$ 1,888,512	\$ 1,916,339							
Monthly Net Surplus/(Deficit)	(69,297)	633,758	155,503	27,827	364,309							
Ending Unassigned	\$ 1,099,251	\$ 1,733,009	\$ 1,888,512	\$ 1,916,339	\$ 2,280,648							



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

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through September 30, 2020 and 2019
41.67% completed (5 out of 12 months)

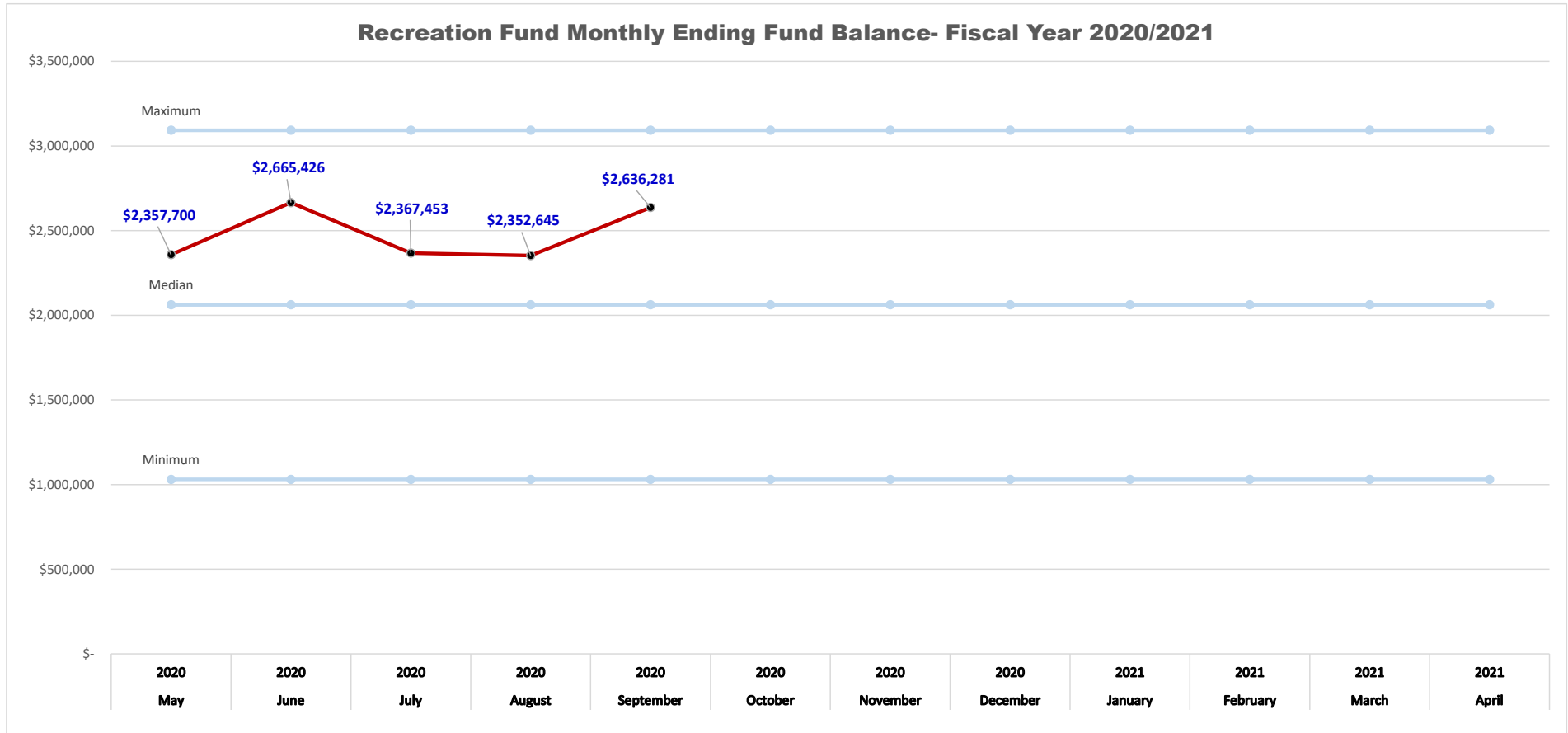
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	September 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 961,938	\$ 322,315	\$ 926,366	\$ -	\$ 926,366	96.3%	\$ 829,121	\$ 97,245	11.7%
Personal Prop. Repl. Taxes	29,956	-	12,443	-	12,443	41.5%	13,445	(1,002)	-7.5%
Investment Income	17,500	622	4,495	-	4,495	25.7%	7,579	(3,084)	-40.7%
Other	2,100	100	420	-	420	20.0%	850	(430)	-50.6%
Fitness Center	846,508	14,152	73,870	-	73,870	8.7%	358,629	(284,759)	-79.4%
Aquatic Center	516,413	19,047	83,462	-	83,462	16.2%	219,614	(136,152)	-62.0%
Aquatic Recreation Prog.	619,549	25,867	68,438	-	68,438	11.0%	318,624	(250,186)	-78.5%
Children's Programs	119,517	25,148	55,311	-	55,311	46.3%	66,561	(11,250)	-16.9%
Preschool Programs	269,592	25,939	1,151	-	1,151	0.4%	71,683	(70,532)	-98.4%
Youth Programs	214,029	6,128	50,786	-	50,786	23.7%	197,510	(146,724)	-74.3%
Adult Programs	50,580	588	2,380	-	2,380	4.7%	30,418	(28,038)	-92.2%
Pioneer Programs	74,200	(564)	5,880	-	5,880	7.9%	45,726	(39,846)	-87.1%
Special Events and Trips	106,970	11,256	17,857	-	17,857	16.7%	66,256	(48,399)	-73.0%
Marketing	49,000	-	-	-	-	0.0%	30,675	(30,675)	-100.0%
Capital Outlay	30,000	-	-	-	-	0.0%	-	-	N/A
TOTAL REVENUES	\$ 3,907,851	\$ 450,599	\$ 1,302,858	\$ -	\$ 1,302,858	33.3%	\$ 2,256,691	\$ (953,833)	-42.3%
EXPENDITURES									
Administration	\$ 1,029,672	\$ 52,287	\$ 329,237	\$ 38,416	\$ 367,653	32.0%	\$ 266,518	\$ 62,719	23.5%
Fitness Center	652,420	21,419	121,167	29,717	150,884	18.6%	245,974	(124,806)	-50.7%
Aquatic Center	907,552	48,091	224,574	59,981	284,555	24.7%	315,288	(90,714)	-28.8%
Aquatic Recreation Prog.	283,056	5,058	18,871	115	18,986	6.7%	92,033	(73,162)	-79.5%
Children's Programs	90,860	379	10,427	4,111	14,538	11.5%	31,694	(21,266)	-67.1%
Preschool Programs	240,653	5,481	18,916	-	18,916	7.9%	51,059	(32,142)	-63.0%
Youth Programs	152,865	1,667	24,742	8	24,750	16.2%	86,753	(62,011)	-71.5%
Adult Programs	43,169	139	1,460	5,205	6,665	3.4%	12,982	(11,522)	-88.8%
Pioneer Programs	70,997	974	2,754	7,676	10,430	3.9%	24,808	(22,054)	-88.9%
Special Events and Trips	74,983	6,493	15,653	1,232	16,885	20.9%	53,941	(38,288)	-71.0%
Marketing	337,029	24,173	104,386	22,101	126,487	31.0%	128,238	(23,852)	-18.6%
Capital Outlay	240,000	800	138,944	21,451	160,395	57.9%	43,674	95,270	N/A
TOTAL EXPENDITURES	\$ 4,123,254	\$ 166,963	\$ 1,011,132	\$ 190,013	\$ 1,201,145	24.5%	\$ 1,352,961	\$ (341,828)	-25.3%
TRANSFERS OUT	\$ 201,673	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,324,927	\$ 166,963	\$ 1,011,132	\$ 190,013	\$ 1,201,145	23.4%	\$ 1,352,961	\$ (341,828)	-25.3%
REVENUES OVER (UNDER) EXPENDITURES	\$ (417,076)	\$ 283,636	\$ 291,725	\$ (190,013)	\$ 101,713	-69.9%	\$ 903,730	\$ (612,005)	-67.7%

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

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

Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Committed	\$ 2,344,557	\$ 2,357,700	\$ 2,665,426	\$ 2,367,453	\$ 2,352,645							
Monthly Net Surplus/(Deficit)	13,143	307,726	(297,973)	(14,808)	283,636							
Ending Committed	\$ 2,357,700	\$ 2,665,426	\$ 2,367,453	\$ 2,352,645	\$ 2,636,281							



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

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through September 30, 2020 and 2019
41.67% completed (5 out of 12 months)

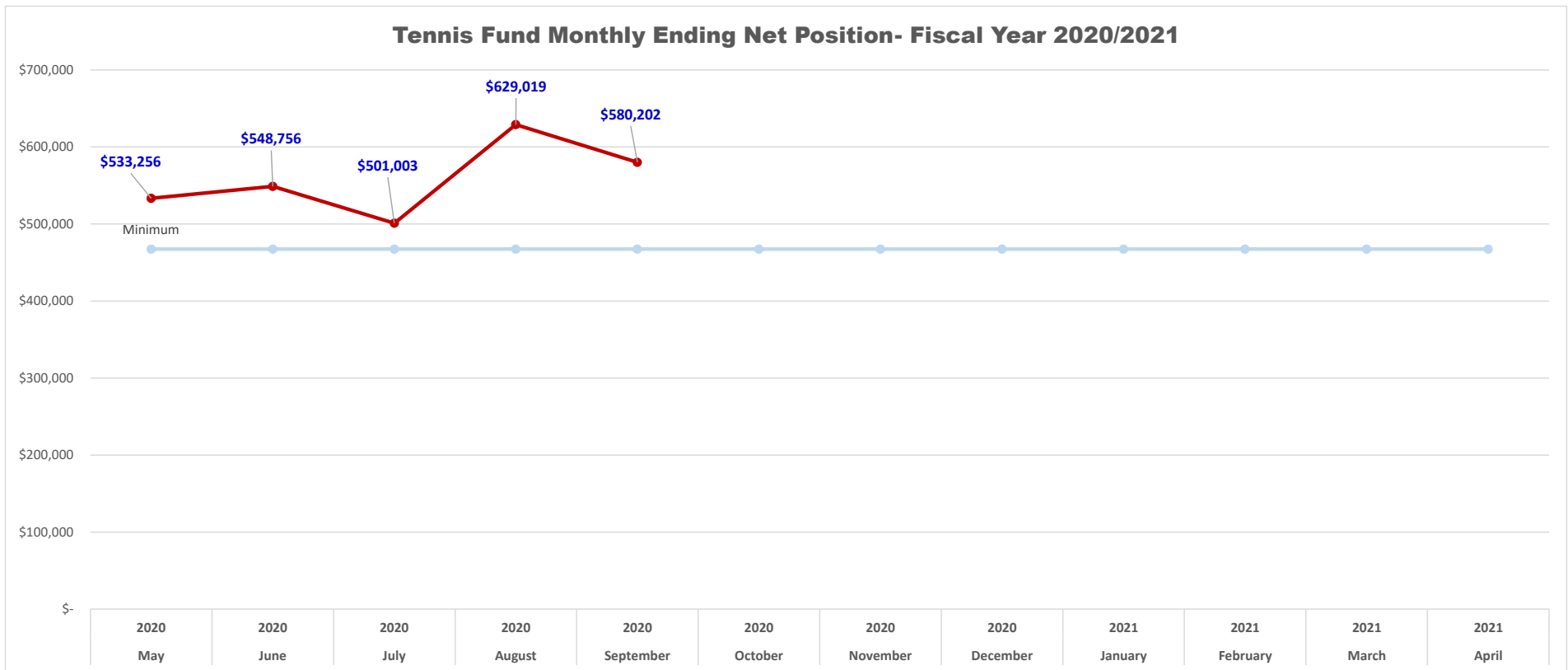
Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original	September	Year-To-Date		Year-To-Date	Y-T-D Actual,	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/Lower than 2019/2020 Y-T-D	Percent Change
	Annual Budget	2020 Actual	Actual	Encumbered	Actual + Encumbered	as a % of Amended Annual Budget			
REVENUES									
Administration	\$ 22,500	\$ 363	\$ 9,933	\$ -	\$ 9,933	44.1%	\$ 9,766	\$ 166	1.7%
Building- Racquet Club	500	-	-	-	-	0.0%	479	(479)	N/A
Programs- Racquet Club	1,773,500	84,057	597,961	-	597,961	33.7%	898,006	(300,045)	-33.4%
TOTAL REVENUES	\$ 1,796,500	\$ 84,419	\$ 607,894	\$ -	\$ 607,894	33.8%	\$ 908,252	\$ (300,358)	-33.1%
EXPENSES									
Administration	\$ 727,478	\$ 34,737	\$ 146,691	\$ 13,013	\$ 159,704	20.2%	\$ 200,515	\$ (53,825)	-26.8%
Building- Racquet Club	370,829	20,171	86,294	67,842	154,135	23.3%	107,123	(20,830)	-19.4%
Programs- Racquet Club	771,500	28,729	159,140	2,535	161,675	20.6%	220,049	(60,908)	-27.7%
Capital Outlay	255,000	24,800	49,600	28,316	77,916	19.5%	45,243	4,357	N/A
TOTAL EXPENSES	\$ 2,124,807	\$ 108,437	\$ 441,724	\$ 111,706	\$ 553,431	20.8%	\$ 572,930	\$ (131,206)	-22.9%
REVENUES OVER (UNDER) EXPENSES	\$ (328,307)	\$ (24,017)	\$ 166,169	\$ (111,706)	\$ 54,463	-50.6%	\$ 335,322	\$ (169,153)	-50.4%

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

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

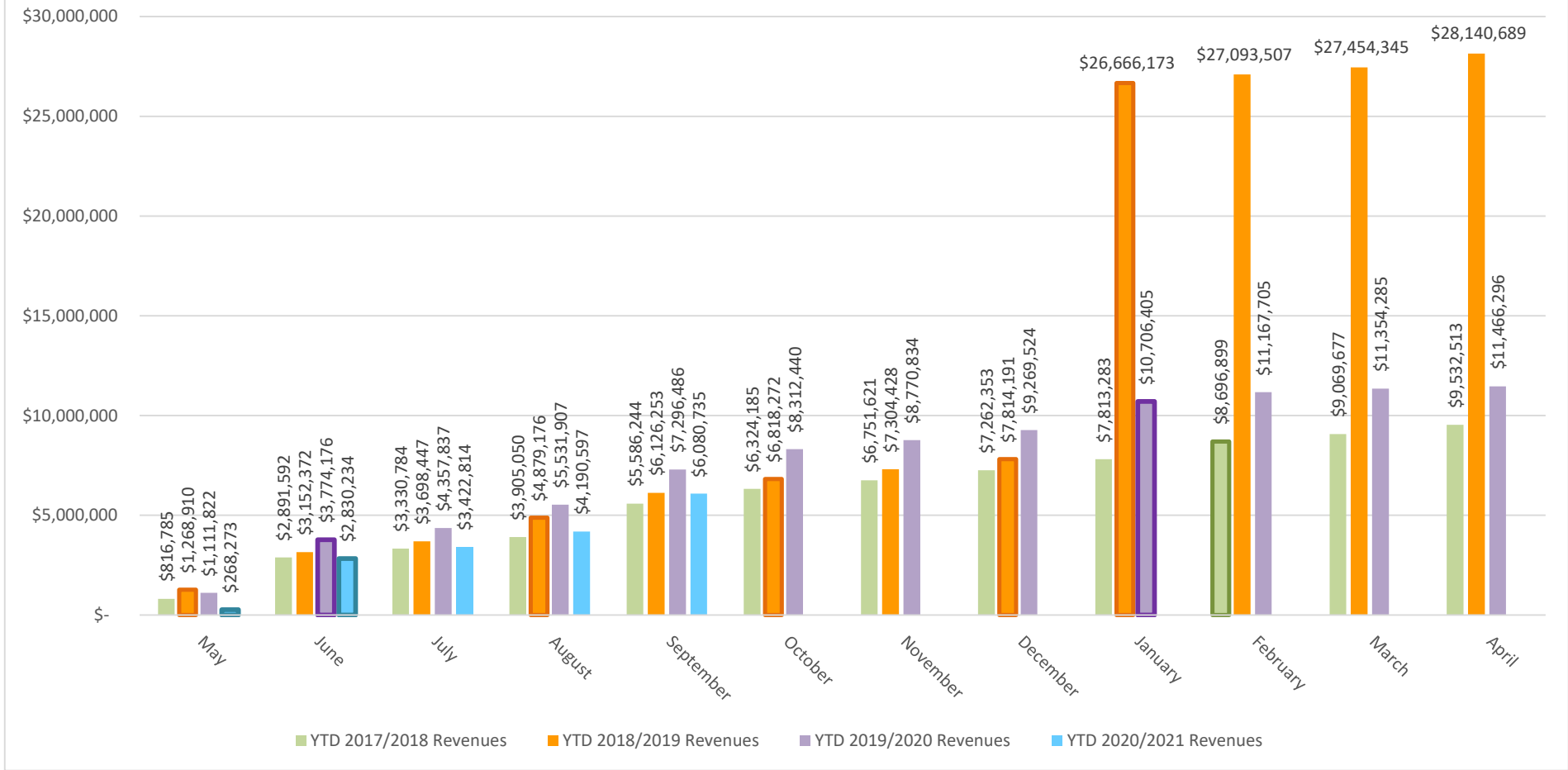
Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Investment in Capital Assets	\$ 1,779,633	\$ 1,779,633	\$ 1,804,433	1,804,433	1,804,433							
Beginning Unrestricted	463,632	533,256	548,756	501,003	629,019							
Monthly Net Surplus/(Deficit)	69,624	40,300	(47,752)	128,015	(24,017)							
Ending Investment in Capital Assets	1,779,633	1,804,433	1,804,433	1,804,433	1,829,233							
Ending Unrestricted	533,256	548,756	501,003	629,019	580,202							



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

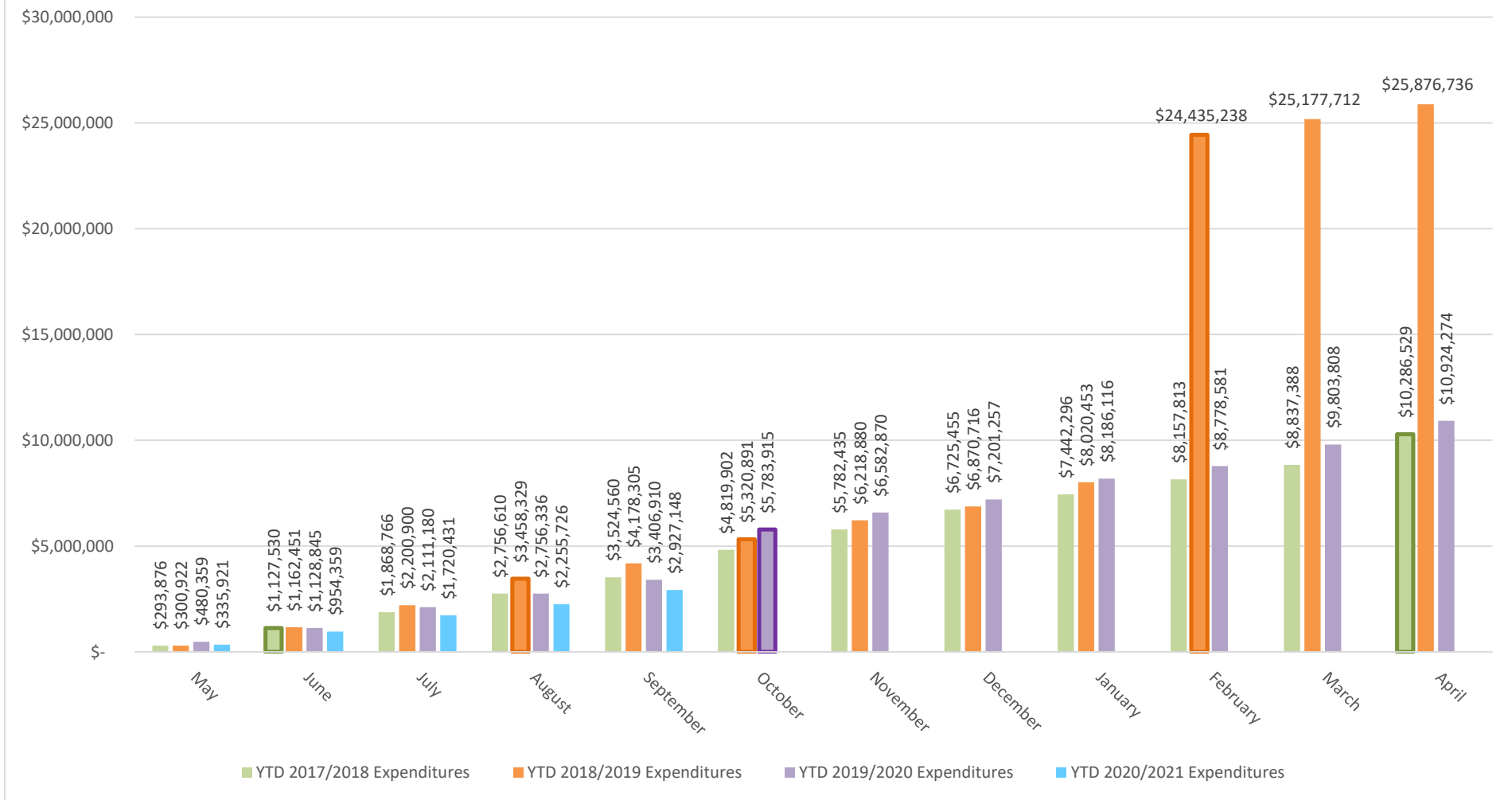
Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

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

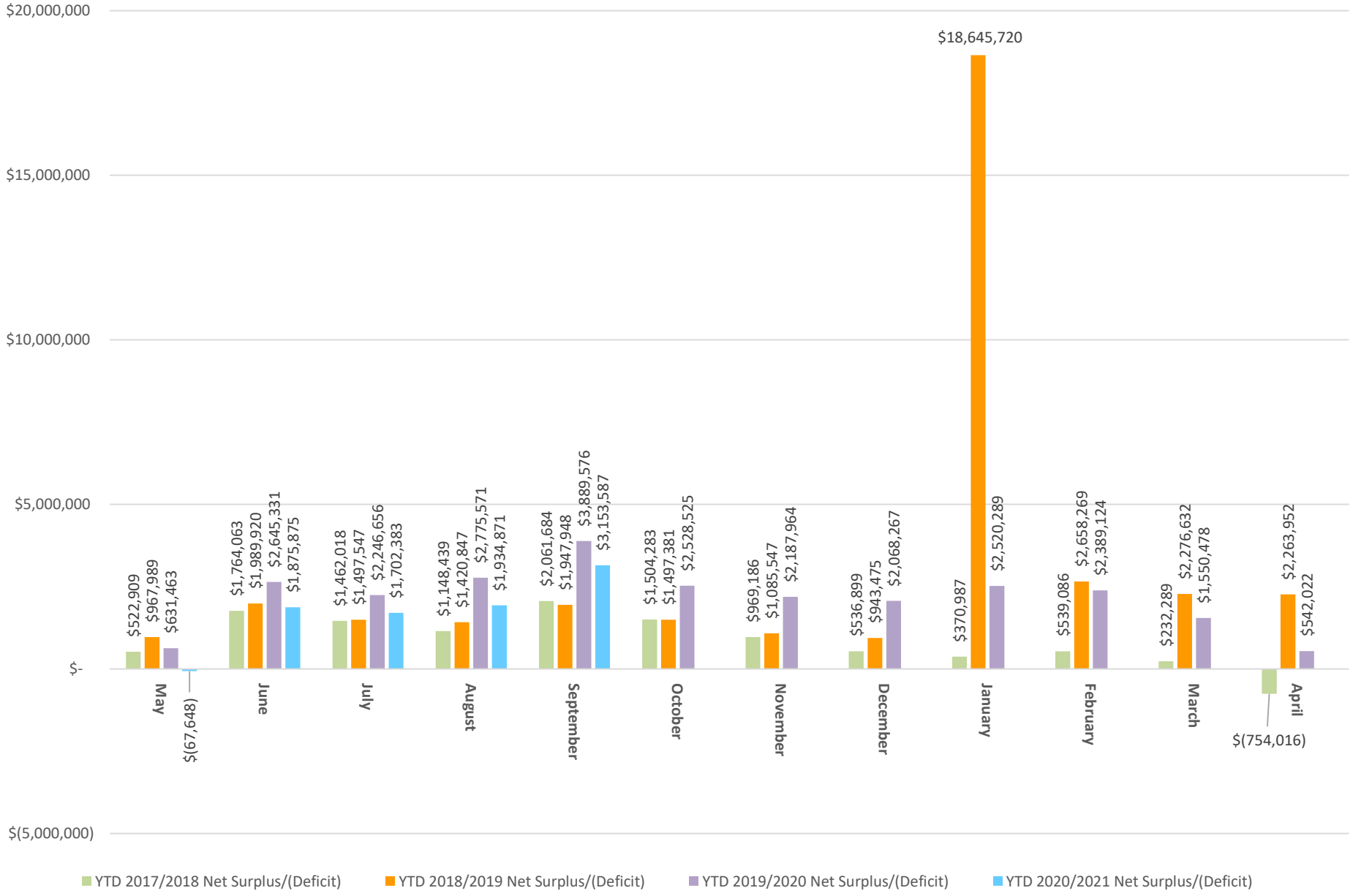
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



NOTES

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
September 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUES	\$ 554,610	\$ 1,917,630	\$ 3,045,207
EXPENDITURES	\$ 190,301	\$ 805,531	\$ 3,227,702
SURPLUS/(DEFICIT)	\$ 364,309	\$ 1,112,099	\$ (182,495)
RECREATION FUND			
REVENUES	\$ 450,599	\$ 1,302,858	\$ 3,907,851
EXPENDITURES	\$ 166,963	\$ 1,011,132	\$ 4,324,927
SURPLUS/(DEFICIT)	\$ 283,636	\$ 291,726	\$ (417,076)
IMRF FUND			
REVENUES	\$ 51,611	\$ 159,466	\$ 181,098
EXPENDITURES	\$ 13,716	\$ 78,995	\$ 216,000
SURPLUS/(DEFICIT)	\$ 37,895	\$ 80,471	\$ (34,902)
LIABILITY INSURANCE FUND			
REVENUES	\$ 49,978	\$ 146,643	\$ 186,491
EXPENDITURES	\$ 3,528	\$ 70,136	\$ 210,765
SURPLUS/(DEFICIT)	\$ 46,450	\$ 76,507	\$ (24,274)
AUDIT FUND			
REVENUES	\$ 2,591	\$ 7,495	\$ 7,982
EXPENDITURES	\$ -	\$ 11,250	\$ 12,800
SURPLUS/(DEFICIT)	\$ 2,591	\$ (3,755)	\$ (4,818)
DEBT SERVICE FUND			
REVENUES	\$ 494,613	\$ 1,421,647	\$ 1,849,159
EXPENDITURES	\$ 5,992	\$ 10,159	\$ 1,834,682
SURPLUS/(DEFICIT)	\$ 488,621	\$ 1,411,488	\$ 14,477
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUES	\$ 84,419	\$ 607,894	\$ 1,796,500
EXPENSES	\$ 108,437	\$ 441,724	\$ 2,124,807
SURPLUS/(DEFICIT)	\$ (24,018)	\$ 166,170	\$ (328,307)



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
September 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
SPORTS CORE FUND			
REVENUES	\$ 17,494	\$ 90,757	\$ 486,267
EXPENDITURES	\$ 3,436	\$ 18,677	\$ 425,371
SURPLUS/(DEFICIT)	\$ 14,058	\$ 72,080	\$ 60,896
SPECIAL RECREATION FUND			
REVENUES	\$ 53,865	\$ 117,325	\$ 121,112
EXPENDITURES	\$ 1,245	\$ 10,395	\$ 118,559
SURPLUS/(DEFICIT)	\$ 52,620	\$ 106,930	\$ 2,553
CAPITAL PROJECT FUND			
REVENUES	\$ 42,263	\$ 51,375	\$ 671,000
EXPENDITURES	\$ 159,299	\$ 383,819	\$ 3,183,000
SURPLUS/(DEFICIT)	\$ (117,036)	\$ (332,444)	\$ (2,512,000)
SOCIAL SECURITY FUND			
REVENUES	\$ 87,056	\$ 257,646	\$ 277,936
EXPENDITURES	\$ 16,295	\$ 85,329	\$ 279,463
SURPLUS/(DEFICIT)	\$ 70,761	\$ 172,317	\$ (1,527)
CONSOLIDATED SUMMARY			
REVENUES	\$ 1,889,099	\$ 6,080,736	\$ 12,530,603
EXPENDITURES	\$ 669,212	\$ 2,927,147	\$ 15,958,077
SURPLUS/(DEFICIT)	\$ 1,219,887	\$ 3,153,589	\$ (3,427,473)

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

	CONSOLIDATED TOTALS
REVENUES	
Property Taxes	\$ 1,560,563
Replacement Taxes	-
Recreation Program Fees	152,552
Fitness Center Fees	14,152
Aquatic Center Fees	44,914
Sports Core - Fields	15,973
Sports Core - Aquatics	-
Sports Core - Tennis	1,521
FRC Rental/Member Fees	16,447
CPW Building Rentals	2,262
Field Rentals- Central Park	14,862
Field Rentals- Central Park North	963
Interest	1,725
Grant Proceeds	-
Transfers	-
Donations	-
Sponsorship	-
Overhead Revenue	-
Miscellaneous	63,165
TOTAL- REVENUES	\$ 1,889,100
EXPENDITURES	
Accounts Payable and Other	\$ 314,496
Overhead Expenditures	-
September Payroll and Related Benefits	354,716
TOTAL EXPENDITURES	\$ 669,212
NET REVENUES/(EXPENDITURES)	\$ 1,219,888

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

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 10,031,213
Receivables - Net of Allowances	
Property Taxes	4,769,010
Accounts	445,719
Due from Other Funds	-
Prepays	8,826
Inventories	<u>21,139</u>
Total Current Assets	<u>\$ 15,275,907</u>
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,075,487
Accumulated Depreciation	<u>(3,336,329)</u>
Total Noncurrent Assets	<u>\$ 1,779,633</u>
Total Assets	\$ 17,055,540

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 69,424
Total Assets and Deferred outflows of Resources	<u>\$ 17,124,964</u>

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 3,278
Accrued Payroll	16,214
Unearned Revenue	379,257
Due To Other Funds	-
Unclaimed Property	1,825
Compensated Absences Payable	-
Total Current Liabilities	<u>\$ 400,573</u>
Noncurrent Liabilities	
Compensated Absences Payable	\$ 18,910.90
Net Pension Liability - IMRF	87,679
Total OPEB Liability - RBP	<u>86,345</u>
Total Noncurrent Liabilities	<u>\$ 192,935</u>
Total Liabilities	\$ 593,508

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 87,065
Property Taxes	4,769,010
Total Liabilities and Deferred Inflows of Resources	<u>\$ 5,449,583</u>

FUND/NET POSITION BALANCES

Net Investment in Capital Assets	\$ 1,829,233
Non-spendable	-
Restricted	1,965,583
Committed	5,019,717
Unassigned/Unrestricted	<u>2,860,849</u>
Total Fund Balances	<u>\$ 11,675,381</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 17,124,964</u>

OAK BROOK PARK DISTRICT						
SCHEDULE OF INVESTMENTS- AS OF SEPTEMBER 30, 2020						
				AMOUNT	RATE/APY	MATURITY
EVERGREEN BANK				\$ 4,122,715.35	0.50%	VARIES /MONEY MARKET
EVERGREEN BANK				\$ 1,814,246.54	0.65%	VARIES /INSURED CASH SWEEP
HINSDALE BANK				\$ 261,468.94	0.13%	MONEY MARKET
FIFTH THIRD BANK				\$ 234,469.67	0.13%	INTEREST-BEARING CHECKING
ILLINOIS FUNDS				\$ 55,078.45	0.13%	VARIES/INVESTMENT POOL
TOTAL INVESTMENTS				\$ 6,487,978.95		

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

DESCRIPTION	VENDOR	Year-to-Date Expenditures
Capital Project Fund		
Outdoor LED lighting project at Central Park	Musco Lighting, Dawsons Tree, Village of Oak Brook	\$ 169,042.50
Central Park North Improvements	Upland Design, Robbins Schwartz, Integral Construction, Parkreation, Greenfields Outdoor Fitness, Chicago Switchboard	162,947.40
Dump truck purchase	Currie Motors	50,958.00
Family Recreation Center HVAC replacement	Kluber Architects & Engineers	871.26
	SUBTOTAL BALANCE	\$ 383,819.16
Recreation Fund		
Replacement Fitness Center equipment	Lease Servicing Center	\$ 39,111.66
Central Park West door & window replacement	MG Mechanical, Hargrave Builders	79,158.23
Central Park pavement grinding	Professional Paving & Concrete	20,674.17
	SUBTOTAL BALANCE	\$ 138,944.06
Tennis Fund		
Resurfacing of four indoor tennis courts	U.S. Tennis Court Construction	\$ 24,800.00
Front entrance paver replacement	Classic Landscape, Ltd.	24,800.00
	SUBTOTAL BALANCE	\$ 49,600.00
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES		\$ 572,363.22

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40778	ADVANCED DISPOSAL	08/31/2020	10/19/2020	649.50	649.50	Open	N
40759	ANDERSON ELEVATOR CO.	05/29/2020	10/19/2020	230.00	230.00	Open	N
40776	ANDERSON ELEVATOR CO.	09/01/2020	10/19/2020	590.00	590.00	Open	N
40777	ANDERSON ELEVATOR CO.	05/29/2020	10/19/2020	230.00	230.00	Open	N
40812	ANDERSON ELEVATOR CO.	10/01/2020	10/19/2020	590.00	590.00	Open	N
40780	ANDERSON LANDSCAPE SUPPLY	09/24/2020	10/19/2020	144.00	144.00	Open	N
40785	BARTON ELECTRIC INC	09/24/2020	10/19/2020	22,536.00	22,536.00	Open	N
40774	C.E. RENTALS, INC.	09/09/2020	10/19/2020	24.00	24.00	Open	N
40850	CARDMEMBER SERVICE	09/25/2020	10/18/2020	139.50	139.50	Open	N
40851	CARDMEMBER SERVICE	09/25/2020	10/18/2020	320.00	320.00	Open	N
40852	CARDMEMBER SERVICE	09/25/2020	10/18/2020	1,593.54	1,593.54	Open	N
40853	CARDMEMBER SERVICE	09/25/2020	10/18/2020	259.32	259.32	Open	N
40854*	CARDMEMBER SERVICE	09/25/2020	10/18/2020	327.95	327.95	Open	N
40855	CARDMEMBER SERVICE	09/25/2020	10/18/2020	954.67	954.67	Open	N
40856	CARDMEMBER SERVICE	09/25/2020	10/18/2020	73.69	73.69	Open	N
40857	CARDMEMBER SERVICE	09/25/2020	10/18/2020	2,108.33	2,108.33	Open	N
40858	CARDMEMBER SERVICE	09/25/2020	10/18/2020	197.28	197.28	Open	N
40859	CARDMEMBER SERVICE	09/25/2020	10/18/2020	1,257.02	1,257.02	Open	N
40860	CARDMEMBER SERVICE	09/25/2020	10/18/2020	57.94	57.94	Open	N
40861	CARDMEMBER SERVICE	09/25/2020	10/18/2020	55.75	55.75	Open	N
40862	CARDMEMBER SERVICE	09/25/2020	10/18/2020	115.00	115.00	Open	N
40863*	CARDMEMBER SERVICE	09/25/2020	10/18/2020	238.84	238.84	Open	N
40864	CARDMEMBER SERVICE	09/25/2020	10/18/2020	105.98	105.98	Open	N
40865	CARDMEMBER SERVICE	09/25/2020	10/18/2020	2,392.09	2,392.09	Open	N
40866	CARDMEMBER SERVICE	09/25/2020	10/18/2020	40.00	40.00	Open	N
40867	CARDMEMBER SERVICE	09/25/2020	10/18/2020	382.63	382.63	Open	N
40868	CARDMEMBER SERVICE	09/25/2020	10/18/2020	734.04	734.04	Open	N
40869	CARDMEMBER SERVICE	09/25/2020	10/18/2020	192.98	192.98	Open	N
40870	CARDMEMBER SERVICE	09/25/2020	10/18/2020	229.52	229.52	Open	N
40871	CARDMEMBER SERVICE	09/25/2020	10/18/2020	39.40	39.40	Open	N
40847	CARRICO AQUATIC RESOURCES INC	10/21/2020	10/19/2020	2.24	2.24	Open	N
40848	CARRICO AQUATIC RESOURCES INC	08/07/2020	10/19/2020	149.31	149.31	Open	N
40801	CLASSIC LANDSCAPE, LTD.	10/01/2020	10/19/2020	6,860.04	6,860.04	Open	N
40809	COM ED	09/29/2020	10/19/2020	29.50	29.50	Open	N
40876	COMCAST	09/01/2020	10/19/2020	600.64	600.64	Open	N
40820	COMMEG SYSTEMS, INC.	10/08/2020	10/19/2020	1,500.00	1,500.00	Open	N
40826	DAVEY RESOURCE GROUP INC	10/05/2020	10/19/2020	7,433.80	7,433.80	Open	N
40819	DIRECT ENERGY BUSINESS	10/05/2020	10/19/2020	13,621.89	13,621.89	Open	N
40811	DIRECT ENERGY BUSINESS	10/01/2020	10/19/2020	19.52	19.52	Open	N
40784	DOTY & SONS CONCRETE PRODUCTS, INC	09/18/2020	10/19/2020	1,754.00	1,754.00	Open	N
40875	EBEL'S ACE HARDWARE #8313	09/30/2020	10/19/2020	22.64	22.64	Open	N
40840	ELMHURST MEMORIAL OCCUPATIONAL	09/30/2020	10/19/2020	15.00	15.00	Open	N
40846	ENVISION HEALTHCARE INC	10/01/2020	10/19/2020	37.00	37.00	Open	N
40841	FED EX	09/23/2020	10/19/2020	8.50	8.50	Open	N
40802	FIRST COMMUNICATION LLC	10/01/2020	10/19/2020	955.28	955.28	Open	N
40805	FLAGG CREEK WATER RECLAMATION	09/28/2020	10/19/2020	34.65	34.65	Open	N
40806	FLAGG CREEK WATER RECLAMATION	09/28/2020	10/19/2020	28.95	28.95	Open	N

User: nstrathdee

EXP CHECK RUN DATES 09/22/2020 - 10/19/2020

DB: Oak Brook Park I

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40808	FLAGG CREEK WATER RECLAMATION	09/28/2020	10/19/2020	60.30	60.30	Open	N
40817	FLAGG CREEK WATER RECLAMATION	09/28/2020	10/19/2020	2,001.68	2,001.68	Open	N
40849	FULLIFE SAFETY CENTER	10/06/2020	10/19/2020	185.11	185.11	Open	N
40768	GEOCON PROFESSIONAL SERVICES, LLC	09/14/2020	10/19/2020	578.00	578.00	Open	N
40828	HAGG PRESS	09/15/2020	10/19/2020	300.00	300.00	Open	N
40794	HINSDALE NURSERIES INC	09/14/2020	10/19/2020	888.00	888.00	Open	N
40878	HOME DEPOT CREDIT SERVICES	09/03/2020	10/18/2020	56.97	56.97	Open	N
40879	HOME DEPOT CREDIT SERVICES	09/15/2020	10/18/2020	86.34	86.34	Open	N
40880	HOME DEPOT CREDIT SERVICES	09/09/2020	10/18/2020	93.46	93.46	Open	N
40881	HOME DEPOT CREDIT SERVICES	09/11/2020	10/18/2020	60.53	60.53	Open	N
40769	HP PRODUCTS	09/09/2020	10/19/2020	226.20	226.20	Open	N
40770	HP PRODUCTS	09/16/2020	10/19/2020	141.40	141.40	Open	N
40771	HP PRODUCTS	09/03/2020	10/19/2020	753.00	753.00	Open	N
40772	HP PRODUCTS	09/01/2020	10/19/2020	1,720.68	1,720.68	Open	N
40810	HP PRODUCTS	09/29/2020	10/19/2020	608.64	608.64	Open	N
40845	HP PRODUCTS	09/15/2020	10/19/2020	409.76	409.76	Open	N
40798	INSIGHT DIRECT USA INC	08/03/2020	10/19/2020	8,976.20	8,976.20	Open	N
40799	INSIGHT DIRECT USA INC	08/03/2020	10/19/2020	1,491.06	1,491.06	Open	N
40833	INSIGHT DIRECT USA INC	09/09/2020	10/19/2020	664.80	664.80	Open	N
40765	JAMES LEZATTE	09/16/2020	10/19/2020	1,000.00	1,000.00	Open	N
40763	JONES TRAVEL	08/25/2020	10/19/2020	900.00	900.00	Open	N
40818	KATE SNEIGOWSKI	10/08/2020	10/19/2020	176.39	176.39	Open	N
40803	KONICA MINOLTA BUSINESS	09/30/2020	10/19/2020	319.69	319.69	Open	N
40804	KONICA MINOLTA BUSINESS	09/30/2020	10/19/2020	23.96	23.96	Open	N
40807	KONICA MINOLTA PREMIER FINANCE	08/28/2020	10/18/2020	739.00	739.00	Open	N
40838	LAKESHORE ATHLETIC SERVICES	09/12/2020	10/19/2020	1,370.00	1,370.00	Open	N
40754	LAKISHA HAYES	09/10/2020	09/25/2020	675.00	675.00	Open	N
40827	LAURE KOSEY	10/08/2020	10/19/2020	124.00	124.00	Open	N
40758	MARTIN IMPLEMENT SALES, INC.	09/21/2020	10/19/2020	234.60	234.60	Open	N
40815	MCHENRY SAVINGS BANK	10/05/2020	10/19/2020	334,605.43	334,605.43	Open	N
40829	MEDIA NUT	10/04/2020	10/19/2020	849.95	849.95	Open	N
40795	MUSCO LIGHTING	09/24/2020	10/19/2020	334,098.00	334,098.00	Open	N
40757	NATIONAL SEED	09/15/2020	10/19/2020	173.75	173.75	Open	N
40842	NEXT GENERATION	09/21/2020	10/19/2020	581.00	581.00	Open	N
40843	NEXT GENERATION	09/30/2020	10/19/2020	1,820.55	1,820.55	Open	N
40877	NICOR GAS	06/19/2020	10/19/2020	188.48	188.48	Open	N
40821	NPN360	09/14/2020	10/19/2020	100.39	100.39	Open	N
40822	NPN360	08/11/2020	10/19/2020	79.45	79.45	Open	N
40823	NPN360	08/11/2020	10/19/2020	198.30	198.30	Open	N
40824	NPN360	09/22/2020	10/19/2020	269.83	269.83	Open	N
40825	NPN360	09/24/2020	10/19/2020	165.16	165.16	Open	N
40874	OAK BROOK CIVIC ASSOCIATION	10/06/2020	10/19/2020	65.00	65.00	Open	N
40839	OAKBROOK TERRACE PARK DISTRICT	09/02/2020	10/19/2020	156.60	156.60	Open	N
40782	PIONEER MANUFACTURING CO.	09/22/2020	10/19/2020	2,226.00	2,226.00	Open	N
40844	PROFESSIONAL PAVING & CONCRETE	09/30/2020	10/19/2020	2,730.00	2,730.00	Open	N
40872	QUEST DIAGNOSTICS	09/25/2020	10/19/2020	317.68	317.68	Open	N
40873	ROBBINS SCHWARTZ	09/28/2020	10/19/2020	960.00	960.00	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 09/22/2020 - 10/19/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40762	RUSSO POWER EQUIPMENT	09/15/2020	10/19/2020	48.93	48.93	Open	N
40834	SERVICE SANITATION, INC.	09/18/2020	10/19/2020	532.00	532.00	Open	N
40835	SERVICE SANITATION, INC.	09/18/2020	10/19/2020	101.50	101.50	Open	N
40836	SERVICE SANITATION, INC.	09/18/2020	10/19/2020	222.50	222.50	Open	N
40837	SERVICE SANITATION, INC.	09/18/2020	10/19/2020	242.00	242.00	Open	N
40832	SOCCER 2000	09/17/2020	10/19/2020	1,917.00	1,917.00	Open	N
40813	STATE FIRE MARSHALL	09/25/2020	10/19/2020	500.00	500.00	Open	N
40830	STERLING NETWORK INTEGRATION	09/17/2020	10/19/2020	1,218.00	1,218.00	Open	N
40781	TAMELING INDUSTRIES INC.	09/24/2020	10/19/2020	297.00	297.00	Open	N
40791	TAYLOR PLUMBING	06/16/2020	10/19/2020	475.80	475.80	Open	N
40792	TAYLOR PLUMBING	06/09/2020	10/19/2020	527.00	527.00	Open	N
40793	TAYLOR PLUMBING	07/01/2020	10/19/2020	642.50	642.50	Open	N
40814	TAYLOR PLUMBING	10/08/2020	10/19/2020	822.50	822.50	Open	N
40775	THE EMPLOYERS ASSOCIATION	09/24/2020	10/19/2020	133.00	133.00	Open	N
40783	TRUGREEN	09/17/2020	10/19/2020	1,600.00	1,600.00	Open	N
40786	TRUGREEN	09/09/2020	10/19/2020	3,020.00	3,020.00	Open	N
40787	TRUGREEN	09/10/2020	10/19/2020	314.00	314.00	Open	N
40788	TRUGREEN	09/10/2020	10/19/2020	1,550.00	1,550.00	Open	N
40789	TRUGREEN	09/10/2020	10/19/2020	150.00	150.00	Open	N
40790	TRUGREEN	09/10/2020	10/19/2020	316.00	316.00	Open	N
40760	TYCO INTEGRATED SECURITY LLC	09/05/2020	10/19/2020	228.98	228.98	Open	N
40796	TYCO INTEGRATED SECURITY LLC	09/05/2020	10/19/2020	228.98	228.98	Open	N
40797	TYCO INTEGRATED SECURITY LLC	07/01/2020	10/19/2020	136.13	136.13	Open	N
40816	UMB BANK N.A.	09/30/2020	10/19/2020	890,731.26	890,731.26	Open	N
40831	VERIZON WIRELESS	09/15/2020	10/19/2020	1,187.94	1,187.94	Open	N
40764	VILLA PARK ELECTRICAL SUPPLY	09/10/2020	10/19/2020	137.05	137.05	Open	N
40766	VILLA PARK ELECTRICAL SUPPLY	09/14/2020	10/19/2020	199.52	199.52	Open	N
40755	VILLAGE OF OAK BROOK	09/21/2020	10/19/2020	113.25	113.25	Open	N
40756	WAREHOUSE DIRECT WORKPLACE	09/10/2020	10/19/2020	49.50	49.50	Open	N
40779	WILSON SPORTING GOODS	09/05/2020	10/19/2020	753.23	753.23	Open	N
40800	WILSON SPORTING GOODS	09/28/2020	10/19/2020	152.22	152.22	Open	N
40767	WINDY CITY NINJAS	09/15/2020	10/19/2020	960.00	960.00	Open	N

# of Invoices:	126	# Due:	126	Totals:	1,683,840.06	1,683,840.06
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>1,683,840.06</u>	<u>1,683,840.06</u>

* 2 Net Invoices have Credits Totalling: (229.75)

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			54,981.76	54,981.76		
	02 - RECREATION FUND			28,529.70	28,529.70		
	06 - DEBT SERVICE FUND			1,225,336.69	1,225,336.69		
	07 - RECREATIONAL FACILITIES FUND			10,128.18	10,128.18		
	08 - SPORTS CORE			5,586.18	5,586.18		
	12 - CAPITAL PROJECTS FUND			359,277.55	359,277.55		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			21,546.40	21,546.40		
	02 - FINANCE			2,378.05	2,378.05		
	03 - FIELDS			4,509.00	4,509.00		
	04 - CENTRAL PARK NORTH			1,772.50	1,772.50		
	05 - CENTRAL PARK			11,033.83	11,033.83		
	06 - SADDLEBROOK PARK			3,834.52	3,834.52		
	07 - FOREST GLEN PARK			1,319.32	1,319.32		
	08 - CHILLEM PARK			380.00	380.00		
	09 - DEAN PROPERTY			573.37	573.37		
	10 - PROFESSIONAL SERVICES			960.00	960.00		
	12 - CONTRACTS. MAINTENANCE DNS			7,433.80	7,433.80		
	15 - BUILDING/RECREATION CENTER			12,383.04	12,383.04		
	20 - CENTRAL PARK WEST			2,577.25	2,577.25		
	21 - FITNESS CENTER			2,481.14	2,481.14		
	25 - AQUATIC CENTER			5,218.98	5,218.98		
	26 - AQUATIC-RECREATION PROGRAMS			115.00	115.00		
	30 - CHILDRENS PROGRAMS			960.00	960.00		
	31 - PRESCHOOL PROGRAMS			1,037.12	1,037.12		
	32 - YOUTH PROGRAMS			204.59	204.59		
	50 - PIONEER PROGRAMS			908.99	908.99		
	60 - SPECIAL EVENTS & TRIPS			6,457.66	6,457.66		
	71 - BUILDING/RACQUET CLUB			5,897.67	5,897.67		
	75 - TENNIS PROGRAMS			2,933.68	2,933.68		
	80 - MARKETING			2,309.91	2,309.91		
	94 - DEBT SERVICE FUND			1,225,336.69	1,225,336.69		
	95 - CAPITAL PROJECTS FUND			359,277.55	359,277.55		

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 09/22/2020 - 10/19/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40741	ANDREA CESPEDES	09/17/2020	09/25/2020	87.00	0.00	Paid	Y
40761	CARDMEMBER SERVICE	08/25/2020	09/29/2020	533.39	0.00	Paid	Y
40749	DENNIS KOZELSKY	09/17/2020	09/25/2020	210.00	0.00	Paid	Y
40737	ELIZABETH ZIKA	09/17/2020	09/25/2020	190.43	0.00	Paid	Y
40750	GEORGEANN OBERLIN	09/17/2020	09/25/2020	149.10	0.00	Paid	Y
40746	JAMES KOZLOWSKI	09/17/2020	09/25/2020	105.00	0.00	Paid	Y
40629	JAMES LEZATTE	09/09/2020	09/21/2020	498.00	0.00	Paid	Y
40751	JODY BOAK	09/17/2020	09/25/2020	62.10	0.00	Paid	Y
40736	JUDY HUIZINGA	09/17/2020	09/25/2020	155.45	0.00	Paid	Y
40752	KATHY HEMMESCH	09/17/2020	09/25/2020	132.84	0.00	Paid	Y
40738	KUNI ROSS	09/17/2020	09/25/2020	87.00	0.00	Paid	Y
40747	MARILYN KOZICKI	09/17/2020	09/25/2020	98.40	0.00	Paid	Y
40740	MARY DURLAO	09/17/2020	09/25/2020	87.00	0.00	Paid	Y
40753	MAUREEN CAVENEY	09/17/2020	09/25/2020	62.40	0.00	Paid	Y
40734	MUKTA TANDON	09/17/2020	09/25/2020	387.00	0.00	Paid	Y
40742	PATRICIA KRUEGER	09/17/2020	09/25/2020	43.50	0.00	Paid	Y
40739	PREMA RAO	09/17/2020	09/25/2020	87.00	0.00	Paid	Y
40744	REBECCA RUSSOW	09/17/2020	09/25/2020	335.68	0.00	Paid	Y
40743	ROBERTA CARROLL	09/17/2020	09/25/2020	186.48	0.00	Paid	Y
40748	RUTH A. SMITH	09/17/2020	09/25/2020	183.60	0.00	Paid	Y
40745	SINDY WIEMAN	09/17/2020	09/25/2020	87.00	0.00	Paid	Y
40735	WEN LU/ADLER HUNG	09/17/2020	09/25/2020	678.63	0.00	Paid	Y

# of Invoices:	22	# Due:	0	Totals:	4,447.00	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>4,447.00</u>	<u>0.00</u>

--- TOTALS BY FUND ---

02 - RECREATION FUND	533.39	0.00
07 - RECREATIONAL FACILITIES FUND	3,913.61	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	2,736.98	0.00
32 - YOUTH PROGRAMS	8.99	0.00
50 - PIONEER PROGRAMS	61.41	0.00
60 - SPECIAL EVENTS & TRIPS	462.99	0.00
75 - TENNIS PROGRAMS	1,176.63	0.00

Getting To Know
Robert Sleva
Park Technician



Birth date: (Month and Day): February 3rd

I decided to work at the OBPD because of the opportunity to see people enjoying the things that I help maintain or create on a daily basis.

My favorite childhood memory is staying at hotels with my teammates for travel baseball tournaments.

The last good book I read: I'm not a huge reader, but I love the *Lord of the Rings* trilogy.

My favorite meal is anything off of the smoker.

My personal hero is my dad.

My favorite place to vacation is Michigan or Wisconsin, because I like to camp and hike.

My dream/goal is to become the best husband and dad I can be.

Three words that best describe me: friendly, straight forward, trustworthy.

Little known fact about me is that I play multiple competitive sports.

My most humbling experience is the birth of my son.

My greatest accomplishment is being a dad and a husband.



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: October 8, 2020
Re: September/October 2020: Communications, IT & Administration

September Board Meeting Follow Up:

Sports Core Agreement

An extension of the agreement has been approved until December 8th. At that time, the Village will determine if parking will be budgeted in the upcoming fiscal year. The recommendation to the board is to extend the agreement with the Village only if parking is expanded and the pool construction is complete.

October Board Meeting Discussion Points:

Service Awards

The employee service awards are changing, so approval on the expenditure is requested. Instead of investing in specific service awards at years 10, 15, 20, 25, 30 and 35, the employee will be able to order a gift from Amazon. This will allow for a specific amount to be budgeted each year and saving on inventory of service awards year after year. The gift amount is \$10 for each year of service.

IT Report:

Additional licensing for two-factor authentication was purchased for the main firewall. This will increase the security when accessing the network through the VPN connection.

The back-end software running the obparks.org website has been updated. We are always staying on top of the latest release and patches to ensure the website is safe.

Corporate and Community Relations:

Sponsorships: \$3,240.00
Advertising: \$0.00
Vendors: \$1,500.00
In-Kind Donations: \$3,215.00
Oak Brook Park District Foundation: \$4,190.00

Total Amount for September: \$12,145.00

Marketing & Communications Report:

Facebook Analytics

Total Likes: 2997 (up 23)

Posts: 27

Total Reach (organic and paid): 17,927

Instagram Analytics

Total Followers: 1,176 (up 40)

Posts: 19

Top Post Reach: 272


Twitter Analytics

Total Followers: 1,081 (up 0)


Posts: 15

Top Post Impressions: 792

Post Details

**Oak Brook Park District**
Published by Hootsuite [?] · September 25 · 🌐

Warm weather calls for one last hurrah at Splash Island! We have plenty of reservations open for today from 3:30-5:00 pm and 5:30-7:00 pm, as well as Sunday from 10:00 -11:30 am, 12:00-1:30 pm and 2:00-3:30 pm. Enjoy Splash Island one last time! <https://tinyurl.com/yvv7t6o6>



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

2,831 People Reached **223** Engagements **Boost Post**

👍❤️ Marco Salinas, Rob Bond and 6 others 5 Shares

👍 Like 💬 Comment ➦ Share 🌐

Performance for Your Post

2,831 People Reached

29 Reactions, Comments & Shares

17 Like	7 On Post	10 On Shares
2 Love	2 On Post	0 On Shares
4 Comments	0 On Post	4 On Shares
6 Shares	5 On Post	1 On Shares

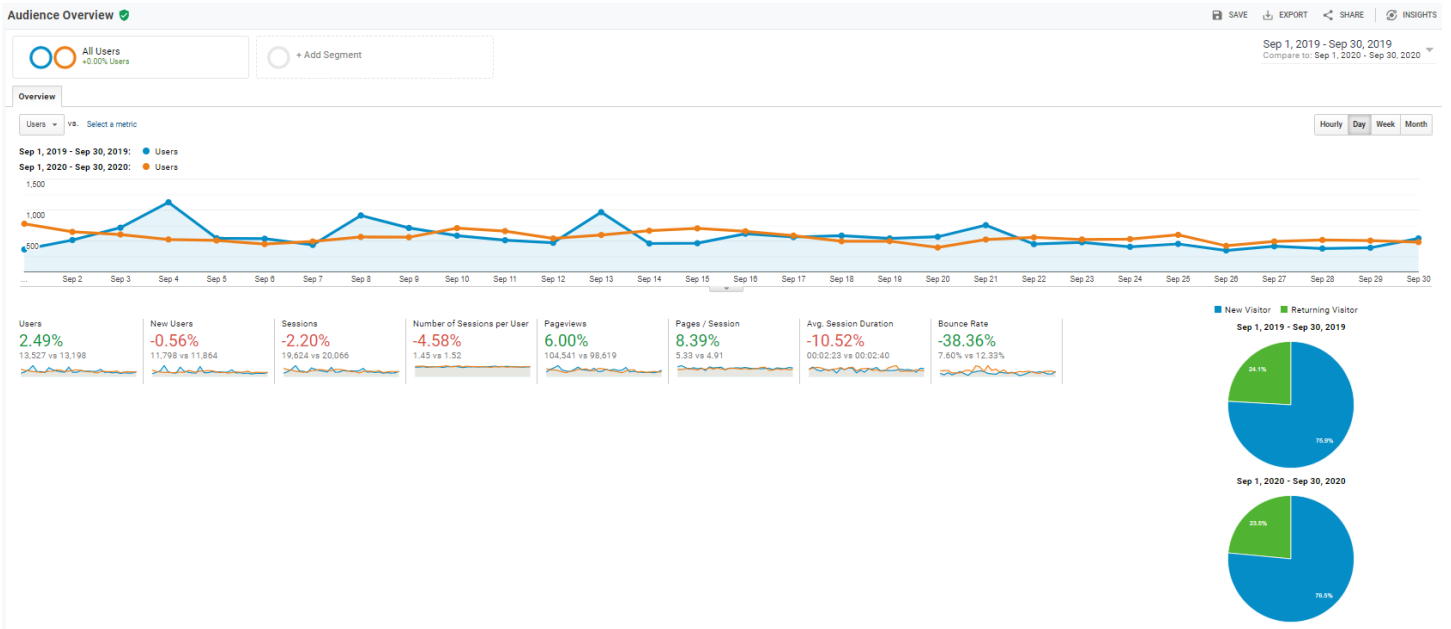
194 Post Clicks

20 Photo Views	104 Link Clicks	70 Other Clicks
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NEGATIVE FEEDBACK

1 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts



September 2020 Top pages*

1. Obparks.org
2. Special Events/Haunted Forest
3. Programs/Tennis Programs
4. Programs/Aquatics
5. Reserve
6. Special Events
7. Obparks.org/Home
8. Facilities/Central Park West
9. Facilities/ Family Recreation Center
10. Special Events/Autumn Fest

September 2020 Top Products*

1. Get Better Fall Basketball League 3v3 1st and 2nd grade
2. Get Better Fall Basketball League 3v3 3rd and 4th grade
3. Haunted Forest Walk 5:45 PM
4. Haunted Forest Walk 4:30 PM
5. Haunted Forest Walk 4:45 PM

obparks.org Ecommerce Overview – September 2020*

	September 2019	September 2020
Total Revenue	\$53,344	\$57,261
Transactions:	356	666
	2020	2019
Year to date total	\$545,233	\$757,525

obparks.org Acquisition Value*

Referral Percentage Values	Sept. 2020	Sept. 2019
Direct:	39.7%	36.3 %
Organic Search:	41.8%	52.7%
Social:	6.1%	3.4%
Referrals:	11%	7.6%



Memo

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

General Fund

We have now completed five months of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers-out in this fund equal \$1,917,630, \$805,531, and \$0, respectively. This is resulting in a YTD net surplus of \$1,112,099; which is an increase over last year's YTD net surplus of \$882,583. Following is additional commentary:

- **Revenues-** Total current YTD revenues reflect a slight (\$7,154) increase over the prior year, primarily due to an increase in property taxes and field rental revenue at our Central Park North fields. This is being partially offset by decreased facility rental revenue at our Family Recreation Center (FRC) and Central Park West (CPW) facility, as well as decreased daily fee revenue. Current year daily fees are totaling \$48,006, whereas such fees totaled \$111,138 in the prior year. This is primarily due to the continuing restrictions over the usage of our FRC and social distancing requirements.
- **Expenditures-** Total YTD expenditures are favorable against the annual budget at 28% and have decreased \$222,363 when compared to the prior year. All departments in this fund are contributing to this decrease in expenditures. The largest decrease is in our FRC department where YTD part-time wages have decreased from \$102,602 in the prior year to \$17,523 in the current year. In addition, we are experiencing significant savings with equipment repair and maintenance costs as well as various utility costs.

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$1,302,858, \$1,011,132 and \$0, respectively. This is resulting in a YTD net surplus of \$291,725 which is a \$612,005 decrease over prior year's YTD net surplus of \$903,730. Following is additional commentary:

- **Revenues-** Similar to our general fund, this fund is being negatively impacted by the temporary closure of our facilities earlier in the year, and the subsequent modifications to our recreational programming. Ignoring our tax revenues, our investment, programming and marketing revenues have decreased approximately \$1.05 million (74%) when compared to the prior year. In response to this reality, staff continues to work hard to develop new and modified recreation programming that can be carried-out within the existing COVID-19 restrictions and that appeals to our customers.
- **Expenditures-** Year-to-date expenditures across all departments are favorable against the annual budgets, with the exception of our Capital Outlay department. Excluding capital expenditures, expenditures have decreased \$437,099 when compared to the prior year. Similar to our general fund, this fund is benefitting from significant cost savings with our part-time personnel. Additionally, with the temporary closure of our facilities and modified recreational programming, we have experienced sizable savings in our credit card processing fees, utility costs, as well as various commodity and maintenance supplies such as towel service, maintenance supplies for our locker rooms and aquatics center, as well as contractual instruction expenditures. The increase in the Administration department is due to the creation of the Superintendent of

Recreation position which did not exist in the prior year and a \$14,000 increase in the amount of the quarterly overhead expenditure allocation.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$607,894 and \$441,724, respectively. This is resulting in a YTD net surplus of \$166,169; which is a decrease of \$169,153 when compared to last year's YTD net surplus of \$335,322. Following is additional commentary:

- **Revenues-** Total YTD revenues have decreased approximately 33% due to the temporary closure of the tennis center and cancellation of programming earlier in the fiscal year. With tennis memberships on hold for an extended period of time, related revenues have decreased from \$129,802 in the prior year, to \$65,844 in the current year. Additionally, we have experienced significant revenue decreases in our daily court time, and private and group lesson revenues.
 - **Expenses-** Overall expenses are favorable against the annual budget and have decreased 23% when compared to the prior year. Decreases in part-time personnel costs, utilities and maintenance/repair costs are the biggest drivers of this decrease.
-

FINANCE OPERATIONS:

- Marco has begun work on calculating the 2020 property tax levy extension. The levy estimate will be announced at the November 16, 2020 Board meeting.
- Marco has begun to prepare the annual continuing disclosure related to our 2019 G.O. Bonds. Such disclosure needs to be filed by the end of November 2020.
- Nancy completed the statistical section of the CAFR and compiled the annual treasurer's report. This report will be filed with the DuPage and Cook County Clerks offices no later than October 31, 2020.

HUMAN RESOURCES:

- Linda continued to respond to requests for information related to ongoing unemployment claims.
- Linda responded to the annual PDRMA payroll audit and the annual HR Source park district salary survey.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: October 12, 2020
Re: Recreation & Facilities Report

Recreation

- September Concert Series saw over 400 people total at the three concerts. The last concert sold out.
- Autumn Fest had a different look this year. It sold out with over 250 people registered. Participants enjoyed a juggler, magician, bubbler, Disney characters, crafts, carnival games and a live DJ.
- Preschool is well underway. We currently have 52 enrolled. Staff has done a great job adjusting to guidelines and have plans in place for in-person and virtual learning for the students. Kim and Kimberly have been doing a great job to ensure things are running smoothly.
- A NEW E-learning camp started in September for Park District employees' children and Butler 53 teachers' children. We have had 7 people in the program.
- Pioneer programs have been running well with Mah Jong, Trail Kickers, Coffee Break Virtual Gathering, movies and more.
- Athletics has had success with Pickleball for Beginners, Coach Steve afterschool multi-sport camps, and plenty of outdoor rentals on the soccer and baseball fields.

Aquatics

- Masters Swim Team is at full capacity. Revenue brought in this month already exceeds adjusted projections for the year.
- STARS Swim Team Stroke clinics in September and October sold out. There are two more sessions this calendar year and staff is finalizing plans for the start of 2021.
- Swim lessons are currently running at approximately 86% capacity, which exceeds the adjusted projections of 80% capacity. The lessons are mostly private, but staff is exploring group lessons with a household member in the water with the child. The first class is going well.
- UPace reservations continue to fill up. Efforts are in place to accommodate members and guests as much as possible. Staff has expanded Water Aerobics and Arthritis Therapy class offerings and are now also allowing shared lap lanes for persons from a common household.
- Splash Island is now closed for the season. The summer private rental program brought in over \$25,000 in revenue in addition to the daily use fees collected for "open swim sessions."
- Staff is now shifting our private rental focus to after-hours rentals for outside swim teams, which brings in approximately \$1675/week. We are now also offering Saturday Leisure Pool Rentals (in lieu of offering birthday parties for the time being). We have 6 Saturday rental sessions booked so far, through the end of November.
- Eight new lifeguards were trained and brought on staff in September. We are currently in very good shape for staffing, but looking to increase our number of pool managers.
- Two returning swim lesson instructors should allow us to expand our swim lesson offerings a little more over the coming months.

Fitness

- The Park District has taken in \$2,728 in Central Park West revenue since 9/27/20 for future 2020 and 2021 rentals. 2020 rentals tend to be more "micro-rentals" renting the 4-hour minimum and 2021 rentals tend to be more all-day rentals.

- The “Pilot” Open House event at Central Park West on Saturday, October 3rd was a success! 5 out of the 7 appointments requested contracts, with two paying at the end of the appointment. The next open house event will be Wednesday, November 18th at Central Park West.
- The Pink 5k virtual race has 240 participants.
- Why Not Tri on October 11th had 27 participants and the I Spy a Dri Tri on September 26th had 32 teams compete.
- Cori’s Triathlon went extremely well despite the weather and 75 children crossed the finish line.
- The facilities, marketing & sponsorship team are collaboratively working on Member Appreciation Weekend November 5th – 8th. A variety of activities are being planned including “express” group fitness classes, complimentary personal training sessions, a raffle and membership incentives (no enrollment, no commitment, and guest passes) will be promoted and provided for either newly joining or membership renewals.

Facilities

- Building Technician candidates are being brought in October 7th for final interviews. We hope to have someone hired and in place no later than October 26th.
- Splash Island will again be tested for a leak – this time with water in the tank – prior to winterizing over the next few weeks.
- Preventative maintenance is being completed throughout campus.
- The Family Aquatic Center RTU has been insulated for the coming cold, but a failure in the duct structure near the unit, allowing outside air into the facility, has been identified. Matt will work to try and fix it this coming week.
- Matt has been running advanced chemical checks and maintaining aquatic workload in lieu of Building Technician.
- Exhaust fans were replaced on Lap pool heaters.
- The Family Aquatic Center passed the annual Health Dept inspection for indoor pools. The fire marshal also inspected heaters and boilers. Minor items not in compliance are scheduled for repair.

Tennis

- The Fall session of programming started in September at the Tennis Center and the majority of players have returned to play.
- The locker room bathrooms are open now with a frequent cleaning schedule to accommodate higher facility usage.



Oak Brook Park District Membership and Usage Statistics

Membership Data							
	July	August	September	October	November	December	Total
Membership Packages	298	93	72				463
Members Activated	547	175	134				856
Reservations Made							
	July	August	September	October	November	December	Total
Fitness Center							
Reservations Made	1470	2088	2187				5745
Total Reservations Available	3668	4214	4074				11956
	40%	50%	54%				48%
Track							
Reservations Made	551	685	640				1876
Total Reservations Available	2620	3010	2980				8610
	21%	23%	21%				22%
Group Fitness							
Reservations Made	563	765	816				2144
Total Reservations Available	1016	1392	1488				3896
	55%	55%	55%				55%
Total Usage							
	July	August	September	October	November	December	Total
	5055	4618	3555				



Oak Brook Park District Facility Statistics and Data

Facility Rentals													
	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
2019													
Gym Rentals	136	134	109	93	83	77	65	82	113	109	125	105	1,231
Gym Revenue	\$19,800	\$18,003	\$13,045	\$10,695	\$9,665	\$10,400	\$8,370	\$12,755	\$15,930	\$13,015	\$18,435	\$15,558	\$165,671
Room Rentals	43	57	60	52	50	57	45	46	47	43	47	48	595
Room Revenue	\$1,170	\$2,619	\$1,055	\$1,945	\$3,134	\$4,250	\$2,212	\$1,816	\$2,475	\$3,260	\$4,136	\$2,060	\$30,131
CPW Rentals	11	9	14	10	11	20	13	17	15	4	13	12	149
CPW Revenue	\$4,990	\$3,598	\$4,990	\$2,760	\$4,540	\$10,589	\$7,313	\$7,475	\$6,025	\$4,115	\$8,575	\$6,795	\$71,764

2020													
Gym Rentals	144	125	37	0	0	*54 (w/outdoor)	77	47	72				502
Gym Revenue	\$21,655	\$21,445	\$4,738	\$0	\$0	\$14,220	\$16,355	\$16,360	\$12,838				\$107,610
Room Rentals	47	52	29	0	0	0	0	0	0				128
Room Revenue	\$3,848	\$6,364	\$4,200	\$0	\$0	\$0	\$0	\$0	\$0				\$14,412
CPW Rentals	NA	NA	2	0	0	0	2	2	3				9
CPW Revenue	NA	NA	\$1,120	\$0	\$0	\$0	\$808	\$190	\$1,294				\$3,411

Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2019	0	3	3	0	1	3	2	1	2	4	2	2	23
2020	1	2	1	0	0	0	0	0	0				4



Oak Brook Park District Aquatic Center Usage and Revenue

September Usage			
	Reservations	Member Visits	Rentals
Splash Island	390		6
Leisure Pool	916		
Lap Pool	1,347		35
Total	2,653	1037	41

September Revenue				
	Reservations	Rentals	Programming	Total
September 1-6	\$2,044	\$2,200	\$1,783	\$6,026.85
September 7-13	\$866	\$1,375	\$4,567	\$6,808.00
September 14-20	\$334	\$1,679	\$5,485	\$7,498.00
September 21-27	\$1,110	\$2,479	\$6,369	\$9,958.00
September 28-30	\$198	\$738	\$2,760	\$3,696.00
Total	\$4,552.00	\$8,471.00	\$20,963.85	\$33,986.85

September Programming			
	Availability	Registrations	Revenue
Fluid Running	108	73	\$5,529.00
Fluid Running Drop-In		33	\$560.00
Masters*	24	26	\$6,214.26
STARS Stroke Clinic**	54	54	\$2,755.00
Private Lessons	126	109	\$10,656.58
Total			\$25,714.84

*total for registrations spread out through Dec 31.

**total for registrations spread out through Oct 8.



Oak Brook Park District Aquatic Center Party Statistics

2020 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	6	15	8	0	0	0	0	0	0	0	0	0	29
Super Splash Birthday	6	3	1	0	0	0	0	0	0	0	0	0	10
Group (by day)	4	2	2	0	0	0	0	0	0	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	1	0	0	0	0	1
Splash Island Birthday	0	0	0	0	0	0	28	46	9	0	0	0	83
Camp Rentals	0	1	0	0	0	0	0	0	0	0	0	0	1
Lane Rental (lap only)	2	4	0	0	0	0	16	1	35	0	0	0	58
Scout	1	2	1	0	0	0	0	0	0	0	0	0	4
Total # Parties	22	32	15	0	0	0	44	48	44	0	0	0	205
2019	37	25	44	36	46	53	52	38	20	27	37	25	440
2018	47	44	48	57	47	60	49	40	36	26	23	25	502



Oak Brook Park District Athletic Fields Rental Report

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

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

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

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

Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

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

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

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	162	165	161	193								681	1,197
Revenue	\$0	\$603	\$51,866	\$5,338	\$5,920								\$63,726	\$93,156

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	2,189	2,385	2,078	2,319								8,971	1,128
Revenue	\$0	\$14,658	\$72,990	\$28,358	\$25,528								\$141,533	\$42,897

Athletic Field Usage 2020/2021 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	274	224	157	211.25								865	841
Revenue	\$0	\$4,600	\$3,886	\$1,725	\$5,520								\$15,731	\$23,268

YTD Total Hours:	10517	3166
YTD Total Revenue:	\$220,989	\$159,321



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: October 13, 2020
Re: Board Report

- The Central Park North project is nearing completion. Asphalt paving is complete and the parking lot has been striped. The irrigation and soccer field lighting systems have been installed, along with the fitness stations and bag-toss games. The basketball courts are paved but will not be color-coated until spring. Landscape work is underway and staff will be installing the picnic shelters and benches in the coming weeks. Please see the agenda history for necessary change orders related to the project.
- The Illinois Tollway made a formal offer to purchase two narrow strips of land along the east side of the Dean Nature Sanctuary. Staff reviewed the offer and sought an independent appraisal review. A counter-offer is being drafted and will be presented to the Tollway.
- Staff was unable to secure a buyer for the Musco sports lighting that was removed from the Central Park soccer field this past summer, so the equipment has been placed for sale with Obenauf Auction Services. The format is an online auction which will conclude at the end of October.
- Asphalt patching was completed on the trails at Saddle Brook Park. A total of fourteen deteriorated spots were repaired/replaced.
- Fall turf maintenance is underway as well as landscape cleanup. Two hundred mums donated by Hinsdale Nursery have been planted throughout Central Park.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: REVISION TO PERSONNEL POLICY MANUAL
SECTION 3.10 TIME-OFF BENEFITS - BEREAVEMENT LEAVE**

AGENDA No.: 7 A

MEETING DATE: OCTOBER 19, 2020

STAFF REVIEW:

Human Resource 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 current Bereavement Leave Policy (approved by the Board of Commissioners on March 16, 2020) is being revised to expand the definition of “family” for paid leave available to eligible full-time employees. The current policy provides paid leave for “immediate family” members defined as employee’s spouse, child, parent, sibling and grandparent, as well as the employee’s spouse’s family members.

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

The proposed revision to the Bereavement Leave Policy expands the definition of family to include aunt, uncle, niece, nephew, and cousin. It also further defines “parent” as the biological, adoptive, step or foster parent or any individual who stood in loco parentis to the employee or spouse when they were a son or daughter.

ACTION PROPOSED:

Motion (and a second) to Approve the Revision to Personnel Policy Manual Section 3:10 Time-Off Benefits-Bereavement Leave.

3.10 Time-off Benefits

Bereavement Leave

In the event of a death in the ~~immediate~~ family, full-time employees may be granted up to three (3) working days of paid bereavement leave to attend the funeral of ~~an immediate~~ a family member with the approval of the employee's immediate supervisor. "~~Immediate F~~family" is defined as the employee's spouse, child, parent, sibling, ~~and~~ grandparent, ~~aunt, uncle, niece, nephew and cousin~~; as well as the employee's spouse's ~~family members. parent, sibling, child and grandparent.~~ – "Parent" is defined broadly as the biological, adoptive, step, or foster parent of an employee (or spouse) or an individual who stood *in loco parentis* to the employee (or spouse) when they were a son or daughter. Upon returning to work, the employee must record ~~their~~his absence as a Bereavement Leave on ~~their~~his attendance record. Proof of death and relationship to the deceased may be required. Nothing in this section is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under the Act.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM HISTORY/COMMENTARY

**ITEM TITLE: REVISIONS TO THE PERSONNEL POLICY
SECTION III: EMPLOYEE BENEFITS 3.4 SERVICE AWARDS**

AGENDA No.: 8A

MEETING DATE: 10/19/2020

STAFF REVIEW: Robert Pechous, Superintendent of Communications and IT:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

The current Service Award Policy, found in Personnel Policy Section III: Employee Benefits 3.4, states the Service Award guidelines for team members, full and part-time, who meet career milestones of 5, 10, 15, 20, and 25 years.

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

Proposed revisions to Personnel Policy Section III: Employee Benefits 3.4, encompasses guidelines for the Service Awards 5, 10, 15, 20, 25, 30, and 35 years. After 5 years of service, employees will be eligible to choose a gift for themselves on Amazon.com. This gift will be worth \$10.00 for every year of service, starting at 10 years of service. Allowing Staff to budget in advance for gifts and no longer keep an inventory on premises.

ACTION PROPOSED:

Review and Discussion Only.

Following is the district's policy on Service Awards from section 3.4 of the Personnel Manual

Service Awards

These guidelines recognize full and part-time employees who have been employed at the District for 5, 10, 15, 20, 25, 30, and 35 years.

Employees will be recognized for their years of services during the annual employee STAR Party according to the number of years worked at the District. The years of service will be recognized with a certificate and a gift corresponding to the years of service. After 5 years of service, employees will be eligible to choose a gift for themselves on Amazon.com. This gift will be worth \$10.00 for every year of service, starting at 10 years of service. The gifts and allowances include:

- 5 years: Padfolio
- 10 years: \$100
- 15 years: \$150
- 20 years: \$200
- 25 years: \$250
- 30 years: \$300
- 35 years: \$350

Employees who will be choosing a gift for themselves on Amazon.com, must not go over the allotted amount associated with their years of service.

Employees who are eligible to receive a Length of Service Award will receive an email in November asking them to select a gift on the Amazon.com website and to email a link to the selected item to the Marketing and Communications Manager by December 15.

The Marketing and Communications Manager will order the gifts by January 15, wrap, and pass them out at the annual employee STAR Party (typically in March).



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: R20-1019: A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE OF \$10,000 OR MORE WITH INTEGRAL CONSTRUCTION, INC. FOR THE CENTRAL PARK NORTH PROJECT (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING).

AGENDA No.: 8 B
MEETING DATE: OCTOBER 19, 2020

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

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 

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

On April 9th 2020, bids were received and opened for phase 1 of the Central Park North Fields project. The lowest qualified bidder, Integral Construction, was awarded the bid at the Board Meeting on April 20, 2020. The base bid for the project is \$1,643,200.

To date, the Board has approved two change orders:

Change Order #1 for additional parking and a second basketball court in the amount of \$45,499.

Change Order #2 for hydra-vac excavation, RPZ enclosure and related electrical, additional paving, and installation of additional conduits for future electrical and network connections in the amount of \$26,227

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

Change Order #3 includes the following necessary changes that are germane to this project:

COR#8 Removal of soil from, and restoration of, northeast quadrant along walking trail in order to achieve a more gradual slope grade than was originally designed. \$2,046

COR#9 Undercut and replacement of three sections of parking lot sub-base which was unsuitable. Replaced with 3” stone, re-rolled, and proof rolled. \$5,469.50

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

Total of Change Order # 3: \$9,810.38

*COR# 8 and 9 costs are based on unit costs that were supplied by the general contractor in their base bid.

ACTION PROPOSED: A motion (and a second) to waive the Board’s Rules to approve at this meeting, Resolution R20-1019, a Resolution Authorizing and Approving a Change Order Involving an Increase in The Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project.

A motion (and a second) to approve Resolution R20-1019, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project.

RESOLUTION NO. 20-1019
A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER
INVOLVING AN INCREASE IN THE CONTRACT PRICE
WITH INTEGRAL CONSTRUCTION, INC.
FOR THE CENTRAL PARK NORTH (AUTUMN OAKS) PROJECT.

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

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

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
1 Approved at the July 20, 2020 Board Meeting	Basketball Court and Parking Lot Additions with Grading updates for keeping soil on site	\$45,499.00
2 Approved at the September 21, 2020 Board Meeting	COR#3 Hydra-Vac excavation- Required to expose two buried high voltage ComEd cables that need to be traversed with storm sewers. \$2,649 COR#4 RPZ Cover and Electrical- Required by DuPage County to protect the irrigation water connection from freezing using a heated enclosure. \$7,199 COR#5 Additional Asphalt- Required to make a transition from new walking trail to existing trail that meets ADA requirements. \$3,612 COR#6 Additional Landscaping- Installation of a landscape barrier at the north side of the new parking lot. Required by Village of Oak Brook. \$8,625 COR#7 Low Voltage PVC- Installation of conduit piping in order to run wires for future security cameras and network connection to the parking lot and Musco soccer field light poles. \$4,141	\$26,226.00

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

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
3	<p>COR#8 Removal of soil from, and restoration of, northeast quadrant along walking trail in order to achieve a more gradual slope grade than was originally designed. <u>\$2,046</u></p> <p>COR#9 Undercut and replacement of three sections of parking lot sub-base which was unsuitable. Replaced with 3" stone, re-rolled, and proof rolled. <u>\$5,469.50</u></p> <p>COR#10 Hydro-vac excavation required to expose an unmarked water main owned by the Village of Oak Brook. <u>\$2,294.88</u> (Village of Oak Brook will pay 50% of this cost)</p>	<u>\$9,810.38</u>

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

WHEREAS, upon the Board's approval of Change Order 3, the new total for the contract price would be 1,724,735.38; and

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

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

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

- A. That the circumstances which necessitated said change order was not reasonably foreseeable at the time the contract was entered into.
- B. That the basis of the change order was not within the contemplation of the contract when the contract was signed.

- C. That it is in the best interest of the District to approve the change order in its proposed form.
- D. That the change order is germane to the original contract.

SECTION 2. That having made the findings set forth in Section 1 above, the Board hereby approves the change order attached hereto as Exhibit "A," and directs and authorizes the Board's President to execute said Change Order # 3 on behalf of the District.

PASSED AND APPROVED THIS 19th DAY OF OCTOBER, 2020.

AYES: _____

NAYS: _____

OTHER: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

Exhibit A
Change Order



Document G701™ – 2017

Change Order

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

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

CHANGE ORDER INFORMATION:
Change Order Number: 3
Date: 10/19/2020

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

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

The original Contract Sum was	\$ 1,643,200.00
The net change by previously authorized Change Orders	\$ 71,725.00
The Contract Sum prior to this Change Order was	\$ 1,714,925.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 9,810.38
The new Contract Sum including this Change Order will be	\$ 1,724,735.38

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

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

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

Upland Design Ltd.

ARCHITECT *(Firm name)*

Integral Construction, Inc.

CONTRACTOR *(Firm name)*

Oak Brook Park District

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

Sharon Knitter, Board President

PRINTED NAME AND TITLE

DATE

DATE

DATE



320 Rocbaar Dr.
 Romeoville, IL 60446
 (O) 844-317-7403
 (F) 844-317-7402

CHANGE ORDER REQUEST

Wednesday, September 23, 2020

Project: Central Park North Phase 1
Location: 1315 Kensington Rd., Oak Brook, IL 60523
Owner / Agent: Oak Brook Park District
 1450 Forest Gate Rd.
 Oak Brook, IL 60523

COR #: 009
COR Description: Parking Lot Undercutting

DIVISION	SCOPE DESCRIPTION	QTY	UNIT	COST
31-2000	Earth Moving:			
	Had to undercut and install 3" stone per architect	42.13	cu yds	\$ 5,469.50
	*pricing from Unit Pricing			

COR Subtotal \$ **5,469.50**

General Requirements	0.0000%	\$	-
Liability Insurance	0.0000%	\$	-
Builders Risk Insurance	0.0000%	\$	-
Performance & Payment Bond	0.0000%	\$	-
Fee	0.0000%	\$	-

COR GRAND TOTAL \$ 5,469.50

Signed _____ Owner / Agent _____ Date _____

Signed _____ Integral Construction, Inc. _____ Date _____

This is a lump sum bid. The Bidder is responsible for verifying all quantities and/or perform his or her own quantity take off of work items.

SCHEDULE OF UNIT COSTS:

Unit prices are for work to be performed on an as-needed basis only, as directed by the Owner. Such work may include additions, deletions, or other revisions to the scope of work. Each unit price must include all equipment, fuel, labor, materials, transportation, trucks, vehicles, and any/all other costs necessary to perform the work specified. Provide unit pricing for each item or service listed below.

Item	Unit	Unit Cost
Excavation and Relocation on Site	Cubic Yard	\$ 20.00
Excavation, Hauling and Disposal Off Site	Cubic Yard	\$ 85.00
Provide and Install Compacted Clay Backfill	Cubic Yard	\$ 30.00
Remove unsuitable material off site and replace with CA-1 or CA-3	Cubic Yard	\$ 150.00
Topsoil	Cubic Yard	\$ 55.00
Engineered Topsoil	Cubic Yard	\$ 75.00
Riprap, RR-4	Ton	\$ 50.00
Aggregate Base Course, CA-6	Ton	\$ 26.00
Aggregate, CA-7	Ton	\$ 28.00
Trench Backfill	Ton	\$ 75.00
Silt Fence	Linear Foot	\$ 3.00
Inlet Basket Filter	Each	\$ 250.00
Floating Silt Curtain	Linear Foot	\$ 50.00
Additional depth for well drilling deeper than 200'.	Linear Foot	\$ 400.00
HMA Pavement- Vehicular	Square Yard	\$ 32.00
HMA Pavement – Pedestrian	Square Yard	\$ 36.00
HMA Pavement – Basketball	Square Yard	\$ 26.00
Concrete Pavement – 5” depth	Square Yard	\$ 6.50
B6.12 Curb and Gutter	Linear Foot	\$ 38.00
Flush Curb	Linear Foot	\$ 35.00
Truncated Dome	Square Foot	\$ 45.00
Concrete Pavement – 5” depth	Square Foot	\$ 6.50
P.I.P. Rubber Surface (4’ fall height)	Square Foot	\$ 25.00
Pavers – Brussels XL	Square Foot	\$ 12.00
Heavy Duty Concrete Pavement-8” depth	Square Foot	\$ 10.00
Permeable Pavers	Square Foot	\$ 6.50



Remit To:
 Vector Services
 1606 Eastport Plaza Drive
 Suite 106
 Collinsville, IL 62234

Invoice Number: 766
 Invoice Date: 10/8/20
 Job Number: 8752066047
 Terms: NET 30 DAYS

Wiring Instructions:
 Bank of America
 Dallas, TX
 Routing ACH/EFT - 111000025
 Routing Wires - 026009593
 Acct #488061543377

Contract & PO #: 20598001
 Service Center:
 INTEGRAL CONSTRUCTION INC
 320 ROCBAAR DR
 ROMEOVILLE, IL 60446

Item	Description	Work Date	Qty	Rate	Total
WO#:	Jason Seerup	Location:	Oakbrook		
Tab#:	20598001 100220	Cust. Job#:	20598001	Comments/Inspector:	
1OPOT	1ST HYDROVAC OPERATOR OT	10/2/20	3.50	305.0000	1,067.50
1OPST	1ST HYDROVAC OPERATOR ST	10/2/20	2.50	250.0000	625.00
CSMB	CONSUMABLE MATERIALS	10/2/20	1.00	15.0000	15.00
DMP	DISPOSITION - DUMP FEES	10/2/20	1.00	250.0000	250.00
FUEL	FUEL RECOVERY	10/2/20	99.37	1.0001	99.38
WTR	WATER (INITIAL LOAD)	10/2/20	1.00	30.0000	30.00
				SubTotal:	2,086.88

Total for Tab: **2,086.88**
 Tax/Material MU: **0.00**
Total Invoice: 2,086.88
 Retainage: **0.00**
Total for Invoice: 2,086.88



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 ROMEOVILLE, IL 60446

Item	Description	Work Date	Qty	Rate	Total
*****ITEM SUMMARY *****					
LABOR					
1OPOT	1ST HYDROVAC OPERATOR OT		3.50	305.0000	1,067.50
1OPST	1ST HYDROVAC OPERATOR ST		2.50	250.0000	625.00
LABOR Total:					1,692.50
MATERIAL					
CSMB	CONSUMABLE MATERIALS		1.00	15.0000	15.00
DMP	DISPOSITION - DUMP FEES		1.00	250.0000	250.00
FUEL	FUEL RECOVERY		99.37	1.0001	99.38
WTR	WATER (INITIAL LOAD)		1.00	30.0000	30.00
MATERIAL Total:					394.38
Grand Total:					2,086.88



DAILY REPORT

Hydro-Excavation-Vacuum - TIME AND MATERIAL

DATE 10/2/20
 TRUCK# 1909
 JOB NUMBER 8152046097
 FOREMAN Jason
 WEATHER cool / clear

COMPANY/CONTRACTOR Integral
 CUSTOMER PO 20598001
 LOCATION OF PROJECT Oak Brook
 CONTRACTORS FOREMAN Pete
 GROUND CONDITIONS _____

EMPLOYEE NAME	JOB CLASSIFICATION	START TIME	LUNCH Y/N	STOP TIME	TOTAL MAN HOURS		Per Diem
					ST	OT	
Jason	operator	11 AM	✓	5:00	2.5	3.5	

EQUIPMENT DESCRIPTION	EQUIPMENT NUMBER	Billable Hours	
		ST	OT
1909	1909	2.5	3.5

account used:

Water/Dumps	dump/water location:	Vector	Customer	QTY.	additional info:
Water	Area	1		1	
Dump	Area	1		1	

Additional Items:	Quantity:	Notes:
Consumables	1	

MATERIALS SUPPLIED:

PPE & TCP IN PLACE: standard

JOB DELAY SUMMARY (INCLUDE BREAKDOWN & NO LOCATES):

WORK SUMMARY:

Locate water main,

Foreman Not on site when I arrived. Found location marks

Dug 15' long, 18" wide, 7' Deep To Find water.

Very Rocky Ground, multiple clays from rocks. Very slow
go, go. Dug e down

Foreman Had to leave job - Not allowed to sign out
off e 5:00

Estimated finish time:

Actual Finish time:

MATERIAL LEFT ON-SITE (Barricades, cones, etc...):

CUSTOMER REPRESENTATIVE

10/2/20
DATE

VECTOR VACUUM REPRESENTATIVE

[Signature]
DATE 10/2/20

SIGNATURE REQUIRED BEFORE LEAVING JOB SITE