



# Oak Brook Park District Board Packet

April 21, 2025

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](http://www.obparks.org)



## Agenda and Agenda Vote



**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 21, 2025 – 6:30 p.m.**  
**Canterberry Room**

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2025 - APRIL 30, 2026 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 10, 2025.*)
  - a. Call to Order and Roll Call
  - b. Budget Overview
  - c. Open Forum for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2025 – April 30, 2026
  - d. Adjournment of Public Hearing
2. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
3. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
  - b. Bike Path Improvement Project
4. OPEN FORUM
5. CONSENT AGENDA
  - a. APPROVAL OF THE APRIL 21, 2025 AGENDA
  - b. APPROVAL OF MINUTES
    - i. March 17, 2025 Regular Board Meeting Minutes
    - ii. March 17, 2025 Closed Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2025
    - i. Warrant 695
6. STAFF RECOGNITION
  - a. None
7. REPORTS:
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report





**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 21, 2025 – 6:30 p.m.**  
**Canterberry Room**

8. UNFINISHED BUSINESS

- a. Ordinance 25-0421: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of The Necessary Expenditures of The Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2025 and Ending April 30, 2026.
- b. Ten Year Capital Improvement Plan
- c. Ordinance 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
- d. Sections 2 and 3 – Administrative Policies and Procedures Manual
- e. Veterans and Military Membership
- f. Strategic Plan 2025-2029
- g. Resolution 25-0423: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2025
- h. 2025 Amendment to the Oak Brook Park District Executive Director Employment Agreement
- i. Elevator Control Systems

9. NEW BUSINESS

- a. Ordinance 25-0519: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.
- b. Renewal of the Intergovernmental Agreement by and Between the Board of Education of Butler School District #53, the Oak Brook Park District and the LaGrange Area Department of Special Education for a Cooperative Preschool Program at the Oak Brook Park District Recreation Center for School Years 2025-2026 through 2027-2028
- c. Section 4 – Administrative Policies and Procedures Manual, Part I
- d. IDNR Bike Path Improvement Project Grant (*Requires Waiving the Board Rules to Approve at this Meeting.*)

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 19, 2025, 6:30 P.M.

11. ADJOURNMENT

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







**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 21, 2025 – 6:30 p.m.**  
**Canterberry Room**

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2025 - APRIL 30, 2026 *(Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 10, 2025.)*
  - a. Call to Order and Roll Call *[Call to Order the Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2025 – April 30, 2026 and ask the Recording Secretary to conduct the **Roll Call.**]*
  - b. Budget Overview *[For Review Only]*
  - c. Open Forum for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2025 – April 30, 2026 *[President Knitter Announces: "In accordance with state statute, a notice of today's public hearing was published in The Doings-Oak Brook Newspaper on Thursday April 10, 2025. A copy of the proposed budget and related budget ordinance has been available for public inspection in hard copy form at the Park District's Administration Office as well as in electronic form on our website for at least 30 days prior to today's hearing."*

*Then ask whether there are any public comments on the Proposed Budget and Appropriation Ordinance. 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.*

*Once all Public Comments have been received, the President asks the Board if there are any Commissioners that may wish to comment on the Budget or Ordinance. When all comments have been received, the President shall request a motion to Adjourn the Public Hearing as follows.]*
  - d. Adjournment of Public Hearing *[Ask for Motion (and a Second) to Adjourn the Public Hearing. **Voice Vote -- "All in favor..."**]*
2. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL *[Call to order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the **Roll Call.**]*
3. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
  - a. Board of Commissioners to share communications
  - b. Bike Path Improvement Project





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

**April 21, 2025 – 6:30 p.m.**

**Canterberry Room**

4. **OPEN FORUM** *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
  
5. **CONSENT AGENDA**  
*[Request a Motion (and a 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 a Second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*
  - a. **APPROVAL OF THE APRIL 21, 2025 AGENDA**
  - b. **APPROVAL OF MINUTES**
    - i. March 17, 2025 Regular Board Meeting Minutes
    - ii. March 17, 2025 Closed Meeting Minutes
  - c. **APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2025**
    - i. Warrant 695
  
6. **STAFF RECOGNITION**
  - a. None
  
7. **REPORTS: [For Review and Discussion Only]**
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report
  
8. **UNFINISHED BUSINESS**
  - a. Ordinance 25-0421: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of The Necessary Expenditures of The Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2025 and Ending April 30, 2026. *[Request a Motion (and a Second) to approve Ordinance 25-0421: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of The Necessary Expenditures of The Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2025 and Ending April 30, 2026. **Roll Call Vote...**]*
  - b. Ten Year Capital Improvement Plan *[Request a Motion (and a Second) to approve the Ten Year Capital Improvement Plan for the Fiscal Years 2025 through 2034 of the Oak Brook Park District of Cook and DuPage Counties, Illinois. **Roll Call Vote...**]*





**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 21, 2025 – 6:30 p.m.**  
**Canterberry Room**

- c. Ordinance 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings *[Request a Motion (and a Second) to approve Ordinance No. 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings. Roll Call Vote...]*
  - d. Sections 2 and 3 – Administrative Policies and Procedures Manual *[Request a Motion (and a Second) to approve Sections 2 and 3 of the Administrative Policies and Procedures Manual. Roll Call Vote...]*
  - e. Veterans and Military Membership *[Request a Motion (and a Second) to accept the policy for a veteran and active military discount for Central Park Campus and Family Recreation Center memberships. Roll Call Vote...]*
  - f. Strategic Plan 2025-2029 *[Request a Motion (and a Second) to approve Strategic Plan for the years 2025-2029. Roll Call Vote...]*
  - g. Resolution 25-0423: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2025 *[Request a Motion (and a Second) to approve Resolution 25-0423: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2025. Roll Call Vote...]*
  - h. 2025 Amendment to the Oak Brook Park District Executive Director Employment Agreement *[Request a Motion (and a Second) to approve 2025 Amendment to the Oak Brook Park District Executive Director Employment Agreement as Presented. Roll Call Vote...]*
  - i. Elevator Control Systems *[Request a Motion (and a Second) to accept the base bid, alternate #1, alternate #3, and performance bonds, and to reject alternate #2 and alternate #4 from KONE Elevator and Escalators for a total cost of \$190,580, and to approve an agreement between the Oak Brook Park District and Kone Elevators and Escalators for a total project cost not-to-exceed \$190,580. Roll Call Vote...]*
9. **NEW BUSINESS** *[For Review and Discussion Only]*
- a. Ordinance 25-0519: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.
  - b. Renewal of the Intergovernmental Agreement by and Between the Board of Education of Butler School District #53, the Oak Brook Park District and the LaGrange Area Department of Special Education for a Cooperative Preschool Program at the Oak Brook Park District Recreation Center for School Years 2025-2026 through 2027-2028
  - c. Section 4 – Administrative Policies and Procedures Manual, Part I





**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 21, 2025 – 6:30 p.m.**  
**Canterberry Room**

- d. IDNR Bike Path Improvement Project Grant (*Requires Waiving the Board Rules to Approve at this Meeting.*)

*[Request a Motion (and a Second) to Waive the Board Rules to approve at this meeting applying for the IDNR 2025 Bike Trail Grant. **Roll Call Vote...***

*Then ask for a Motion (and a Second) to approve applying for the IDNR 2025 Bike Path Grant. **Roll Call Vote...***

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 19, 2025, 6:30 P.M. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on May 19, 2025, 6:30 p.m.]*
11. ADJOURNMENT *[Request a Motion and a Second to adjourn the April 21, 2025 Regular Meeting of the Oak Brook Park District Board of Commissioners. **Voice Vote, All in Favor...**]*

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.



## Public Hearing

# Public Hearing

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2025 – APRIL 30, 2026 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 10, 2025.*)

- a. Call to Order the Public Hearing  
*[Call to Order the Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2025 – April 30, 2026 and ask the Recording Secretary to conduct the **Roll Call.**]*
- b. Open Forum for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2024 – April 30, 2025  
*[President Knitter Announces: “In accordance with state statute, a notice of today’s public hearing was published in The Doings-Oak Brook Newspaper on Thursday April 10, 2025. A copy of the proposed budget and related budget ordinance has been available for public inspection in hard copy form at the Park District’s Administration Office as well as in electronic form on our website for at least 30 days prior to today’s hearing.”]*

*Then ask whether there are any public comments on the Proposed Budget and Appropriation Ordinance. 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.*

*Once all Public Comments have been received, the President asks the Board if there are any Commissioners that may wish to comment on the Budget or Ordinance. When all comments have been received, the President shall request a motion to Adjourn the Public Hearing as follows.]*

- c. Adjournment of Public Hearing  
*[Ask for Motion (and a Second) to Adjourn the Public Hearing. **Voice Vote -- "All in favor..."**]*

Sold To:

Oak Brook Park District - CU00036633  
1450 Forest Gate Rd.  
Oak Brook, IL 60523-2151

Bill To:

Oak Brook Park District - CU00036633  
1450 Forest Gate Rd.  
Oak Brook, IL 60523-2151

## Certificate of Publication:

Order Number: 7783988  
Purchase Order: 7783988 Public Notice

State of Illinois - DuPage

**Chicago Tribune Media Group** does hereby certify that it is the publisher of the The Doings Oak Brook. The The Doings Oak Brook is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Elmhurst, Township of York, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the The Doings Oak Brook, namely one time per week or on 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on 3/20/2025, and the last publication of the notice was made in the newspaper dated and published on 3/20/2025.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: **Mar 20, 2025.**

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The Doings Oak Brook

In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

21st Day of March, 2025, by

**Chicago Tribune Media Group**



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Jeremy Gates



**LEGAL NOTICE  
Oak Brook Park District  
Public Notice for Proposed  
Budget and Appropriation  
Ordinance**

Public Notice is hereby given that the proposed combined Budget and Appropriation Ordinance for the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the fiscal year beginning May 1, 2025 and ending April 30, 2026, is available for public inspection on our website at [www.obparks.org](http://www.obparks.org) and at the Oak Brook Park District Administration Office, 1450 Forest Gate Road, Oak Brook, Illinois 60523, during the normal business hours, Monday - Friday, 9:00 am - 4:30 pm.  
March 20, 2025 - 7783988



Sold To:  
Oak Brook Park District - CU00036633  
1450 Forest Gate Rd.  
Oak Brook,IL 60523-2151

Bill To:  
Oak Brook Park District - CU00036633  
1450 Forest Gate Rd.  
Oak Brook,IL 60523-2151

## Certificate of Publication:

Order Number: 7796376  
Purchase Order:

State of Illinois - DuPage

**Chicago Tribune Media Group** does hereby certify that it is the publisher of the The Doings Oak Brook. The The Doings Oak Brook is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Elmhurst, Township of York, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the The Doings Oak Brook, namely one time per week or on 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on 4/10/2025, and the last publication of the notice was made in the newspaper dated and published on 4/10/2025.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: **Apr 10, 2025.**

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The Doings Oak Brook  
In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

11th Day of April, 2025, by

**Chicago Tribune Media Group**



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Jeremy Gates

**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING  
FOR THE PROPOSED BUDGET  
AND APPROPRIATIONS  
ORDINANCE**

NOTICE IS HEREBY GIVEN THAT THE Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, will conduct a public hearing regarding the proposed budget and appropriations ordinance for the fiscal year commencing May 1, 2025 and ending April 30, 2026, at the Oak Brook Park District, Family Recreation Center, 1450 Forest Gate Road, Oak Brook, Illinois, Monday, April 21, 2025, at 6:30 PM, during the Regular Meeting of the Board of Commissioners, at which time the proposed Budget and Appropriation Ordinance will be adopted.

Copies of the proposed budget and appropriations ordinance are available for public inspection at the Park District Administration Office, 1450 Forest Gate Road, Oak Brook, Illinois, during normal business hours of 9:00AM – 4:30PM and on our website at [www.obparks.org](http://www.obparks.org).

Laure L. Kosey, Board Secretary  
Oak Brook Park District

4/10/2025 7796376

## Minutes

**MINUTES**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 17, 2025 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:31 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Steve Adams, District Attorney.

2. OPEN FORUM

President Knitter asked if there were any public comments.

Jim DePhillips, an Oak Brook resident, noted an error on the December 16, 2024 Board Minutes. The minutes incorrectly listed Elizabeth Gossage as the President of the Oak Brook Historical Society. The correction is Elizabeth Arts spoke at the December 16, 2025 Open Forum and is the President of the Oak Brook Historical Society.

DePhillips communicated that he is happy to read that the Board meetings will be audio recorded. DePhillips asked for details on the audio recording, where it will be located and when it will be shared.

Dr. Kosey responded that the logistics of the recording will be worked on with the Board. DePhillips stated that he believes recordings should be available soon after a Board meeting.

DePhillips continued, stating that he was happy to see the consolidated budget and hopes the budget will not change much at the next Board meeting when it is finalized.

DePhillips concluded with a remark concerning the new section in the FAQ on the District’s website. DePhillips stated that the Agency section appears to address a campaign and finds it unethical and illegal for the Park District Board to present this section. DePhillips communicated that this section should be removed.

3. CONSENT AGENDA

- a. APPROVAL OF THE MARCH 17, 2025 AGENDA
- b. APPROVAL OF MINUTES
  - i. February 17, 2025 Regular Board Meeting Minutes
  - ii. February 24, 2025 Special Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 28, 2025
  - i. Warrant 694

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, 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 Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Consent Agenda.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

4. STAFF RECOGNITION

- a. None

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter shared an email from Don Adler. Adler wrote on the following to be addressed: understandable presentation of the comparative summary of the proposed budget compared to prior year, evaluation of the reserve policy, bifurcation of program and usage of rental income as to the resident and nonresident source, analysis of contribution of margin earned of Park District used by nonresident and resident. President Knitter stated the reserve policy is in the policy manual. The remaining concerns are being worked on by staff.

- b. Fitness Center Revamp

Bob Johnson reported that the public overwhelmingly voted for Fit Central to be the new name for the Fitness Center

- c. Proclamation in Support of The Conservation Foundation DuPage County River Sweep

President Knitter presented the proclamation.

Johnson stated that the River Sweep will occur on April 19, 2025.

Commissioner Suleiman communicated that the DuPage River Sweep provides a good opportunity for high school volunteer hours.

President Knitter added that residents and commissioners are welcome to join.

6. REPORTS:

- a. Administration and Enterprise Operations Report

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

Dr. Kosey reported that the focus for the 10-year Capital Improvement Plan should be on what will occur in the 2025/2026 Fiscal Year (FY), since changes could occur beyond that.

Dr. Kosey stated that Veteran and Military membership has been acknowledged in the past, but there has not been an official policy. The Park District is working on official policy.

Dr. Kosey reported that staff investigated the cost for audio and video recordings in the past; however, the cost was high. With improved technology and cost, staff recommend adding audio recording to the Board meetings, therefore, audio recording is in the budget next year.

Commissioner Ivkovic Kelley asked if the Park District is audio recording the Board meetings, will the public be allowed to video-record.

Dr. Kosey responded that the public is permitted to videorecord the Board meeting.

Commissioner Suleiman asked if there are any regulations on audio storage.

Dr. Kosey responded that the Park District has contacted the Secretary of State to ask the required length of time in keeping the audio recordings.

b. Finance and Human Resources Report

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

Salinas reported on the first ten months of current fiscal year (FY). Salinas stated that operating transfers at the last board meeting have occurred so adjustments will be seen in the financial report. There is surplus in General, Recreation, and Tennis Funds. The Recreation Fund has a smaller surplus compared to last year's FY. The expenditure is under budget.

c. Recreation and Communications Report

Robert Pechous presented his report, which can be found in the Park District's records.

Pechous reported that programs are going well. Playground Camp is full, but the Park District is hoping to recruit additional counselors so to add more spots. Pioneers did a trip with Oak Brook Terrace to split the cost of bus transportation. Kate Sniegowski, Recreation Manager, received a Food Manger's Certification which will allow expanding food servings at concession. Pechous communicated that Summer and Pioneers Program offerings will be out shortly.

Commissioner Suleiman appreciated that archery and drone programs were added. The 8-13 years age range is a difficult demographic to capture, so these programs will help.

Pechous stated that the Park District partnered with The Recreation Academy, who provided the equipment.

d. Parks and Facilities Report

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

Johnson reported that Jake Stachowiak, Superintendent of Parks, is evaluating the geese repellent systems for this coming FY. Stachowiak has looked at Geese Chasers and the strobe lights and is reviewing a few other options.

President Knitter suggested going with a company for a shorter-term contract such as Geese Police while the Park District reviews the options.

Johnson stated that staff are considering a shorter-term contract. Geese Police have a minimum of a three-month contract. The intention is to find some system to address geese.

Johnson reported the skating rink is removed but the sled hill is still operational. Staff are performing the Fire Marshall's recommended updates for the FRC, CPW, Maintenance, and Tennis Center. Pink 5K registration is open.

President Knitter asked if the animals in the Saddle Brook barn are gone.

Johnson responded that staff collaborated and cleared out the barn to prepare for the Open House on April 26<sup>th</sup> at 10:00 a.m.

## 7. UNFINISHED BUSINESS

### a. Mowing Services Bid

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to reject the bid from JFV Landscaping in the amount of \$1,166.67 for weekly mowing, to accept the bid from Advanced Landscaping in the amount of \$1,713 for weekly mowing and the alternate bid in the amount of \$2,600 for fall leaf cleanup, and to approve a contract with Advanced Landscaping for a cost not-to-exceed \$1,713 for weekly mowing, and an annual cost not-to-exceed \$2,600 for fall leaf cleanup.

Commissioner Suleiman asked why the fall cleanup cost is higher than the weekly mowing.

Johnson stated that the services are for Central Park and the satellites. More time is spent cleaning out the beds, cutting down vegetation, and fall cleanup is more labor intensive than mowing. Fall cleanup is usually completed in one to two days.

Commissioner Suleiman asked why contract Advanced Landscaping when there is a lower bid.

Johnson responded that the lowest bidder does not have experience in commercial work.

Commissioner Suleiman asked if it is possible to renegotiate the fall clean up with Advanced Landscaping.

Johnson responded that the Park District can renegotiate. The motion can be approved since the cost will not exceed \$2,600 for fall leaf cleanup.

Commissioner Suleiman stated that since the company is being hired for weekly mowing, it may be possible to negotiate a lower fall cleanup.

Johnson stated he will attempt to renegotiate the fall cleanup cost.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

b. Request for Proposals: Waste and Recycling Collection Services

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to accept the proposal for Waste and Recycling Services from SBC Waste Solutions, Inc. and to approve an agreement between the Oak Brook Park District and SBC Waste Solutions, Inc. for waste and recycling collection services for a total monthly cost not-to-exceed \$660.

Commissioner Vescovi asked if there is as much garbage in the winter as in the summer.

Johnson responded that the Park District reduces the number of pickup if garbage is lower. Weekly cost is based on the number of pickups.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

8. NEW BUSINESS

a. Budget for Fiscal Year 2025 – 2026

*The tentative Budget and Appropriation Ordinance 25-0421 for Fiscal Year May 1, 2025 – April 30, 2026 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 20, 2025. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 21, 2025 regular meeting of the Board of Commissioners for the purpose of receiving public comments on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 10, 2025.*

Salinas reviewed the changes made to the budget since February 24, 2025, which can be found in the Park District's records.

President Knitter summarized that the revenue would increase while expenditure would decrease for the next FY.

b. Ten Year Capital Improvement Plan

Dr. Kosey reviewed the Capital Projects for FY 2025-2026, which can be found in the Park District's records.

Dr. Kosey explained the purpose of purchasing an LED digital poster would be helpful for Movies in the Park. The digital display will allow movies to be played earlier before it gets dark.

President Knitter confirmed that the LED digital poster is not a digital sign.

Dr. Kosey reported that a lot of work was completed for the Aquatic tiles, but the tiles being addressed in the coming FY are tiles on vertical surfaces.

President Knitter asked which building is having roof maintenance.

Johnson stated that the front entry of the Family Recreation Center will have roof maintenance.

Dr. Kosey clarified that the Gabion Weir Replacement is the Bridge Replacement project, which will only be completed when the Park District receives the federal grant.



President Knitter stated that replacing the parking spaces on Forest Gate that the Village is removing is not listed in this Capital Project.

Dr. Kosey responded that the thirteen parking spaces are budgeted but not for the next FY.

President Knitter expressed that adding parallel parking along the road would be more cost-effective than relocating parking to a different area.

Johnson responded that the Village may not allow parking spaces next to the road due to the easement.

Dr. Kosey stated that thirteen parking spaces may be removed after Little League ends in later June or early July.

Commissioner Suleiman asked if there really is a need for thirteen parking spaces.

Dr. Kosey confirmed those parking spaces are needed. There will be increasing congestion in the parking lot without the thirteen spots. There have been complaints about the traffic in the parking lot.

President Knitter stated that the Park District should discuss with the Village to use the easement for parking. The cost would be best for the Park District to widen the road instead of creating spaces elsewhere.

Dr. Kosey reported that the Saddlebrook barn exploration will be decided next year. There is money earmarked for the barn.

President Knitter stated most of the projects for Capital Projects are for maintenance. President Knitter asked the Commissioners if there were any projects that have a higher priority for them.

Commissioner Suleiman agreed that the software integration for SharePoint is needed.

Dr. Kosey stated that coordinating the budget presentation was challenging, only one person could work on the presentation at a time so SharePoint would be helpful.

Pechous added that the reason for the higher cost is due to converting old files to be able to move them to the cloud. Servers are getting older and more expensive, so it is best to move files to the cloud.

Commissioner Suleiman asked if the pickleball courts are included in the Capital Projects.

Dr. Kosey stated that the pickleball courts were not funded.

Commissioner Suleiman asked if the Park District would reapply for the grant for the pickleball courts.

Dr. Kosey responded that the Park District will apply for the grant again.

- c. Ordinance 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting.

President Knitter stated that the vote on Ordinance 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting. will be at the next meeting.

- d. Sections 2 and 3 – Administrative Policies and Procedures Manual

President Knitter asked the Commissioner to please review the manual. The vote on the Sections 2 and 3 – Administrative Policies and Procedures Manual will be at the next meeting.

- e. Veterans and Military Membership

President Knitter stated that the vote on the Veterans and Military Membership policy will be at the next meeting.

- f. Strategic Plan 2025-2029

President Knitter stated that the vote on the Strategic Plan will be at the next meeting.

- 9. ENTER CLOSED SESSION: For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to enter Closed Session for the purpose of discussing the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

The Board of Commissioners entered the Closed Session at 7:09 p.m.

#### 10. CLOSED SESSION

- a. Semi-Annual Review of Closed Meeting Minutes for Release
  - i. Resolution 25-0423: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2025
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District

#### 11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to arise from Closed Session at 7:20 p.m. and resume the Open Session. The motion passed by voice vote, and the Open Session resumed.

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 21, 2025, 6:30 P.M.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on April 21, 2025 at 6:30 p.m.

13. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the March 17, 2025, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:21 p.m.

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Dr. Laure L. Kosey, Executive Director

## Financial Statement



## **General Fund**

The General Fund is used to account for all activity of the Park District, except for activity required to be accounted for in another fund. The General Fund is comprised of the following departments:

- General Administration
- Finance
- Central Park North
- Central Park
- Saddlebrook Park
- Forest Glen Park
- Chillem Park
- Dean Nature Sanctuary
- Information Technology
- Building- Family Recreation Center
- Central Park West

Among the major activities accounted for in this fund are field and facility rentals, general administration and finance services, information technology services, facility maintenance services for our Family Recreation Center and Central Park West facility, and maintenance of our Central Park and other satellite parks.



**General Fund: Revenues and Expenditures Summary (Unaudited)**

Fiscal Year-to-Date Activity through March 31, 2025 and 2024

91.67% completed (11 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	March 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,754,965	590	1,890,180	N/A	1,890,180	107.7%	1,802,608	87,572	4.9%
Personal Prop. Repl. Taxes	252,617	8,591	138,262	N/A	138,262	54.7%	223,244	(84,982)	-38.1%
Investment Income	52,000	8,496	97,573	N/A	97,573	187.6%	64,001	33,572	52.5%
Other	1,250	-	1,535	N/A	1,535	122.8%	1,385	150	10.8%
Central Park North	90,000	-	91,985	N/A	91,985	102.2%	77,904	14,081	18.1%
Central Park	238,650	10,778	204,715	N/A	204,715	85.8%	222,319	(17,604)	-7.9%
Saddlebrook Park	500	-	-	N/A	-	0.0%	-	-	N/A
Forest Glen Park	500	-	200	N/A	200	40.0%	-	200	N/A
Chillem Park	250	-	-	N/A	-	0.0%	-	-	N/A
Dean Property	9,000	-	-	N/A	-	0.0%	-	-	N/A
Information Technology	133,693	-	100,300	N/A	100,300	75.0%	88,237	12,063	13.7%
Building-Recreation Center	1,103,748	44,878	917,684	N/A	917,684	83.1%	844,468	73,215	8.7%
Central Park West	20,597	970	19,517	N/A	19,517	94.8%	61,645	(42,128)	-68.3%
<b>TOTAL REVENUES</b>	<b>\$ 3,657,770</b>	<b>\$ 74,303</b>	<b>\$ 3,461,949</b>	<b>\$ -</b>	<b>\$ 3,461,949</b>	<b>94.6%</b>	<b>\$ 3,385,811</b>	<b>\$ 76,139</b>	<b>2.2%</b>
<b>EXPENDITURES</b>									
Administration	\$ 413,556	\$ 26,504	\$ 299,852	\$ 2,726	302,578	72.5%	\$ 337,178	\$ (37,326)	-11.1%
Finance	317,125	22,075	228,940	10	228,950	72.2%	232,450	(3,510)	-1.5%
Central Park North	94,954	2,786	73,592	6,738	80,330	77.5%	40,543	33,049	81.5%
Central Park	826,659	53,056	641,782	22,688	664,470	77.6%	625,276	16,507	2.6%
Saddlebrook Park	16,187	-	8,591	4,552	13,143	53.1%	10,748	(2,157)	-20.1%
Forest Glen Park	32,326	74	15,454	5,157	20,611	47.8%	18,775	(3,321)	-17.7%
Chillem Park	7,481	-	3,785	838	4,624	50.6%	5,515	(1,730)	-31.4%
Dean Property	40,423	869	20,817	8,144	28,961	51.5%	23,174	(2,357)	-10.2%
Professional Services	31,000	3,148	28,863	1,470	30,333	93.1%	28,267	595	2.1%
Information Technology	349,743	25,562	302,495	9,821	312,316	86.5%	263,288	39,207	14.9%
Building-Recreation Center	1,145,015	82,434	974,614	32,315	1,006,929	85.1%	951,731	22,883	2.4%
Central Park West	57,990	5,371	51,421	6,706	58,127	88.7%	60,266	(8,845)	-14.7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,332,459</b>	<b>\$ 221,879</b>	<b>\$ 2,650,205</b>	<b>\$ 101,165</b>	<b>\$ 2,751,370</b>	<b>79.5%</b>	<b>\$ 2,597,210</b>	<b>\$ 52,995</b>	<b>2.0%</b>
<b>TRANSFERS OUT</b>	<b>\$ 502,000</b>	<b>\$ -</b>	<b>\$ 502,000</b>	<b>\$ -</b>	<b>\$ 502,000</b>	<b>100.0%</b>	<b>\$ 654,000</b>	<b>\$ (152,000)</b>	<b>-23.2%</b>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,834,459</b>	<b>\$ 221,879</b>	<b>\$ 3,152,205</b>	<b>\$ 101,165</b>	<b>\$ 3,253,370</b>	<b>82.2%</b>	<b>\$ 3,251,210</b>	<b>\$ (99,005)</b>	<b>-3.0%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (176,689)</b>	<b>\$ (147,576)</b>	<b>\$ 309,745</b>	<b>\$ (101,165)</b>	<b>\$ 208,580</b>	<b>-175.3%</b>	<b>\$ 134,601</b>	<b>\$ 175,144</b>	<b>130.1%</b>

**Note 1** > Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

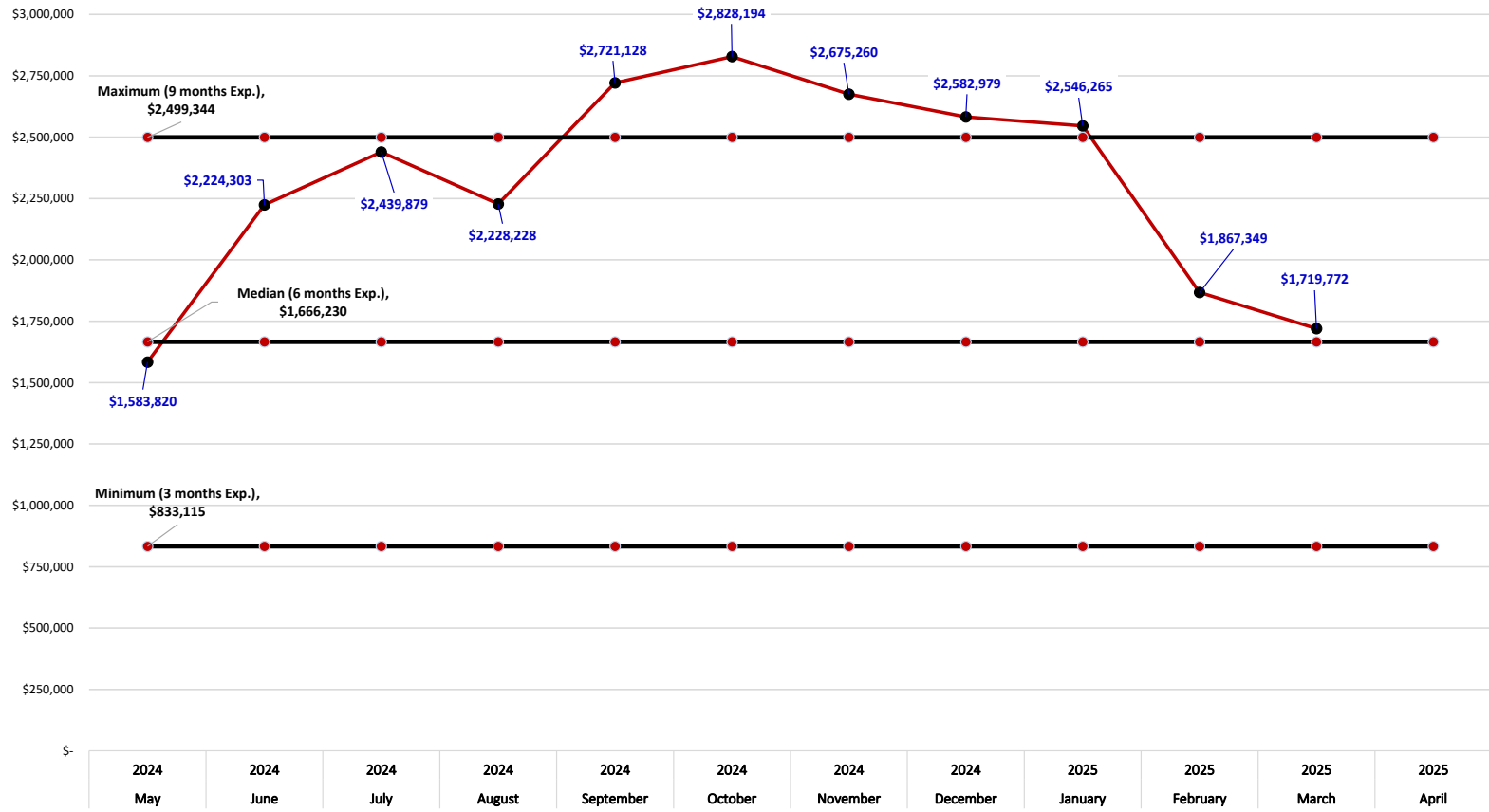
**Note 2** > Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

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

**Actuals- Unaudited**

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 1,410,027	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979	\$ 2,546,265	\$ 1,867,349		
Monthly Net Surplus/(Deficit)	173,793	640,482	215,576	(211,651)	492,900	107,066	(152,935)	(92,281)	(36,714)	(678,916)	(147,576)		\$ 309,745
Ending Unrestricted	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979	\$ 2,546,265	\$ 1,867,349	\$ 1,719,772	\$ -	

General Fund Ending Monthly Unrestricted Fund Balance- Fiscal Year 2024/2025



Minimum (3 months Exp.)	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115
Median (6 months Exp.)	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230
Maximum (9 months Exp.)	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344



## **Recreation Fund**

The Recreation Fund is used to account for all recreation programming activity of the Park District; except for programming accounted for in our Tennis and Special Recreation funds. The Recreation Fund is comprised of the following departments:

- Recreation Administration
- Fitness Center
- Aquatic Center
- Aquatic Recreation Programming
- Childrens Programs
- Preschool Programs
- Youth Programs
- Adult Programs
- Pioneer Programs
- Special Events and Trips
- Marketing
- Capital Outlay

The primary focus of this fund is to account for recreational programming activities, client memberships, special events, preschool, and the marketing of these services. This fund also accounts for resources used to fund capital improvements.





**Recreation Fund: Revenues and Expenditures Summary (Unaudited)**

Fiscal Year-to-Date Activity through March 31, 2025 and 2024

91.67% completed (11 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	March 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
<b>REVENUES</b>									
<b>Administration</b>									
Property Taxes	\$ 1,300,345	\$ 437	\$ 1,400,068	N/A	\$ 1,400,068	107.7%	\$ 1,315,939	\$ 84,129	6.4%
Personal Prop. Repl. Taxes	79,528	2,704	43,527	N/A	43,527	54.7%	70,280	(26,754)	-38.1%
Investment Income	80,000	10,609	134,176	N/A	134,176	167.7%	84,992	49,184	57.9%
Other	3,000	520	6,685	N/A	6,685	222.8%	1,932	4,753	246.1%
<b>Fitness Center</b>	733,603	84,702	790,547	N/A	790,547	107.8%	677,337	113,210	16.7%
<b>Aquatic Center</b>	667,703	65,964	689,052	N/A	689,052	103.2%	610,388	78,664	12.9%
<b>Aquatic Recreation Prog.</b>	579,511	30,369	464,431	N/A	464,431	80.1%	449,397	15,033	3.3%
<b>Children's Programs</b>	519,207	4,735	508,586	N/A	508,586	98.0%	505,809	2,777	0.5%
<b>Preschool Programs</b>	328,366	35,690	333,545	N/A	333,545	101.6%	316,015	17,531	5.5%
<b>Youth Programs</b>	256,813	4,094	233,723	N/A	233,723	91.0%	218,289	15,434	7.1%
<b>Adult Programs</b>	131,628	5,775	138,714	N/A	138,714	105.4%	128,311	10,403	8.1%
<b>Pioneer Programs</b>	66,973	861	55,998	N/A	55,998	83.6%	51,733	4,265	8.2%
<b>Special Events and Trips</b>	139,340	72	134,335	N/A	134,335	96.4%	146,189	(11,854)	-8.1%
<b>Marketing</b>	46,000	1,265	53,482	N/A	53,482	116.3%	32,150	21,332	66.4%
<b>Capital Outlay</b>	-	-	-	N/A	-	N/A	-	-	N/A
<b>TOTAL REVENUES</b>	<b>\$ 4,932,017</b>	<b>\$ 247,795</b>	<b>\$ 4,986,870</b>	<b>\$ -</b>	<b>\$ 4,986,870</b>	<b>101.1%</b>	<b>\$ 4,608,762</b>	<b>\$ 378,109</b>	<b>8.2%</b>
<b>TRANSFERS IN</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>N/A</b>	<b>150,000</b>	<b>100.0%</b>	<b>\$ 300,000</b>	<b>\$ (150,000)</b>	<b>-50.0%</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 5,082,017</b>	<b>\$ 247,795</b>	<b>\$ 5,136,870</b>	<b>\$ -</b>	<b>\$ 5,136,870</b>	<b>101.1%</b>	<b>\$ 4,908,762</b>	<b>\$ 228,109</b>	<b>4.6%</b>
<b>EXPENDITURES</b>									
<b>Administration</b>	\$ 1,099,291	\$ 56,749	\$ 880,349	\$ 12,751	\$ 893,101	80.1%	\$ 857,974	\$ 22,375	2.6%
<b>Fitness Center</b>	535,242	25,620	419,576	12,761	432,337	78.4%	371,496	48,080	12.9%
<b>Aquatic Center</b>	1,158,019	73,990	1,000,544	29,578	1,030,122	86.4%	941,124	59,421	6.3%
<b>Aquatic Recreation Prog.</b>	302,009	26,093	211,256	5,430	216,686	70.0%	220,589	(9,333)	-4.2%
<b>Children's Programs</b>	383,837	4,790	355,949	5,167	361,117	92.7%	334,429	21,520	6.4%
<b>Preschool Programs</b>	307,712	28,099	216,659	742	217,401	70.4%	187,098	29,561	15.8%
<b>Youth Programs</b>	202,400	3,569	133,546	599	134,145	66.0%	128,116	5,430	4.2%
<b>Adult Programs</b>	74,250	8,946	66,841	-	66,841	90.0%	57,230	9,612	16.8%
<b>Pioneer Programs</b>	101,932	6,404	81,904	-	81,904	80.4%	73,707	8,197	11.1%
<b>Special Events and Trips</b>	123,647	2,364	109,160	2,748	111,908	88.3%	114,352	(5,192)	-4.5%
<b>Marketing</b>	311,514	28,029	268,014	4,439	272,454	86.0%	213,908	54,106	25.3%
<b>Capital Outlay</b>	1,213,000	-	1,098,957	100,199	1,199,155	90.6%	219,931	879,026	399.7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,812,852</b>	<b>\$ 264,653</b>	<b>\$ 4,842,757</b>	<b>\$ 174,414</b>	<b>\$ 5,017,171</b>	<b>83.3%</b>	<b>\$ 3,719,953</b>	<b>\$ 1,122,804</b>	<b>30.2%</b>
<b>TRANSFERS OUT</b>	<b>\$ 177,971</b>	<b>\$ -</b>	<b>\$ 177,971</b>	<b>\$ -</b>	<b>\$ 177,971</b>	<b>100.0%</b>	<b>\$ 201,392</b>	<b>\$ (23,421)</b>	<b>-11.6%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 5,990,823</b>	<b>\$ 264,653</b>	<b>\$ 5,020,728</b>	<b>\$ 174,414</b>	<b>\$ 5,195,142</b>	<b>83.8%</b>	<b>\$ 3,921,345</b>	<b>\$ 1,099,383</b>	<b>28.0%</b>
<b>REVENUES &amp; TRANSFERS IN, OVER (UNDER) EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ (908,806)</b>	<b>\$ (16,858)</b>	<b>\$ 116,142</b>	<b>\$ (174,414)</b>	<b>\$ (58,272)</b>	<b>-12.8%</b>	<b>\$ 987,417</b>	<b>\$ (871,275)</b>	<b>-88.2%</b>

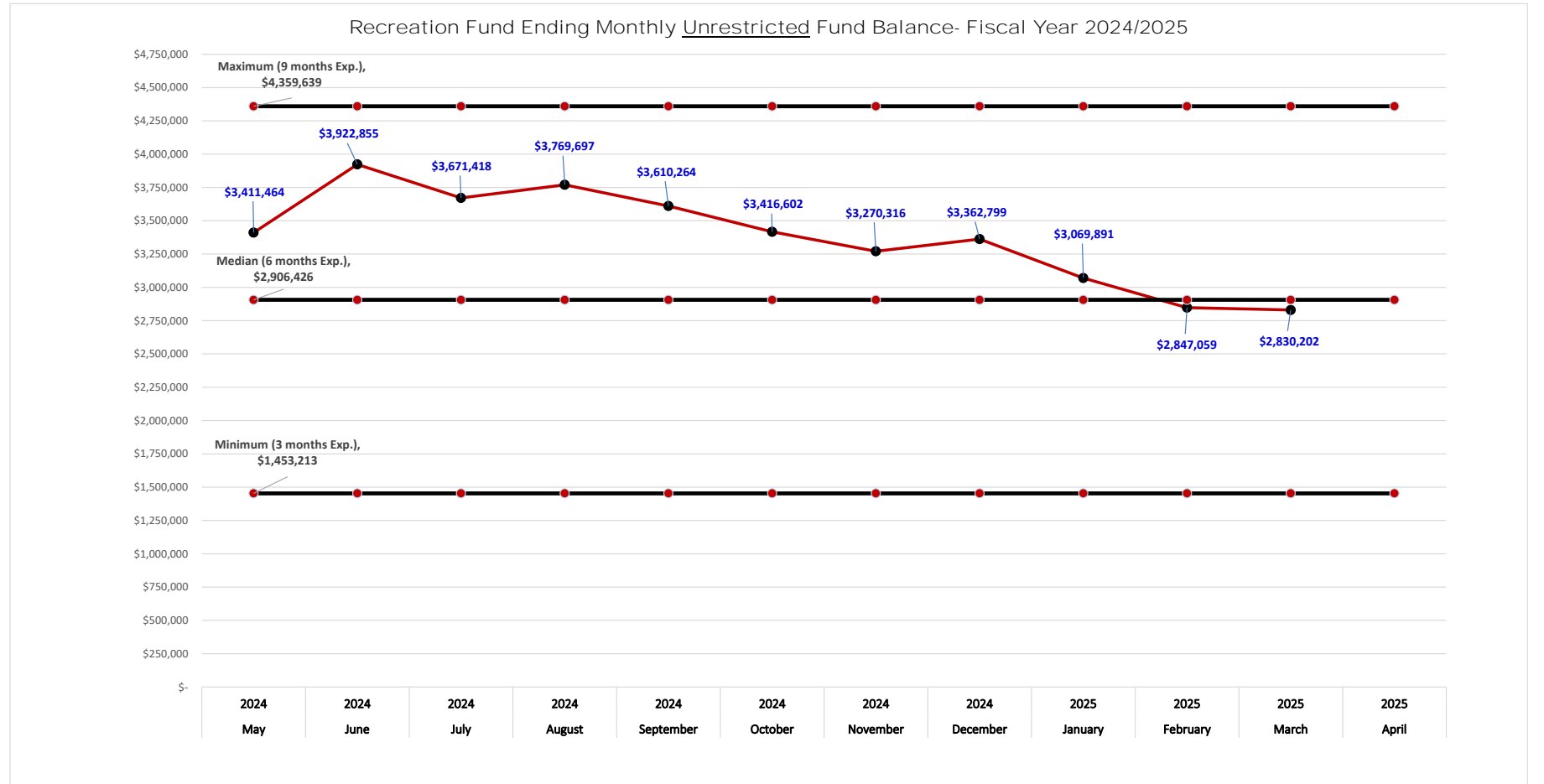
**Note>** Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

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

Actuals- Unaudited

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 2,714,059	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799	\$ 3,069,891	\$ 2,847,059		
Monthly Net Surplus/(Deficit)	697,405	511,391	(251,437)	98,279	(159,433)	(193,662)	(146,286)	92,483	(292,908)	(222,831)	(16,858)		\$ 116,142
Ending Unrestricted	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799	\$ 3,069,891	\$ 2,847,059	\$ 2,830,202	\$ -	



Minimum (3 months Exp.)	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213
Median (6 months Exp.)	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426
Maximum (9 months Exp.)	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639



## **Tennis Fund**

The Tennis Fund is used to account for the activities of our tennis center. The Tennis Fund is comprised of the following departments:

- Tennis Administration
- Building- Racquet Club
- Programs- Racquet Club
- Capital Outlay

The primary focus of this fund is to account for all tennis administration, recreational programming activities, client memberships, and special events. This fund also accounts for resources used to fund capital improvements at the tennis center.



**Tennis Center Fund (Recreational Facilities): Revenues and Expenses Summary (Unaudited)**

Fiscal Year-to-Date Activity through March 31, 2025 and 2024

91.67% completed (11 out of 12 months)

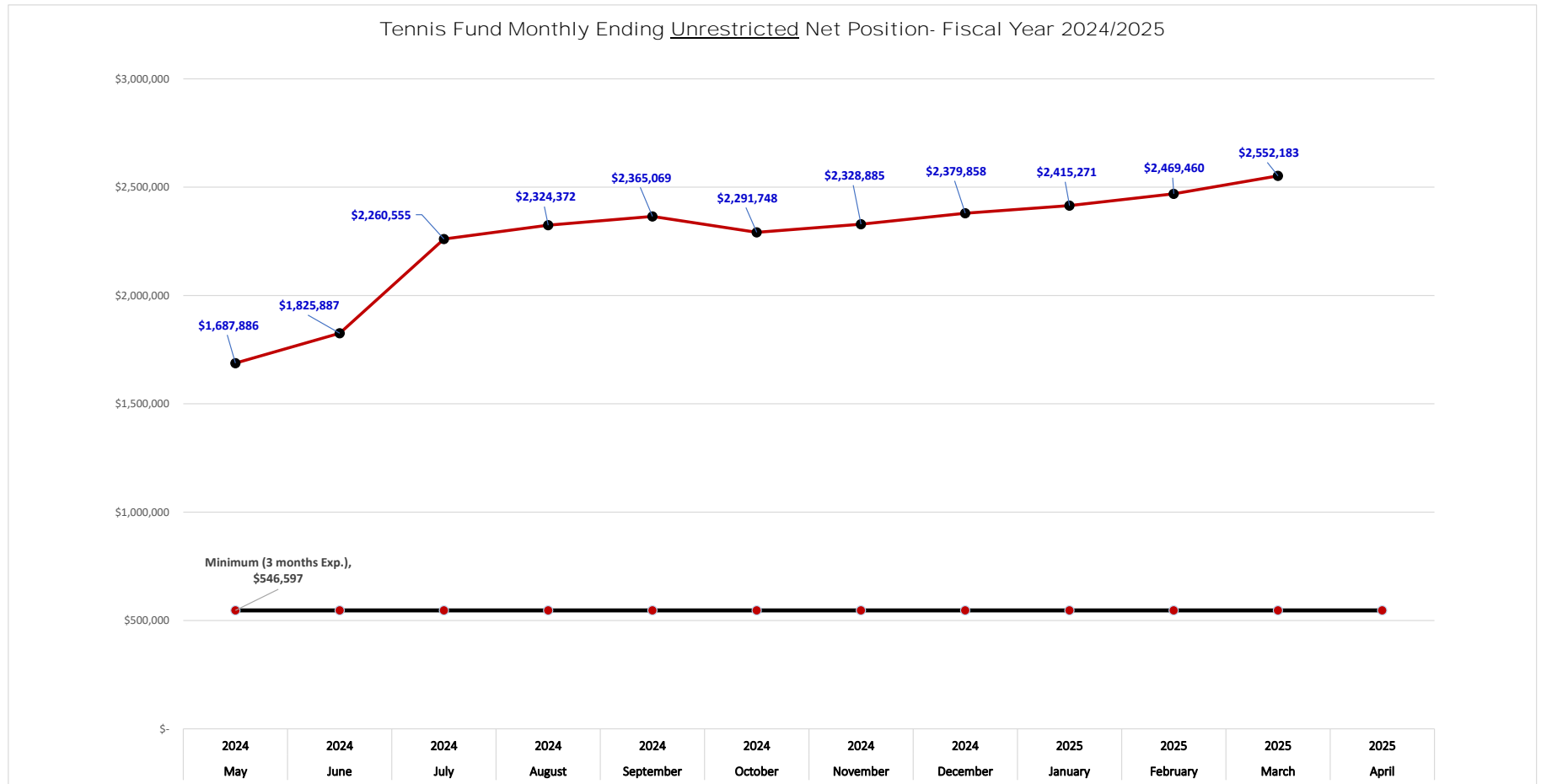
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	March 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ 67,000	\$ 11,944	\$ 139,321	N/A	\$ 139,321	207.9%	\$ 78,060	\$ 61,261	78.5%
Building- Racquet Club	500	86	1,165	N/A	1,165	232.9%	592	573	96.9%
Programs- Racquet Club	2,186,500	229,498	2,388,798	N/A	2,388,798	109.3%	2,174,293	214,505	9.9%
<b>TOTAL REVENUES</b>	<b>\$ 2,254,000</b>	<b>\$ 241,528</b>	<b>\$ 2,529,285</b>	<b>\$ -</b>	<b>\$ 2,529,285</b>	<b>112.2%</b>	<b>\$ 2,252,945</b>	<b>\$ 276,340</b>	<b>12.3%</b>
<b>EXPENSES</b>									
Administration	\$ 922,009	\$ 63,289	\$ 655,916	\$ 454	\$ 656,370	71.1%	\$ 644,031	\$ 11,885	1.8%
Building- Racquet Club	379,379	23,993	287,988	16,340	304,328	75.9%	277,765	10,223	3.7%
Programs- Racquet Club	885,000	71,523	687,361	85	687,446	77.7%	622,072	65,290	10.5%
Capital Outlay	310,000	-	83,567	19,468	103,035	27.0%	65,152	18,415	28.3%
<b>TOTAL EXPENSES</b>	<b>\$ 2,496,388</b>	<b>\$ 158,805</b>	<b>\$ 1,714,833</b>	<b>\$ 36,347</b>	<b>\$ 1,751,180</b>	<b>68.7%</b>	<b>\$ 1,609,020</b>	<b>\$ 105,813</b>	<b>6.6%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (242,388)</b>	<b>\$ 82,723</b>	<b>\$ 814,451</b>	<b>\$ (36,347)</b>	<b>\$ 778,104</b>	<b>-336.0%</b>	<b>\$ 643,925</b>	<b>\$ 170,526</b>	<b>26.5%</b>

**Note>** Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

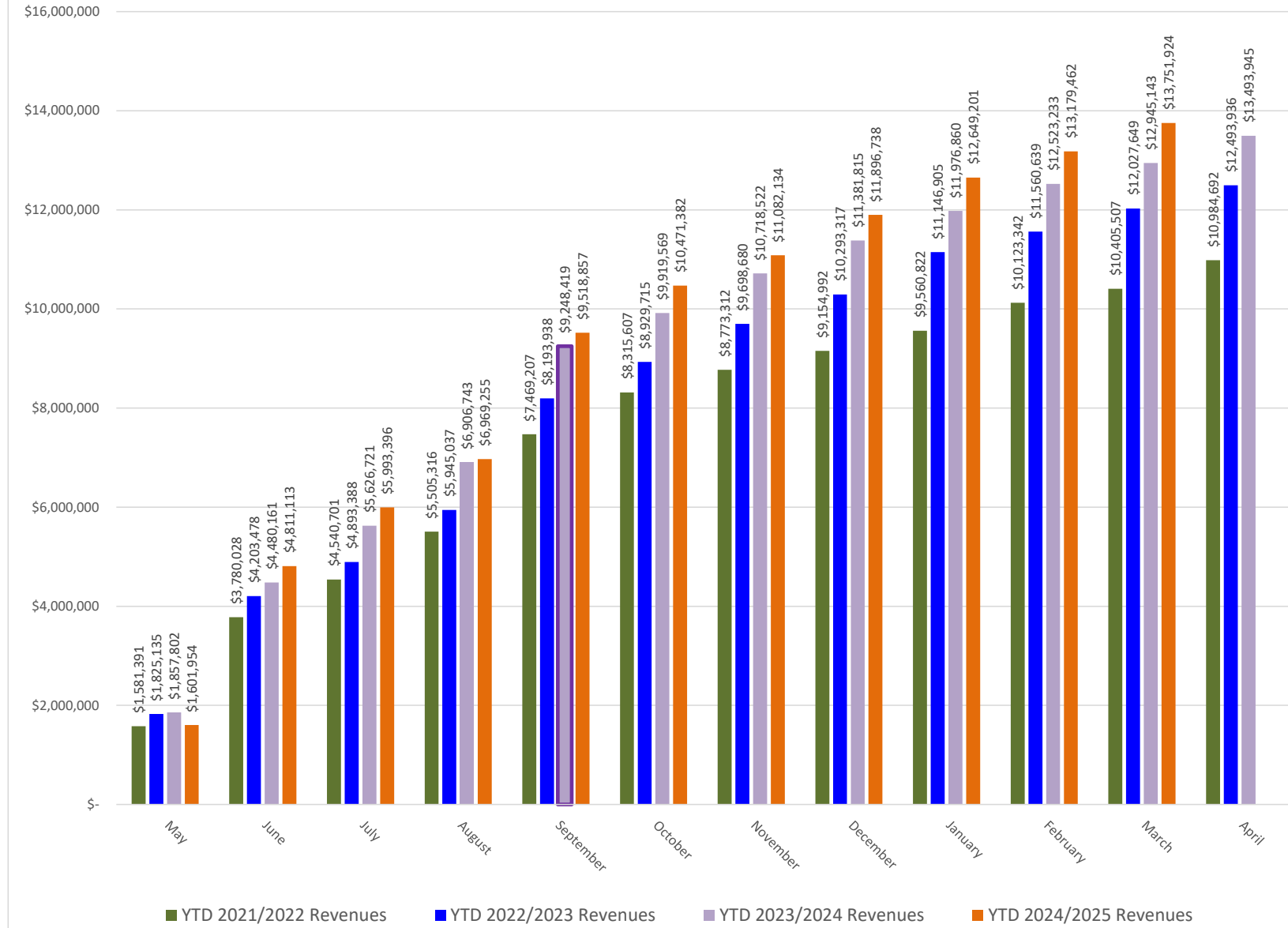
**Oak Brook Park District**  
**Schedule of Ending Monthly Unrestricted Net Position- Tennis Fund**

Actuals- Unaudited													Fiscal Y-T-D
May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025		
Beginning Investment in Capital Assets	\$ 1,753,845	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412	\$ 1,837,412	1,837,412		
Beginning Unrestricted	1,821,299	1,687,886	1,825,887	2,260,555	2,324,372	2,365,069	2,291,748	2,328,885	2,379,858	2,415,271	2,469,460		
Monthly Net Surplus/(Deficit) Ending Investment in Capital Assets	24,425	322,803	165,993	72,808	(18,214)	(46,934)	67,096	54,149	35,413	54,189	82,723	\$ 814,451	
Ending Unrestricted	\$ 1,687,886	\$ 1,825,887	\$ 2,260,555	\$ 2,324,372	\$ 2,365,069	\$ 2,291,748	\$ 2,328,885	\$ 2,379,858	\$ 2,415,271	\$ 2,469,460	\$ 2,552,183		



Minimum (3 months Exp.)	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597
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

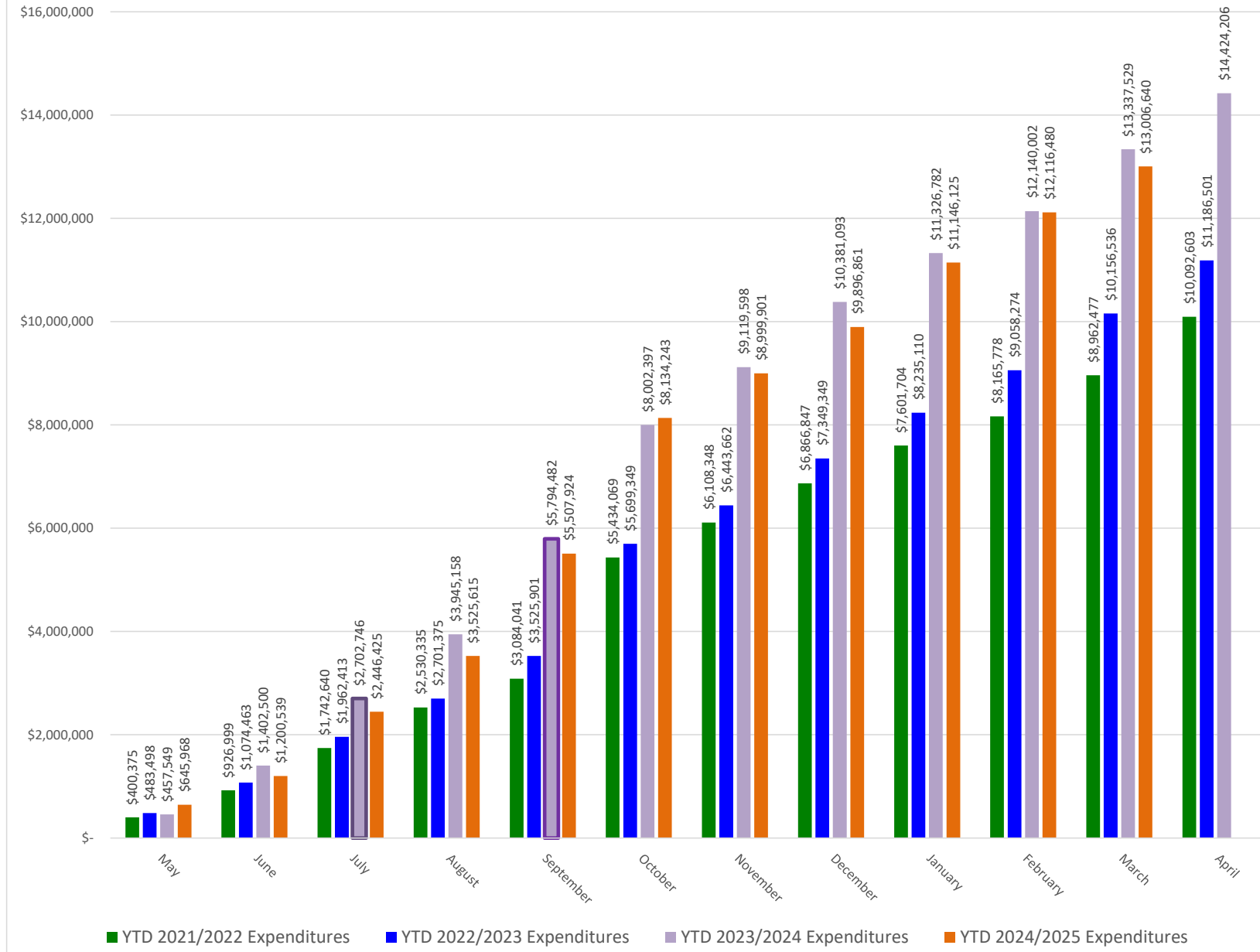
### Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



**NOTES**

**2023/2024** The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.

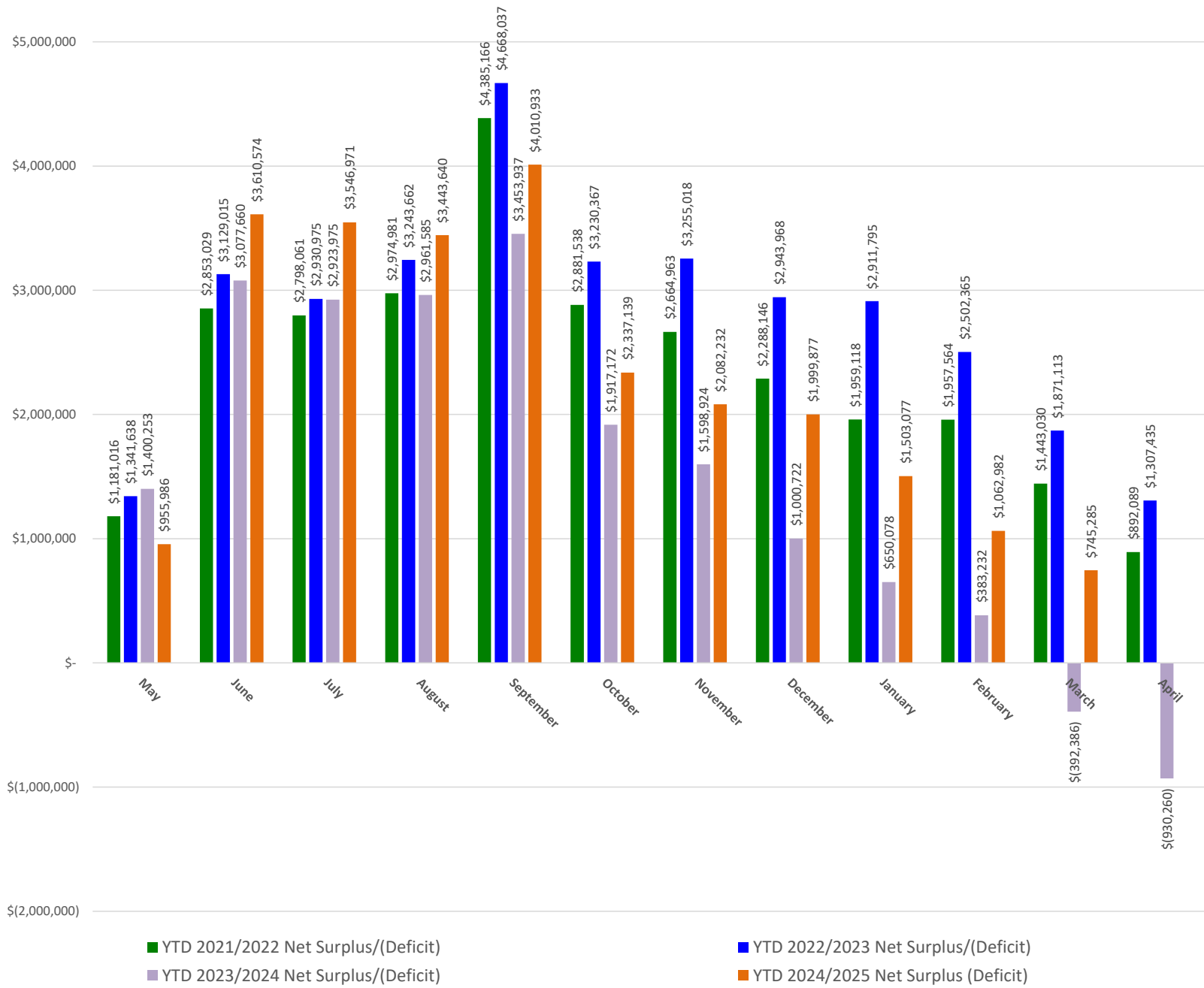
### Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



**NOTES**

**2023/2024** The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs for our Central Park improvements (e.g. bathrooms, pavilion, synthetic turf field).

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







**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
 March 2025

	<b>FY 2024/2025 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (\$11 months)</b>
<b>GENERAL CORPORATE FUND</b>			
Revenues & transfers in	\$ 3,657,770	\$ 74,303	\$ 3,461,949
Expenditures & transfers out	3,834,459	221,879	3,152,205
Net surplus/(deficit)	\$ (176,689)	\$ (147,576)	\$ 309,745
<b>RECREATION FUND</b>			
Revenues & transfers in	\$ 5,082,017	\$ 247,795	\$ 5,136,870
Expenditures & transfers out	5,990,823	264,653	5,020,728
Net surplus/(deficit)	\$ (908,806)	\$ (16,858)	\$ 116,142
<b>IMRF FUND</b>			
Revenues & transfers in	\$ 153,789	\$ 2,944	\$ 130,182
Expenditures & transfers out	180,000	13,145	161,241
Net surplus/(deficit)	\$ (26,211)	\$ (10,201)	\$ (31,059)
<b>LIABILITY INSURANCE FUND</b>			
Revenues & transfers in	\$ 148,557	\$ 1,227	\$ 149,614
Expenditures & transfers out	159,061	3,222	148,347
Net surplus/(deficit)	\$ (10,504)	\$ (1,994)	\$ 1,267
<b>AUDIT FUND</b>			
Revenues & transfers in	\$ 10,181	\$ 30	\$ 12,582
Expenditures & transfers out	13,550	-	14,750
Net surplus/(deficit)	\$ (3,369)	\$ 30	\$ (2,168)
<b>DEBT SERVICE FUND</b>			
Revenues & transfers in	\$ 1,943,812	\$ 931	\$ 1,983,190
Expenditures & transfers out	1,924,411	175,536	1,664,968
Net surplus/(deficit)	\$ 19,401	\$ (174,605)	\$ 318,221
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
Revenues	\$ 2,254,000	\$ 241,528	\$ 2,529,285
Expenses	2,496,388	158,805	1,714,833
Net surplus/(deficit)	\$ (242,388)	\$ 82,723	\$ 814,451
<b>SPECIAL RECREATION FUND</b>			
Revenues & transfers in	\$ 434,837	\$ 1,026	\$ 413,478
Expenditures & transfers out	449,590	9,298	397,534
Net surplus/(deficit)	\$ (14,753)	\$ (8,272)	\$ 15,944



**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
**March 2025**

	<b>FY 2024/2025 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (11 months)</b>
<b>CAPITAL PROJECTS FUND</b>			
Revenues & transfers in	\$ 2,143,779	\$ 95	\$ 344,199
Expenditures & transfers out	2,549,779	20,887	1,134,933
Net surplus/(deficit)	\$ (406,000)	\$ (20,791)	\$ (790,734)
<b>SOCIAL SECURITY FUND</b>			
Revenues & transfers in	\$ 272,846	\$ 2,583	\$ 270,548
Expenditures & transfers out	318,428	22,735	277,071
Net surplus/(deficit)	\$ (45,582)	\$ (20,153)	\$ (6,524)
<b>CONSOLIDATED SUMMARY</b>			
Revenues & transfers in	\$ 16,101,589	\$ 572,462	\$ 14,431,895
Expenditures/expenses & transfers out	17,916,489	890,160	13,686,611
Net surplus/(deficit)	\$ (1,814,900)	\$ (317,698)	\$ 745,285

**OAK BROOK PARK DISTRICT  
CONSOLIDATED REVENUES AND EXPENDITURES REPORT  
Month: March 2025**

	<b>CONSOLIDATED TOTALS</b>
<b>REVENUES &amp; TRANSFERS IN</b>	
Property Taxes	\$ 1,829
Replacement Taxes	15,908
Interest	33,970
Miscellaneous	1,020
Fitness Center Fees, Memberships, Sponsorships	84,702
Aquatic Center Program Fees, Memberships, Rentals	96,333
Other Recreation Program Fees	280,810
Marketing Service Fees, Sponsorships, Donations	1,265
FRC Rental/Member Fees	44,878
Field Rentals & Concessions- Central Park North	-
Field Rentals- Central Park	10,778
Satellite Parks & DNS	-
Information Technology	-
CPW Building Rentals & Other	970
Grant Proceeds	-
Overhead Revenues	-
Transfers In	-
<b>TOTAL REVENUES &amp; TRANSFERS IN:</b>	<b>\$ 572,462</b>
 <b>EXPENDITURES/EXPENSES &amp; TRANSFERS OUT</b>	
Accounts Payable and Other	\$ 377,948
Payroll and Related Benefits	512,212
Overhead Expenditures	-
Transfers Out	-
<b>TOTAL EXPENDITURES/EXPENSES &amp; TRANSFERS OUT:</b>	<b>\$ 890,160</b>
 <b>NET REVENUES/(EXPENDITURES/EXPENSES)</b>	 <b>\$ (317,698)</b>

**Oak Brook Park District  
Consolidated Balance Sheet  
As of March 31, 2025**

	<u>ASSETS</u>	<u>Consolidated Totals</u>
<b>Current Assets</b>		
Cash and Investments		\$ 9,082,365
Receivables - Net of Allowances		
Property Taxes		5,818,600
Accounts		693,391
Due from Other Funds		-
Prepays		4,282
Inventories		24,987
Total Current Assets		<u>\$ 15,623,625</u>
<b>Noncurrent Assets</b>		
Capital Assets		
Non-depreciable		\$ 259,955
Depreciable		5,476,288
Accumulated Depreciation		<u>(3,982,396)</u>
Total Noncurrent Assets (net)		<u>\$ 1,753,846</u>
Total Assets		\$ 17,377,471
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Deferred Items-IMRF		\$ 135,948
<b>Total Assets and Deferred Outflows of Resources</b>		<b><u>\$ 17,513,419</u></b>
<b><u>LIABILITIES</u></b>		
<b>Current Liabilities</b>		
Accounts Payable		\$ 67,979
Accrued Payroll		33,215
Retainage Payable		17,368
Unearned Revenue		1,355,076
Due To Other Funds		-
Unclaimed Property		108
Total Current Liabilities		<u>\$ 1,473,746</u>
<b>Noncurrent Liabilities</b>		
Compensated Absences Payable		\$ 17,201
Net Pension Liability - IMRF		17,176
Total OPEB Liability - RBP		<u>221,449</u>
Total Noncurrent Liabilities		<u>\$ 255,826</u>
Total Liabilities		\$ 1,729,572
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Deferred Items - IMRF		\$ 42,440
Property Taxes		5,818,600
<b>Total Liabilities and Deferred Inflows of Resources</b>		<b><u>\$ 7,590,613</u></b>
<b><u>FUND/NET POSITION BALANCES</u></b>		
Non-spendable		\$ -
Restricted		611,980
Committed		3,199,332
Assigned		-
Unassigned		1,721,900
Net Investment in Capital Assets		1,837,412
Restricted		-
Unrestricted		<u>2,552,183</u>
<b>Total Fund/Net Position Balances</b>		<b><u>\$ 9,922,807</u></b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances</b>		<b><u>\$ 17,513,419</u></b>

**OAK BROOK PARK DISTRICT**  
**Treasurer's Report- As of March 31, 2025 and 2024**

<b>Investment Type</b>	<b>Bank/Institution</b>	<b>Current Year Balance</b>	<b>Current Year Rate/APY</b>	<b>Prior Year Rate/APY</b>	<b>Description/Note</b>	<b>Concentration Percentage</b>
<b><u>Money Market</u></b>						
	Evergreen Bank	\$ 3,040,154.76	4.860%	5.100%	Interest-bearing	35.06%
	Hinsdale Bank	1,174,087.59	4.530%	5.560%	Interest-bearing	13.54%
	Sub-Total:	<u>\$ 4,214,242.35</u>				<u>48.61%</u>
<b><u>Savings</u></b>						
	Evergreen Bank	\$ -	4.500%	4.500%	Interest-bearing (Insured Cash Sweep)	0.00%
<b><u>Checking</u></b>						
	Fifth Third Bank	\$ 18,008.30	0.520%	0.680%	Interest-bearing	0.21%
<b><u>Investment Pool</u></b>						
	The Illinois Funds	\$ 4,438,112.12	4.436%	5.403%	Illinois Public Treasurers' Investment Pool	51.19%
	<b>Grand Total Investments:</b>	<u><u>\$ 8,670,362.77</u></u>				<u><u>100.00%</u></u>
<b><u>Benchmark</u></b>						
	<b>Three-month U.S. Treasury Bill</b>		4.296%	5.355%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 3/31/2025 and 3/29/2024 .	

**Oak Brook Park District**  
**Schedule of Capital Expenditures/Expenses**  
**As of March 31, 2025**

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<b><u>Capital Projects Fund</u></b>		
Purchase of pick-up truck & related snow plow and salt spreader	Sutton Ford, Monroe Truck Equipment	\$ 59,592.00
Aquatic center tile deck replacement project	II Dept. of Public Health, Concrete & Demolition Plus Inc., Progressive Commercial, RR & R Services, Kluber Architects and Engineers, Sunbelt Rentals (p-card)	256,084.29
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	94,163.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
FRC patio pad and sidewalk for aquatic center	Heartland Professional	14,502.20
I.T. firewall and network switches	Sterling Network Integration	7,955.20
Asphalt paving and grinding	Evans & Sons Blacktop	24,101.62
Central Park gazebo roof replacement	AB Edward Enterprises	19,500.00
FRC Solar panel system- <i>Do not capitalize</i>	Robbins, Schwartz	1,386.50
<b>Sub-total Balance:</b>		<b>\$ 1,133,533.08</b>
<b><u>Recreation Fund</u></b>		
Aquatics Center sound system project	SK Electronics, Pentegra Systems	\$ 27,464.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	211,232.16
Aquatics Center painting & window coverings	Precision Window Tinting, RR&R Services, CertaPro Painters, Sunbelt Rentals (p-card)	47,236.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	694,208.01
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
John Deere utility vehicle- Parks maintenance	Arends Hogan Walker	24,741.56
Asphalt paving and grinding	Evans & Sons Blacktop	45,000.00
Fitness equipment	Lease Servicing Center	48,111.35
<b>Sub-total Balance:</b>		<b>\$ 1,098,956.58</b>
<b><u>Tennis Fund</u></b>		
Tennis Center building registration front desk, offices & carpeting project	Villa Park Office Equipment, Securitas Technology, Ubiquiti Store (p-card), CB2 (p-card), SP Progressive Desk (p-card), Crate & Barrel (p-card), Wetworx, Poppin (p-card), Villa Park Office (p-card)	\$ 38,524.97
Tennis Center building exterior windows	Kluber Architects & Engineers	3,087.50
Tennis Center exterior windows- Legal Fees	Robbins, Schwartz	1,206.00
Indoor tennis courts lighting project	OEO Energy Solutions	28,575.65
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	12,102.80
Outdoor tennis/pickleball courts reconstruction & expansion- Legal Fees	Robbins, Schwartz	70.50
<b>Sub-total Balance:</b>		<b>\$ 83,567.42</b>
<b><u>Special Recreation Fund</u></b>		
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors	\$ 5,000.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	207,244.55
Aquatic center tile deck replacement project	Progressive Commercial	33,009.93
Asphalt paving and grinding	Evans & Sons Blacktop	15,000.00
<b>Sub-total Balance:</b>		<b>\$ 260,254.48</b>
<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:</b>		<b>\$ 2,576,311.56</b>

# Warrant

Invoice Register Report

## WARRANT #695

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page: 1/5

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User: NLAWLER

EXP CHECK RUN DATES 04/21/2025 - 04/21/2025

DB: Oak Brook Park I

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50046	ACCRUE SOLUTIONS LLC	04/01/2025	04/21/2025	89.10	89.10	Open	Y
50077	AIR COMFORT LLC	01/17/2025	04/21/2025	915.00	915.00	Open	Y
50124	AIR COMFORT LLC	01/22/2025	04/21/2025	2,022.00	2,022.00	Open	Y
49981	ALPHA GRAPHICS	02/19/2025	04/21/2025	156.18	156.18	Open	Y
50060	ANDERSON ELEVATOR CO.	04/01/2025	04/21/2025	669.00	669.00	Open	Y
49996	AQUA PURE ENTERPRISES, INC.	03/19/2025	04/21/2025	1,377.87	1,377.87	Open	Y
50048	BLUEALLY TECHNOLOGY SOLUTIONS LLC	03/31/2025	04/21/2025	1,790.64	1,790.64	Open	Y
50050	BLUEALLY TECHNOLOGY SOLUTIONS LLC	03/26/2025	04/21/2025	2,197.89	2,197.89	Open	Y
50006	CARDMEMBER SERVICE	03/26/2025	04/21/2025	211.89	211.89	Open	Y
50007	CARDMEMBER SERVICE	03/26/2025	04/21/2025	419.74	419.74	Open	Y
50057	CARDMEMBER SERVICE	03/13/2025	04/21/2025	1,054.08	1,054.08	Open	Y
50097	CARDMEMBER SERVICE	03/26/2025	04/21/2025	189.91	189.91	Open	Y
50102	CARDMEMBER SERVICE	03/26/2025	04/21/2025	2,001.02	2,001.02	Open	Y
50103	CARDMEMBER SERVICE	03/26/2025	04/21/2025	871.81	871.81	Open	Y
50104	CARDMEMBER SERVICE	03/26/2025	04/21/2025	30.60	30.60	Open	Y
50105	CARDMEMBER SERVICE	03/26/2025	04/21/2025	5,859.03	5,859.03	Open	Y
50106	CARDMEMBER SERVICE	03/26/2025	04/21/2025	74.67	74.67	Open	Y
50107*	CARDMEMBER SERVICE	03/26/2025	04/21/2025	1,371.84	1,371.84	Open	Y
50108*	CARDMEMBER SERVICE	03/26/2025	04/21/2025	4,789.78	4,789.78	Open	Y
50109	CARDMEMBER SERVICE	03/26/2025	04/21/2025	6.99	6.99	Open	Y
50110	CARDMEMBER SERVICE	03/26/2025	04/21/2025	4,778.51	4,778.51	Open	Y
50111	CARDMEMBER SERVICE	03/26/2025	04/21/2025	37.60	37.60	Open	Y
50112	CARDMEMBER SERVICE	03/26/2025	04/21/2025	256.23	256.23	Open	Y
50113	CARDMEMBER SERVICE	03/26/2025	04/21/2025	5.58	5.58	Open	Y
50114	CARDMEMBER SERVICE	03/26/2025	04/21/2025	186.31	186.31	Open	Y
50116	CARDMEMBER SERVICE	03/26/2025	04/21/2025	112.76	112.76	Open	Y
50117	CARDMEMBER SERVICE	03/26/2025	04/21/2025	1,728.18	1,728.18	Open	Y
50118*	CARDMEMBER SERVICE	03/26/2025	04/21/2025	575.04	575.04	Open	Y
50119	CARDMEMBER SERVICE	03/26/2025	04/21/2025	413.08	413.08	Open	Y
50120	CARDMEMBER SERVICE	03/26/2025	04/21/2025	41.85	41.85	Open	Y
50121	CARDMEMBER SERVICE	03/26/2025	04/21/2025	(219.63)	(219.63)	Open	Y
50125	CARDMEMBER SERVICE	03/26/2025	04/21/2025	8,947.28	8,947.28	Open	Y
50131*	CARDMEMBER SERVICE	03/26/2025	04/21/2025	1,090.92	1,090.92	Open	Y
50132*	CARDMEMBER SERVICE	03/26/2025	04/21/2025	1,471.36	1,471.36	Open	Y
49967	CAROL STREAM PARK DISTRICT	03/12/2025	04/21/2025	70.00	70.00	Open	Y
50000	CASE LOTS INC.	03/20/2025	04/21/2025	343.20	343.20	Open	Y
50074	CHICAGO TRIBUNE MEDIA GROUP	03/31/2025	04/21/2025	20.02	20.02	Open	Y
49986	COMMEG SYSTEMS, INC.	03/13/2025	04/21/2025	10,907.50	10,907.50	Open	Y
50126	CONSTRUCTION SOLUTIONS OF IL INC	03/26/2025	04/21/2025	20,053.00	20,053.00	Open	Y
50130	CULLIGAN QUENCH	03/01/2025	04/21/2025	148.44	148.44	Open	Y
49977	DAWSONS TREE SERVICE	03/12/2025	04/21/2025	12,327.00	12,327.00	Open	Y
50122	DAWSONS TREE SERVICE	03/27/2025	04/21/2025	3,989.00	3,989.00	Open	Y
49990	DEBBIE FRIEND	03/17/2025	04/21/2025	200.00	200.00	Open	Y
50085	DUPAGE TOPSOIL, INC.	03/31/2025	04/21/2025	375.00	375.00	Open	Y
49969	EBEL'S ACE HARDWARE #8313	03/06/2025	04/21/2025	8.97	8.97	Open	Y
49978	EBEL'S ACE HARDWARE #8313	03/13/2025	04/21/2025	70.41	70.41	Open	Y
49983	EBEL'S ACE HARDWARE #8313	03/11/2025	04/21/2025	10.79	10.79	Open	Y



**WARRANT #695**  
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 04/21/2025 - 04/21/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49994	EBEL'S ACE HARDWARE #8313	12/04/2024	04/21/2025	20.69	20.69	Open	Y
49991	ELMHURST OCCUPATIONAL HEALTH	02/28/2025	04/21/2025	193.00	193.00	Open	Y
50003	EWING IRRIGATION PRODUCTS INC	03/25/2025	04/21/2025	371.16	371.16	Open	Y
50071	EWING IRRIGATION PRODUCTS INC	04/02/2025	04/21/2025	652.73	652.73	Open	Y
49792	FERGUSON FACILITIES #3400	02/04/2025	04/21/2025	12.00	12.00	Open	Y
50079	FERGUSON FACILITIES #3400	04/02/2025	04/21/2025	(12.00)	(12.00)	Open	Y
50123	FERGUSON FACILITIES #3400	03/28/2025	04/21/2025	1,816.52	1,816.52	Open	Y
50034	FLAGG CREEK WATER RECLAMATION	03/27/2025	04/21/2025	1,727.14	1,727.14	Open	Y
50035	FLAGG CREEK WATER RECLAMATION	03/27/2025	04/21/2025	74.33	74.33	Open	Y
50036	FLAGG CREEK WATER RECLAMATION	03/27/2025	04/21/2025	20.53	20.53	Open	Y
50037	FLAGG CREEK WATER RECLAMATION	03/27/2025	04/21/2025	27.03	27.03	Open	Y
50038	FLAGG CREEK WATER RECLAMATION	03/27/2025	04/21/2025	30.28	30.28	Open	Y
50084	GFC LEASING	03/01/2025	04/21/2025	439.35	439.35	Open	Y
50086	GFC LEASING	04/01/2025	04/21/2025	439.35	439.35	Open	Y
49998	GORDON FLESCH COMPANY	03/30/2025	04/21/2025	471.91	471.91	Open	Y
49979	HAGG PRESS	03/12/2025	04/21/2025	327.00	327.00	Open	Y
50004	HAGG PRESS	03/26/2025	04/21/2025	443.50	443.50	Open	Y
50005	HI TOUCH BUSINESS SERVICES LLC	03/26/2025	04/21/2025	276.18	276.18	Open	Y
50014	HOME DEPOT CREDIT SERVICES	03/17/2025	04/21/2025	83.61	83.61	Open	Y
50015	HOME DEPOT CREDIT SERVICES	03/06/2025	04/21/2025	557.40	557.40	Open	Y
50016	HOME DEPOT CREDIT SERVICES	03/02/2025	04/21/2025	53.33	53.33	Open	Y
50017	HOME DEPOT CREDIT SERVICES	03/07/2025	04/21/2025	118.99	118.99	Open	Y
50018	HOME DEPOT CREDIT SERVICES	03/11/2025	04/21/2025	118.99	118.99	Open	Y
50019	HOME DEPOT CREDIT SERVICES	03/12/2025	04/21/2025	163.23	163.23	Open	Y
50020	HOME DEPOT CREDIT SERVICES	03/14/2025	04/21/2025	118.99	118.99	Open	Y
50021	HOME DEPOT CREDIT SERVICES	03/17/2025	04/21/2025	11.34	11.34	Open	Y
50022	HOME DEPOT CREDIT SERVICES	03/17/2025	04/21/2025	19.77	19.77	Open	Y
50023	HOME DEPOT CREDIT SERVICES	03/20/2025	04/21/2025	3.31	3.31	Open	Y
50024	HOME DEPOT CREDIT SERVICES	03/21/2025	04/21/2025	91.14	91.14	Open	Y
50025	HOME DEPOT CREDIT SERVICES	03/05/2025	04/21/2025	192.95	192.95	Open	Y
50026	HOME DEPOT CREDIT SERVICES	03/07/2025	04/21/2025	50.20	50.20	Open	Y
50027	HOME DEPOT CREDIT SERVICES	03/18/2025	04/21/2025	23.12	23.12	Open	Y
50028	HOME DEPOT CREDIT SERVICES	03/19/2025	04/21/2025	34.98	34.98	Open	Y
50029	HOME DEPOT CREDIT SERVICES	03/19/2025	04/21/2025	26.14	26.14	Open	Y
50030	HOME DEPOT CREDIT SERVICES	03/24/2025	04/21/2025	7.36	7.36	Open	Y
50031	HOME DEPOT CREDIT SERVICES	03/24/2025	04/21/2025	4.98	4.98	Open	Y
50032	HOME DEPOT CREDIT SERVICES	03/27/2025	04/21/2025	7.24	7.24	Open	Y
50033	HOME DEPOT CREDIT SERVICES	03/28/2025	04/21/2025	94.82	94.82	Open	Y
50043	HOME DEPOT CREDIT SERVICES	03/26/2025	04/21/2025	28.86	28.86	Open	Y
50044	HOME DEPOT CREDIT SERVICES	02/26/2025	04/21/2025	(60.00)	(60.00)	Open	Y
50045	HOME DEPOT CREDIT SERVICES	03/18/2025	04/21/2025	45.33	45.33	Open	Y
50081	HOME PLUMBING & HEATING	03/22/2025	04/21/2025	201.81	201.81	Open	Y
50091	ILLINOIS STATE POLICE	04/07/2025	04/21/2025	150.00	150.00	Open	Y
50069	LENNO LASN	03/31/2025	04/21/2025	506.00	506.00	Open	Y
50088	MARILYN TODD	04/07/2025	04/21/2025	20.00	20.00	Open	Y
49975	MARKET ACCESS CORP.	03/11/2025	04/21/2025	525.00	525.00	Open	Y
50098	MARKET ACCESS CORP.	04/07/2025	04/21/2025	350.00	350.00	Open	Y

WARRANT #695

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

EXP CHECK RUN DATES 04/21/2025 - 04/21/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50083	McMASTER-CARR	03/26/2025	04/21/2025	66.39	66.39	Open	Y
50039	MEG ELIZABETH OLANDER	02/28/2025	04/21/2025	106.77	106.77	Open	Y
50049	MEG ELIZABETH OLANDER	03/31/2025	04/21/2025	177.95	177.95	Open	Y
50100	NEXT GENERATION	04/08/2025	04/21/2025	499.00	499.00	Open	Y
49963	NICOR GAS	03/11/2025	04/21/2025	500.42	500.42	Open	Y
49964	NICOR GAS	03/11/2025	04/21/2025	1,465.83	1,465.83	Open	Y
50092	NICOR GAS	04/01/2025	04/21/2025	357.69	357.69	Open	Y
50093	NICOR GAS	04/01/2025	04/21/2025	1,251.92	1,251.92	Open	Y
49961	NRG BUSINESS MARKETING LLC	03/13/2025	04/21/2025	6,942.72	6,942.72	Open	Y
50056	NRG BUSINESS MARKETING LLC	03/13/2025	04/21/2025	1,646.46	1,646.46	Open	Y
49973	O'REILLY AUTO PARTS	03/05/2025	04/21/2025	60.68	60.68	Open	Y
49995	O'REILLY AUTO PARTS	03/17/2025	04/21/2025	80.44	80.44	Open	Y
50064	O'REILLY AUTO PARTS	03/31/2025	04/21/2025	16.99	16.99	Open	Y
50075	O'REILLY AUTO PARTS	04/04/2025	04/21/2025	69.51	69.51	Open	Y
49992	PENTEGRA SYSTEMS LLC	12/17/2024	04/21/2025	1,075.00	1,075.00	Open	Y
50008	PENTEGRA SYSTEMS LLC	01/23/2025	04/21/2025	(1,075.00)	(1,075.00)	Open	Y
50009	PENTEGRA SYSTEMS LLC	01/16/2025	04/21/2025	(532.50)	(532.50)	Open	Y
50010	PENTEGRA SYSTEMS LLC	10/09/2024	04/21/2025	532.50	532.50	Open	Y
49966	PFEIFFER'S PEST CONTROL	03/06/2025	04/21/2025	450.00	450.00	Open	Y
49993	RANDALL INDUSTRIES	12/23/2024	04/21/2025	122.86	122.86	Open	Y
50001	RED FEATHER GROUP	01/30/2025	04/21/2025	42,556.10	42,556.10	Open	Y
50094	ROBBINS SCHWARTZ	03/26/2025	04/21/2025	595.00	595.00	Open	Y
50095	ROBBINS SCHWARTZ	03/26/2025	04/21/2025	1,469.80	1,469.80	Open	Y
49970	RUSSO POWER EQUIPMENT	03/06/2025	04/21/2025	(54.27)	(54.27)	Open	Y
49971	RUSSO POWER EQUIPMENT	03/06/2025	04/21/2025	284.68	284.68	Open	Y
50067	RUSSO POWER EQUIPMENT	04/02/2025	04/21/2025	740.00	740.00	Open	Y
50068	RUSSO POWER EQUIPMENT	04/02/2025	04/21/2025	209.48	209.48	Open	Y
50070	RUSSO POWER EQUIPMENT	04/02/2025	04/21/2025	70.00	70.00	Open	Y
50076	RUSSO POWER EQUIPMENT	03/07/2025	04/21/2025	70.09	70.09	Open	Y
50058	SALLY BEAUMONT	03/13/2025	04/21/2025	75.20	75.20	Open	Y
50089	SARA GORDON	04/07/2025	04/21/2025	17.00	17.00	Open	Y
50090	SARA GORDON	04/07/2025	04/21/2025	17.00	17.00	Open	Y
50133	SBC WASTE SOLUTIONS	03/31/2025	04/21/2025	1,367.30	1,367.30	Open	Y
50082	SECURITAS TECHNOLOGY CORPORATION	03/02/2025	04/21/2025	63.00	63.00	Open	Y
50127	SECURITAS TECHNOLOGY CORPORATION	03/06/2025	04/21/2025	440.94	440.94	Open	Y
50129	SECURITAS TECHNOLOGY CORPORATION	03/02/2025	04/21/2025	1,401.07	1,401.07	Open	Y
49976	SHERWIN WILLIAMS	03/11/2025	04/21/2025	11.98	11.98	Open	Y
50072	SITEONE LANDSCAPE SUPPLY LLC	04/03/2025	04/21/2025	210.00	210.00	Open	Y
50073	SITEONE LANDSCAPE SUPPLY LLC	04/04/2025	04/21/2025	193.00	193.00	Open	Y
50078	SITEONE LANDSCAPE SUPPLY LLC	04/01/2025	04/21/2025	233.00	233.00	Open	Y
50065	STERLING NETWORK INTEGRATION	04/01/2025	04/21/2025	1,441.10	1,441.10	Open	Y
49962	SUBURBAN DOOR CHECK & LOCK	03/10/2025	04/21/2025	82.20	82.20	Open	Y
49980	TEE JAY SERVICE CO., INC.	03/18/2025	04/21/2025	450.00	450.00	Open	Y
49968	THE LIFEGUARD STORE	03/04/2025	04/21/2025	9.00	9.00	Open	Y
50040	THE LIFEGUARD STORE	03/03/2025	04/21/2025	1,561.50	1,561.50	Open	Y
50128	TOTAL FIRE & SAFETY, INC.	04/03/2025	04/21/2025	1,605.54	1,605.54	Open	Y
50061	TOWERSTREAM CORPORATION	04/01/2025	04/21/2025	215.00	215.00	Open	Y

**WARRANT #695**  
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 04/21/2025 - 04/21/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49985	TRANE U.S. INC.	03/06/2025	04/21/2025	10,834.84	10,834.84	Open	Y
50134	U.S. TENNIS COURT CONSTRUCTION CO.	03/31/2025	04/21/2025	29,950.00	29,950.00	Open	Y
49965	UMB BANK N.A.	03/11/2025	04/21/2025	259,356.26	259,356.26	Open	Y
49972	V3 COMPANIES LTD	03/07/2025	04/21/2025	864.00	864.00	Open	Y
49997	VC3, INC	03/20/2025	04/21/2025	999.00	999.00	Open	Y
49982	VILLA PARK ELECTRICAL SUPPLY	03/12/2025	04/21/2025	72.28	72.28	Open	Y
49984	VILLA PARK ELECTRICAL SUPPLY	03/06/2025	04/21/2025	246.91	246.91	Open	Y
50002	VILLA PARK ELECTRICAL SUPPLY	03/25/2025	04/21/2025	(175.50)	(175.50)	Open	Y
50012	VILLA PARK ELECTRICAL SUPPLY	03/25/2025	04/21/2025	42.08	42.08	Open	Y
50013	VILLA PARK ELECTRICAL SUPPLY	03/25/2025	04/21/2025	68.85	68.85	Open	Y
50054	VILLA PARK ELECTRICAL SUPPLY	03/31/2025	04/21/2025	175.50	175.50	Open	Y
50055	VILLA PARK ELECTRICAL SUPPLY	03/25/2025	04/21/2025	(175.50)	(175.50)	Open	Y
50047	VILLAGE OF VILLA PARK	03/06/2025	04/21/2025	858.50	858.50	Open	Y
50080	VILLAGE OF VILLA PARK RECREATION	03/19/2025	04/21/2025	858.50	858.50	Open	Y
50096	VILLAGE OF VILLA PARK RECREATION	03/07/2025	04/21/2025	1,597.00	1,597.00	Open	Y
50059	WAREHOUSE DIRECT INC.	04/01/2025	04/21/2025	397.36	397.36	Open	Y
50062	WILSON SPORTING GOODS	04/01/2025	04/21/2025	161.05	161.05	Open	Y
50063	WILSON SPORTING GOODS	04/01/2025	04/21/2025	460.97	460.97	Open	Y
50101	WILSON SPORTING GOODS	04/07/2025	04/21/2025	856.00	856.00	Open	Y
# of Invoices:	152	# Due:	152	Totals:	483,829.87	483,829.87	
# of Credit Memos:	8	# Due:	8	Totals:	(2,304.40)	(2,304.40)	
Net of Invoices and Credit Memos:					481,525.47	481,525.47	
* 5 Net Invoices have Credits Totalling:					(269.95)		

WARRANT #695

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 04/21/2025 - 04/21/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			58,154.55	58,154.55		
	02 - RECREATION FUND			59,758.86	59,758.86		
	06 - DEBT SERVICE FUND			259,356.26	259,356.26		
	07 - RECREATIONAL FACILITIES FUND			69,911.44	69,911.44		
	09 - SPECIAL RECREATION FUND			22,431.86	22,431.86		
	12 - CAPITAL PROJECTS FUND			11,912.50	11,912.50		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			29,238.49	29,238.49		
	02 - FINANCE			213.59	213.59		
	04 - CENTRAL PARK NORTH			3,783.48	3,783.48		
	05 - CENTRAL PARK			16,918.80	16,918.80		
	06 - SADDLEBROOK PARK			3,181.00	3,181.00		
	07 - FOREST GLEN PARK			2,689.50	2,689.50		
	08 - CHILLEM PARK			500.00	500.00		
	09 - DEAN PROPERTY			3,289.82	3,289.82		
	10 - PROFESSIONAL SERVICES			1,469.80	1,469.80		
	14 - INFORMATION TECHNOLOGY			12,171.01	12,171.01		
	15 - BUILDING/RECREATION CENTER			9,657.98	9,657.98		
	20 - CENTRAL PARK WEST			1,399.13	1,399.13		
	21 - FITNESS CENTER			2,522.59	2,522.59		
	25 - AQUATIC CENTER			8,525.73	8,525.73		
	26 - AQUATIC-RECREATION PROGRAMS			1,513.56	1,513.56		
	30 - CHILDRENS ATHLETICS			44.67	44.67		
	31 - PRESCHOOL PROGRAMS			2,663.53	2,663.53		
	32 - YOUTH PROGRAMS			598.91	598.91		
	50 - PIONEER PROGRAMS			3,931.13	3,931.13		
	60 - SPECIAL EVENTS & TRIPS			6.99	6.99		
	71 - BUILDING/RACQUET CLUB			11,265.17	11,265.17		
	75 - TENNIS PROGRAMS			7,354.84	7,354.84		
	80 - MARKETING			55,204.10	55,204.10		
	81 - CAPITAL OUTLAY			32,112.89	32,112.89		
	94 - DEBT SERVICE FUND			259,356.26	259,356.26		
	95 - CAPITAL PROJECTS FUND			11,912.50	11,912.50		

**WARRANT #695**  
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 03/18/2025 - 04/14/2025  
 JOURNALIZED  
 PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49949	DIRECT ENERGY BUSINESS, LLC	03/11/2025	03/20/2025	4.13	0.00	Paid	Y
49950	DIRECT ENERGY BUSINESS, LLC	03/11/2025	03/20/2025	1,370.28	0.00	Paid	Y
49951	DIRECT ENERGY BUSINESS, LLC	03/11/2025	03/20/2025	21,197.55	0.00	Paid	Y
49953	VILLAGE OF OAK BROOK	03/10/2025	03/20/2025	25.21	0.00	Paid	Y
49954	VILLAGE OF OAK BROOK	03/10/2025	03/20/2025	70.84	0.00	Paid	Y
49955	VILLAGE OF OAK BROOK	03/10/2025	03/20/2025	10.00	0.00	Paid	Y
49956	VILLAGE OF OAK BROOK	03/10/2025	03/20/2025	238.15	0.00	Paid	Y
49957	VILLAGE OF OAK BROOK	03/10/2025	03/20/2025	55.63	0.00	Paid	Y
49958	VILLAGE OF OAK BROOK	03/10/2025	03/20/2025	5,424.76	0.00	Paid	Y
49959	VILLAGE OF OAK BROOK	03/10/2025	03/20/2025	630.63	0.00	Paid	Y
49952	IL DEPT OF REVENUE	03/11/2025	03/27/2025	199.00	0.00	Paid	Y
49960	FP MAILING SOLUTIONS	03/18/2025	03/27/2025	100.00	0.00	Paid	Y
49987	AB EDWARD ENTERPRISES INC	10/09/2024	03/27/2025	4,875.00	0.00	Paid	Y
49948	SECURITAS TECHNOLOGY CORPORATION	12/02/2024	04/03/2025	19.84	0.00	Paid	Y
49988	FERGUSON FACILITIES #3400	11/25/2024	04/03/2025	21.79	0.00	Paid	Y
49989	FERGUSON FACILITIES #3400	10/09/2024	04/03/2025	68.90	0.00	Paid	Y
49999	JOHNSON CONTROLS SECURITY SOLUTION	03/08/2025	04/03/2025	228.98	0.00	Paid	Y
50011	SECURITAS TECHNOLOGY CORPORATION	12/02/2024	04/03/2025	1,381.23	0.00	Paid	Y
50051	MONICA LOCKIE	04/01/2025	04/03/2025	150.00	0.00	Paid	Y
50052	MONICA LOCKIE	04/01/2025	04/03/2025	349.65	0.00	Paid	Y
50053	MICHELLE TERRAZAS	04/01/2025	04/03/2025	115.00	0.00	Paid	Y
50066	FLOOR COVERINGS INTERNATIONAL	04/01/2025	04/10/2025	1,092.44	0.00	Paid	Y
50087	JOHNSON CONTROLS SECURITY SOLUTION	03/08/2025	04/10/2025	228.98	0.00	Paid	Y
# of Invoices:	23	# Due:	0	Totals:	37,857.99	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					<u>37,857.99</u>	<u>0.00</u>	

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WARRANT #695

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 03/18/2025 - 04/14/2025  
JOURNALIZED  
PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			11,075.62	0.00		
	02 - RECREATION FUND			14,429.40	0.00		
	07 - RECREATIONAL FACILITIES FUND			7,477.97	0.00		
	12 - CAPITAL PROJECTS FUND			4,875.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00 - NON-DEPARTMENTAL			11.00	0.00		
	01 - ADMINISTRATION CORPORATE			3,688.83	0.00		
	02 - FINANCE			10.00	0.00		
	04 - CENTRAL PARK NORTH			1,624.47	0.00		
	05 - CENTRAL PARK			1,246.10	0.00		
	07 - FOREST GLEN PARK			62.64	0.00		
	09 - DEAN PROPERTY			4.13	0.00		
	15 - BUILDING/RECREATION CENTER			5,771.05	0.00		
	20 - CENTRAL PARK WEST			2,347.23	0.00		
	21 - FITNESS CENTER			3,688.83	0.00		
	25 - AQUATIC CENTER			6,436.09	0.00		
	50 - PIONEER PROGRAMS			614.65	0.00		
	71 - BUILDING/RACQUET CLUB			7,289.97	0.00		
	75 - TENNIS PROGRAMS			188.00	0.00		
	95 - CAPITAL PROJECTS FUND			4,875.00	0.00		

**Staff Recognition**

(None)

## Communications and Proclamations

Board of Commissioners to Share Communications  
Bike Path Improvement Project





Proposed  
new pathway





## 2025 IDNR Bike Path Grant

- The proposed project includes construction of a 2,700 square foot (8 feet wide) asphalt path at the northeast corner of Central Park North in Oak Brook IL. The new path would begin at the intersection of Jorie Blvd. and Kensington Road, and connect to the existing trail system throughout Central Park.
- The Central Park Trail system links to the Oak Brook Path System, which is part of the Salt Creek Greenway Trail and Bike Illinois - A Cooperative Bike Path Project. The system is centrally positioned within the Oak Brook Path System.

### Scope of work

- Excavate and remove 10" of grass/dirt for new path. Haul all spoils from site and dump at CCDD landfill. Install 6" of CA-6 stone base, graded and compacted. Install 2.5 inches of COMPACTED hot mix binder asphalt and 1.5 inches of compacted hot mix surface asphalt, thoroughly compacting each lift during installation.
- Truncated domes will be installed at the intersection of Jorie Blvd. and Kensington Road, and the path will meet ADA requirements. The completed project will allow users to access Central Park and the trail system connected to it along with east side of the park, where a trail connection does not currently exist. Trail signage will be installed to provide directions and mapping to the connected trail system. Additionally, an Illinois Bicycle Path Grant Program acknowledgement sign will be permanently placed within the project site and should be located at a trailhead or other highly visible spot.

### Application Procedures

- Grants are awarded on a competitive basis and made under the sole authority and directive of the Director of the Illinois Department of Natural Resources after consultation with IDNR staff. The amount of grant funds awarded shall be determined by the IDNR based upon the appropriation level for each particular program in a given fiscal year and demonstrated need.

### Budget and Timeline

- The Oak Brook Park District is seeking a grant amount of \$20,000, with an anticipated sponsor match (OBPD funds) of \$20,000.
- The timeline is dictated by the date of award and execution of the final grant agreement. The tentative schedule for construction is August/September 2025.

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](http://www.obparks.org)



## Reports

Administration and Enterprise Operations Report

Finance and Human Resources Report

Recreation and Communications Report

Parks and Facilities Report



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: April 15, 2025  
Re: April Board Report: Administration & Enterprise Operations

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## Upcoming Dates at the Oak Brook Park District:

Saturday, April 26	<b>Saddle Brook Barn Open House – 10am</b>	Saddle Brook
Thursday, May 1	<b>Oak Brook First</b>	Oak Brook Park District
Saturday, May 10	<b>Pink 5K</b>	Central Park
Monday, May 19	<b>Oak Brook Park District Board Meeting</b>	Canterberry

## April Board Meeting Discussion Points:

### **Tennis Center Report**

- March 7th-9th WTN events were scheduled during the junior match plays, 95 players participated.
- New net post protection was added to the indoor courts 1-4.
- Indoor courts 5-8 were resurfaced.
- A new mirror was installed in the women locker room.

### **Veteran and Military Membership**

As we continue to update our Administrative Policy & Procedure Manual, staff recognized that we do not have a written policy for veterans and military memberships. This will be an In-District membership.

### **Audio recording of Board Meetings**

Staff will be investing in Audio equipment for board meeting recording use. The recording of the meetings will begin on May 19, 2025, in order to incur the expenses in the new fiscal year 2025-2026.



# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: April 16, 2025  
Re: March 2025 Financials

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## General Fund

We have now completed eleven months of our current fiscal year (91.67% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$3,461,949, \$2,650,205, and \$502,000, respectively. This is resulting in a YTD net surplus of \$309,745, which is a \$134,601 (130%) increase from the \$134,601 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are slightly favorable at 94.6% when compared to the annual budget. Property taxes, investment earnings, and field rental fees at Central Park North are currently surpassing budgeted expectations. Despite the expected receipt of additional Personal Property Replacement Taxes (PPRT) in April 2025, unfortunately this revenue will end the year significantly below budgeted expectations. The \$9,000 budget in the Dean Property department is for a tree planting grant that we expect to collect by the end of the current fiscal year, or soon thereafter. Finance will ensure that the corresponding revenue is recorded in April 2025. Revenues in our Building-Recreation Center department are slightly below expectations primarily due to lower-than-expected resident daily admission fees (63% of budget).
- **Expenditures-** Total current YTD expenditures are favorable at 79.5% when compared to the annual budget. All departments are currently favorable or in-line with current year budgeted expectations. Expenditures in the Administration department are favorable primarily due to decreased full-time wages and corresponding health insurance costs. In our Forest Glen Park department, expenditures are currently favorable due to decreased equipment repair and replacement costs.

## Recreation Fund

YTD revenues, transfers-in, expenditures, and transfers-out for this fund equal \$4,986,870, \$150,000, \$4,842,757, and \$177,971, respectively. This is resulting in a YTD net surplus of \$116,142, which is an \$871,275 (88.2%) decrease from the \$987,417 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 101.1% when compared to the annual budget and have increased \$378,109 (8.2%) when compared to the prior year. Similar to our General fund, this fund is experiencing favorable property tax and investment earnings, with a significant decline in PPRT collections. All departments, except for our Aquatic Recreation Programs department, are favorable or in-line with budgeted expectations. Revenues for our children's aquatics group lessons have decreased approximately \$17,000 when compared to the prior year primarily due to a greater emphasis on private lessons, and the extended shut-down (extended from 2 to 4 weeks) of our aquatics facility earlier in the year due to the annual cleaning and extensive renovations (flooring, windows, painting).
- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 83.3% of the annual budget and have increased \$1,122,804 (30.2%) when compared to the prior year. All of our departments are currently favorable, or in-line with current year budgeted expectations. The largest driver of

total current year increased expenditures is our capital outlay department where expenditures have increased \$879,026 due to various capital improvement activity, including the installation of an HVAC system, replacement flooring, painting, window tinting, and upgraded sound system in our aquatics center. Additionally, we purchased a replacement utility vehicle, and carried-out extensive bathroom and ADA improvements at our Central Park West facility. Expenditures in our Aquatic Center department have increased over prior year due to increased full-time staff wages, credit card processing fees, installation of two replacement lifeguard chairs, sealing and caulking of flooring joints at our Splash Island, and increased utility costs (electricity, water, and sewer). Expenditures in our fitness department have also increased when compared to the prior year primarily due to increased personal trainer wages, utility costs, and credit card processing fees.

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

YTD revenues and expenses in this fund are currently at \$2,529,285 and \$1,714,833, respectively. This is resulting in a YTD net surplus of \$814,451, which is a \$170,526 (26.5%) increase over the prior year's surplus of \$643,925. The following is additional commentary:

- **Revenues-** Total current YTD actual revenues have surpassed the annual budget and have increased \$276,340 (12.3%) when compared to the prior year. Approximately \$60,000 of this revenue increase is attributed to better-than-expected investment returns, \$18,000 due to increased non-resident memberships, \$90,000 due to increased adult group lesson revenues, and \$25,000 is due to increased private lesson revenues. Finance is gathering additional explanatory information regarding these revenue increases.
- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 68.7% of the annual budget and have increased \$105,813 (6.6%) when compared to the prior year. The largest increases are in the Programs Department, where part-time wages and related health insurance costs have increased approximately \$49,000 and \$9,000, respectively. These increases, however, are being recouped via the increased programming revenues described above. Capital improvement costs have also increased approximately \$65,000 over the prior year due to continued improvements to the administration offices and registration area. In addition, we also completed upgrades to the lighting at our indoor tennis courts.

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### **FINANCE & HUMAN RESOURCES UPDATES:**

- Human Resources/Finance continues to process the annual year-end performance evaluations and has been assisting with numerous open and recently filled position vacancies.
- Finance staff continue with a detailed review of section 4 of our existing Administrative Policies and Procedures manual. Numerous updates have been identified and will be presented to the Board for review.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Robert Pechous, Director of Recreation and Communications  
Date: April 10, 2025  
Re: March 2025: Recreation and Communications Report

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## **Recreation:**

- Athletics
  - Brian met with Jake to review athletic field tournament invoice numbers for the upcoming 2025 tournament season. Spring and summer rental schedules have been finalized for all outdoor athletic field renters.
  - The Winter Get Better League wrapped up successfully in March, with participation exceeding 600 players.
  - Jake and Brian also met with representatives from the DuPage Sports Commission and USA Roundnet to discuss their upcoming July tournament.
- Youth/Preschool
  - Kim and Lauren finalized the transition plan for Lauren's maternity leave. Kim will step into Lauren's role, and Molly Paschen has been hired to take over Kim's responsibilities.
  - On March 14, Kim and Rachel represented the department at the District 53 PTO meeting at Butler School.
  - Kim and Emily are finalizing field trip plans for the Playground Summer Camp. The team (Kim, Emily, and Elizabeth) is also reviewing applications for summer Camp Counselors.
- Pioneers
  - 31 Pioneer travelers attended a pre-trip meeting to receive travel documents and have questions answered in preparation for the upcoming Italy trip.
  - Barry Bradford presented "The Best American Movies Shot in Italy" to 21 Pioneers as part of the cultural lead-up to the Italy tour.
  - In celebration of International Let's Laugh Day, 9 Pioneers participated in a Laughter Yoga session.
  - The final Pancake Breakfast of 2025 was held in March, with 10 Pioneers in attendance.
  - A joint outing with 10 Pioneers from Oak Brook and 10 from Villa Park visited the Orchid Show at the Chicago Botanic Garden, followed by lunch at Max & Benny's.
  - 19 Pioneers joined a Senior Living Bus Tour, sponsored by several senior-focused organizations. The group toured four local senior communities.
  - To celebrate National Pi Day on March 14, 12 Pioneers enjoyed Bingo and Pie.
- Specialty
  - Monica and Rachel met with Taurasi to explore new opportunities and enhancements for the 2025 Walk in the Park event.



## Marketing & Information Technology:

- Summer Brochure and Pioneer Post will be live on April 28.
- Two IT capital projects are in progress. One is replacing the Family Recreation Center video surveillance server. The other project is installing fiber and security cameras near the ball fields in Central Park.

## Corporate and Community Relations:

Sponsorships	\$ 350.00
Advertising	\$2,500.00
Vendors	\$1,500.00
In-Kind Donations	\$4,000.00
Oak Brook Park District Foundation	\$ 645.00

**Total for March: \$ 8,995.00**

## Social Media and Website Engagement:

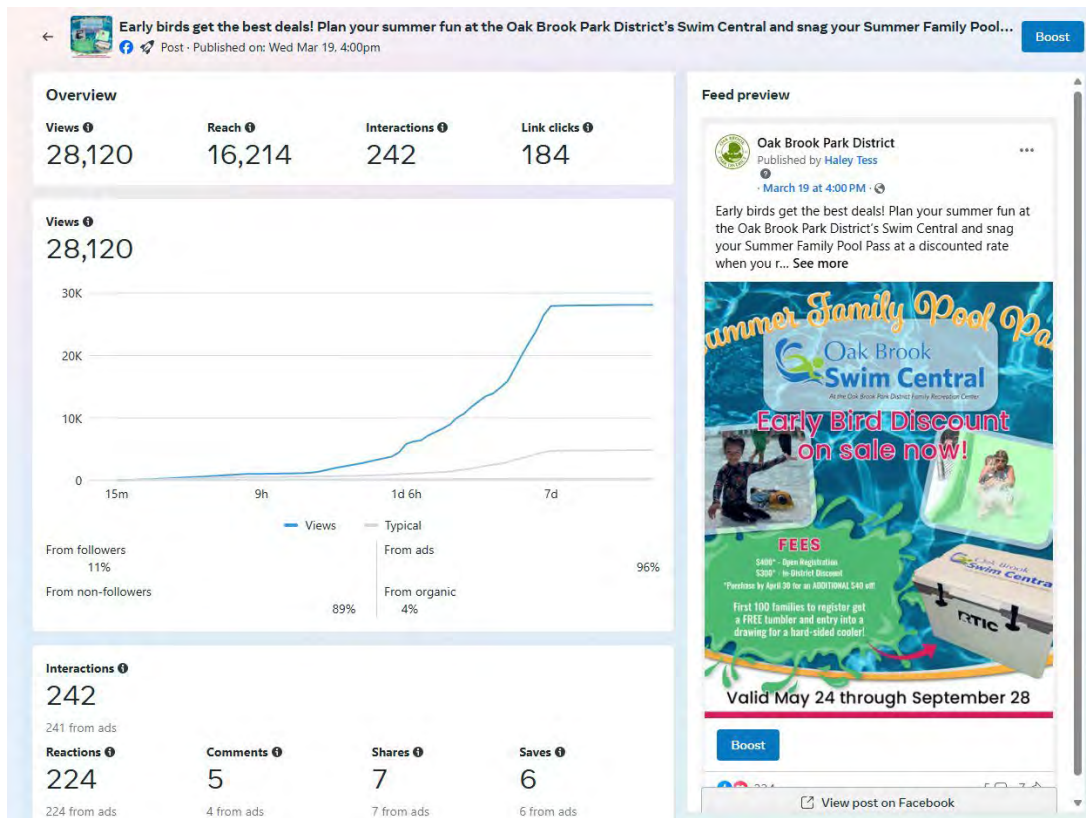
### Facebook Analytics

Total Followers: 5,664 (up 62)  
 Posts: 33  
 Post Reach (organic and paid): 55,689  
 Post Engagement: 4,881

### Instagram Analytics:

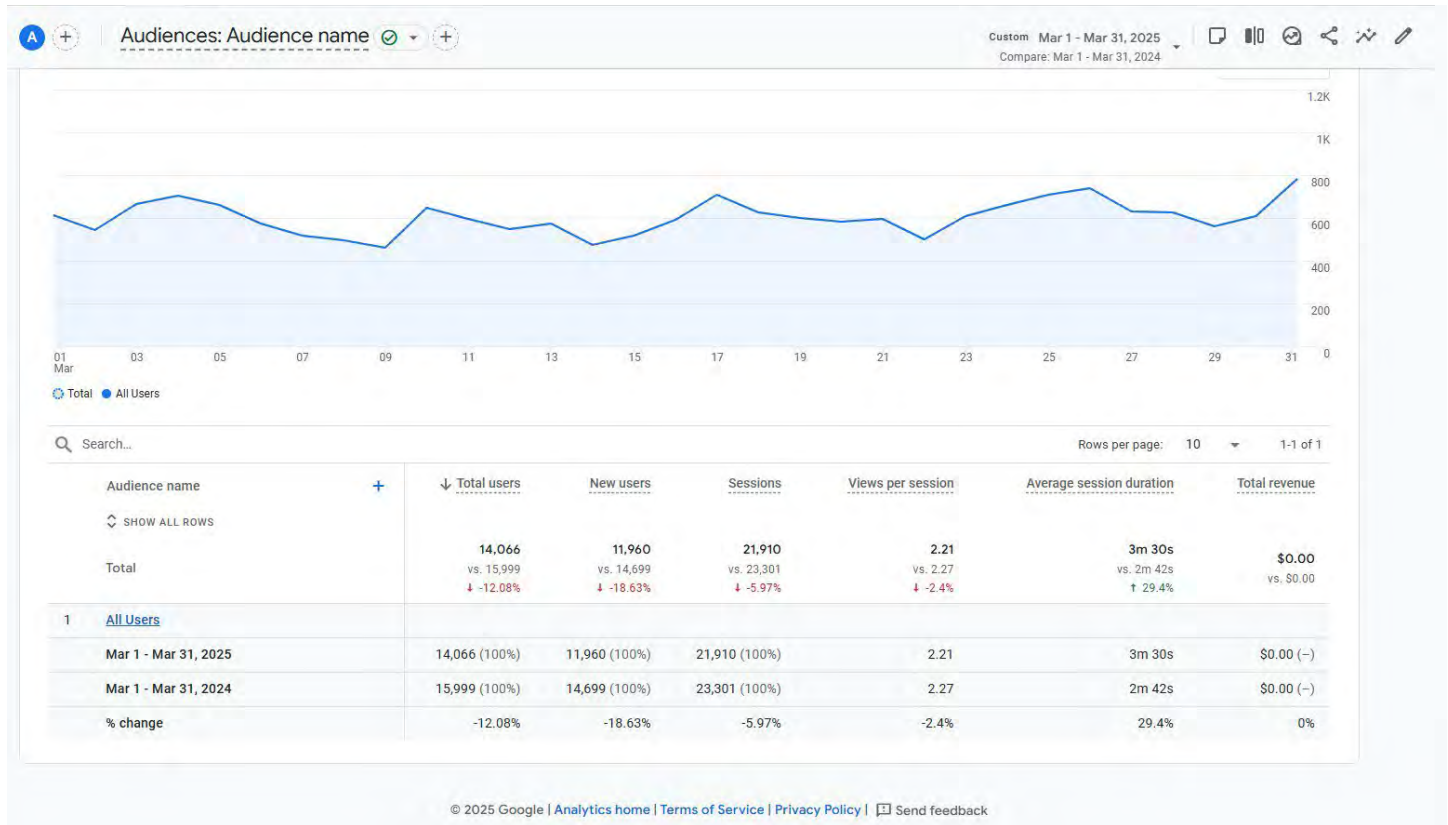
Total Followers: 2,504 (up 38)  
 Posts: 32  
 Top Post Reach: 8,525  
 Accounts Engaged: 2,223

### Top Facebook Post





## March 2025 Website Traffic



## March 2025 Top Pages

1. /Obparks.org
2. /Family Recreation Center
3. /Swim Central
4. /Family Aquatic Center
5. /Program Guides
6. /Membership Opportunities
7. /Swim Lessons
8. /Central Park West
9. /Tennis Center
10. /Swim Lessons Sessions and Registrations

## obparks.org Acquisition Value

Referral Percentage Values	March 2025	March 2024
Direct:	25.5%	29.8%
Organic Search:	67.8%	61.8%
Social:	3.2%	4.9%
Referrals:	2.5%	4.5%



## Oak Brook Park District Facility Statistics and Data

### Facility Rentals

23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Gym Rentals Hours</b>	286	212	268	481	264	430	405	377	540	442	385	352	4,441
<b>Gym Revenue</b>	\$15,360	\$11,720	\$14,625	\$24,818	\$13,696	\$20,666	\$21,900	\$19,612	\$24,606	\$23,426	\$18,974	\$18,522	\$227,924
<b>Room Rentals</b>	12	14	11	15	22	20	24	15	16	17	17	20	203
<b>Room Revenue</b>	\$340	\$360	\$440	\$760	\$560	\$760	\$1,675	\$200	\$400	\$350	\$830	\$680	\$7,355
<b>CPW Rentals</b>	4	7	11	9	6	6	2	1	2	8	9	9	74
<b>CPW Revenue</b>	\$1,555	\$4,869	\$9,586	\$6,437	\$4,656	\$4,089	\$1,020	\$330	\$1,840	\$5,345	\$5,535	\$5,690	\$50,951

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Gym Rentals Hours</b>	242	272	259	376	307	400	376	322	448	370	298		3,668
<b>Gym Revenue</b>	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101	\$18,352	\$23,661	\$20,107	\$14,936		\$197,230
<b>Room Rentals</b>	21	18	15	19	15	31	21	21	26	14	7		208
<b>Room Revenue</b>	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190	\$2,320	\$2,096	\$1,960	\$230		\$13,246
<b>CPW Rentals</b>	NA	NA	NA	NA	NA	NA	NA	NA	1	7	8		16
<b>CPW Revenue</b>	NA	NA	NA	NA	NA	NA	NA	NA	\$650	\$3,635	\$3,100		\$7,385

Totals	20-21	21-22	22-23	23-24
<b>Gym Rentals Hours</b>	4,195	4,874	4,379	4,441
<b>Gym Revenue</b>	\$207,521	\$261,155	\$228,514	\$227,924
<b>Room Rentals</b>	0	10	79	203
<b>Room Revenue</b>	\$0	\$700	\$7,355	\$7,335
<b>CPW Rentals</b>	20	73	88	74
<b>CPW Revenue</b>	\$12,938	\$48,226	\$54,458	\$50,951



## Oak Brook Park District Facility Statistics and Data

### Outdoor Pickleball Court Rentals

23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Court Rentals</b>	60	141	152	137	104	83	27	NA	NA	11	39	67	821
<b>Court Hours</b>	102	332	400	377	319	295	78	NA	NA	34	142	249	2,326
<b>Revenue</b>	\$ 220.00	\$ 740.00	\$ 640.00	\$ 800.00	\$ 410.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 120.00	\$ 80.00	\$ 230.00	\$ 3,280.00

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Court Rentals</b>	107	108	126	106	104	69	22	2	0	0	6		650
<b>Court Hours</b>	294	391	436	421	333	238	103	9	0	0	16		2,239
<b>Revenue</b>	\$ 680.00	\$ 660.00	\$ 650.00	\$ 510.00	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -	\$ -	\$ 70.00		\$ 3,090.00



# Oak Brook Park District Athletic Fields Rental Report

## Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	211	139	72	12	171	179	80	7	3	27	89	198	1,188
	Revenue	\$9,375	\$8,441	\$68,067	\$593	\$3,612	\$5,456	\$4,543	\$685	\$370	\$2,288	\$8,400	\$9,665	\$121,494

24 - 25	Hours	193	189	127	87	187	199	101	16	5	14.5	88.75		1,206
	Revenue	\$8,183	\$9,843	\$8,982	\$3,740	\$6,283	\$8,098	\$5,975	\$1,954	\$383	\$1,448	\$10,495		\$143,781
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$14,200					\$14,200					

## Natural Grass Soccer Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	2,254	1,183	461	839	1,838	1,236	651	0	0	0	0	1532	9,994
	Revenue	\$24,922	\$9,650	\$67,508	\$7,940	\$4,725	\$5,591	\$1,125	\$0	\$0	\$0	\$0	\$4,563	\$126,445

24 - 25	Hours	2,054	1,154	421	670	1930	1,753	557	0	0	0	0		8,539
	Revenue	\$16,100	\$9,856	\$9,025	\$6,720	\$7,480	\$11,280	\$1,563	\$0	\$0	\$0	\$0		\$128,024
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$8,000					\$8,000					

## Baseball Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	314	241	171	92	357	155	11	0	0	0	0	174	1,515
	Revenue	\$8,235	\$10,610	\$4,324	\$4,438	\$7,269	\$7,321	\$385	\$0	\$0	\$0	\$0	\$6,148	\$48,729

24 - 25	Hours	411	288	161	75	149	201	0	0	0	0	0		1,285
	Revenue	\$7,740	\$9,798	\$3,429	\$3,298	\$5,529	\$7,758	\$0	\$0	\$0	\$0	\$0		\$37,551

## Totals

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23 - 24	Hours	2,779	1,563	704	943	2,366	1,570	742	7	3	27	89	1,904	12,697
	Revenue	\$42,532	\$28,701	\$139,899	\$12,971	\$15,606	\$18,368	\$6,053	\$685	\$370	\$2,288	\$8,400	\$20,376	\$296,247

24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	16	5	15	89	0	11,029
	Revenue	\$32,023	\$29,497	\$143,635	\$13,758	\$19,291	\$27,135	\$7,538	\$1,954	\$383	\$1,448	\$10,495	\$0	\$287,156

# OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE APRIL 1, 2025

## Accomplish 4 of 4 OKR's: May 1, 2024 – April 30, 2025

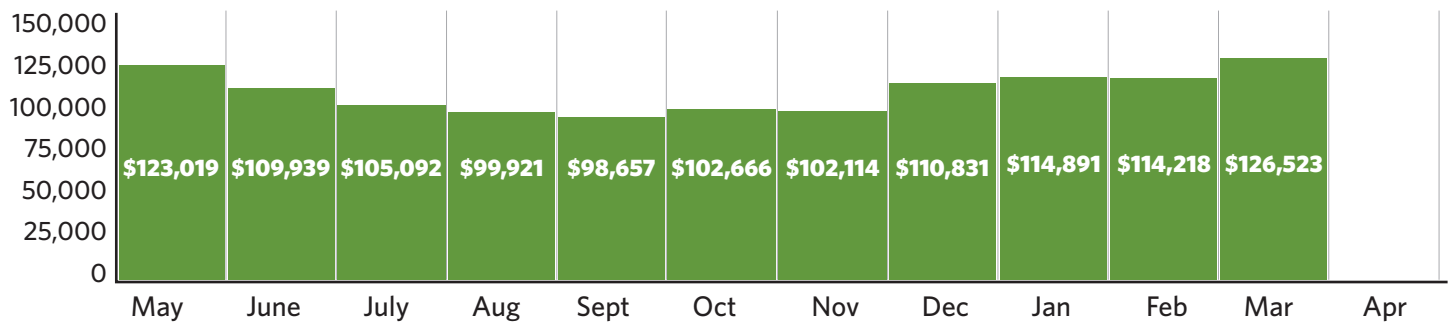
“Accomplish” means 3 of 4 subgoals under each main objective, are completed.

### 1. MEMBERSHIP & FACILITIES

COMPLETE?

- A FRC to increase membership revenue by 4% compared to April 30 of previous year to date.
- B Obtain 100 new Tennis Center Members to take programming.
- C Create 5 new opportunities to promote resident membership. 
  - 1. Oak Brook First on the 1st
  - 2. Theater Thursday Giveaway
  - 3. Free Guest Pass on your Birthday
  - 4. Oak Brook Buzzer Beater
  - 5. A Mile and Smiles Walking Event
- D Healthcare Memberships, RenewActive, and Silver Sneakers, yearly goal of \$100,000 in membership revenue.

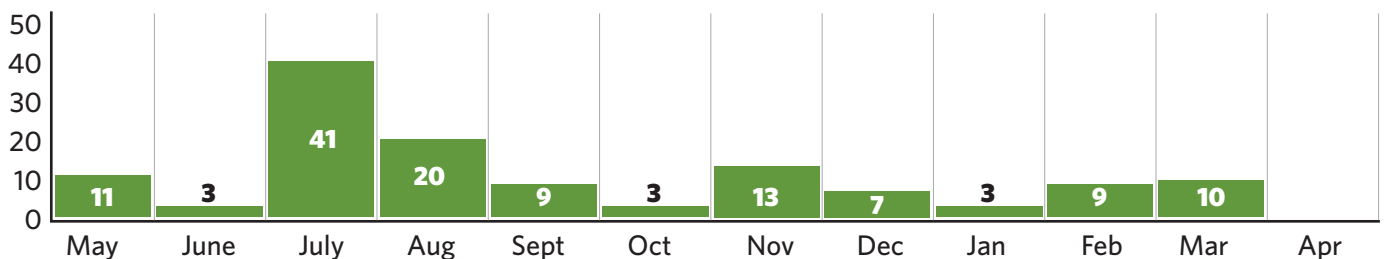
#### Objective 1, Figure A: FRC Membership Revenue



Current: \$1,207,872

Goal: \$1,176,502

#### Objective 1, Figure B: TC New Members



Current: 129

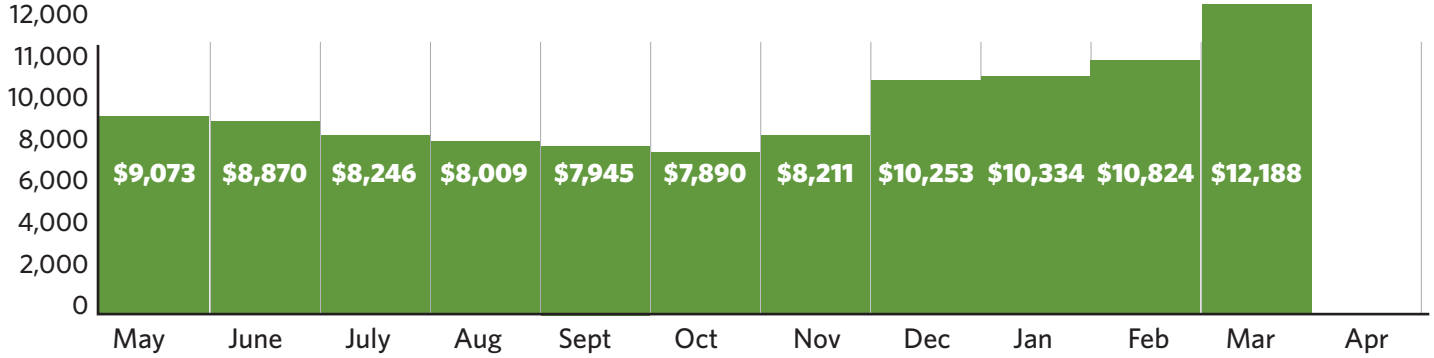
Goal: 100





# OBJECTIVES AND KEY RESULTS

## Objective 1, Figure D: Healthcare Membership Revenue

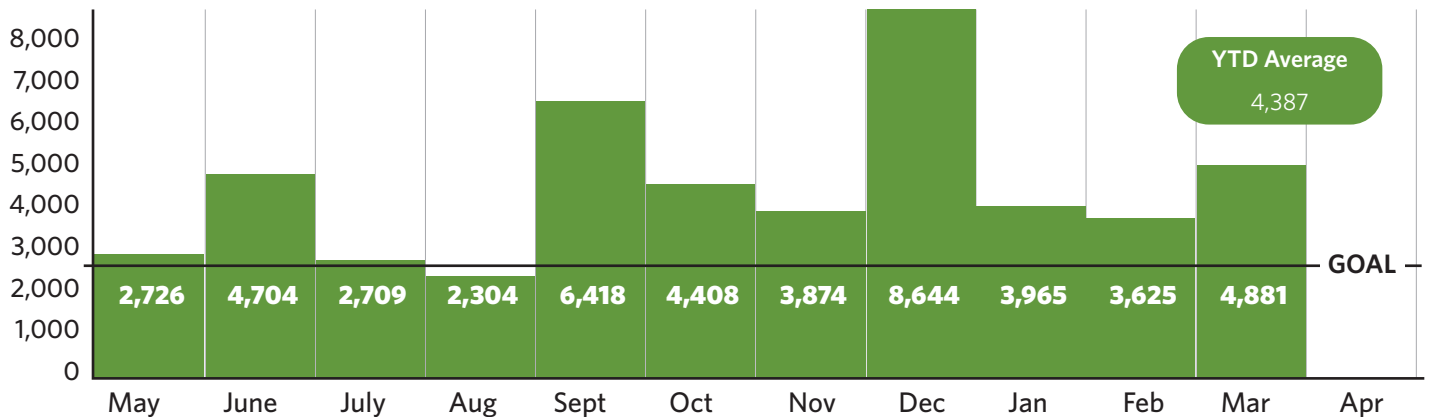


## 2. MARKETING & COMMUNICATIONS

COMPLETE?

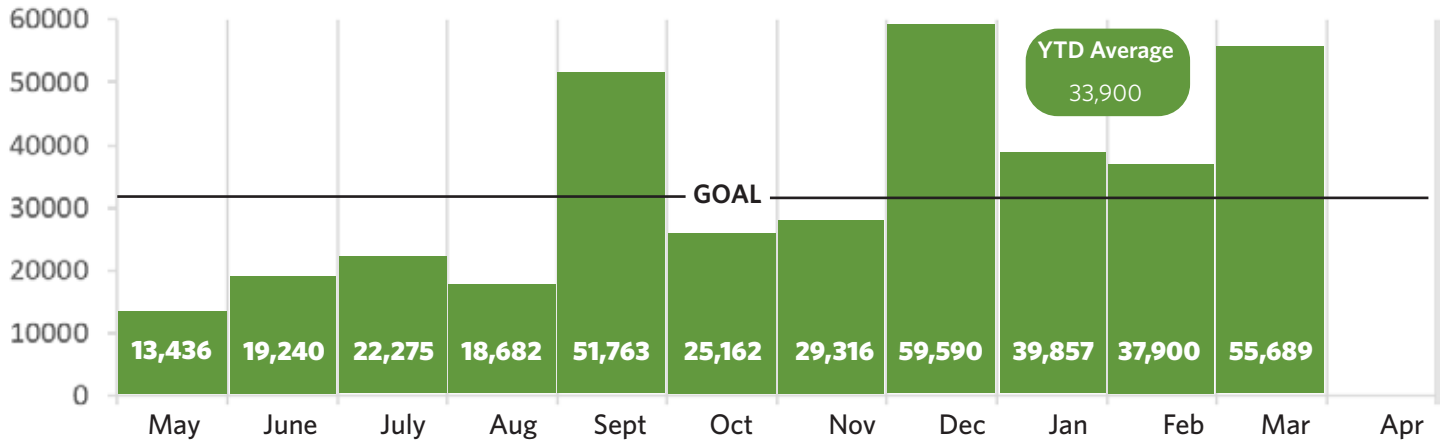
- A Increase average engagement on Facebook to 2,500 from 1,865 per month.
- B Increase average reach on Facebook to 32,000 from 25,423 per month.
- C Measure open rates on a monthly basis of FT/PT employee communication.  
FT = 87% PT = 65%.
- D Six in-house projects identifying cost savings. 
  1. Gold Medal 2024 Finalist Video
  2. OBPD Mural from a Volunteer
  3. Building Lettering Installation - Ginger Creek Pavilion, Oaks Amphitheater, and 1315 Kensington Rd.
  4. New Pond Aerator Install at Forest Glen Park
  5. Purchase of two commercial carpet extractors to clean carpets in-house
  6. New pump installed in the Family Aquatic Center for the Lap Pool

## Objective 2, Figure A: Facebook Engagement

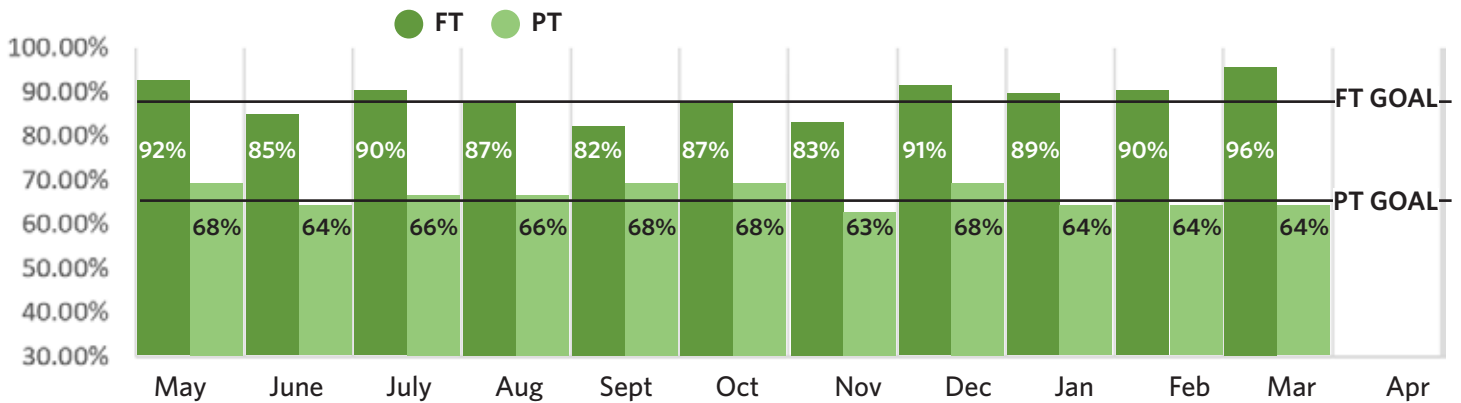


# OBJECTIVES AND KEY RESULTS

Objective 2, Figure B: Facebook Reach



Objective 2, Figure C: Open Rate



YTD Average  
 FT: 88.3  
 PT: 65.7%



# OBJECTIVES AND KEY RESULTS

## 3. RECREATION & PROGRAMMING

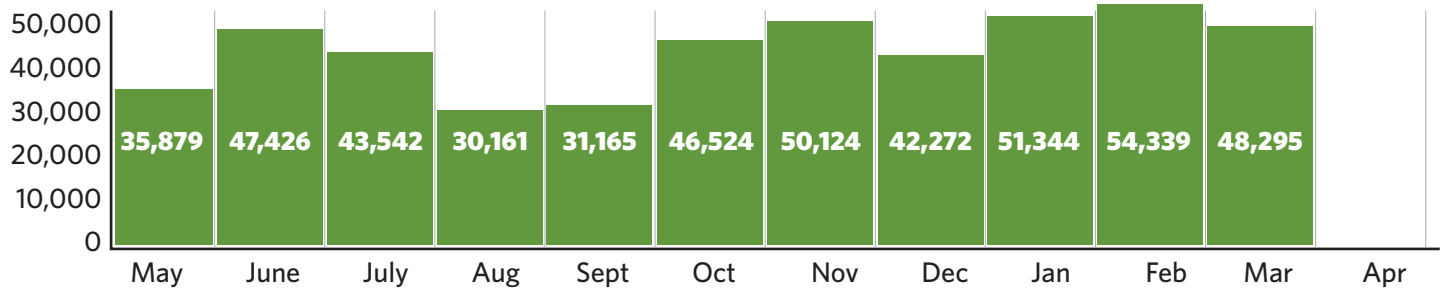
COMPLETE?

- A Add a minimum of 5 new programs/events with at least three departments. 
  1. Celebration of International Cultures Event
  2. Visiting Cultural Artist: Starr Chief Eagle
  3. Belly Dance Fusion - Fitness Class
  4. Rec Academy Classes (Foam-Tipped Archery and Drone Racing)
  5. Cardboard Regatta
- B Reaching a minimum net revenue total gain of \$50,000 from new programs.
- C Provide an event at no cost to the in-district participants. 
  - Free Adult/Child/Infant CPR/AED Sessions
- D Increase the number of overall patron visits to the Family Recreation Center by 2%.

Objective 3, Figure B: Park District Program Net Revenue



Objective 3, Figure D: FRC Patron Visits







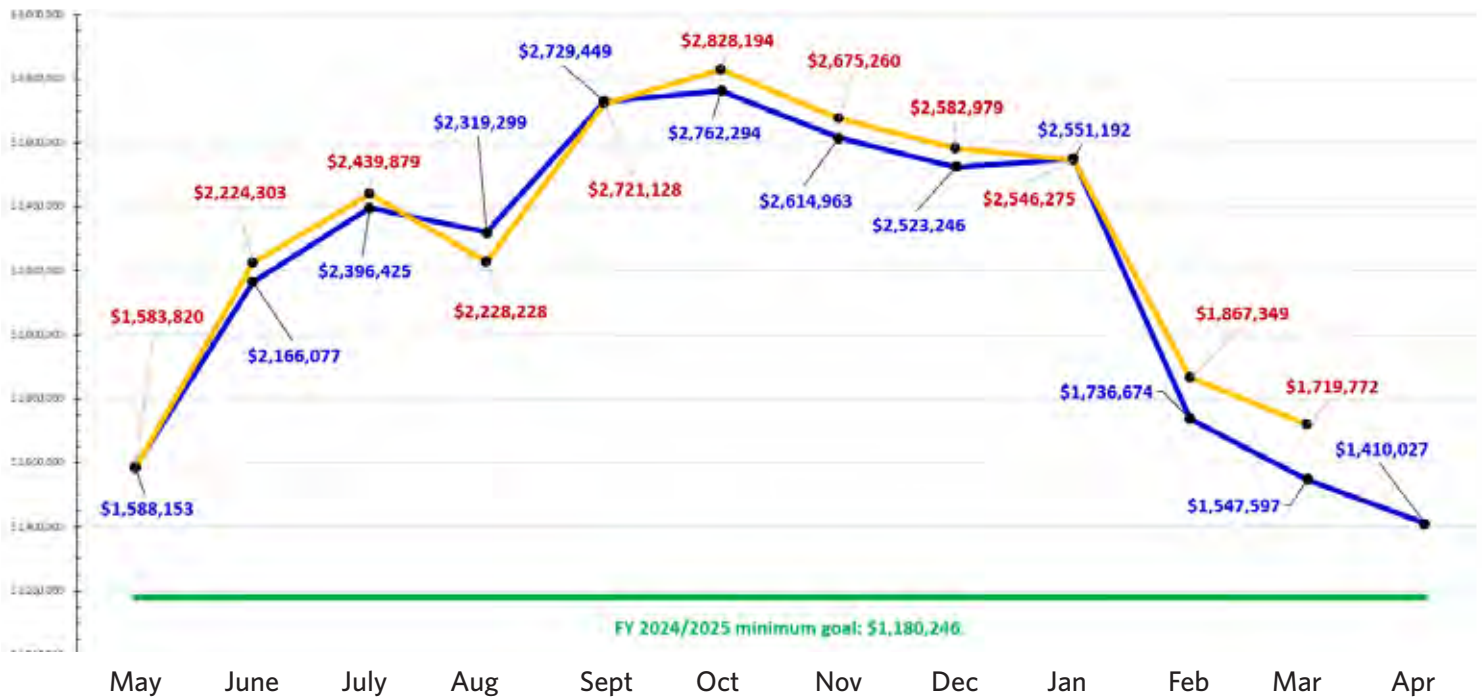
# OBJECTIVES AND KEY RESULTS

## 4. FINANCE

COMPLETE?

- A Apply for the "Distinguished Budget Presentation Award" and is awarded by the Government Finance Officers Association (GFOA)
- B General Fund FY 24/25 minimum goal of \$1,180,246.
- C Recreation Fund FY 24/25 minimum goal of \$1,986,059.
- D Tennis Center Fund FY 24/25 minimum goal of \$1,457,593.

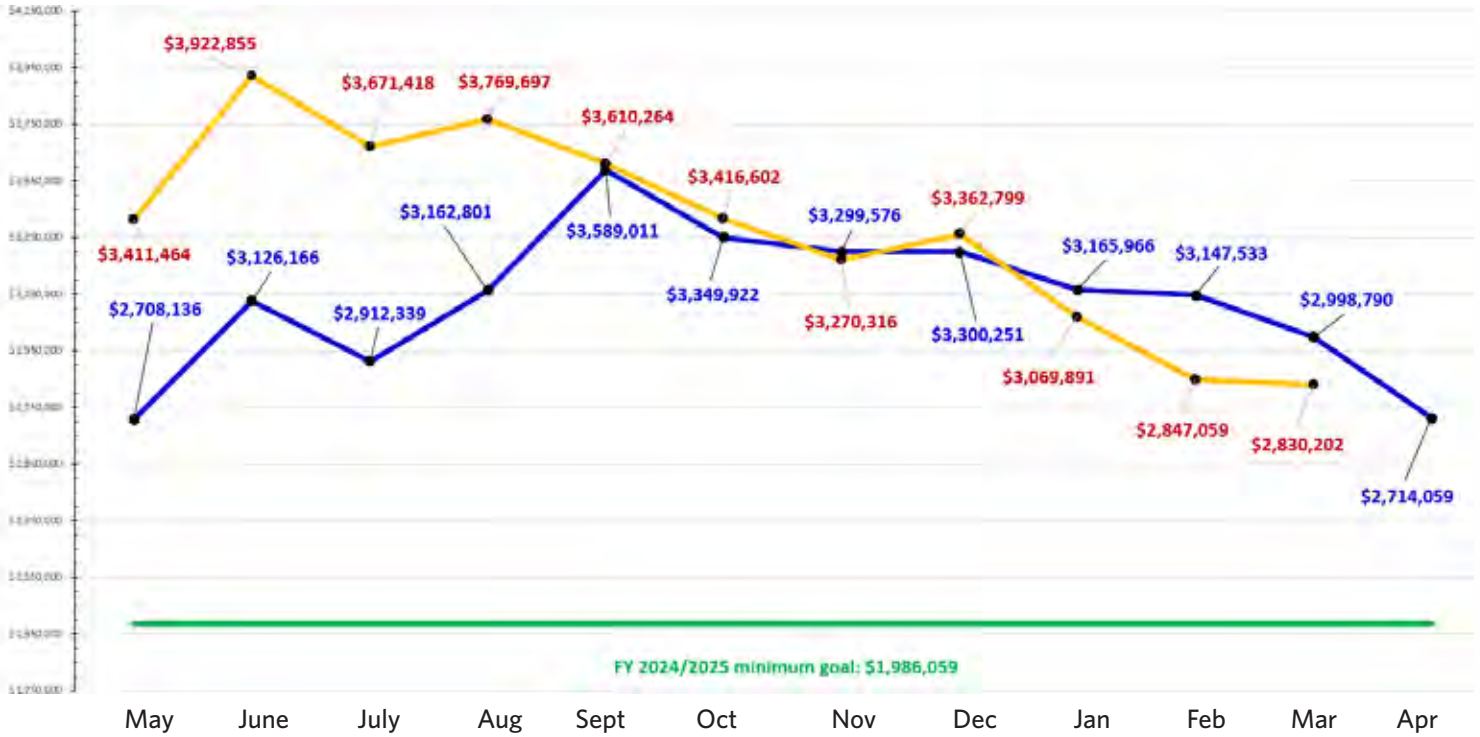
Objective 4, Figure B: General Fund





# OBJECTIVES AND KEY RESULTS

Objective 4, Figure C: Recreation Fund



Objective 4, Figure D: Tennis Fund





**May 1, 2024 - April 30, 2025**

<b>Employee Status</b>	<b>Accomplish 4 of 4 OKR's</b>
Part-Time <400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

Refer to the Personnel Policy Manual for specific details on eligibility for cash payouts and PTO hours.



# Memo

To: Board of Commissioners  
From: Bob Johnson, Deputy Director  
Date: April 16, 2025  
Re: Board Report

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## Parks

- Staff completed and submitted final paperwork for the CRTI tree grant initiative, which provided funding for over 30 new trees at the Dean Nature Sanctuary.
- The barn at Saddle Brook Park has been cleaned out in advance of the “open house” at the barn on Saturday April 26<sup>th</sup>, from 10am-11am.
- Wood chips which are recycled from trees removed in the parks were spread throughout the disc golf course. This is done twice per year and is a great way to make use of the excess chips.
- The ice rink and sled hill were removed for the season, and pickleball and tennis nets have been reinstalled in the parks.
- Installation of the new lightning detection system throughout Central Park is complete.
- Athletic field setup got underway, with installation of nets and goals, and field layouts being painted.
- Staff met with the new mowing contractor to review the park boundaries and mowing expectations.

## Aquatics and Maintenance

- The team assisted in getting the fire code deficiencies repaired at parks maintenance garage.
- A new heater for the Lap Pool has been installed. The Leisure Pool and Splash Island are getting new heaters in April, and installation work is being done in house, saving the district thousands of dollars.
- STARS Swim team completed their season with a 6th place (out of 11 teams) finish at the NISC Conference Championships. This is the highest finish since resuming competition after COVID.
- Staff reviewed Splash Island seasonal opening plan, with work beginning in April.
- The Aquatic Department has been selected to receive a \$2,000 grant from the DuPage County Health Department’s 2025 Protect Swimmers 10M Swim Lesson Fund. This opportunity allows 20 youth swimmers to participate in a summer session, free of charge.
- Caroline Reimann and Stephanie Ter Bush attended the PDRMA Aquatic Risk Management session. This annual meeting hosts aquatic supervisors from affiliate park districts to learn how to effectively identify, assess, and mitigate risks in aquatic environments.
- Staff is in the process of hiring aquatic team members for the summer season.

## Facilities

- The Pink 5k Committee is prepping for the event reviewing the course, sponsorships, and volunteers. As of last weekend, there are 839 participants registered and 22 teams.

- Three new part-time customer service staff were hired for the front desk to fill vacancies, and interviews for the Facility Manager are underway.
- Welcome to Kennen Hootman, the new Fitness Manager. Kennen has a rich background in fitness, and spent several years at the district as a fitness instructor before returning.
- Special thanks to Valerie Louthan for teaching numerous fitness classes in March while a new Fitness Manager was being onboarded, and for conducting CPR and AED staff training.
- Fit Central's Group Fitness Class Scheduled was released for April and May, which concludes the Winter/Spring season. Classes remain well attended averaging 20 participants per class.
- Required upgrades occurred at the North Field Concessions, which received the Full-Service Permit from the DuPage County Health Department and Village of Oak Brook. New hot and cold food options will be available. Opening day is set for Saturday, May 3.
- Staff met with KONE Elevator to review their proposal and project scope for the elevator replacement.



# Oak Brook Park District

## Total Membership Packages/In-District Percentage

2025 Membership Package Data																				
	January					February					March					April				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus				83		39	3	41	83	51%	38	1	38	77	51%					
Family Recreation Center				1766		678	143	946	1767	46%	659	168	919	1746	47%					
SilverSneakers				1196		273		972	1245	22%	287		1012	1299	22%					
Renew Active				407		102		320	422	24%	104		342	446	23%					
<b>Total Memberships</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3452</b>		<b>1092</b>	<b>146</b>	<b>2279</b>	<b>3517</b>	<b>35%</b>	<b>1088</b>	<b>169</b>	<b>2311</b>	<b>3568</b>	<b>35%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2025 Membership Package Data																				
	May					June					July					August				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
<b>Total Memberships</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2025 Membership Package Data																				
	September					October					November					December				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
<b>Total Memberships</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2024 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76	75	78	78
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527	1594	1618	1638
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040	1075	1096	1119
Total Renew Active	240	256	280	294	305	320	328	337	350	362	377	390
<b>Total Memberships</b>	<b>2285</b>	<b>2425</b>	<b>2531</b>	<b>2630</b>	<b>2741</b>	<b>2813</b>	<b>2870</b>	<b>2924</b>	<b>2993</b>	<b>3106</b>	<b>3169</b>	<b>3225</b>
<b>In-District</b>	<b>33%</b>	<b>33%</b>	<b>32%</b>	<b>32%</b>	<b>32%</b>	<b>32%</b>	<b>32%</b>	<b>31%</b>	<b>31%</b>	<b>31%</b>	<b>31%</b>	<b>31%</b>
<b>Out-of-District</b>	<b>67%</b>	<b>67%</b>	<b>68%</b>	<b>68%</b>	<b>68%</b>	<b>68%</b>	<b>68%</b>	<b>69%</b>	<b>69%</b>	<b>69%</b>	<b>69%</b>	<b>69%</b>





## Oak Brook Park District Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report														
Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23-24	Uses	26	52	45	25	26	25	22	27	34	33	36	29	<b>380</b>
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$12,891	\$13,670	\$11,019	<b>\$135,135</b>
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,452	\$4,138	\$3,601	<b>\$49,327</b>
	<b>TOTAL</b>	<b>\$9,954</b>	<b>\$23,739</b>	<b>\$22,708</b>	<b>\$11,362</b>	<b>\$13,446</b>	<b>\$13,778</b>	<b>\$11,057</b>	<b>\$13,260</b>	<b>\$17,387</b>	<b>\$15,343</b>	<b>\$17,808</b>	<b>\$14,620</b>	<b>\$184,462</b>
24-25	Uses	28	59	42	10	15	25	22	21	32	35	36		<b>325</b>
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830	\$11,417	\$13,355	\$11,043		<b>\$116,987</b>
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$1,638	\$5,088	\$4,118	\$8,282	\$0	<b>\$56,697</b>
	<b>TOTAL</b>	<b>\$14,968</b>	<b>\$33,223</b>	<b>\$24,068</b>	<b>\$3,749</b>	<b>\$9,516</b>	<b>\$12,609</b>	<b>\$11,781</b>	<b>\$10,468</b>	<b>\$16,505</b>	<b>\$17,473</b>	<b>\$19,325</b>	<b>\$0</b>	<b>\$173,684</b>

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
23-24	Registrations	998	918	1,450	<b>3,366</b>
	Private	\$36,058	\$30,485	\$53,494	<b>\$120,037</b>
	Group	\$57,232	\$68,714	\$118,237	<b>\$244,183</b>
	<b>TOTAL</b>	<b>\$93,290</b>	<b>\$99,199</b>	<b>\$171,731</b>	<b>\$364,220</b>
24-25	Registrations	835	882	918	<b>2,635</b>
	Private	\$36,882	\$33,024	\$42,898	<b>\$112,804</b>
	Group	\$55,371	\$61,670	\$72,217	<b>\$189,258</b>
	<b>TOTAL</b>	<b>\$92,253</b>	<b>\$94,694</b>	<b>\$115,115</b>	<b>\$302,062</b>

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
23-24	Registrations	46	75	63	55	<b>239</b>
	Revenue	\$11,186	\$27,453	\$15,682	\$10,941	<b>\$65,262</b>
24-25	Registrations	40	72	71		<b>183</b>
	Revenue	\$10,147	\$21,376	\$17,932		<b>\$49,455</b>

<b>*2nd OF 3 SEASON REGISTRATIONS TOEALED</b>	<b>918</b>	<b>\$115,137</b>
<b>LAST YEAR TOTAL AT SAME POINT</b>	<b>1003</b>	<b>\$126,543</b>

Unfinished Business





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 25-0421: AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026.**

**AGENDA NO.:** 8 A

**MEETING DATE:** APRIL 21, 2025

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

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):**

Preparation of the requested fiscal year 2025/2026 budgets (“budgets”) commenced in October 2024 when Finance staff began calculating the proposed 2024 property tax levies. On November 18, 2024, the budget planning module was made available to staff so they could begin compiling their budget requests. These requests were due to Finance on January 17, 2025, at which time access to the budget module was closed. Concurrently with this process, staff was also tasked with developing and updating their capital budget requests/estimates for the ten fiscal years ending April 30, 2034. After the closure of the budget module, Finance staff worked on compiling the requested budget information and presented such requests to the Executive Director for review. Soon after the Executive Director’s initial review, finance staff and the Executive Director began holding meetings with all directors and respective managers to conduct a detailed review of the operating and capital budget requests to identify any necessary adjustments.

On February 24, 2025, staff presented the requested operating and capital budgets to the park district Board of Commissioners at a Special Board Meeting which resulted in additional discussions amongst staff and Commissioners and afforded the attending members of the public to direct questions to the Board. After this special Board meeting, staff identified additional adjustments to the initial requested operating and capital budgets and such adjustments were reflected in the updated budget schedules that were presented to the Board at the March 17, 2025, Board meeting. Subsequent to that meeting, a few final adjustments were identified by staff and such adjustments are reflected in the revised budget schedules and Ordinance that accompany this agenda.

A public hearing for the latest requested budgets will be conducted on April 21, 2025, prior to the regularly scheduled Board meeting, and notice of this public hearing has been published in the April 10, 2025 edition of the Doings-Oak Brook newspaper and on the district’s website, in advance of such hearing.

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

Accompanying this agenda history document is the annual budget and appropriation ordinance, the Certification of Estimate of Revenue for Fiscal Year 2025-2026, detailed schedules for all ten of our funds, a consolidating schedule, and a listing of all budget adjustments identified subsequent to the February 24, 2025, special Board meeting.

**ACTION PROPOSED:**

A Motion (and a Second) to approve Ordinance 25-0421: An Ordinance setting forth the budget and making appropriations of sums of money for all of the necessary expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the corporate purpose for the fiscal year beginning May 1, 2025 and ending April 30, 2026.

**ORDINANCE NO. 25-0421**

**OAK BROOK PARK DISTRICT**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2025, AND ENDING APRIL 30, 2026.**

WHEREAS, the Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing will be held as to such Budget on the 21<sup>ST</sup> day of April 2025, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Oak Brook Park District, as follows:

Section 1. That the fiscal year of this District be and the same hereby is fixed and declared to be from May 1, 2025, to April 30, 2026.

Section 2. That the following Budget, containing an estimate of the amount available, and expenditures, and the appropriation contained therein, be and the same is hereby adopted as the Budget and Appropriations for this Park District for the said fiscal year and the following sums of money:

GENERAL FUND	\$ 3,495,780.00
RECREATION FUND	\$ 5,397,536.00
ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 181,999.00
SOCIAL SECURITY FUND	\$ 329,612.00
LIABILITY INSURANCE FUND	\$ 177,845.00
AUDIT FUND	\$ 14,025.00
SPECIAL RECREATION FUND	\$ 326,959.00
DEBT SERVICE FUND	\$ 1,645,292.00
RECREATIONAL FACILITIES FUND (Tennis Ctr.)	\$ 2,656,854.00
CAPITAL PROJECTS FUND	\$ 1,688,779.00

or as much thereof as may be authorized by law and hereby appropriated for the purpose of the Oak Brook Park District, as herein thereafter specified for said fiscal year.

**SUMMARY OF APPROPRIATIONS**

GENERAL CORPORATE FUND	\$ 3,495,780.00
RECREATION PROGRAM FUND	5,397,536.00
ILLINOIS MUNICIPAL RETIREMENT FUND	181,999.00
SOCIAL SECURITY FUND	329,612.00
LIABILITY INSURANCE FUND	177,845.00
AUDIT FUND	14,025.00
SPECIAL RECREATION FUND	326,959.00
DEBT SERVICE FUND	1,645,292.00
RECREATIONAL FACILITIES FUND	2,656,854.00
CAPITAL PROJECTS FUND	<u>1,688,779.00</u>
TOTAL	<u>\$ 15,914,681.00</u>

Section 3. That the estimated cash expected to be on hand at the end of this fiscal year is \$9,338,722.00.

Section 4. That all balances of any item or items of any general appropriation made in the Ordinance be expended in making up any deficiency in any item in the same general appropriation, and for the same general purposes, or any like appropriation and for the same general purpose, or any like appropriation made by this Ordinance.

Section 5. That all unexpended balances from annual appropriations of the previous years be and they are hereby re-appropriated for the same or similar purpose.

Section 6. That should any clause, sentence, paragraph or part of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 7. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

Adopted this 21<sup>ST</sup> day of April 2025, pursuant to a roll call vote as follows:

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Board Secretary

**OAK BROOK PARK DISTRICT  
CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2025-2026**

**I, Ivana Ivkovic Kelley**, do hereby certify that I am the duly qualified Treasurer of the Oak Brook Park District and the Chief Fiscal Officer of said Park District. As such officer, I do further certify that the revenues, by source, anticipated to be received by said Park District in the fiscal year beginning May 1, 2025 and ending April 30, 2026 are estimated to be as follows:

<u><b>SOURCE</b></u>	<u><b>AMOUNT</b></u>
Property and Replacement Taxes	
General Corporate Fund	\$ 2,091,821
Recreation Fund	1,400,044
Illinois Municipal Retirement Fund	168,755
Social Security Fund	319,231
Liability Insurance Fund	151,711
Audit Fund	10,003
Special Recreation Fund	300,097
Debt Service Fund	<u>1,662,784</u>
Sub-Total	\$ 6,104,446
Non-Tax Revenues	
Interest	\$ 389,540
Building Rental Fees	296,190
Program & Service Fees	6,331,285
Field Rentals	327,700
Overhead/Interfund	926,217
Sponsorships & Donations	83,075
Grants	1,466,279
Other/Miscellaneous	<u>110,738</u>
Sub-Total	\$ 9,931,024
<b>TOTAL ESTIMATED REVENUES</b>	<b><u><u>\$ 16,035,470</u></u></b>

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the said Park District this 21st day of April 2025.

---

Ivana Ivkovic Kelley  
Treasurer and Chief Fiscal Officer

SEAL

STATE OF ILLINOIS    )  
  )  
COUNTIES OF         )  
DUPAGE & COOK       ) S.S.

I, Laure L. Kosey, do hereby certify that I am the duly appointed Secretary of the Oak Brook Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I do further certify that the attached and foregoing is a true and complete copy of the “**Annual Budget and Appropriation Ordinance of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the Fiscal Year beginning May 1, 2025 and ending April 30, 2026**”, as adopted by the Board of Park Commissioners at its properly convened meeting held on April 21, 2025, as appears from the official records of said Park District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Park District at Oak Brook, Illinois this 21<sup>st</sup> day of April 2025.

---

Laure L. Kosey, Secretary  
Board of Park Commissioners  
Oak Brook Park District

SEAL

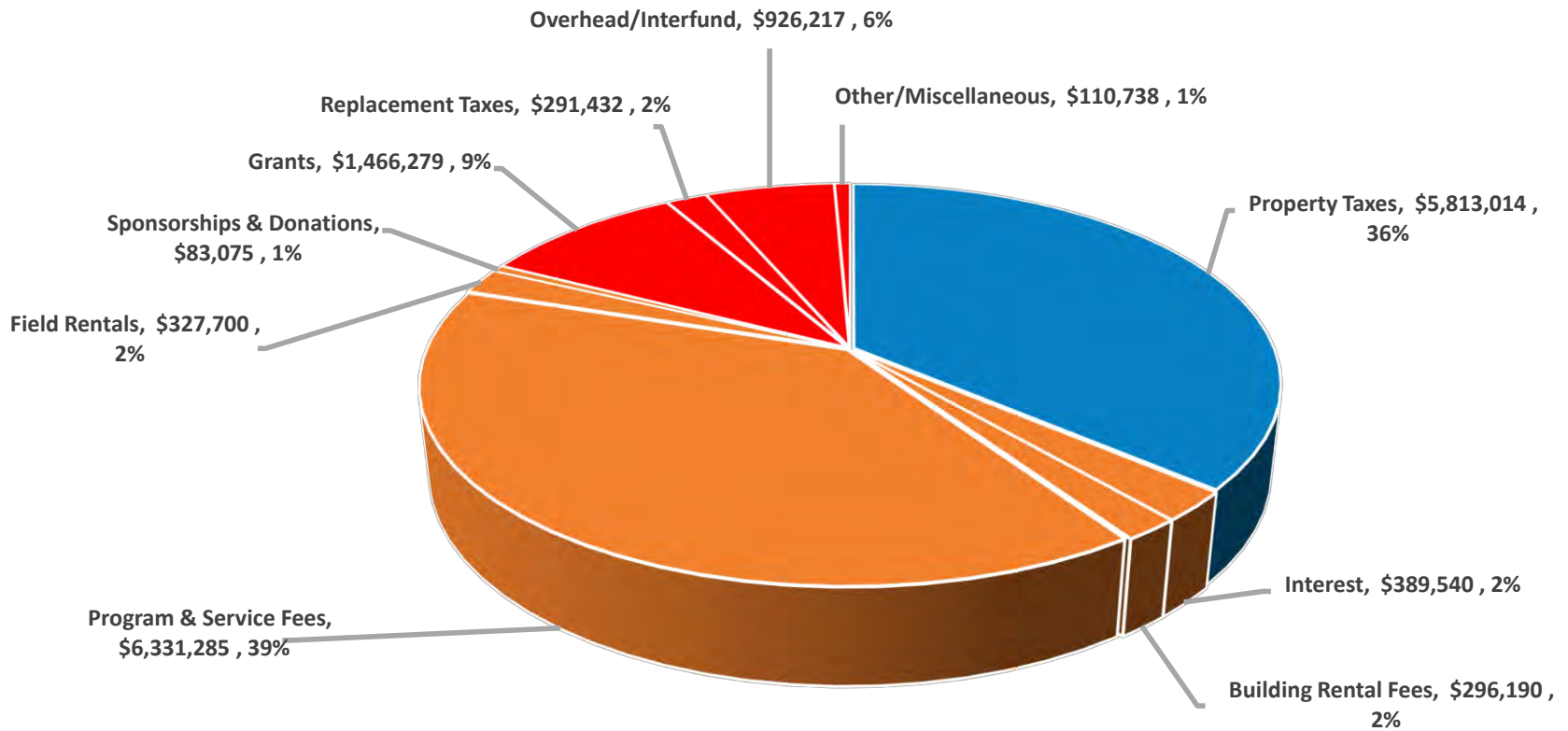


**OAK BROOK PARK DISTRICT**  
**Requested Fiscal Year 2025 - 2026 Budget Summary- All Funds**

<b>REVENUES</b>	<b>GENERAL</b>	<b>RECREATION</b>	<b>TENNIS</b>	<b>IMRF</b>	<b>SOCIAL SECURITY</b>	<b>LIABILITY INSURANCE</b>	<b>AUDIT</b>	<b>SPECIAL RECREATION</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>TOTALS</b>
Property Taxes	\$ 1,934,447	\$ 1,350,500	\$ -	\$ 125,041	\$ 290,088	\$ 140,054	\$ 10,003	\$ 300,097	\$ 1,662,784	\$ -	\$ 5,813,014
Replacement Taxes	157,374	49,544	-	43,714	29,143	11,657	-	-	-	-	291,432
Interest	82,600	122,400	106,100	5,400	6,000	3,600	240	7,800	12,000	43,400	389,540
Building Rental Fees	296,190	-	-	-	-	-	-	-	-	-	296,190
Program & Service Fees	366,590	3,589,795	2,374,900	-	-	-	-	-	-	-	6,331,285
Field Rentals	327,700	-	-	-	-	-	-	-	-	-	327,700
Overhead/Interfund	926,217	-	-	-	-	-	-	-	-	-	926,217
Sponsorships & Donations	10,000	58,075	-	-	-	-	-	-	-	15,000	83,075
Grants	-	-	-	-	-	-	-	-	-	1,466,279	1,466,279
Other/Miscellaneous	16,250	10,250	53,000	-	-	50	-	31,188	-	-	110,738
<b>Total Revenues</b>	<b>\$ 4,117,368</b>	<b>\$ 5,180,564</b>	<b>\$ 2,534,000</b>	<b>\$ 174,155</b>	<b>\$ 325,231</b>	<b>\$ 155,361</b>	<b>\$ 10,243</b>	<b>\$ 339,085</b>	<b>\$ 1,674,784</b>	<b>\$ 1,524,679</b>	<b>\$ 16,035,470</b>
<b>EXPENDITURES/EXPENSES</b>											
Administration	\$ 371,186	\$ 763,995	\$ 778,261	\$ -	\$ -	\$ 42,085	\$ -	\$ 94,759	\$ -	\$ -	\$ 2,050,286
Finance & H.R.	292,450	-	-	-	-	-	-	-	-	-	292,450
Parks & Dean Nature	986,019	-	-	-	-	-	-	-	-	-	986,019
Professional Services	31,000	-	-	-	-	-	13,500	-	-	-	44,500
Information Technology	362,356	-	-	-	-	-	-	-	-	-	362,356
Recreation Center	1,281,504	-	-	-	-	-	-	-	-	-	1,281,504
Buildings (Incl. CPW & CPN)	121,265	-	497,607	-	-	-	-	-	-	-	618,872
Programs	-	2,988,436	793,409	-	-	-	-	49,200	-	-	3,831,045
Overhead/Interfund	-	881,890	44,327	-	-	-	-	-	-	-	926,217
Marketing	-	353,103	-	-	-	-	-	-	-	-	353,103
Other/Miscellaneous	50,000	50,000	148,250	181,999	329,612	135,760	525	42,000	-	2,500	940,646
Debt Service	-	-	-	-	-	-	-	-	1,645,292	-	1,645,292
Capital Projects	-	360,112	225,000	-	-	-	-	141,000	-	1,686,279	2,412,391
Depreciation	-	-	170,000	-	-	-	-	-	-	-	170,000
<b>Total Expenditures/Expenses</b>	<b>\$ 3,495,780</b>	<b>\$ 5,397,536</b>	<b>\$ 2,656,854</b>	<b>\$ 181,999</b>	<b>\$ 329,612</b>	<b>\$ 177,845</b>	<b>\$ 14,025</b>	<b>\$ 326,959</b>	<b>\$ 1,645,292</b>	<b>\$ 1,688,779</b>	<b>\$ 15,914,681</b>
Year-End Adjustment for Capitalized Costs	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
<b>Net Surplus/(Deficit), Excluding Transfers &amp; Other Financing</b>	<b>\$ 621,588</b>	<b>\$ (216,972)</b>	<b>\$ 102,146</b>	<b>\$ (7,844)</b>	<b>\$ (4,381)</b>	<b>\$ (22,484)</b>	<b>\$ (3,782)</b>	<b>\$ 12,126</b>	<b>\$ 29,492</b>	<b>\$ (164,100)</b>	<b>\$ 345,789</b>
Transfers in	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ 475,000
Transfers (out)	(475,000)	-	-	-	-	-	-	-	-	-	(475,000)
Other Financing Sources/(Uses)	-	-	-	-	-	-	-	-	-	-	-
<b>Net Surplus/(Deficit)</b>	<b>\$ 146,588</b>	<b>\$ (66,972)</b>	<b>\$ 102,146</b>	<b>\$ (7,844)</b>	<b>\$ (4,381)</b>	<b>\$ (22,484)</b>	<b>\$ (3,782)</b>	<b>\$ 12,126</b>	<b>\$ 29,492</b>	<b>\$ 160,900</b>	<b>\$ 345,789</b>
<b>Cash Balance- Beginning</b>	<b>\$ 1,864,136</b>	<b>\$ 3,100,326</b>	<b>\$ 3,063,227</b>	<b>\$ 80,482</b>	<b>\$ 140,239</b>	<b>\$ 77,165</b>	<b>\$ 10,409</b>	<b>\$ 147,855</b>	<b>\$ 154,678</b>	<b>\$ 409,418</b>	<b>\$ 9,047,933</b>
<b>Cash Balance- Ending</b>	<b>\$ 2,010,724</b>	<b>\$ 3,033,354</b>	<b>\$ 3,110,373</b>	<b>\$ 72,638</b>	<b>\$ 135,858</b>	<b>\$ 54,681</b>	<b>\$ 6,627</b>	<b>\$ 159,981</b>	<b>\$ 184,170</b>	<b>\$ 570,318</b>	<b>\$ 9,338,722</b>



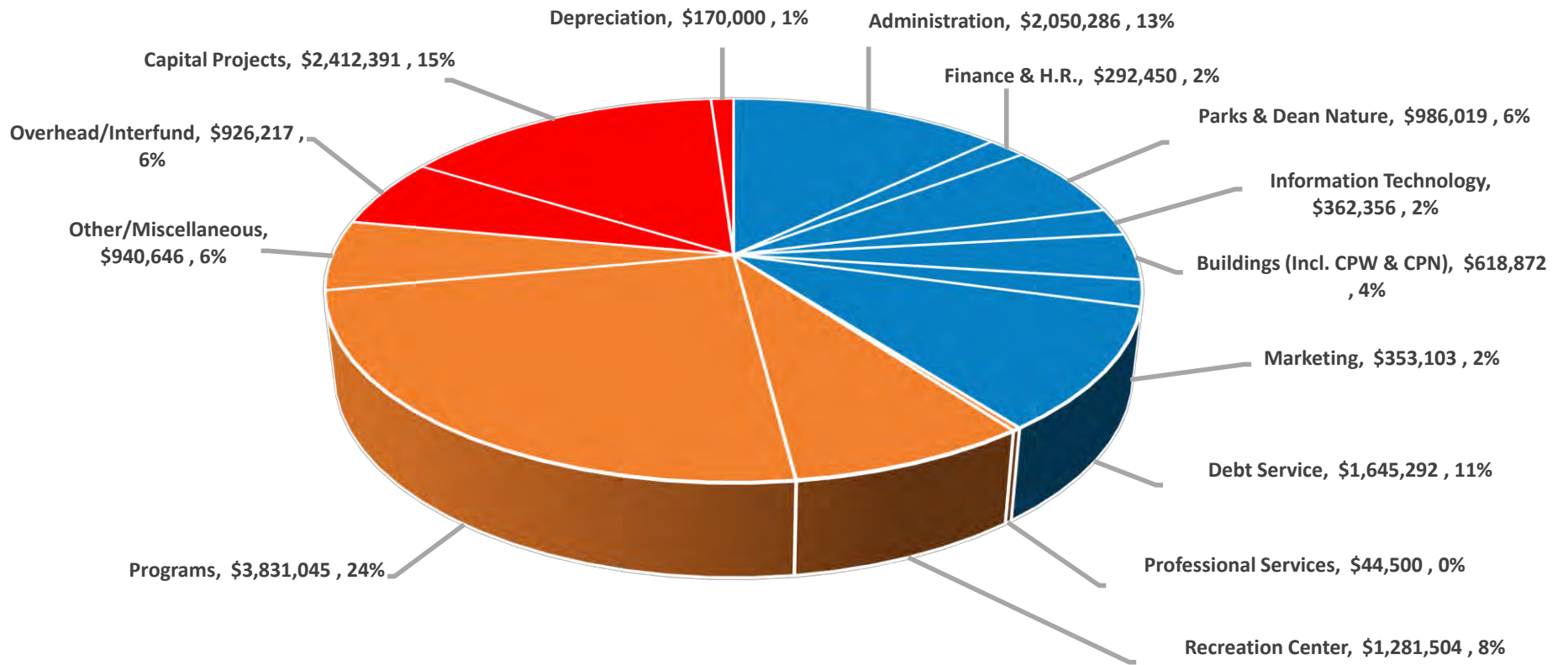
# BUDGETED REVENUES



- Property Taxes
- Program & Service Fees
- Grants
- Other/Miscellaneous
- Interest
- Field Rentals
- Replacement Taxes
- Building Rental Fees
- Sponsorships & Donations
- Overhead/Interfund



## BUDGETED EXPENDITURES/EXPENSES



- |                          |                               |                       |
|--------------------------|-------------------------------|-----------------------|
| ■ Administration         | ■ Finance & H.R.              | ■ Parks & Dean Nature |
| ■ Information Technology | ■ Buildings (Incl. CPW & CPN) | ■ Marketing           |
| ■ Debt Service           | ■ Professional Services       | ■ Recreation Center   |
| ■ Programs               | ■ Other/Miscellaneous         | ■ Overhead/Interfund  |
| ■ Capital Projects       | ■ Depreciation                |                       |

**Oak Brook Park District**

**FY 2025/2026 Proposed Budget**

Adjustments to the initial budget requests that were presented at the February 24, 2025 special Board meeting

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	
<b>Revenues</b>											
01-15-262-000	\$ 32,524.00										To adjust the annual room rental overhead charged to recreation programming.
01-20-262-001	\$ 4,800.00										To adjust the annual room rental overhead charged to recreation programming
<b>Transfers-in</b>											
12-70-595-010									\$ 75,000.00		Increase transfer from General Fund to Capital Projects fund
	\$ 37,324.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	
<b>Expenditures/Expenses</b>											
01-01-690-002	\$ 100.00										Increase risk management training
01-04-770-000	\$ 1,000.00										Increase electrical supply commodity
01-04-790-021	\$ 2,000.00										Geese deterrent (with dogs) and egg addling
01-04-800-010		\$ 1,200.00									Reduce concession equipment
01-05-750-008		\$ 4,200.00									Adjust estimated mowing costs
01-05-770-005	\$ 1,000.00										Increase electrical supply commodity
01-05-790-021	\$ 2,000.00										Geese deterrent (with dogs) and egg addling
01-06-750-008	\$ 2,895.68										Adjust estimated mowing costs
01-07-750-008		\$ 637.76									Adjust estimated mowing costs
01-08-750-008		\$ 498.48									Adjust estimated mowing costs
01-09-750-008		\$ 203.24									Adjust estimated mowing costs
01-15-750-010	\$ 8,700.00										Preventative service & maintenance agreement for gym backstops and curtains
01-15-770-001	\$ 4,500.00										Increase electrical supply commodity
01-15-790-007	\$ 250.00										Increase for replacement weight scale in men's locker room
01-15-800-000	\$ 6,820.00										Increase for ceiling tile replacement above indoor track
01-15-800-001		\$ 100.00									Decrease (move) gym backstop inspections
01-20-770-000	\$ 4,500.00										Increase electrical supply commodity

Oak Brook Park District  
 FY 2025/2026 Proposed Budget

Adjustments to the initial budget requests that were presented at the February 24, 2025 special Board meeting

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	
02-01-770-001			\$ 3,000.00								Increase electrical supply commodity
02-21-753-000			\$ 24,458.00								To adjust the annual room rental overhead charged to recreation programming.
02-21-770-000			\$ 3,000.00								Increase electrical supply commodity
02-25-753-000			\$ 7,700.00								To adjust the annual room rental overhead charged to recreation programming.
02-25-770-000			\$ 3,000.00								Increase electrical supply commodity
02-30-753-000				\$ 349.00							To adjust the annual room rental overhead charged to recreation programming.
02-31-753-100				\$ 21,198.00							To adjust the annual room rental overhead charged to recreation programming.
02-32-753-100				\$ 7,258.00							To adjust the annual room rental overhead charged to recreation programming.
02-40-753-000			\$ 32,174.00								To adjust the annual room rental overhead charged to recreation programming.
02-50-753-000			\$ 2,844.00								To adjust the annual room rental overhead charged to recreation programming.
02-50-755-300			\$ 2,000.00								Increase Pioneer bus transportation
02-60-753-000				\$ 1,047.00							To adjust the annual room rental overhead charged to recreation programming.
02-80-740-020			\$ 100.00								Increase sponsorship meetings costs
02-81-805-000			\$ 52,000.00								Add CPW kitchen remodeling project
07-71-770-001							\$ 3,000.00				Increase electrical supply commodity
09-01-805-000					\$ 100,000.00						Add overhaul of FRC elevator (50% of total cost)
09-01-805-000					\$ 6,000.00						Increase overhaul of FRC elevator (50% of total cost)
12-95-940-065									\$ 7,000.00		Increase timekeeping software upgrade estimate
12-95-940-065									\$ 100,000.00		Add overhaul of FRC elevator (50% of total cost)
12-95-940-065									\$ 6,000.00		Increase overhaul of FRC elevator (50% of total cost)
12-95-940-065									\$ 25,000.00		Add FRC exterior wall project
<b>Transfers-out</b>											
01-70-621-000	\$ 75,000.00										Increase operating transfer from General to Capital Projects fund
	<b>\$ 108,765.68</b>	<b>\$ 6,839.48</b>	<b>\$ 130,276.00</b>	<b>\$ 29,852.00</b>	<b>\$ 106,000.00</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ 138,000.00</b>	<b>\$ -</b>	

**Oak Brook Park District**

**FY 2025/2026 Proposed Budget**

**Adjustments to the initial budget requests that were presented at the February 24, 2025 special Board meeting**

General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund	
Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease
\$ (64,602.20)		\$ (100,424.00)		\$ (106,000.00)		\$ (3,000.00)		\$ (63,000.00)	

**Adjustments highlighted in light blue were incorporated into the budget schedules presented to the Board at the 1st reading on 3/17/2025.**

**Adjustments highlighted in orange were further incorporated into the budget schedules presented to the Board at the 2nd reading on 4/21/2025.**

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- General Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ -		\$ -	\$ -	\$ -	N/A
Finance and H.R.	2,175,671		2,175,671	2,060,832	2,131,903	5.57%
Central Park North	102,250		102,250	90,000	95,200	13.61%
Central Park	240,300		240,300	238,650	230,725	0.69%
Saddlebrook Park	-		-	500	-	(100.00%)
Forest Glen Park	-		-	500	200	(100.00%)
Chillem Park	-		-	250	-	(100.00%)
Dean Property	-		-	9,000	9,372	(100.00%)
Professional Services	-		-	-	-	N/A
Information Technology	141,992		141,992	133,693	133,698	6.21%
Building/Rec. Center	1,336,306	32,524	1,368,830	1,103,748	1,074,684	24.02%
Central Park West	83,525	4,800	88,325	20,597	25,510	328.82%
<b>Total Revenues:</b>	<b>\$ 4,080,044</b>	<b>\$ 37,324</b>	<b>\$ 4,117,368</b>	<b>\$ 3,657,770</b>	<b>\$ 3,701,292</b>	<b>12.56%</b>
<b>Expenditures</b>						
Administration	\$ 371,086	\$ 100	\$ 371,186	\$ 413,556	\$ 358,655	(10.25%)
Finance and H.R.	342,450		342,450	317,125	254,491	7.99%
Central Park North	93,571	1,800	95,371	94,953	91,261	0.44%
Central Park	859,498	(1,200)	858,298	826,660	769,929	3.83%
Saddlebrook Park	17,284	2,896	20,180	16,186	16,186	24.67%
Forest Glen Park	24,483	(638)	23,845	32,326	24,708	(26.24%)
Chillem Park	6,377	(498)	5,879	7,481	6,221	(21.42%)
Dean Property	29,456	(203)	29,253	40,424	38,595	(27.64%)
Professional Services	31,000		31,000	31,000	30,735	0.00%
Information Technology	362,356		362,356	349,744	338,734	3.61%
Building/Rec. Center	1,261,334	20,170	1,281,504	1,145,014	1,125,532	11.92%
Central Park West	69,958	4,500	74,458	57,990	55,465	28.40%
<b>Total Expenditures:</b>	<b>\$ 3,468,853</b>	<b>\$ 26,926</b>	<b>\$ 3,495,779</b>	<b>\$ 3,332,459</b>	<b>\$ 3,110,512</b>	<b>4.90%</b>
<b>Surplus/(deficit), excluding other financing sources/(uses)</b>	<b>\$ 611,191</b>	<b>\$ 10,398</b>	<b>\$ 621,589</b>	<b>\$ 325,311</b>	<b>\$ 590,780</b>	<b>91.08%</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer to Capital Project Fund	\$ (250,000)	\$ (75,000)	\$ (325,000)	\$ (250,000)	\$ (250,000)	30.00%
Transfer to Debt Service Fund	-		-	(102,000)	(102,000)	(100.00%)
Transfer to Recreation Fund	(150,000)		(150,000)	(150,000)	(150,000)	0.00%
<b>Net Surplus/(Deficit):</b>	<b>\$ 211,191</b>	<b>\$ (64,602)</b>	<b>\$ 146,589</b>	<b>\$ (176,689)</b>	<b>\$ 88,780</b>	<b>(182.96%)</b>
<b>Beginning Fund Balance- Unrestricted</b>	<b>\$ 1,498,807</b>		<b>\$ 1,498,807</b>	<b>\$ 1,410,027</b>	<b>\$ 1,410,027</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>211,191</b>		<b>146,589</b>	<b>(176,689)</b>	<b>88,780</b>	
<b>Ending Fund Balance- Unrestricted</b>	<b>\$ 1,709,998</b>		<b>\$ 1,645,396</b>	<b>\$ 1,233,338</b>	<b>\$ 1,498,807</b>	
<b>Months of Expenditures:</b>	<b>5.92</b>		<b>5.65</b>	<b>4.44</b>	<b>5.78</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 289,071</b>		<b>\$ 291,315</b>	<b>\$ 277,705</b>	<b>\$ 259,209</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Recreation Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ 1,525,444	\$ -	\$ 1,525,444	\$ 1,462,873	\$ 1,589,950	4.28%
Fitness Center	869,615	-	869,615	733,603	816,091	18.54%
Aquatic Center	760,254	-	760,254	667,703	707,993	13.86%
Aquatic Rec. Programs	567,947	-	567,947	579,512	491,367	(2.00%)
Children's Programs	533,210	-	533,210	519,207	512,766	2.70%
Preschool Programs	342,162	-	342,162	328,366	332,553	4.20%
Youth Programs	244,987	-	244,987	256,813	235,399	(4.60%)
Adult Programs	142,552	-	142,552	131,628	140,606	8.30%
Pioneer Programs	59,855	-	59,855	66,973	79,242	(10.63%)
Special Events & Trips	114,538	-	114,538	139,340	133,712	(17.80%)
Marketing	20,000	-	20,000	46,000	56,500	(56.52%)
Capital Outlay	-	-	-	-	-	N/A
<b>Total Revenues:</b>	<b>\$ 5,180,564</b>	<b>\$ -</b>	<b>\$ 5,180,565</b>	<b>\$ 4,932,018</b>	<b>\$ 5,096,179</b>	<b>5.04%</b>
<b>Expenditures</b>						
Administration	\$ 1,249,500	\$ 3,000	\$ 1,252,500	\$ 1,099,291	\$ 982,486	13.94%
Fitness Center	619,203	27,458	646,661	535,242	496,679	20.82%
Aquatic Center	1,308,745	10,700	1,319,445	1,158,020	1,138,333	13.94%
Aquatic Rec. Programs	303,895	-	303,895	302,009	250,852	0.62%
Children's Programs	370,271	(349)	369,922	383,837	385,224	(3.63%)
Preschool Programs	313,152	(21,198)	291,954	307,712	296,120	(5.12%)
Youth Programs	190,137	(7,258)	182,879	202,400	145,369	(9.64%)
Adult Programs	76,525	32,174	108,699	74,250	71,647	46.40%
Pioneer Programs	90,743	4,844	95,587	101,933	90,427	(6.23%)
Special Events & Trips	113,826	(1,047)	112,779	123,648	114,418	(8.79%)
Marketing	353,003	100	353,103	311,514	298,621	13.35%
Capital Outlay	308,112	52,000	360,112	1,213,000	1,213,000	(70.31%)
<b>Total Expenditures:</b>	<b>\$ 5,297,112</b>	<b>\$ 100,424</b>	<b>\$ 5,397,537</b>	<b>\$ 5,812,856</b>	<b>\$ 5,483,176</b>	<b>(7.14%)</b>
<b>Surplus/(deficit), excluding capital activity &amp; other financing sources/(uses)</b>						
	\$ (116,548)	\$ (100,424)	\$ (216,972)	\$ (880,838)	\$ (386,997)	(75.37%)
<b>Other Financing Sources/(Uses)</b>						
Transfer to Debt Service Fund	\$ -		\$ -	\$ (177,971)	\$ (177,971)	(100.00%)
Transfer from General Fund	150,000		150,000	150,000	150,000	0.00%
<b>Net Surplus/(Deficit):</b>	<b>\$ 33,452</b>	<b>\$ (100,424)</b>	<b>\$ (66,972)</b>	<b>\$ (908,809)</b>	<b>\$ (414,968)</b>	<b>(92.63%)</b>
<b>Beginning Fund Balance- Unrestricted</b>	<b>\$ 2,299,091</b>		<b>\$ 2,299,091</b>	<b>\$ 2,714,059</b>	<b>\$ 2,714,059</b>	
<b>Fiscal Year Increase/(Decrease)</b>	<b>33,452</b>		<b>(66,972)</b>	<b>(908,809)</b>	<b>(414,968)</b>	
<b>Ending Fund Balance- Unrestricted</b>	<b>\$ 2,332,542</b>		<b>\$ 2,232,118</b>	<b>\$ 1,805,250</b>	<b>\$ 2,299,091</b>	
<b>Months of Expenditures:</b>	<b>5.28</b>		<b>4.96</b>	<b>3.73</b>	<b>5.03</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 441,426</b>		<b>\$ 449,795</b>	<b>\$ 484,405</b>	<b>\$ 456,931</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Recreational Facilities (Tennis) Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ 123,100	\$ -	\$ 123,100	\$ 67,000	\$ 144,218	83.73%
Building	1,000	-	1,000	500	1,000	100.00%
Programs	2,409,900	-	2,409,900	2,186,500	2,344,500	10.22%
<b>Total Revenues:</b>	<b>\$ 2,534,000</b>	<b>\$ -</b>	<b>\$ 2,534,000</b>	<b>\$ 2,254,000</b>	<b>\$ 2,489,718</b>	<b>12.42%</b>
<b>Expenses</b>						
Administration	\$ 922,588	\$ -	\$ 922,588	\$ 922,010	\$ 768,090	0.06%
Building	494,607	3,000.00	497,607	379,379	381,272	31.16%
Programs	841,659	-	841,659	711,000	779,278	18.38%
Capital Projects	225,000	-	225,000	310,000	182,200	(27.42%)
Depreciation	170,000	-	170,000	174,000	160,000	(2.30%)
<b>Total Expenses:</b>	<b>\$ 2,653,854</b>	<b>3,000.00</b>	<b>2,656,854</b>	<b>\$ 2,496,389</b>	<b>\$ 2,270,840</b>	<b>6.43%</b>
<b>Preliminary Surplus/(Deficit):</b>	<b>\$ (119,854)</b>	<b>\$ (3,000)</b>	<b>\$ (122,854)</b>	<b>\$ (242,389)</b>	<b>\$ 218,878</b>	<b>(49.32%)</b>
<b>Adjustment for Capitalized Costs</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ 310,000</b>	<b>\$ 182,200</b>	<b>(27.42%)</b>
<b>Net Surplus/(Deficit):</b>	<b>\$ 105,146</b>	<b>\$ (3,000)</b>	<b>\$ 102,146</b>	<b>\$ 67,611</b>	<b>\$ 401,078</b>	<b>51.08%</b>
<b>Beginning Net Position</b>						
Investment in Capital Assets	\$ 1,776,045		\$ 1,776,045	\$ 1,753,845	\$ 1,753,845	
Unrestricted	2,200,177		2,200,177	1,821,299	1,821,299	
<b>Total:</b>	<b>\$ 3,976,222</b>		<b>\$ 3,976,222</b>	<b>\$ 3,575,144</b>	<b>\$ 3,575,144</b>	
<b>Ending Net Position</b>						
Investment in Capital Assets	\$ 1,831,045		\$ 1,831,045	\$ 1,889,845	\$ 1,776,045	
Unrestricted	2,250,323		2,247,323	1,752,910	2,200,177	
<b>Total:</b>	<b>\$ 4,081,368</b>		<b>\$ 4,078,368</b>	<b>\$ 3,642,755</b>	<b>\$ 3,976,222</b>	
<b>Months of Expenses:</b>	<b>11.12</b>		<b>11.09</b>	<b>9.62</b>	<b>12.64</b>	
<b>Average Monthly Expenses (less capitalizable expenses):</b>	<b>\$ 202,405</b>		<b>\$ 202,655</b>	<b>\$ 182,199</b>	<b>\$ 174,053</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- IMRF Fund**

	<b>2025/2026 Requested Budget</b>	<b>2025/2026 Budget Adjust. (\$)</b>	<b>2025/2026 Revised Req. Budget</b>	<b>2024/2025 Original Budget</b>	<b>2024/2025 Projected Actuals</b>	<b>Budget-vs-budget % Increase (Decrease)</b>
<b>Revenues</b>						
Property Taxes-DuPage	\$ 125,000	\$ -	\$ 125,000	\$ 80,000	\$ 86,100	56.25%
Property Taxes-Cook	41	-	41	18	31	127.78%
Personal Property Rep. Tax	43,715	-	43,715	70,171	39,741	(37.70%)
Investment Income	5,400	-	5,400	3,600	6,109	50.00%
<b>Total Revenues:</b>	<b>\$ 174,156</b>	<b>\$ -</b>	<b>\$ 174,156</b>	<b>\$ 153,789</b>	<b>\$ 131,981</b>	<b>13.24%</b>
<b>Expenditures</b>						
Employer Contributions	\$ 182,000	\$ -	\$ 182,000	\$ 180,000	\$ 178,301	1.11%
<b>Total Expenditures:</b>	<b>\$ 182,000</b>	<b>\$ -</b>	<b>\$ 182,000</b>	<b>\$ 180,000</b>	<b>\$ 178,301</b>	<b>1.11%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (7,844)</b>	<b>\$ -</b>	<b>\$ (7,844)</b>	<b>\$ (26,211)</b>	<b>\$ (46,320)</b>	<b>(70.07%)</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (7,844)</b>	<b>\$ -</b>	<b>\$ (7,844)</b>	<b>\$ (26,211)</b>	<b>\$ (46,320)</b>	<b>(70.07%)</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 65,220		\$ 65,220	\$ 111,540	\$ 111,540	
<b>Fiscal Year Increase/(decrease)</b>	<b>(7,844)</b>		<b>(7,844)</b>	<b>(26,211)</b>	<b>(46,320)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 57,376</b>		<b>\$ 57,376</b>	<b>\$ 85,329</b>	<b>\$ 65,220</b>	
<b>Months of Expenditures:</b>	3.78		3.78	5.69	4.39	
<b>Average Monthly Expenditures:</b>	<b>\$ 15,167</b>		<b>\$ 15,167</b>	<b>\$ 15,000</b>	<b>\$ 14,858</b>	



**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Social Security Fund**

	2025/2026 Requested Budget	2025/2026 Budget Adjust. (\$)	2025/2026 Revised Req. Budget	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 290,000	\$ -	\$ 290,000	\$ 220,000	\$ 237,000	31.82%
Property Taxes-Cook	89	-	89	65	84	36.92%
Personal Property Rep. Tax	29,143	-	29,143	46,781	26,494	(37.70%)
Investment Income	6,000	-	6,000	6,000	6,631	0.00%
<b>Total Revenues:</b>	<b>\$ 325,232</b>	<b>\$ -</b>	<b>\$ 325,232</b>	<b>\$ 272,846</b>	<b>\$ 270,209</b>	<b>19.20%</b>
<b>Expenditures</b>						
Employer Contrib.- S.S.	\$ 267,137	\$ -	\$ 267,137	\$ 258,072	\$ 254,416	3.51%
Employer Contrib.- Medicare	62,476	-	62,476	60,356	59,501	3.51%
<b>Total Expenditures:</b>	<b>\$ 329,613</b>	<b>\$ -</b>	<b>\$ 329,613</b>	<b>\$ 318,428</b>	<b>\$ 313,917</b>	<b>3.51%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (4,381)</b>	<b>\$ -</b>	<b>\$ (4,381)</b>	<b>\$ (45,582)</b>	<b>\$ (43,708)</b>	<b>(90.39%)</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (4,381)</b>	<b>\$ -</b>	<b>\$ (4,381)</b>	<b>\$ (45,582)</b>	<b>\$ (43,708)</b>	<b>(90.39%)</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 103,055		\$ 103,055	\$ 146,763	\$ 146,763	
<b>Fiscal Year Increase/(decrease)</b>	<b>(4,381)</b>		<b>(4,381)</b>	<b>(45,582)</b>	<b>(43,708)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 98,674</b>		<b>\$ 98,674</b>	<b>\$ 101,181</b>	<b>\$ 103,055</b>	
<b>Months of Expenditures:</b>	3.59		3.59	3.81	3.94	
<b>Average Monthly Expenditures:</b>	<b>\$ 27,468</b>		<b>\$ 27,468</b>	<b>\$ 26,536</b>	<b>\$ 26,160</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Liability Insurance Fund**

	2025/2026 Requested Budget	2025/2026 Budget Adjust. (\$)	2025/2026 Revised Req. Budget	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 140,000	\$ -	\$ 140,000	\$ 125,000	\$ 134,600	12.00%
Property Taxes-Cook	55	-	55	45	48	22.22%
Personal Property Rep. Tax	11,657	-	11,657	18,712	10,598	(37.70%)
Investment Income	3,600	-	3,600	4,800	3,932	(25.00%)
Miscellaneous	50	-	50	-	85	N/A
<b>Total Revenues:</b>	<b>\$ 155,362</b>	<b>\$ -</b>	<b>\$ 155,362</b>	<b>\$ 148,557</b>	<b>\$ 149,263</b>	<b>4.58%</b>
<b>Expenditures</b>						
Personnel- Wages	\$ 30,545	\$ -	\$ 30,545	\$ 30,473	\$ 28,850	0.24%
Personnel- Group Medical	11,540	-	11,540	7,966	5,064	44.87%
Risk Mgmt.- PDRMA Prem.	134,761	-	134,761	118,622	118,622	13.61%
Unemployment Insurance	1,000	-	1,000	2,000	-	(50.00%)
<b>Total Expenditures:</b>	<b>\$ 177,846</b>	<b>\$ -</b>	<b>\$ 177,846</b>	<b>\$ 159,061</b>	<b>\$ 152,536</b>	<b>11.81%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (22,484)</b>	<b>\$ -</b>	<b>\$ (22,484)</b>	<b>\$ (10,504)</b>	<b>\$ (3,273)</b>	<b>114.05%</b>
<b>Other Financing Sources/(Uses)</b>						
Transfers from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transfers from Recreation Fund	-	-	-	-	-	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (22,484)</b>	<b>\$ -</b>	<b>\$ (22,484)</b>	<b>\$ (10,504)</b>	<b>\$ (3,273)</b>	<b>114.05%</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ 73,460</b>		<b>\$ 73,460</b>	<b>\$ 76,733</b>	<b>\$ 76,733</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>(22,484)</b>		<b>(22,484)</b>	<b>(10,504)</b>	<b>(3,273)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 50,976</b>		<b>\$ 50,976</b>	<b>\$ 66,229</b>	<b>\$ 73,460</b>	
<b>Months of Expenditures:</b>	<b>3.44</b>		<b>3.44</b>	<b>5.00</b>	<b>5.78</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 14,821</b>		<b>\$ 14,821</b>	<b>\$ 13,255</b>	<b>\$ 12,711</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Audit Fund**

	2025/2026 Requested Budget	2025/2026 Budget Adjust. (\$)	2025/2026 Revised Req. Budget	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 12,300	0.00%
Property Taxes-Cook	3	-	3	1	5	200.00%
Investment Income	240	-	240	180	305	33.33%
<b>Total Revenues:</b>	<b>\$ 10,243</b>	<b>\$ -</b>	<b>\$ 10,243</b>	<b>\$ 10,181</b>	<b>\$ 12,610</b>	<b>0.61%</b>
<b>Expenditures</b>						
Audit Services	\$ 13,500	\$ -	\$ 13,500	\$ 13,125	\$ 14,250	2.86%
Miscellaneous	525	-	525	425	500	23.52%
<b>Total Expenditures:</b>	<b>\$ 14,025</b>	<b>\$ -</b>	<b>\$ 14,025</b>	<b>\$ 13,550</b>	<b>\$ 14,750</b>	<b>3.51%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (3,782)</b>	<b>\$ -</b>	<b>\$ (3,782)</b>	<b>\$ (3,369)</b>	<b>\$ (2,140)</b>	<b>12.26%</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (3,782)</b>	<b>\$ -</b>	<b>\$ (3,782)</b>	<b>\$ (3,369)</b>	<b>\$ (2,140)</b>	<b>12.26%</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 10,437		\$ 10,437	\$ 12,577	\$ 12,577	
<b>Fiscal Year Increase/(decrease)</b>	<b>(3,782)</b>		<b>(3,782)</b>	<b>(3,369)</b>	<b>(2,140)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 6,655</b>		<b>\$ 6,655</b>	<b>\$ 9,208</b>	<b>\$ 10,437</b>	
<b>Months of Expenditures:</b>	5.69		5.69	8.15	8.49	
<b>Average Monthly Expenditures:</b>	\$ 1,169		\$ 1,169	\$ 1,129	\$ 1,229	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Special Recreation Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 300,000	\$ -	\$ 299,999	\$ 400,000	\$ 403,800	(25.00%)
Property Taxes-Cook	98	-	98	253	142	(61.26%)
Investment Income	7,800	-	7,800	7,200	9,220	8.33%
Misc. Income- IGA	31,188	-	31,188	27,384	29,988	13.89%
<b>Total Revenues:</b>	<b>\$ 339,086</b>	<b>\$ -</b>	<b>\$ 339,085</b>	<b>\$ 434,837</b>	<b>\$ 443,150</b>	<b>(22.02%)</b>
<b>Expenditures</b>						
Full-Time Salaries	\$ 29,759	\$ -	\$ 29,759	\$ 27,787	\$ 29,499	7.10%
Part-Time Salaries	65,000	-	65,000	63,000	71,428	3.17%
Gateway Special Recreation	49,200	-	49,200	43,503	39,425	13.10%
Small Equipment	41,500	-	41,500	9,000	15,930	361.11%
Capital Improvements & Equipment	35,000	106,000	141,000	305,000	295,000	(53.77%)
Misc. Program Expenses	500	-	500	1,300	500	(61.54%)
<b>Total Expenditures:</b>	<b>\$ 220,959</b>	<b>\$ 106,000</b>	<b>\$ 326,959</b>	<b>\$ 449,590</b>	<b>\$ 451,782</b>	<b>(27.28%)</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ 118,127</b>	<b>\$ (106,000)</b>	<b>\$ 12,126</b>	<b>\$ (14,753)</b>	<b>\$ (8,632)</b>	<b>(182.19%)</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ 118,127</b>	<b>\$ (106,000)</b>	<b>\$ 12,126</b>	<b>\$ (14,753)</b>	<b>\$ (8,632)</b>	<b>(182.19%)</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ 123,279</b>		<b>\$ 123,279</b>	<b>\$ 131,911</b>	<b>\$ 131,911</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>118,127</b>		<b>12,126</b>	<b>(14,753)</b>	<b>(8,632)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 241,406</b>		<b>\$ 135,405</b>	<b>\$ 117,158</b>	<b>\$ 123,279</b>	
<b>Months of Expenditures:</b>	<b>13.11</b>		<b>4.97</b>	<b>3.13</b>	<b>3.27</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 18,413</b>		<b>\$ 27,247</b>	<b>\$ 37,466</b>	<b>\$ 37,649</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Debt Service Fund**

	2025/2026 Requested Budget	2025/2026 Budget Adjust. (\$)	2025/2026 Revised Req. Budget	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 1,662,240	\$ -	\$ 1,662,240	\$ 1,660,740	\$ 1,690,000	0.09%
Property Taxes-Cook	544	-	544	400	595	36.00%
Investment Income	12,000	-	12,000	2,700	15,318	344.44%
<b>Total Revenues:</b>	<b>\$ 1,674,784</b>	<b>\$ -</b>	<b>\$ 1,674,784</b>	<b>\$ 1,663,840</b>	<b>\$ 1,705,913</b>	<b>0.66%</b>
<b>Expenditures</b>						
Principal-2012 Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest-2012 Bonds	-	-	-	-	-	N/A
Principal-2016 Bonds	\$ 294,080	-	294,080	\$ 287,610	\$ 287,610	2.25%
Interest-2016 Bonds	13,947	-	13,947	20,418	20,418	(31.69%)
Principal-2018 Debt Certif.	-	-	-	78,462	78,462	(100.00%)
Interest-2018 Debt Certif.	-	-	-	2,550	2,550	(100.00%)
Principal-2019 Bonds	705,000	-	705,000	670,000	670,000	5.22%
Interest-2019 Bonds	501,088	-	501,088	535,463	535,463	(6.42%)
Principal-2020 Debt Certif.	-	-	-	94,641	94,641	(100.00%)
Interest-2020 Debt Certif.	-	-	-	2,319	2,319	(100.00%)
Principal-2020 Loan (Village)	-	-	-	100,000	100,000	(100.00%)
Interest-2020 Loan (Village)	-	-	-	2,000	2,000	(100.00%)
Principal-2023 Bonds	-	-	-	-	-	N/A
Interest-2023 Bonds	130,500	-	130,500	130,500	130,500	0.00%
Miscellaneous	676	-	676	448	682	50.89%
<b>Total Expenditures:</b>	<b>\$ 1,645,291</b>	<b>\$ -</b>	<b>\$ 1,645,291</b>	<b>\$ 1,924,411</b>	<b>\$ 1,924,645</b>	<b>(14.50%)</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ 29,493</b>	<b>\$ -</b>	<b>\$ 29,493</b>	<b>\$ (260,571)</b>	<b>\$ (218,732)</b>	<b>(111.32%)</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer from General Fund	\$ -	\$ -	\$ -	\$ 102,000	\$ 102,000	(100.00%)
Transfer from Capital Projects Fund	-	-	-	-	-	N/A
Transfer from Recreation Fund	-	-	-	177,972	177,972	(100.00%)
<b>Net Surplus/(Deficit):</b>	<b>\$ 29,493</b>	<b>\$ -</b>	<b>\$ 29,493</b>	<b>\$ 19,401</b>	<b>\$ 61,240</b>	<b>52.02%</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ (101,985)</b>		<b>\$ (101,985)</b>	<b>\$ (163,225)</b>	<b>\$ (163,225)</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>29,493</b>		<b>29,493</b>	<b>19,401</b>	<b>61,240</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ (72,492)</b>		<b>\$ (72,492)</b>	<b>\$ (143,824)</b>	<b>\$ (101,985)</b>	
<b>Months of Expenditures:</b>	N/A		N/A	N/A	N/A	
<b>Average Monthly Expenditures:</b>	N/A		N/A	N/A	N/A	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Capital Projects Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Sponsorships	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Investment Income	43,400		43,400	75,000	51,500	(42.13%)
Miscellaneous	-		-	337,500	342,760	(100.00%)
Grants	1,466,279		1,466,279	1,466,279	-	0.00%
<b>Total Revenues:</b>	<b>\$ 1,524,679</b>	<b>\$ -</b>	<b>\$ 1,524,679</b>	<b>\$ 1,893,779</b>	<b>\$ 409,260</b>	<b>(19.49%)</b>
<b>Expenditures</b>						
Capital Improvements & Equipment	\$ 1,548,279	\$ 138,000	\$ 1,686,279	\$ 2,549,779	\$ 1,500,000	(33.87%)
Miscellaneous	2,500		2,500	-	1,400	N/A
Bond Issuance Costs	-		-	-	-	N/A
<b>Total Expenditures:</b>	<b>\$ 1,550,779</b>	<b>\$ 138,000</b>	<b>\$ 1,688,779</b>	<b>\$ 2,549,779</b>	<b>\$ 1,501,400</b>	<b>(33.77%)</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (26,100)</b>	<b>\$ (138,000)</b>	<b>\$ (164,100)</b>	<b>\$ (656,000)</b>	<b>\$ (1,092,140)</b>	<b>(74.98%)</b>
<b>Other Financing Sources/(Uses)</b>						
Bond Proceeds	\$ -		\$ -	\$ -	\$ -	N/A
Debt Certificates Proceeds	-		-	-	-	N/A
Loan Proceeds	-		-	-	-	N/A
Transfer from General	250,000	75,000	325,000	250,000	250,000	30.00%
Transfer to Debt Service	-		-	-	-	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ 223,900</b>	<b>\$ (63,000)</b>	<b>\$ 160,900</b>	<b>\$ (406,000)</b>	<b>\$ (842,140)</b>	<b>(139.63%)</b>
<b>Beginning Fund Balance- Restricted &amp; Unrestricted</b>						
	\$ 313,012		\$ 313,012	\$ 1,155,152	\$ 1,155,152	
<b>Fiscal Year Increase/(decrease)</b>	<b>223,900</b>		<b>160,900</b>	<b>(406,000)</b>	<b>(842,140)</b>	
<b>Ending Fund Balance- Committed</b>	<b>\$ 536,912</b>		<b>\$ 473,912</b>	<b>\$ 749,152</b>	<b>\$ 313,012</b>	
<b>Months of Expenditures:</b>	N/A		N/A	N/A	N/A	
<b>Average Monthly Expenditures:</b>	N/A		N/A	N/A	N/A	

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
<b>Family Recreation Center-Administration</b>					
Capital Project	Time Keeping System Replacement		-	1	FY 2025/2026
Capital Project	SharePoint/One Drive file migration		-	1	FY 2025/2026
Capital Project	Marketing/Wayfinding Signage- Central Park		-	2	FY 2025/2026
Capital Project	LED digital poster/video display system	-	-	2	FY 2025/2026
Capital Project	FRC video server replacement		17,000.00		-
Capital Project	Painting, carpet, equipment, and furniture replacement.	\$ 44,743.20	42,500.00		-
Capital Project	Firewall & network switch replacement	\$ 7,955.20	17,000.00		-
<b>Family Recreation Center Administration Total:</b>		<b>\$ 52,698.40</b>	<b>\$ 76,500.00</b>		<b>\$ 99,000.00</b>
<b>Family Recreation Center-Aquatics</b>					
Recreation	Evaporative Pre-cooler Phase II/40 Ton Condensing Unit Phase III & repainting of facility	\$ 694,208.01	722,000.00		-
Recreation	Pool Heater Replacement (2+2+2+1=7 total heaters)		16,000.00		-
Capital Project	Replace Tile Deck- Split distribution	\$ 256,084.29	225,000.00	2	FY 2025/2026
Special Recreation	Replace Tile Deck- Split distribution	\$ 33,009.93	35,000.00		-
Recreation	Sound System upgrade in aquatics center	\$ 27,464.00	30,000.00		-
Recreation	Painting and window coverings	\$ 47,236.00	75,000.00		-
<b>Family Recreation Center Aquatics Total:</b>		<b>\$ 1,058,002.23</b>	<b>\$ 1,103,000.00</b>		<b>\$ -</b>
<b>Family Recreation Center- Fitness</b>					
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	\$ 48,111.35	\$ 50,000.00	1	FY 2025/2026
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.		\$ -	2	FY 2025/2026
<b>Family Recreation Center Fitness Total:</b>		<b>\$ 48,111.35</b>	<b>\$ 50,000.00</b>		<b>\$ 183,112.00</b>

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

		<b>1</b>		<b>2</b>	
Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
<b>Family Recreation Center- Building</b>					
Capital Project	Heating & Cooling Systems (10 Year Replacement Plan)	\$ 145,980.00	\$ 150,000.00		\$ -
Capital Project	Roof Maintenance	\$ 400,000.00	400,000.00	1	FY 2025/2026
Capital Project	Exterior wall repairs		-	1	FY 2025/2026
Capital Project	Update existing paging/alert system		-	1	FY 2025/2026
Capital Project	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026
Special Recreation	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026
<b>Family Recreation Center Building Total:</b>		<b>\$ 545,980.00</b>	<b>\$ 550,000.00</b>		<b>\$ 291,000.00</b>
<b>Parks &amp; Maintenance</b>					
Capital project	Ford F-250 Pickup Truck	\$ 59,592.00	\$ 60,000.00		\$ -
Capital project	Turf Slit-Seeder		-	2	FY 2025/2026
Recreation	Replacement Utility Vehicle #2	\$ 24,741.56	25,000.00		-
<b>Parks &amp; Maintenance Total:</b>		<b>\$ 84,333.56</b>	<b>\$ 85,000.00</b>		<b>\$ -</b>
<b>Central Park</b>					
Capital Project	Sidewalk Replacement- (\$20K + \$5K Special Recreation)	\$ 13,297.41	20,000.00	2	FY 2025/2026
Capital Project	Gazebo Roof Replacement		20,000.00		-
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	\$ 102,458.25	1,466,279.00	1	FY 2025/2026
Capital Project	Irrigation Updates at Central Park		10,000.00		-
Capital Project	Primary Color Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-		-
Capital Project	Tree Top Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-		-
Capital Project	Pavement Plan (Grinding Asphalt + Overlay)	\$ 24,101.62	25,000.00	1	FY 2025/2026



Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
Capital Project	Central Park security cameras- at soccer and baseball fields	\$ 7,971.91	29,000.00		-
Capital Project	Paver Parking Replacement		-	1	FY 2025/2026
Capital Project	FRC Patio Concrete Pad & Sidewalk	\$ 14,502.20	-		-
Recreation	New ballfield shed/storage		-	1	FY 2025/2026
Recreation	Pavement Plan {Grinding Asphalt + Overlay}-(Recreation and Special Recreation Fund)	\$ 25,000.00	25,000.00	1	FY 2025/2026
Special Recreation	Sidewalk Replacement- (\$5K + \$20K Capital Project)	\$ 5,000.00	5,000.00	2	FY 2025/2026
Special Recreation	Paver Parking Replacement		-	1	FY 2025/2026
Special Recreation	Pavement Plan {Grinding Asphalt + Overlay}-(Recreation and Special Recreation Fund)	\$ 5,000.00	5,000.00	1	FY 2025/2026
<b>Central Park Total:</b>		<b>\$ 207,553.31</b>	<b>\$ 1,605,279.00</b>		<b>\$ 1,495,279.00</b>

Central Park West					
Recreation	Various upgrades at CPW {restrooms, front entryway}- (Partially funded from \$200K grant to be received by end of FY 2023/2024)	\$ 212,195.66	250,000.00		-
Recreation	Renovation to kitchen (cabinets, windows, flooring, siding)		-	2	FY 2025/2026
Special Recreation	Various upgrades at CPW (restrooms, front entryway)- <b>Split Distribution</b>	\$ 207,244.55	250,000.00		-
<b>Central Park West Total:</b>		<b>\$ 419,440.21</b>	<b>\$ 500,000.00</b>		<b>\$ -</b>

Chillem Park					
Capital Project	Asphalt Paving		10,000.00		-
Special Recreation	Asphalt Paving	5,000.00	5,000.00		-
<b>Chillem Park Total:</b>		<b>\$ 5,000.00</b>	<b>\$ 15,000.00</b>		<b>\$ -</b>

Forest Glen Park					
Capital Project	Pond fountain aerators	\$ 25,738.58	\$ 28,000.00		\$ -
<b>Forest Glen Park Total:</b>		<b>\$ 25,738.58</b>	<b>\$ 28,000.00</b>		<b>\$ -</b>

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
<b>Saddlebrook Park</b>					
Capital Project	Barn Review		\$ 30,000.00	2	FY 2025/2026
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 20,000.00	20,000.00		-
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 5,000.00	5,000.00		-
<b>Saddlebrook Park Total:</b>		<b>\$ 25,000.00</b>	<b>\$ 55,000.00</b>		<b>\$ -</b>
<b>Governmental Funds Totals:</b>		<b>\$ 2,471,857.64</b>	<b>\$ 4,067,779.00</b>		<b>\$ 2,187,391.00</b>

SUMMARY RECAP

Capital Project Fund (GL #12-95-940-065):	\$ 1,112,646.58	\$ 2,549,779.00		\$ 1,686,279.00
Capital Project Fund-C.P. North (GL #12-95-940-065):	-	-		-
Recreation Fund (GL #02-81-805-000):	1,098,956.58	1,213,000.00		360,112.00
Recreation Fund-C.P. North (G/L #02-81-805-000):	-	-		-
Special Recreation Fund (GL #09-01-805-000):	260,254.48	305,000.00		141,000.00
Special Recreation Fund-C.P. North (G/L #09-01-805-000):	-	-		-
<b>Capitalizable Costs-Governmental Funds Totals:</b>	<b>\$ 2,471,857.64</b>	<b>\$ 4,067,779.00</b>		<b>\$ 2,187,391.00</b>

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund	Description Project/Equipment	FY 2024/2025 <sup>1</sup>		FY 2025/2026 <sup>2</sup>	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
<b>Tennis Center</b>					
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	\$ 12,173.30	\$ -		\$ -
Recreational Facilities	Indoor Court Recoating/Resurfacing		30,000.00		-
Recreational Facilities	Upper Level Remodeling- Front Desk	\$ 38,524.97	220,000.00		-
Recreational Facilities	Lower Level Carpeting		-	1	FY 2025/2026
Recreational Facilities	Exterior window replacement	\$ 4,293.50	-	1	FY 2025/2026
Recreational Facilities	Indoor Court lighting project	\$ 28,575.65	60,000.00		-
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-4)		-	1	FY 2025/2026
<b>Tennis Center Total:</b>		<b>\$ 83,567.42</b>	<b>\$ 310,000.00</b>		<b>\$ 225,000.00</b>



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: TEN-YEAR CAPITAL IMPROVEMENT PLAN FOR THE FISCAL YEARS 2025 THROUGH 2034 OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS.**

**AGENDA No.: 8 B**

**MEETING DATE: APRIL 21, 2025**

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

**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):**

During the 4<sup>th</sup> quarter of 2024, park district staff began updating the ten-year Capital Improvement Plan (“CIP”) which coincided with the development of the fiscal year 2025/2026 operating budgets. During that time, staff conducted numerous meetings to discuss the CIP; including identifying the scope, timing and funding sources for the various capital items listed.

At the November 18, 2024, Board of Commissioners meeting, staff presented a preliminary listing of the proposed FY 2025-2026 capital improvements along with each project’s “Capital Project Score Card”. The score card was used to document staff’s evaluation of each capital project based on ten criteria with points being assigned to each of these criteria to arrive at a total project score. At the February 24, 2025, Special Board of Commissioners meeting, and the March 17, 2025 Regular Board meeting, staff presented an updated draft of the proposed FY 2025-2026 capital improvements.

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

Accompanying this agenda history document is the ten-year CIP that includes the updated proposed capital purchases and improvements for the fiscal years ending 2026 through 2034. Please note that the proposed fiscal year 2025/2026 capital purchases and improvements have been incorporated into the Annual Budget and Appropriations Ordinance number 25-0421. The remaining capital items for fiscal years ending 2027 through 2034 are for long-term planning purposes only and are subject to change based on continuous review of anticipated funding sources as well as needs/priority assessments.

**ACTION PROPOSED:**

A Motion (and a Second) to approve the ten-year capital improvement plan for the fiscal years 2025 through 2034 of the Oak Brook Park District of Cook and DuPage Counties, Illinois.

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total	
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2034/2035 Proposed Budget	FY 2035/2036 Proposed Budget	FY 2036/2037 Proposed Budget	FY 2037/2038 Proposed Budget	FY 2038/2039 Proposed Budget	FY 2039/2040 Proposed Budget	FY 2040/2041 Proposed Budget	FY 2041/2042 Proposed Budget	FY 2042/2043 Proposed Budget		FY 2043/2044 Proposed Budget
		Unaudited F-Y-T-D Actual	Original Budget																					
<b>Family Recreation Center-Administration</b>																								
Capital Project	Time Keeping System Replacement		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Capital Project	SharePoint/One Drive file migration		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Capital Project	Marketing/Wayfinding Signage- Central Park		-	2	FY 2025/2026	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00		
Capital Project	LED digital poster/video display system	-	-	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Capital Project	FRC video server replacement		17,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,000.00		
Capital Project	Painting, carpet, equipment, and furniture replacement.	\$ 44,743.20	42,500.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,500.00		
Capital Project	Firewall & network switch replacement	\$ 7,955.20	17,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,000.00		
Capital Project	BS&A financial reporting software server replacement		-			-	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00		
<b>Family Recreation Center Administration Total:</b>		<b>\$ 52,698.40</b>	<b>\$ 76,500.00</b>		<b>\$ 99,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,500.00</b>		
<b>Family Recreation Center-Aquatics</b>																								
Capital Project	Family Locker Room		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00		
Recreation			-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Recreation	Replace Interglass Surface- Lap Pool		-		-	-	-	-	-	-	-	-	-	-	-	-	-	55,000.00	-	-	-	55,000.00		
Recreation	Grate Replacement- Leisure & lap pool		-		-	60,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000.00		
Recreation	Replace Interglass Surface- Leisure Pool		-		-	-	-	-	-	-	-	-	-	-	-	-	-	60,000.00	-	-	-	60,000.00		
Recreation	Evaporative Pre-cooler Phase II/40 Ton Condensing Unit Phase III & repainting of facility	\$ 694,208.01	722,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	722,000.00		
Recreation	Pool Heater Replacement (2+2+2+1=7 total heaters)		16,000.00			-	-	-	-	26,000.00	-	-	-	-	-	-	-	26,000.00	-	-	-	68,000.00		
Capital Project	Replace Tile Deck- Split distribution	\$ 256,084.29	225,000.00	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	225,000.00		
Special Recreation	Replace Tile Deck- Split distribution	\$ 33,009.93	35,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000.00		
Recreation	Sound System upgrade in aquatics center	\$ 27,464.00	30,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000.00		
Recreation	Video display board		-			-	-	-	-	-	-	-	-	-	-	-	-	50,000.00	-	-	-	50,000.00		

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2	3	4	5	6	7	8	9	10	Ten-Year Approved/Proposed Budget Total									
		FY 2024/2025													FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget
		Unaudited F-Y-T-D Actual	Original Budget																				
Recreation	Ultra Violet water treatment system		-		-	-	-	-	-	-	30,000.00	-	-	30,000.00									
Recreation	Chemical automation system		-		-	-	-	-	-	-	15,000.00	-	-	15,000.00									
Recreation	Painting and window coverings	\$ 47,236.00	75,000.00		-	-	-	-	-	-	-	-	-	75,000.00									
<b>Family Recreation Center Aquatics Total:</b>		<b>\$ 1,058,002.23</b>	<b>\$ 1,103,000.00</b>		<b>\$ -</b>	<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>\$ 26,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 45,000.00</b>	<b>\$ 191,000.00</b>	<b>\$ -</b>	<b>\$ 1,462,000.00</b>									
<b>Family Recreation Center- Cori's Way</b>																							
Recreation	Painting and carpet/flooring replacement		\$ -		\$ -	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00									
Recreation	Cori's Way technology upgrades (Laptops, docking stations, projectors)		-		-	-	-	-	-	-	-	-	50,000.00	50,000.00									
Recreation	Lobby restroom renovation		-		-	-	-	-	-	50,000.00	-	-	-	50,000.00									
<b>Family Recreation Center Cori's Way Total:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ 155,000.00</b>									
<b>Family Recreation Center- Fitness</b>																							
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	\$ 48,111.35	\$ 50,000.00	1	FY 2025/2026	\$ 48,112.00	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -	\$ -	\$ 263,112.00									
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.		\$ -	2	FY 2025/2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Family Recreation Center Fitness Total:</b>		<b>\$ 48,111.35</b>	<b>\$ 50,000.00</b>			<b>\$ 48,112.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 446,224.00</b>									
<b>Family Recreation Center- Building</b>																							
Capital Project	Heating & Cooling Systems (10 Year Replacement Plan)	\$ 145,980.00	\$ 150,000.00			\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 450,000.00									
Capital Project	Roof Maintenance	\$ 400,000.00	400,000.00	1	FY 2025/2026	-	-	-	-	-	-	-	-	400,000.00									
Capital Project	Exterior wall repairs		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-									
Capital Project	Convert Gym 1 Storage into Multi-purpose Room		-			-	-	-	15,000.00	-	-	-	-	15,000.00									
Capital Project	Update existing paging/alert system		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-									
Capital Project	Entry Doors		-			-	-	24,000.00	-	-	-	-	-	24,000.00									
Capital Project	Indoor track and fitness center resurfacing		-			-	-	-	225,000.00	-	-	-	-	225,000.00									
Capital Project	Exterior building painting and repairs		-			-	55,000.00	-	-	-	-	-	-	55,000.00									

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2024/2025									
		Unaudited F-Y-T-D Actual	Original Budget											Unaudited F-Y-T-D Actual	Original Budget								
Capital Project	Studio D storage, hallway, gym storage, & studio D activity room		-		-	-	600,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	600,000.00	
Capital Project	Refurbish gymnasium flooring		-		-	-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00	
Capital Project	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Project	Purchase/lease of Solar electrical system		-		-	1,500,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500,000.00	
Special Recreation	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Family Recreation Center Building Total:</b>		<b>\$ 545,980.00</b>	<b>\$ 550,000.00</b>		<b>\$ 291,000.00</b>	<b>\$ 1,555,000.00</b>	<b>\$ 624,000.00</b>	<b>\$ 325,000.00</b>	<b>\$ 315,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,660,000.00</b>	

Parks & Maintenance																							
Capital project	Ford F-250 Pickup Truck	\$ 59,592.00	\$ 60,000.00		\$ -	\$ 68,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,000.00
Capital project	Aerial Bucket Truck		-		-	-	-	75,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000.00
Capital project	Turf Slit-Seeder		-	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Capital project	Ford Explorer SUV- Additional Admin. Vehicle		-		-	-	-	50,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000.00	
Capital project	Dump Truck		-		-	-	-	-	-	75,000.00	-	-	-	-	-	-	-	-	-	-	-	75,000.00	
Capital project	Replacement Utility Vehicle #1		-		-	-	25,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000.00	
Capital project	Replacement utility tractor		-		-	-	-	-	-	63,000.00	-	-	-	-	-	-	-	-	-	-	-	63,000.00	
Recreation	Replacement Utility Vehicle #2	\$ 24,741.56	25,000.00		-	-	-	-	-	30,000.00	-	-	-	-	-	-	-	-	-	-	-	55,000.00	
Recreation	Athletic Field Groomer		-		-	-	-	-	-	18,000.00	-	-	-	-	-	-	-	-	-	-	-	18,000.00	
<b>Parks &amp; Maintenance Total:</b>		<b>\$ 84,333.56</b>	<b>\$ 85,000.00</b>		<b>\$ -</b>	<b>\$ 68,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 18,000.00</b>	<b>\$ 168,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,000.00</b>	

Central Park																						
Capital Project	Sidewalk Replacement- (\$20K + \$5K Special Recreation)	\$ 13,297.41	20,000.00	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 20,000.00
Capital Project	Central Park Improvements- All-Inclusive Playground		-		-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	100,000.00
Capital Project	Lacrosse/Ball Field Reconfiguration		-		-	-	-	-	-	-	-	-	-	-	-	-	3,300,000.00	-	-	-	-	3,300,000.00
Capital Project	Gazebo Roof Replacement		20,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00



**Oak Brook Park District  
Ten-year Capital Improvement Plan**

		1		2	3	4	5	6	7	8	9	10		
Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026 CIP Priority	FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	Ten-Year Approved/Proposed Budget Total
		Unaudited F-Y-T-D Actual	Original Budget											
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	\$ 102,458.25	1,466,279.00	1	FY 2025/2026	-	-	-	-	-	-	-	-	1,466,279.00
Capital Project	One 15-passenger bus for use in camp programming and various trips		-			-	-	-	120,000.00	-	-	-	-	120,000.00
Capital Project	Irrigation Updates at Central Park		10,000.00			10,000.00	-	-	-	-	-	-	-	20,000.00
Capital Project	Preschool Playground Equipment (\$100K + \$25K Special Recreation)		-			-	-	-	-	100,000.00	-	-	-	100,000.00
Capital Project	Primary Color Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-			287,500.00	-	-	-	-	-	-	-	287,500.00
Capital Project	Receptacles- Trash/Recycle		-			-	-	-	-	20,000.00	-	-	-	20,000.00
Capital Project	Tree Top Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-			287,500.00	-	-	-	-	-	-	-	287,500.00
Capital Project	Pavement Plan (Grinding Asphalt + Overlay)	\$ 24,101.62	25,000.00	1	FY 2025/2026	10,000.00	25,000.00	50,000.00	50,000.00	25,000.00	50,000.00	10,000.00	-	245,000.00
Capital Project	Synthetic soccer field replacement		-			-	-	-	-	-	-	-	750,000.00	750,000.00
Capital Project	Irrigation for ball fields		-			75,000.00	-	-	-	-	-	-	-	75,000.00
Capital Project	Central Park security cameras- at soccer and baseball fields	\$ 7,971.91	29,000.00			-	-	-	-	-	-	-	-	29,000.00
Capital Project	Baseball field parking lot expansion		-			300,000.00	-	-	-	-	-	-	-	300,000.00
Capital Project	Main parking lot exterior lighting expansion		-			-	-	-	-	-	-	-	45,000.00	45,000.00
Capital Project	Paver Parking Replacement		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-
Capital Project	FRC Patio Concrete Pad & Sidewalk	\$ 14,502.20	-			-	-	-	-	-	-	-	-	-
Recreation	Pickle Ball Courts & Parking		-			1,280,000.00	-	-	-	-	-	-	-	1,280,000.00
Recreation	Unity Garden		-			-	-	-	-	80,000.00	-	-	-	80,000.00
Recreation	Receptacles- Trash/Recycle		-			-	-	-	-	10,000.00	-	-	-	10,000.00
Recreation	New ballfield shed/storage		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-
Recreation	Pavement Plan (Grinding Asphalt + Overlay)-(Recreation and Special Recreation Fund)	\$ 25,000.00	25,000.00	1	FY 2025/2026	10,000.00	25,000.00	50,000.00	10,000.00	25,000.00	50,000.00	10,000.00	-	205,000.00
Recreation	Outdoor information kiosks		-			45,000.00	-	-	-	-	-	-	-	45,000.00
Special Recreation	Sidewalk Replacement- (\$5K + \$20K Capital Project)	\$ 5,000.00	5,000.00	2	FY 2025/2026	-	-	-	-	-	-	-	-	5,000.00



**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total											
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2024/2025		FY 2025/2026		FY 2026/2027		FY 2027/2028		FY 2028/2029		FY 2029/2030		FY 2030/2031		FY 2031/2032		FY 2032/2033		FY 2033/2034		
		Unaudited F-Y-T-D Actual	Original Budget											Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual		Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget
Special Recreation	Preschool Playground Equipment (\$100K + \$25K Special Recreation)		-		-	-	-	-	-	-	-	-	-	25,000.00	-	-	-	-	-	-	-	25,000.00												
Special Recreation	Primary Color Playground (\$100K + \$100K Special Recreation)		-		-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00												
Special Recreation	Tree Top Playground (\$100K + \$100K Special Recreation)		-		-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00												
Special Recreation	Paver Parking Replacement		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
Special Recreation	Pavement Plan (Grinding Asphalt + Overlay)-(Recreation and Special Recreation Fund)	\$ 5,000.00	5,000.00	1	FY 2025/2026	2,000.00	5,000.00	10,000.00	-	5,000.00	10,000.00	-	-	-	-	-	-	-	-	-	-	37,000.00												
<b>Central Park Total:</b>		<b>\$ 207,553.31</b>	<b>\$ 1,605,279.00</b>			<b>\$ 1,495,279.00</b>	<b>\$ 2,507,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 180,000.00</b>	<b>\$ 310,000.00</b>	<b>\$ 190,000.00</b>	<b>\$ 3,320,000.00</b>	<b>\$ 795,000.00</b>	<b>\$ 10,567,558.00</b>																			

Central Park West																							
Capital Project	Roof Replacement		-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,000.00	22,000.00
Recreation	Various upgrades at CPW (restrooms, front entryway)- (Partially funded from \$200K grant to be received by end of FY 2023/2024)	\$ 212,195.66	250,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000.00
Recreation	Playground Equipment/Surface		-		-	-	45,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00	-	145,000.00
Recreation	Renovation to kitchen (cabinets, windows, flooring, siding)		-	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation	HVAC Replacement		-		-	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00
Special Recreation	Various upgrades at CPW (restrooms, front entryway)- Split Distribution	\$ 207,244.55	250,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000.00
Special Recreation	Playground Equipment/Surface		-		-	-	10,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	-	30,000.00
<b>Central Park West Total:</b>		<b>\$ 419,440.21</b>	<b>\$ 500,000.00</b>			<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000.00</b>	<b>\$ 22,000.00</b>	<b>\$ 764,000.00</b>

Central Park North																							
Capital Project	Asphalt Paving (replacement)		-		-	-	-	-	-	-	75,000.00	-	-	-	-	-	-	-	-	-	-	-	75,000.00
Capital Project	Irrigation for east fields		-		-	150,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000.00
Capital Project	Convert one existing natural grass field into a turf field		-		-	-	-	-	-	-	2,000,000.00	-	-	-	-	-	-	-	-	-	-	-	2,000,000.00
<b>Central Park North Total:</b>		<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,075,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,225,000.00</b>

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

		1		2	3	4	5	6	7	8	9	10		
Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	Ten-Year
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
<b>Chillem Park</b>														
Capital Project	Asphalt Paving		10,000.00		-	-	-	-	-	-	-	-	-	10,000.00
Special Recreation	Asphalt Paving	5,000.00	5,000.00		-	-	-	-	-	-	-	-	-	5,000.00
Capital Project	Complete park renovation (OSLAD?)		-		-	-	-	200,000.00	-	-	-	-	-	200,000.00
Special Recreation	ADA elements of renovation		-		-	-	-	50,000.00	-	-	-	-	-	50,000.00
<b>Chillem Park Total:</b>		<b>\$ 5,000.00</b>	<b>\$ 15,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 265,000.00</b>
<b>Forest Glen Park</b>														
Capital Project	Pond fountain aerators	\$ 25,738.58	\$ 28,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00
Capital Project	Sand volleyball courts		-		-	26,000.00	-	-	-	-	-	-	-	26,000.00
Capital Project	Gazebo Roof Replacement		-		-	10,000.00	-	-	-	-	-	-	-	10,000.00
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-		-	-	-	-	-	35,000.00	-	-	-	35,000.00
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-		-	-	-	-	-	15,000.00	-	-	-	15,000.00
Capital Project	Complete park renovation (OSLAD?)		-		-	-	150,000.00	-	-	-	-	-	-	150,000.00
Special Recreation	ADA elements of renovation		-		-	-	50,000.00	-	-	-	-	-	-	50,000.00
Capital Project	Bridge replacement		-		-	-	20,000.00	-	-	-	-	-	-	20,000.00
<b>Forest Glen Park Total:</b>		<b>\$ 25,738.58</b>	<b>\$ 28,000.00</b>		<b>\$ -</b>	<b>\$ 36,000.00</b>	<b>\$ 220,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 334,000.00</b>
<b>Saddlebrook Park</b>														
Capital Project	Barn Review		\$ 30,000.00	2	FY 2025/2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 20,000.00	20,000.00		-	-	-	20,000.00	-	-	-	20,000.00	-	60,000.00
Special Recreation	Tennis Courts Crack Filling and Resealing- (Recreation & Special Recreation Fund)		-		-	-	-	150,000.00	-	-	-	-	-	150,000.00
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 5,000.00	5,000.00		-	-	-	50,000.00	-	-	-	50,000.00	-	105,000.00
<b>Saddlebrook Park Total:</b>		<b>\$ 25,000.00</b>	<b>\$ 55,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ 380,000.00</b>

Oak Brook Park District  
Ten-year Capital Improvement Plan

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2	3	4	5	6	7	8	9	10	Ten-Year Approved/Proposed Budget Total
		FY 2024/2025 Unaudited F-Y-T-D Actual	Original Budget		FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	
<b>Dean Nature Sanctuary</b>														
Capital Project	Asphalt paving		-		-	50,000.00	-	-	-	-	-	-	-	50,000.00
Special Recreation	Asphalt Paving		-		-	25,000.00	-	-	-	-	-	-	-	25,000.00
Capital Project	Gazebo Replacement		-		-	-	-	50,000.00	-	-	-	-	-	50,000.00
<b>Dean Nature Sanctuary Total:</b>		\$ -	\$ -		\$ -	\$ 75,000.00	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00
<b>Governmental Funds Totals:</b>		\$ 2,471,857.64	\$ 4,067,779.00		\$ 2,187,391.00	\$ 4,544,112.00	\$ 1,034,000.00	\$ 1,106,000.00	\$ 2,663,000.00	\$ 633,000.00	\$ 290,000.00	\$ 3,701,000.00	\$ 867,000.00	\$ 21,093,282.00

**SUMMARY RECAP**

Capital Project Fund (GL #12-95-940-065):	\$ 1,112,646.58	\$ 2,549,779.00		\$ 1,686,279.00	\$ 1,209,000.00	\$ 844,000.00	\$ 750,000.00	\$ 505,000.00	\$ 383,000.00	\$ 50,000.00	\$ 3,310,000.00	\$ 817,000.00	\$ 12,104,058.00
Capital Project Fund-C.P. North (GL #12-95-940-065):	-	-		-	150,000.00	-	-	2,075,000.00	-	-	-	-	2,225,000.00
Recreation Fund (GL #02-81-805-000):	1,098,956.58	1,213,000.00		360,112.00	1,458,112.00	125,000.00	96,000.00	83,000.00	155,000.00	230,000.00	321,000.00	50,000.00	4,091,224.00
Recreation Fund-C.P. North (G/L #02-81-805-000):	-	-		-	-	-	-	-	-	-	-	-	-
Special Recreation Fund (GL #09-01-805-000):	260,254.48	305,000.00		141,000.00	227,000.00	65,000.00	260,000.00	-	45,000.00	10,000.00	70,000.00	-	1,123,000.00
Special Recreation Fund-C.P. North (G/L #09-01-805-000):	-	-		-	-	-	-	-	-	-	-	-	-
Capitalizable Costs-Governmental Funds Totals:	\$ 2,471,857.64	\$ 4,067,779.00		\$ 2,187,391.00	\$ 3,044,112.00	\$ 1,034,000.00	\$ 1,106,000.00	\$ 2,663,000.00	\$ 583,000.00	\$ 290,000.00	\$ 3,701,000.00	\$ 867,000.00	\$ 19,543,282.00

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total	
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2034/2035 Proposed Budget	FY 2035/2036 Proposed Budget	FY 2036/2037 Proposed Budget	FY 2037/2038 Proposed Budget	FY 2038/2039 Proposed Budget	FY 2039/2040 Proposed Budget	FY 2040/2041 Proposed Budget	FY 2041/2042 Proposed Budget	FY 2042/2043 Proposed Budget		FY 2043/2044 Proposed Budget
		Unaudited F-Y-T-D Actual	Original Budget																					
<b>Tennis Center</b>																								
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	\$ 12,173.30	\$ -		\$ -	\$ 3,500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000.00	
Recreational Facilities	Indoor Court Recoating/Resurfacing		30,000.00		-	-	30,000.00	30,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	90,000.00	
Recreational Facilities	Upper Level Remodeling- Front Desk	\$ 38,524.97	220,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	220,000.00	
Recreational Facilities	Lower Level Carpeting		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Recreational Facilities	Exterior window replacement	\$ 4,293.50	-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Recreational Facilities	Electric energy efficiency generator		-		-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00	
Recreational Facilities	Indoor Court lighting project	\$ 28,575.65	60,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000.00	
Recreational Facilities	Exit doors replacement		-		-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00	
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-4)		-	1	FY 2025/2026	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00	
Recreational Facilities	HVAC- Heating & Cooling System (Courts 5-8)		-		-	-	-	-	200,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000.00	
Recreational Facilities	BO-Roof Repairs and Gutters		-		-	-	-	-	-	\$ -	350,000.00	-	-	-	-	-	-	-	-	-	-	-	350,000.00	
Recreational Facilities	Replacement of fiber cable to tennis center for quicker connectivity		-		-	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00	
	<b>Tennis Center Total:</b>	\$ 83,567.42	\$ 310,000.00		\$ 225,000.00	\$ 3,515,000.00	\$ 230,000.00	\$ 230,000.00	\$ 100,000.00	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,960,000.00	



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE NO. 25-0422: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

**AGENDA NO.:** 8 C

**MEETING DATE:** APRIL 21, 2025

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

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

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

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

March 20, 2023

July 17, 2023

**ACTION PROPOSED:**

A Motion (and a Second) to Approve Ordinance No. 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record Of Certain Closed Meetings.

**ORDINANCE NO. 25-0422**  
**AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE**  
**VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

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

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

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

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

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

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

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

March 20, 2023  
July 17, 2023

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

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

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

**PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF APRIL, 2025.**

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

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

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

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

**ATTEST:**

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



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: SECTIONS 2 AND 3 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**AGENDA NO.: 8 D**

**MEETING DATE: APRIL 21, 2025**

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Board of Commissioners last approved the Administrative Policies and Procedures Manual on April 19, 2021.

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

The Manual will be presented to the Board in sections. The revisions include the addition of new policies, clarification of existing policies, and changes to comply with federal and state laws.

**ACTION PROPOSED:**

A Motion (and a Second) to Approve Sections 2 and 3 of the Administrative Policies and Procedures Manual.





## 2.1 Acceptance of Monetary, Non-Monetary, and In-Kind Donations Policy

### DEFINITIONS:

“Donation” is defined as any monetary, non-monetary or in-kind gift, devise or bequest to the Oak Brook Park District (“District”).

“Gifting List” refers to a list of items identified annually by department heads and presented as donation suggestions for potential donors.

“Monetary Donation” includes cash or a check, money order or other negotiable instrument. In the event of a stock donation, since a government entity is not legally able to own stock, such a donation would be liquidated and turned into cash or other liquid asset, and treated as a monetary donation.

“Non-monetary Donation” includes real or personal property.

“In-Kind Donation” is defined as services or labor supplied for an identified project or program.

“Sponsorship Efforts” includes donations extended by donors for recurring annual events, in-kind donations associated with annual events, or donations for the maintenance and upkeep of donated materials by the original donor.

“Commemorative Gifts” includes donations of a tree, bench or other amenity in memory of an individual or honoring an important event.

### PURPOSE:

To establish a policy and procedures for the acceptance of monetary, non-monetary and in-kind donations, devises, or bequests from private citizens, business groups or other organizations. Considerations regarding acceptance of donations include the potential use of the donation, restrictions imposed by the donor in conjunction with the donation, costs associated with and effective use of the donation.

### DONATION ADMINISTRATION:

(A) Except as otherwise provided herein, all proposed donations shall be initially directed, in writing, to the Executive Director or their designee for review and consideration pursuant to this Policy. Department heads shall be responsible for informing the Executive Director of all proposed donations. Except as otherwise provided herein, the approval of the Executive Director must be obtained prior to the acceptance of any donation, unless the donation falls under the District’s established sponsorship efforts, pursuant to which the department head



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is authorized to accept the donation, but is still required to notify the Executive Director of the receipt thereof.

- (B) The District's Chief Financial Officer is authorized and directed to establish such funds and accounting procedures as may be necessary to carry out the terms and conditions of any donation, devise or bequest, in accordance with the laws of the state of Illinois and requirements of the Office of the State Auditor.
- (C) The Executive Director shall notify the Board of Commissioners of all accepted donations valued over \$5,000 so the Board of Commissioners can officially acknowledge the donor's generosity.
- (D) All donations will be recognized formally in written form by a representative from the Park District. Within the document, the donor will be instructed to contact the Executive Director in writing if they have any questions or concerns regarding the donation.
- (E) IRS Publication 526, Charitable Contributions Table 1. Examples of Charitable Contributions stipulates, "Money or property an individual gives to a public park and or recreation facilities is deductible as a charitable contribution."

**MONETARY DONATIONS:**

If a monetary donation is to be used on a project budgeted in the year in which the donation is received or on a project consistent with the District's gifting list, the Executive Director is authorized to accept any unrestricted, monetary donations, whether solicited or not, and to carry out the terms of the donation, devise or bequest, provided that the purposes and conditions of the donation are within the powers granted by law to the District and consistent with the policies, plans, goals or ordinances of the District. If no terms or conditions are attached to the donation, devise or bequest, the District may expend or use the same for any lawful park district use. If conditions appended by the donor are found objectionable, the Executive Director will consult with the Board of Commissioners to determine whether the donation, devise or bequest should be accepted or rejected. If such a monetary donation is accepted, the donation shall be deposited into the appropriate fund by the Chief Financial Officer.

**NON-MONETARY DONATIONS:**

The Executive Director is authorized to determine the appropriateness, usefulness and value to the District of all non-monetary donations, whether solicited or not, whether the donation should be retained, improved, returned to the donor, transferred, traded, sold, donated to other agency, or disposed of in some other manner.



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**IN-KIND DONATIONS:**

If an in-kind donation is to be used on a project budgeted in the year in which the donation is received, the Executive Director may approve the donation. If the in-kind donation is intended for use on a project that is not budgeted in the year in which it is received, it shall be approved in accordance with procedures for non-monetary donations.

For tax record purposes, donors providing an in-kind donation will have the option of invoicing the District, indicating the service provided and the estimated value, with no charge to the District. As an alternative to the donor invoice, the District may provide documentation for the in-kind donation to the donor in the form of a letter indicating the service or materials provided and their estimated value.

**SPONSORSHIP EFFORTS:**

Sponsorship efforts, which are implicitly authorized in the annual budget process, will be specifically coordinated and managed by the Marketing Department. The Marketing Department is required to notify the Executive Director of all donations and shall follow standard procedures for donation administration.

**DISTRICT GIFTING LIST:**

Annually, the District will generate a gifting list. The list will be a collection of items needed by each department and will be presented to potential donors as donation suggestions. Donors may then make a monetary donation toward the purchase of an item of their choice. If a donor is unable to provide full funding for the entire purchase price of the item, the donation will be subject to consideration by the Executive Director. The Executive Director will determine if the monetary donation is sufficient and ensure that the balance to be paid by the department does not exceed budgetary limitations or create unnecessary fiscal pressure on the department or the District.

**COMMEMORATIVE GIFTS:**

Commemorative gifts will be accepted from any local, national, or international business, non-profit agency, governmental agency, organization or individual that wishes to invest in the future of the parks, facilities and amenities of the District; provided that the proposed gift, and the proposed plaque, tag or sign associated with it, otherwise conforms with the terms of the District's Commemorative Gifts Policy. The Executive Director will determine the appropriateness of each commemorative gift request in accordance with such Policy.

**OWNERSHIP:**

All donations to the District shall become the property of the District.



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**NONACCEPTANCE OF DONATION:**

The Executive Director may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the District or if the acceptance of same is contrary to law. When a donation valued over \$5,000 is declined, the Executive Director will provide notice to the Board of Commissioners indicating the nature of the donation and that it was not accepted.

Approved by Board of Commissioners: September 30, 2010

Approved by Board of Commissioners: June 15, 2015

Revised 1-16-17



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## 2.2 Advertising and Sponsorship Policy

### STATEMENT OF INTENT

1. The Oak Brook Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote accessibility, excellence, optimal experiences, unity through diversity, good health and fitness, and wholesomeness to strengthen families.
2. The District is a local government entity, created by State authority, and as such is does not promote any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint.
3. The District has approved this Advertising and Sponsorship Policy (the "Policy") to assure that all advertisements and sponsorships will serve the District's purposes of raising funds.
  - a. The Policy recognizes that certain advertisements and sponsorships would be inconsistent with the mission and values of the District; and allowing such advertisements and sponsorships might discourage other advertisements and sponsorships that are more consistent with the purposes of the District, and thereby might negatively impact projected revenue.
  - b. The Policy recognizes that advertisements and sponsorships from groups, organizations, or businesses that offer services of a substantially similar nature as the services provided by the District might be detrimental to the District and outweigh any revenue gained.

### TERMS OF THE POLICY

1. Advertising and sponsorship opportunities will be extended to any local, national, or international business, non-profit agency, governmental agency, organization or individual that wishes to have a presence in Oak Brook on a first-come, first- served basis; provided that the proposed advertisement or sponsorship otherwise conforms with the Policy as stated herein.
2. Advertising or sponsorship opportunities will not be extended to any organization, business, agency or individual whose mission or goal is in conflict with the District's mission statement and vision values, which are attached to this Policy and Agreement as Exhibit "A".
3. The District reserves the right to refuse any advertisement or sponsorship from an organization, business, agency or individual that offers programs and/or facilities that are of a substantially similar nature as the programs and/or facilities provided by the District and, therefore, might be detrimental to the District and outweigh any revenue gained.
4. The District is a local government entity created by state authority and has been authorized to acquire, maintain and operate parks and provide leisure activities. As such, the District does not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint.



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Therefore, the District will not accept any advertisement or sponsorship that is associated with any political party, candidate, agenda or viewpoint of any kind, or with any religious group or viewpoint.

5. Among the values of the District are the promotion of good health and fitness and the strengthening of families. Therefore, any advertisement or sponsorship that is associated with promoting the use or sale of tobacco, the use of or sale of alcoholic beverages to underaged persons or overconsumption of alcoholic beverages, or any other products that adversely affect good health and fitness, or which are unsuitable for minor children because of their explicit sexual depictions or content, use of language, or other similar reasons, will not be permitted by the District.
6. The District may reject advertisements once the available space has been filled. Except for reasons of available space, the Executive Director has the responsibility and authority to determine whether a particular advertisement or sponsorship may be accepted, but only in a manner consistent with the Policy. The Executive Director shall not consider the content of the speech, message or viewpoint, or any assumptions or predictions as to the public response to the advertisement or sponsorship, except that the speech, message or viewpoint must meet the terms of the Policy. If the advertisement or sponsorship is refused by the Executive Director, written notification shall be provided to the applicant, together with the reasons for refusal, which reasons shall be consistent with the terms of the Policy.
7. Once an advertisement or sponsorship is accepted, the District reserves the right to revise the size or placement of the advertisement without notice. Any camera-ready advertisement submitted that does not conform to the publication's mechanical requirements may be enlarged, reduced or floated at the discretion of the District's Marketing and Communications Manager. The District shall not be responsible if an advertisement is inadvertently not published.
8. Advertisers, sponsors, and their agents are liable for all content of any advertisement, including copy, representations, and illustrations, and shall indemnify and hold the District, its officers, agents, employees and volunteers harmless for any and all claims made concerning such advertisement, or any damages, loss or liability sustained by the District, its officers, agents, employees and volunteers as a result of the District's publication thereof, including attorneys' fees and costs.
9. Advertisers, sponsors, and their agents do each, by the signature on this agreement, represent that they are fully authorized and licensed to use: (i) the names, portraits and/or pictures of living persons; (ii) any copyrighted or trademarked materials; and (iii) any testimonials, as contained in the advertisement submitted for the District's publication; and that such advertisement is neither libelous or otherwise defamatory, an invasion of privacy or unlawful with respect to a third party.
10. No conditions in any agreement, order or instructions related to any advertisement or sponsorship shall be binding on the District if such conditions are in conflict with this Policy, or any other policy of the District, whether such conditions are printed or otherwise.
11. The District shall not be responsible for any damages to advertisers, sponsors, or their agents that may be caused by acts of God, fires, strikes, accidents or other occurrences beyond the control of the District or its publishers.



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12. Any drawings, artwork and copy submitted for reproduction are accepted by the District at the risk of the advertiser, sponsor, or their agents. Correction of errors shall be made at the District's sole discretion, shall be limited to the first insertion, and shall not exceed the cost of the space in which the errors occurred. No allowance shall be granted for errors that do not materially affect the value of an advertisement.
13. Failure to fulfill terms of an advertising or sponsorship agreement for multiple insertions that are provided at a discounted rate will result in additional charges equal to the discount allowed.
14. The District will not return any items submitted for an advertisement or sponsorship unless otherwise specifically agreed at the time of submission.
15. The District reserves the right to revise advertising rates, in its sole discretion, at any time; provided that the revised rates shall not be applicable to existing written advertising or sponsorship agreements. No advertisement shall be placed without a signed advertising or sponsorship agreement.

Approved by Board of Commissioners: April 15, 2013

Approved by Board of Commissioners: June 15, 2015



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## 2.3 Community Input Policy

The Oak Brook Park District believes that it is essential, for the good of the Park District, to solicit resident input on many of its decisions and actions. The Park District may utilize any of the following methods to obtain resident input.

### A. Resident Comment Opportunities at Regular Board Meetings

Residents are welcome to attend Board meetings if they have issues or comments they would like to present to the Board of Commissioners. An opportunity for public comment is provided at each Regular Board meeting. Please see the Rules of the Board of Park Commissioners on how and when residents may address the Board of Commissioners.

### B. Citizen Focus Groups

The Park District's staff may conduct focus group meetings with specific user groups from time to time in order to gain input on a variety of issues. Focus groups are usually comprised of a small group of users who have an interest in specific programs or facilities.

### C. Surveys

The Park District's staff may conduct surveys of residents in order to gain their input on a variety of issues. Surveys may be conducted by phone, e-mail, online, in person or by regular mail. Surveys may also be utilized to determine annual agency goals and assist with long range planning. In these surveys, participant families, Park District representatives and part time staff and volunteers may be surveyed.

### D. Comprehensive Needs Assessment

The Park District is always re-evaluating and assessing the recreational and leisure needs of the residents and our partners. The Board of Commissioners will review the changing needs of the community by directing the Park District's staff to conduct a comprehensive assessment study at least every ten years. This information will assist in determining the resident interests and attitudes towards current programs and facilities, as well as the need for development of future program offerings and facility development. Included shall be an investigation into economic conditions, population shifts and changing social needs.

### E. Recreation Programs

Residents are encouraged to submit their ideas and suggestions for improving the programs and services offered to the community. The District's staff should initiate feedback by conducting regular program evaluations to measure participant satisfaction levels and to improve upon the services provided. Additional means of feedback, such as focus groups, suggestion boxes and social media are also encouraged, as the situation warrants.

Approved by Board of Commissioners May 18, 2015





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## **2.4 Comprehensive Needs Assessment Procedure**

The Park District is always re-evaluating and assessing the recreational and leisure needs of the residents and our patrons. The Board of Commissioners will review the changing needs of the community by directing staff to conduct a comprehensive assessment study at least every ten years.

This information will assist in determining the residents' interests and attitudes towards current programs and facilities, plus the need for future development of program offerings and facility development. Included shall be an investigation into economic conditions, population shifts and changing social needs.

Approved April 2015  
Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



## **2.5 Cooperative Use and Maintenance of Facilities Policy**

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board and staff shall strive to develop cooperative inter-agency agreements. These agreements shall include, but not be limited to, provisions concerning cooperative use and maintenance of facility and program operations, facility design, land use and development, finances, purchasing, mutual support, and implementation of other identified community needs.

Approved by Board of Commissioners July 20, 2015

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Approved by Board of Commissioners: April 19, 2021



## **2.6 Procedure for People with Economic Hardship**

In order to ensure that the Park District is inclusive to those with economic hardship, the Park District offers scholarships through the Oak Brook Park District Foundation. The program is intended to provide financial assistance to residents of the Park District who are in need of such assistance and would otherwise be unable to participate in Park District programs and activities.

Financial need is available for all recreation programs with the exception of contractual programs. Financial assistance is limited to \$350 per person, per year. If the requested amount is in excess of \$350 per person per calendar, the Executive Director may choose to direct additional funds to particular request based on that year's number of scholarship applications and amount of funds awarded.

Evidence of need must be presented to qualify. Applications are available in the Administration Office or by contacting the Deputy Director. Applicants will be notified within 30 days of receipt of application.

Approved: April 2015  
Revised: April 2021



## 2.7 Environmental Policy

### ENVIRONMENTAL POLICY TABLE OF CONTENTS

- 1.0 MISSION STATEMENT
- 2.0 ENVIRONMENTAL POLICY GOALS
  - 2.01 Purchase and use of Environmentally Safe and Sensitive Products
  - 2.02 Wise Use and Protection of Air, Water, Soil and Wildlife
  - 2.03 Wise Use of Energy Resources
  - 2.04 Reduction and Handling of Waste
  - 2.05 Open Space Planning and Preservation
  - 2.06 Environmental Education and Interpretation
- 3.0 ACTION PLAN FOR GOALS
  - 3.01 Purchase and use of Environmentally Safe and Sensitive Products
  - 3.02 Wise Use and Protection of Air, Water, Soil and Wildlife
  - 3.03 Wise Use of Energy Resources
  - 3.04 Reduction and Handling of Waste
  - 3.05 Open Space Planning and Preservation
  - 3.06 Environmental Education and Interpretation

Updated 5/6/15

Approved by Board of Commissioners: July 20, 2015



## 1.0 MISSION STATEMENT

The Oak Brook Park District will strive to adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

These policies and guidelines are based on the standards provided by the Illinois Park and Recreation Associations *Model Environmental Policy*. The Oak Brook Park District is committed to the environment and this policy will provide guidelines for staff to use when carrying out this commitment. The environmental policy is a working document to assist the Oak Brook Park District to measure and achieve the goals and action plans decided upon by the Sustainability Committee and instituted by park district staff.

## 2.0 ENVIRONMENTAL POLICY GOALS

### 2.01 Purchase and use of Environmentally Safe and Sensitive Products

When possible purchase products that minimize negative environmental impacts.

### 2.02 Wise Use and Protection of Air Water, Soil and Wildlife

Actively investigate and pursue conservation methods to protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.

### 2.03 Wise Use of Energy Resources

Actively investigate and pursue energy resource conservation methods and investigate methods of applying alternative energy technologies.

### 2.04 Reduction and Handling of Waste

Reduce waste production, reuse and recycle materials from facility and park operations, and handle hazardous and all other waste according to lawful and safe procedures.

### 2.05 Open Space Planning and Preservation

Actively investigate and promote methods to protect and restore indigenous natural grasslands, woodlands, and wetlands and promote the reclamation, acquisition, preservation and management of other open space areas, including river corridors, greenways and trails.



2.06 Environmental Education and Interpretation

Provide education and interpretative opportunities for staff and the public that increase appreciation for the natural world and promote environmentally conscious activities.

**3.0 ACTION PLAN FOR GOALS**

3.01 Purchase and use of Environmentally Safe and Sensitive Products

1. The production, use and disposal of many office, recreation and maintenance products contributes significantly to the pollution of the air, water and soil and the destruction of natural communities of plants and animals. Educated product selection in the workplace and at home can mean the difference between an environment safe for all living things, including people, and a planet contaminated with toxic pollutants.
2. Purchase products with recycled content when reasonable for use in recreation programs, offices, park maintenance, and development projects.
3. Encourage the conservative use of paper and wood in place of plastics and other non-biodegradable and non-renewable products.
4. Reduce the use of Styrofoam products by staff, concessionaires, and park/facility users.
5. Reduce the use of disposable products by staff, concessionaires, and park/facility users.
6. Use electronic records instead of paper records when possible; use electronic means of communication, such as email, phone or computer message systems in place of paper communications.
7. Inventory all hazardous materials including cleaners, paints, solvents, sealants, wood preservatives, and office products, maintain the safe storage and use of such materials, and investigate environmentally sensitive alternatives.
8. Limit the use of chlorine-bleached paper products.
9. Avoid/Reduce the use of products such as sprays, cleaning solutions, sealants and paints containing fluorocarbons, in favor of less harmful alternatives.
10. Minimize indoor pesticide use by incorporating integrated pest management within all facilities.
11. Avoid using products harvested from rainforests or other endangered natural communities.
12. Develop a district environmental policy statement for use in bidding documents.



3.02 Wise Use and Protection of Air Water, Soil and Wildlife

1. Reduce vehicle emissions through regular tune-ups and other applicable vehicle maintenance.
2. Consider the impact of cleaners, solvents and other products on the water source and investigate environmentally sensitive alternatives.
3. Use drought resistant and native species for landscaping.
4. Investigate alternative snowmelt products, using those that have the least impact upon the surrounding soil, water, plant and animal life.
5. Establish a comprehensive integrated pest management program for park grounds, including selection of plant species, preventative maintenance, early detection of problems, natural control methods and minimized use of pesticides.
6. Ensure that underground storage tanks do not leak and remove or replace any defective equipment.
7. Practice soil management and appropriate landscaping to prevent erosion.
8. Incorporate environmental impact considerations in the design process of facilities and parks.
9. Ban the use and release of balloons in parks.

3.03 Wise Use of Energy Resources

1. Plant shade trees near buildings to reduce energy consumption due to summer air conditioning.
2. Plant evergreens and shrubs as windbreaks along building foundations and walls to reduce energy consumption due to heating.
3. Design and build energy efficient buildings, considering insulation and energy efficient appliances and when practicable, incorporate alternative, renewable technologies such as solar and wind energy.
4. Conduct energy audits and retrofit buildings with energy saving devices.
5. Improve the efficiency of existing lighting by retrofitting outdoor and indoor lighting with energy efficient bulbs and requiring all new lighting to be energy efficient.
6. Properly maintain refrigerators and air conditioners for more energy efficient cooling.
7. Establish minimum and maximum thermostat temperature settings for all facilities, and reduce heating and cooling usage when buildings are unoccupied.
8. Insulate hot water heaters and pipes and reduce temperature settings.
9. Consider alternative fuels such as propane and natural gas and alternative energy technologies such as electrically powered vehicles.
10. Maintain vehicles to reduce fuel consumption and implement energy saving fleet operation procedures.
11. Support the use of transportation alternatives such as bicycles, carpooling, walking and mass transit



12. Investigate the use of solar panel systems and electric vehicle charging stations at park district facilities.

### 3.04 Reduction and Handling of Waste

1. Consider reduction of waste, including purchasing in bulk, minimizing packaging, reducing excess use of paper, and choosing reusable and recyclable products.
2. Reduce paper use by sharing subscriptions, making double-sided reports, reducing junk mail, using memo routing slips and keeping mailing lists current.
3. Investigate ways to reduce and/or reuse office, recreation program, and maintenance/construction materials typically discarded.
4. Compost or otherwise reuse available landscape waste.
5. Develop and implement a comprehensive in-house and parks recycling program including metals, glass, plastics, paper, cardboard, magazines, and other recyclables.
6. Recycle batteries, antifreeze, motor oil, and other automotive by-products.
7. Train staff in the proper handling, use, storage, and disposal of hazardous materials.





### 3.05 Open Space Planning and Preservation

1. Develop and implement plans for the re-establishment and/or restoration of native grasslands and woodland ecosystems where consistent with the Park District's open space plans.
2. Re-establish and protect river corridors, wetlands, and other wildlife habitats where consistent with the Park District's open space plans.
3. Provide appropriate recreation access to enhance public awareness of such restored and protected natural sites.
4. Support local efforts to establish greenways.
5. Work with commercial or private landowners to acquire or promote the use of these lands for open space.
6. Develop relationships with land trusts and preservations/conservation organizations to assist in open space and natural habitat preservation.
7. Develop a plan to balance appropriate recreational use of environmentally sensitive lands with preservation goals.
8. Where practical, utilize native species for park landscaping.
9. Eliminate or control exotic and invasive plant and animal species that inhibit native ecological integrity.
10. Abide by existing laws to protect rare, threatened, and endangered plant and animal species.
11. Develop tree planting and replacement programs to reforest park areas in the community where consistent with the Park District's open space plans.
12. Adopt a resolution to protect heritage trees.

### 3.06 Environmental Education and Interpretation

1. Provide education and interpretation opportunities for staff and the public to increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.
2. Organize a sustainability committee consisting of staff from all facilities and/or departments.
3. Involve district staff in a sustainability education program, which explains the commitment of the district to the environment, provides information about environmentally conscious choices, and stresses the need for staff input and involvement.
4. Develop and implement an energy awareness program for employees and park/facility users.
5. Develop plans for dealing with environmental disasters such as chemical spills or floods.
6. Ensure that contractors and vendors comply with the district's adopted environmental policies.



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7. Promote leisure activities that minimize environmental impact and energy use.
8. Develop a public relations program to inform the public about the district's environmental efforts, provide community leadership, and serve as a role model.
9. Include environmental lifestyle information in materials distributed to the public.
10. Develop and present public programs that enhance the public's relationship with the natural world and teach environmentally responsible lifestyles.
  
11. Use Earth Day, Arbor Day, and other conservation programs as a vehicle to educate the public about environment.
12. Work with other interested community agencies and organizations to develop and enhance a strong environmental ethic.



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## 2.8 Freedom of Information Act Policy and Procedures for Requesting Information and Public Records of the Oak Brook Park District

### **POLICY:**

The Freedom of Information Act ("FOIA") (5 ILCS 140/1, *et seq.*) is intended to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials and public employees, consistent with the terms of the FOIA. Access to records is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest. Access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government, and it is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible in compliance with the FOIA.

The FOIA is not intended to cause an unwarranted invasion of personal privacy, or to allow the requests of a commercial enterprise to unduly burden public resources, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access to information.

Restraints on access to information, to the extent permitted by the FOIA, are limited exceptions to the principle that the people of Illinois have a right to full disclosure of information relating to the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people. The provisions of the FOIA are to be construed in accordance with this principle, and to require disclosure of requested information as expediently and efficiently as possible in accordance with the deadlines established in the FOIA. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3). The exceptions are to be construed as limited, in light of the people's right to know the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people.

Approved by Board of Commissioners: February 8, 2010

Approved by Board of Commissioners: June 15, 2015

Amended: January 17, 2017



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**HOW TO REQUEST PUBLIC RECORDS:**

The FOIA Officers:

The FOIA Officers for the Oak Brook Park District (the "District") are:

**Finance Manager  
Administrative Services Specialist**

Submission of Requests; Content:

Requests for public records in the custody of the Oak Brook Park District (the "District") should be submitted to the FOIA Officer. Requests must be made in writing and, if desired, a form for the request will be provided. The form may be submitted in person, by U.S. mail, e-mail or facsimile.

All requests must include the following:

1. The requestor's full name, address, telephone number, facsimile number and e-mail, if any;
2. A brief description, as specific as possible, of the public records requested;
3. A statement as to whether the request is for inspection of public records, copies of public records, or both; and
4. A statement as to whether the request is for a commercial purpose. ***[Note: It is a violation of Sec. 3.1 of the FOIA to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.]***

Inspection of Records:

Public records in the custody of the District will be made available for inspection during normal office hours at the Park District Administration Building, or such other office of the District where they are maintained. To prevent damage to or destruction of records, public inspection will be made under the supervision of a District employee.

Copies of Records:

Any person may request copies of public records or, during inspection of public records, may request that copies of specified records be provided. Copies will be made by the FOIA Officer or an assistant or designee. The FOIA provides that fees may be charged in certain instances to cover the cost of reproducing copies of public records, and fees will be assessed in accordance with the schedule of Reproduction Fees established by the Board of Park Commissioners. The fee schedule is also open for public inspection (see attachment). When a request for copies of public records is made, such copies will be provided to the requestor only upon payment of any fees that are due. Fees may be waived if the District's FOIA Officer, or an assistant FOIA Officer determines that waiver of fees serves the public interest.



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*How to Request Public Records - continued*

If certified copies of public records are needed, the District will provide appropriate certification as to the authenticity and accuracy of the records. Certification will be provided upon the payment of certification fees established by the schedule of Reproduction Fees for certification of public records.

When a request is made for records that are maintained in an electronic format, the FOIA Officer will furnish the record in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, the FOIA Officer shall furnish it in the format in which it is maintained by the District, or in paper format at the option of the requestor. The District may charge the requestor for the actual cost of purchasing the recording medium, whether disc, diskette, tape or other medium.

The FOIA requires the District to respond to requests for non-commercial public records within five (5) business days. In certain limited circumstances, the District may take up to an additional five (5) business days to collect and prepare public records for inspection. Requests received after 3:00 p.m. will be dated as being received on the next consecutive business day. The FOIA requires the District to respond to requests for public records for commercial use within twenty-one (21) working days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District is required to comply with a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

If a member of the public is denied access to public records or if a response to a request is not given within this time limit, the individual requesting access to public records may consider the request denied, and may appeal the denial to the Public Access Counselor – Assistant Attorney General.

The District reserves the right to redact exempt information from a requested record.

Any questions regarding the procedure for acquiring access to public records may be directed to the FOIA Officer at District's Administration Building, 1450 Forest Gate Road, Oak Brook, IL 60523, Phone: 630-645-9530



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**LIST OF DOCUMENTS AND CATEGORIES OF RECORDS TO BE  
IMMEDIATELY DISCLOSED UPON REQUEST**

- Agendas of Regular and Special Board Meetings.
- Annual Audit Reports
- Bids and Request for Proposals
- Board of Commissioner and Staff Contact Information
- Board Packets of Regular and Special Board Meetings, except for any closed portion of such meeting. Board Packets contain:
  - Monthly Treasurer's Report of Receipts and Disbursements
  - The Warrant listing the District's payment to vendors
  - Ordinances, Resolutions, Proclamations, and Policies by the Board
  - Department reports of operations
  - Bid opening results and the Board's acceptance of the bid and award of contract
  - Other various actions by the Board of Commissioners and Staff
- Budget
- Capital Projects
- Employment Opportunities
- Facility/Park Locations and Recreational Offerings
- Freedom of Information Act - Information and Form
- Master Plan and Strategic Plans of the Oak Brook Park District
- Minutes of regular Board meetings that have been approved by the Board, except for any closed portion of such meetings
- Minutes of special Board meetings that have been approved by the Board, except for any closed portion of such meetings
- Press Releases



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**FREEDOM OF INFORMATION REQUESTS  
REPRODUCTION FEES**

Except when a fee is otherwise fixed by statute, the following fees are for reproducing requested documents:

- (A) First fifty (50) pages of black and white letter or legal-sized copies: No charge  
Pages of black and white letter over fifty (50) pages or  
    legal-sized copies \$ .15 per page  
    certified copies \$1.00 per certified copy
- (B) For color copies or copies of documents in a size other than letter or legal, the fee for reproduction shall be the actual cost of reproduction as billed to the District.
- (C) If mailing of copies is requested, actual postage costs will be added to the reproduction costs set forth in sections (A) and (B) written above.
- (D) Documents may be furnished without charge or at a reduced charge, as determined by the FOIA Officer, if the requestor states the specific purpose for the request indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this document, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the FOIA Officer may take into consideration the amount of materials requested and the cost of copying them.



**OAK BROOK PARK DISTRICT  
REQUEST FOR PUBLIC RECORDS**

FROM: \_\_\_\_\_  
 Name of Requestor \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Facsimile Number, if any \_\_\_\_\_  
 E-mail Address, if any \_\_\_\_\_

TO: FOIA Officer  
 Oak Brook Park District  
 1450 Forest Gate Road  
 Oak Brook, Illinois 60523

Pursuant to the provisions of the Illinois Freedom of Information Act, I wish to:

\_\_\_\_\_ Inspect; or

\_\_\_\_\_ Receive copies of the following public records presently in the custody of the Oak Brook Park District (the "District"). (Note: There may be a charge for copies provided, in accordance with the schedule of copying charges available from the FOIA Officer).

\_\_\_\_\_ Paper  
 \_\_\_\_\_ Electronic: What format? \_\_\_\_\_  
 \_\_\_\_\_ Certified copies

Description of Records:

\_\_\_\_\_  
 \_\_\_\_\_

Is this request for a commercial purpose? ***(Must be completed for request to be valid. It is a violation of Sec. 3.1 of the Illinois Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.)***

- YES
- NO

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](http://www.obparks.org)





Are you requesting a fee waiver or reduction? *Note that fee waivers or reductions are only available if a statement is filed with the District stating the purpose of the request and indicating that a waiver or reduction of the fee is in the public interest, that is, that the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit.*

YES

NO

I understand that the District must respond to a request made for non-commercial purposes within five (5) business days, unless such time limit is extended for five (5) additional business days for reasons stated in Section 3 of the Act. I also understand that the District will respond to a request made for commercial purposes within twenty-one (21) days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District will comply a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. I further understand that if this request is denied, I may appeal the denial to the Public Access Counselor – Assistant Attorney General.

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date

***For use of the FOIA Officer only:***

Date Request Was Received: \_\_\_\_\_

Date Response Is Due: \_\_\_\_\_

Date Response Was Provided: \_\_\_\_\_

***If Request is Approved Immediately:***

Your request dated \_\_\_\_\_ for the above captioned record(s) has been approved, and a copy is/copies are being provided to you

\_\_\_\_\_ For a cost of \$ \_\_\_\_\_

\_\_\_\_\_ Without cost

\_\_\_\_\_  
FOIA Office

\_\_\_\_\_  
Date

***Received on*** \_\_\_\_\_ (Date) by \_\_\_\_\_ (Printed Name).

\_\_\_\_\_  
Signature



## 2.9 Grant Procedures

### **Grant Options:**

Staff is always exploring grant opportunities at the regional, state, federal and local levels. The Executive Director is the primary contact when researching grant opportunities. Depending on the grant opportunity, the appropriate staff in a specific department will become part of the research process to determine if the grant is a viable option. All grant opportunities must be discussed and reviewed by the Executive Director.

Factors influencing potential grants include the annual operating budget, the Capital Project Plan, and the Park District Board of Commissioners. If grant opportunities have not been budgeted, scheduled within the Capital Project Plan or require matching Park District funds, the Park District Board of Commissioners shall be presented with recommendations and the information on the application process.

### **Grant Applications:**

The Executive Director is responsible for coordinating the grant application process. All grant applications must be properly vetted to make sure the Park District is in the position to successfully accommodate all grant requirements. These accommodations include funding, studies, permitting, and engineering. The Park District may choose to contract with a professional service provider, including but not limited to, a grant writer, landscape architect, or engineering firm depending on the size and scope of the project. Some grants may require approval from the Park District Board of Commissioners.

### **Grant Awards:**

Once a grant has been successfully awarded, the Park District will prepare a timeline to fulfill the requirements of the grant. The Executive Director and lead staff involved in the grant process will complete the requirements of the grant. If any adjustments are made to the grant project, the grantors and the Park District Board of Commissioners must be notified prior to modifications being implemented. When all requirements have been met the Executive Director and the lead staff will submit for reimbursement according to the grant specifications and confirm payment to the Park District.

Reviewed: January 31, 2017

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Approved by Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.10 Land Acquisition Policy and Procedure

### I. Purpose

The purpose of this policy and procedure is to establish general requirements, functions, procedures, and responsibilities for land acquisitions by the Oak Brook Park District (“District”). The Illinois Park District Code, 70 ILCS 1205/8-1 authorizes Illinois park districts to acquire lands for park, recreation, conservation, and historical-cultural purposes.

### II. Policy

The Board may seek to acquire any form of ownership interest in land to meet the park, recreational or corporate purposes of the District. When determining whether or not to acquire land or an interest in real estate, the Board may, in its discretion, consider whether:

1. The acquisition and proposed use of the land will enhance the recreation and leisure activities the District can provide to its residents.
2. Acquisition, development, and maintenance of the land is consistent with the District's Strategic Plan, Master Plan, and Capital Projects Plan.
3. Acquisition of the land can be financially undertaken in a manner that is consistent with the District’s fiscal and public finance policies.
4. Public approval via voter referendum is advisable.
5. The acquisition is consistent with the District’s applicable master plan or strategic plan for enhancing park, recreational, conservation, or historical-cultural opportunities for the District or its residents.

### III. Procedures for Land Acquisition

#### A. Initial Review Guidelines:

The District recognizes the need for general guidelines to consider in determining the desirability of acquiring real estate for park purposes. There are many modes of acquisition, including purchase, gift or bequest, dedication, exchange, eminent domain and condemnation.

If a staff member is contacted by any third party regarding the District’s interest in acquiring fee title or a lesser interest in land (e.g., lease, license, easement), the staff member should promptly direct the individual/organization to the Executive Director.

The Executive Director may, in their discretion, arrange a tour of the land with the owner/seller, or take such other investigative action as they deem appropriate, including review of property records, consultations with professionals, and discussions with staff persons as needed.



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Under the direction of the Executive Director and legal counsel, a Proposed Land Acquisition Report for the Board of Park Commissioners may be prepared on the proposed property. The Land Acquisition Report may be prepared by the Executive Director, their designee or both, and may include any of the following information:

1. General condition.
2. Unique characteristics.
3. Current or potential recreational suitability.
4. Zoning and subdivision.
5. Public and private improvements.
6. Access points.
7. Utilities.
8. Mortgages.
9. Taxes, liens, encumbrances.
10. Easements, leases, licenses.
11. Value.
12. Highest and best use.
13. Maintenance factors.
14. Liability issues.
15. Neighboring property conditions and circumstances.
16. Viability of recreational plans.
17. Degree of neighborhood support for said plans.
18. Costs of acquisition and development.
19. Financing options, availability of grants.
20. Cultural and natural features of the site.

The Board may in its discretion discuss all or portions of the report in a closed meeting of the Board of Park Commissioners or any appointed task force or committee subject to the Open Meetings Act and the case law and PAC opinions interpreting the Act. Any board, committee, or task force meeting convened to discuss potential land acquisition or a Land Acquisition Report, shall be conducted in accordance with the Open Meetings Act (including but not by limitation, subsection 2(6) of the Act). 5 ILCS 120/2 (6) (2016). The Board or any committee or task force appointed to evaluate the real estate may consider the following guidelines in determining whether acquisition is advisable:

1. Each parcel of property offered to the District for park and recreation purposes, either through purchase, dedication or donation, shall be evaluated taking into account the merits of the site without regard for the owner's identity, or the interests of any third party group or individual.
2. Each parcel of land may be considered for either passive or active park use.
3. Higher consideration may be given to properties adjoining existing parks, schools and public properties.
4. Higher consideration may be given to properties in neighborhoods void of park land.
5. Higher consideration may be given to properties with unique ecological resources.



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6. Proposed property should have sufficient vehicular and pedestrian access or a reasonable means of acquiring such access.
7. Proposed property should have utility access or a reasonable means of acquiring such access.
8. Properties lying in the flood plain or serving as detention basins must have significant recreation opportunities to be considered. When at all possible, street frontage for neighborhood parks should be the entire length of the park on two sides:
9. To provide better visibility
10. To allow on-street parking
11. To discourage users from cutting through private property to get to the park
12. To develop facilities away from adjacent residential property.
13. To provide more usable space.
14. Storm water control facilities should occupy no more than one-tenth of any neighborhood park
15. Utilize existing public land whenever possible for the acquisition and development of new neighborhood parks.

The foregoing guidelines are not meant to be absolute criteria, but rather a guide for the Board's review.

## **B. Special Considerations**

### **1. Gifts and Bequests**

- a. The District is not required to accept all gifts offered.
- b. Higher consideration shall be given to land donations providing endowment for the continued care and maintenance of the land.
- c. Land Donations approved for acquisition may be either accepted directly by the District or by the Oak Brook Park District Foundation, whichever meets the District's or the donor's needs.
- d. Naming Rights shall be administered consistent with District policy.
- e. All donations become the sole property of the District, and as such, can be utilized in any manner which is in the best interests of the District.
- f. Proposed property's legal description and land survey will be issued by the party donating the property.
- g. The party donating the land shall pay for any property vacations or subdivisions required by the village, state or county regulations.

### **2. Land Dedication**

Land Dedication is the acquisition of land from a developer, typically to address recreational needs or other impacts created by development. Dedication of land or cash in lieu of dedicated land may be required from developers at the time of subdivision, consolidation, PUD platting, or other triggering event as set forth in the Village's ordinances. Unless otherwise agreed between the District and the



## Oak Brook Park District Administrative Policies and Procedures

Village of Oak Brook, land dedication or cash in lieu of such land dedication is administered by the Village of Oak Brook pursuant to the Village of Oak Brook Land/Cash Donation Ordinance.

### C. Environmental Site Assessment Guidelines

If after initial review, the Board of Park Commissioners wishes to proceed with further evaluation of the land for acquisition, the District may at such time as it deems appropriate, but prior to acquisition, conduct, or cause to be conducted, an Environmental Site Assessment, containing such analysis as recommended by the District's legal counsel and its insurer/risk management agency. The Environmental Site Assessment must address whether the land under consideration creates the risk of exposing the District to liability for the generation, transportation or storage of hazardous substances, environmental cleanup costs or damages arising from the property's environmental condition.

The Environmental Site Assessment:

1. Reduces the District's liability exposure to unknown conditions, claims and liabilities.
2. Reduces the District's liability exposure by preventing the acquisition of contaminated real property unless such acquisition is directed by the Board of Commissioners after negotiation with the seller or grantor of the property.
3. Identifies potential hazardous substance-related threats to fish and wildlife and their habitats and other environmental problems prior to real property acquisition.
4. Aids in the development of a remediation plan for identified hazardous substances related to proposed property acquisition prior to closing.

#### 1. Environmental Site Assessment Definitions:

- a. **"Environmental Site Assessment"** means an analysis of an environmental site, prior to acquisition of real property, to determine the potential of, and extents of liability for hazardous substances or other environmental remediation or injury.
- b. **"Hazardous Substances"** means all CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) listed substances [see 42 USC 9601 (14)], petroleum products or their derivatives (including aviation fuel and motor oil).
- c. **"Other Environmental Problems"** means problems associated with environmental contamination, whether or not involving hazardous substances.
- d. **"Real Property"** means any land or an interest therein, and all building, structures and improvements affixed to the land.



Oak Brook Park District  
Administrative Policies and Procedures

- e. **“Real Property Acquisition”** means the acquisition of real property, for any period of time, through discretionary acts or when required by law, whether by way of condemnation, donation, escheat, right-of-entry, escrow, exchange, lapses, purchase, revocation, or transfer.
- f. **“Release”** means any release [see 42 USC 9601(22)], discharge [see 33 USC 1321(a)(2)], or threatened discharge of a hazardous substance into the air, soil, sediment, groundwater, surface water, or any structures located on the real property.
- g. **“Remediation”** means meeting the requirements and standards of applicable Federal and state laws applicable to hazardous substance management or cleanup.
- h. **“Remediation or Other Cleanup Costs”** means the actual or potential costs to the District for remediation or other environmental cleanup, or other damages or costs associated with hazardous substance contamination of real property.
- i. **“Requirements”** Environmental site assessments must be completed to protect the District and its taxpayers against avoidable liability exposure.
- j. **“Planning Overview Surveys”** During the planning process, an “overview” survey or Phase 1 Environmental Survey is completed after a new parcel or property is proposed for acquisition and before closing at such time as determined by the District, upon consultation with its consultants. The purpose of an “overview” survey is to identify actual or potential hazardous substances or other environmental problems within the area proposed.
- k. **Acquisition Surveys and Analysis**
  - i. A Phase 1 Environmental Survey may be conducted to ascertain the likelihood of the presence and extent of hazardous substances or other environmental problems associated with such property and any remediation or other cleanup costs.
  - ii. Weigh the environmental and/or public benefits relative to the total cost of the acquisition including (a) fair market value, (b) actual or potential remediation or other environmental cleanup costs, and (c) any known or reasonably estimated monetary damages that could be associated with the acquisition.
  - iii. Provide more detailed information to the District regarding the probable costs associated with acquisition of contaminated property.



Oak Brook Park District  
Administrative Policies and Procedures

## 2. Environmental Site Assessments

- a. **Phase I Environmental Survey** must be completed for all acquisitions. The Phase I Environmental Survey is used to determine whether there are any potential hazardous substances or other environmental problems and whether a Phase II Survey is needed.
- b. **Phase II Environmental Survey** may be necessary if the Phase I Survey identifies potential hazardous substance(s). A Phase II Environmental Survey will include sampling to determine whether there is a presence or absence of hazardous substances at the potential sites identified in the Phase I survey, and the probable extent of said contamination. In some cases a Phase III environmental survey will be required prior to acquisition.
- c. **Phase III Environmental Survey** is required when the District determines that a hazardous substance is present. Additional sampling and research is necessary to determine the extent of any hazardous substance and the actual or potential cost for remediation.

## 3. Assessment Standards and Conditions

- a. **Minimum Standards:** The Phase I environmental study should recognize existing environmental conditions and include information that is reasonably ascertainable. It must be complete in terms of technical accuracy and comprehensiveness. It should meet all applicable ASTM standards and be conducted in compliance with the "All Appropriate Inquiries" Final Rule at 40 CFR Part 312 if applicable.
- b. **Qualifications of Personnel:** Environmental site assessments must be conducted by qualified individuals.
- c. **Environmental Surveys** must be completed by an Environmental Contamination Specialist or contractor approved by the District.
- d. **Time Limit:** The Environmental Site Assessment Level I Survey should be completed within one year prior to the real property acquisition.
- e. **Land acquisition budget requests** should include the costs for pre-acquisition surveys.





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Administrative Policies and Procedures

**4. Environmental Site Assessment Due Diligence Procedures**

- a) The District shall assign a qualified designated person or environmental consultant to review the Environmental Site Assessment(s). The Board of Commissioners may also consider using environmental legal counsel or other third parties experienced in the review of such reports. The reviewer is responsible for addressing the recommendations presented in the report and recommending to the Board if the next level of an Environmental Survey Assessment is required. As directed by the Board of Commissioners, the Executive Director or their designee shall coordinate the entities responsible for the Environmental Site Assessments.
- b) The Environmental Site Assessments shall be reviewed by the Board of Commissioners with review and consultation by its legal counsel to determine whether or not acquisition of the property is in the best interest of the District and the community.
- c) Environmental concerns may be addressed through the sales agreement when purchasing the property, such as incorporating environmental indemnification language, adjusting the sale price or creating an escrow account to cover any investigative or remediation activities.

**D. Negotiate Price and Conditions for Purchase**

- a. If a determination is made by the Board of Commissioners to proceed with the acquisition of the property, the Board shall provide direction for contract negotiations. Contract negotiations may be made by the District's Legal Counsel.

**E. Approval of Land Acquisition**

- a. After successful contract negotiation and review by legal counsel, the land acquisition contract may be presented to the Board of Commissioners for approval by ordinance during an open meeting of the Board for final approval in accordance with the provisions of the Illinois Park District Code and other applicable statutes.

**F. Post-Acquisition Requirements**

- a. Ensure the accurate and timely filing of the application for property tax exemption with the County Board of Review in which the property is located.
- b. Notify PDRMA (Park District Risk Management Association) of property acquisition.



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Administrative Policies and Procedures

**IV. General Provisions**

**A. No Duty to Accept Land**

The Park District shall not be obligated to accept conveyance of any property, including contaminated properties, properties lying in a flood plain or wetland, encumbered properties, properties encumbered by stormwater easements or improvements, present a security or health safety or welfare risk, or other properties that in the opinion of the District will be unduly burdensome to develop, operate, maintain, repair, replace or protect.

**B. Board Authority**

The foregoing Land Acquisition Policy and Procedure is designed to provide the District and the Board with general guidance in connection with the acquisition of real estate and should not be considered legal advice, or construed as strict guidelines. The Board hereby reserves the right to deviate from any or all of the policies and procedures contained herein to protect the interests of the District.

Approved by Board of Commissioners: July 18, 2016

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
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## 2.11 Sale of Real Estate and Excess Personal Property

The Board may, from time to time, decide to liquidate certain assets that it has accumulated, including land, buildings, equipment, and other tangible items. If the Park District's Board of Commissioners is considering disposing of Park District real estate, staff must refer to the most updated version of the Illinois Park Code (which supersedes Park District procedures) and contact Park District legal counsel to ensure that legal requirements are met.

Illinois Compiled Statutes set forth the powers and procedures governing the sale or lease of real estate and shall be adhered to in all instances. Park District authority to sell, lease, or exchange land comes from Illinois Park District Code (70 ILCS 1205/10-7).

Illinois law also permits park districts to sell personal property when three-fifths of the Board determines that the personal property is no longer needed or useful. The District may convey or sell this property in any manner it designates. The Board must first pass an ordinance authorizing the disposal of the personal property.

Approved by Board of Commissioners: 2-20-17

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Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.12 Land Disposal Procedure

Park District authority to sell, lease, or exchange land comes from Illinois Park District Code (70 ILCS 1205/10-7). The following procedures are to be used for land disposal.

### Land Disposal

If the Park District's Board of Commissioners is considering disposing of Park District real estate, staff must refer to the most updated version of the Illinois Park Code (which supersedes Park District procedures) and contact Park District legal counsel to ensure that legal requirements are met.

Staff with responsibility for public relations for the Park District must be included in the process in order to ensure transparency and that accurate information regarding the land disposal is shared with the public and media.

Park District Code authorizes the Oak Brook Park District to sell, lease, or give real estate to other government entities for public use. In any other situations, the following steps must be followed to ensure that the Park District complies with the law and does not diminish the community's public recreational benefits.

- **Exchange of Property**

The Park District may exchange a property for other real property of equal or greater value with the same or greater suitability for park purposes without additional cost to the Park District. Prior to the exchange, the Park Board shall hold a public meeting in order to consider the proposed conveyance. Staff shall publish notice of the meeting not less than 3 times (the first and last publication being not less than 10 days apart) in a newspaper of general circulation within the Park District.

- **Lease of Property**

The Park District may lease a property it deems is not required for park and recreational purposes to any individual or entity and may collect rent therefrom. The lease may not exceed 2.5 times the term of years currently provided for in the Park District Code governing installment purchase contracts.

- **Sale of Property**

The Park District may sell a property no longer needed or useful for park purposes through Board adoption of a resolution by four-fifths vote. Staff shall publish notice of the resolution not less than 3 times (the first and last publication being not less than 10 days apart) in a newspaper of general circulation within the Park District. The resolution shall not become effective until 10 days after publication. The Park District must certify a question with local voting officials regarding the sale, which must be approved by a majority of voters at a regular election.

Approved: 2-6-17



Oak Brook Park District  
Administrative Policies and Procedures

## 2.13 Naming Rights Policy

### Purpose

To establish a naming rights policy for public parks and facilities by selecting a name that would add additional credibility to the public park/facility and the department.

### Authorization

The Oak Brook Park District Board of Commissioners shall have the authority for the naming of all public parks and facilities by passing or rejecting a motion at a public board meeting.

### Statement of Intent

1. The Oak Brook Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote good health, fitness and wellness of families.
2. The District is a local government entity, created by State authority, and as such does not promote any political party, candidate, agenda, or viewpoint, or endorse or promote any religious group or viewpoint.

### Terms of the Policy

1. The Oak Brook Park District reserves the right to refuse sponsorships or naming rights if it would be inconsistent with the mission and values of the District.
2. Sponsorships or naming rights will not be accepted from any organization, business, agency or individual whose mission or goal is in conflict with the District's mission statement and vision values, which are attached to this policy as Exhibit "A".
3. The District will not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the District will not accept donation or naming rights which is associated with any political party, candidate, agenda, or viewpoint of any kind, or with any religious group or viewpoint.
4. Among the values of the District are the promotion of good health, fitness, and the wellness of individuals. Therefore, any sponsorships or naming rights which are associated with promoting the use or sale of tobacco, the use of or sale of alcoholic beverages to under aged persons or over consumption of alcoholic beverages, or any other products that adversely affect good health and fitness, or which are unsuitable for viewing by minor children because of their explicit sexual depictions or content, use of language, or other similar reasons, will not be permitted by the District.

### Procedures for Naming Rights

1. The Oak Brook Park District Board of Commissioners has the authority to determine if the sponsored name of a park or facility shall be accepted.
2. The Oak Brook Park District Board of Commissioners may accept or deny any name that is inconsistent with the District policies.
3. If the naming rights are approved, written notice shall be provided to the donor along with a sponsorship naming agreement which shall be consistent with the terms of the policy.
4. If the naming rights are refused, written notification shall be provided to the donor, together with reasons for refusal, which reasons shall be consistent with the terms of the Policy.

Approved by Board of Commissioners: August 2010, June 15, 2015  
Revised April 2021



Oak Brook Park District  
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**Exhibit A**

**Oak Brook Park District  
Mission Statement**

“To provide the very best in park and recreational opportunities, facilities, and open lands for our community.”

**Oak Brook Park District  
Core Values**

- **Holistic Wellness:** Provide programs, services, and opportunities designed to improve all aspects of the overall wellness of the community.
- **Environmental Stewardship:** Foster the responsible use and protection of the natural environment through education, conservation, and sustainable practices.
- **Inclusion:** Promote a sense of belonging and provide access to the very best in park and recreational opportunities for all.
- **Teamwork:** Embrace the individuality and diverse viewpoints of our staff in order to foster recreational creativity and encourage a collaborative culture.
- **Community Engagement:** Provide the very best customer experience with every interaction.
- **Open Communication:** Engage in honest, and respectful communication, to connect and build relationships with our community.



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## 2.14 New Hire Reporting Procedures

The State of Illinois and federal laws require all employers to report each new and rehired employee to the Illinois Department of Employment Security within 20 calendar days of their start date. The purpose of these laws is to increase child support collections and reduce fraudulent unemployment and worker's compensation payments. Failure to report new hires may result in a civil penalty for each individual whom the employer does not report.

Employers are required to report all new hire employees as well as any employee returning to work who has been off the payroll for 60 consecutive days or more due to a lay-off, furlough, medical leave, leave of absence or separation from work.

The Oak Brook Park District electronically reports new hires online through the IDES New Hire Reporting form as part of the employment process within 20 days of their start date. Employees who have been off payroll due to lay-off, furlough, medical leave, leave of absence or separation from work for 60 days or more are also reported to IDES as a new hire by the first pay date after they return to work.

Approved: January 31, 2014

Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.15 Oak Brook Park District Succession Procedure

In the event that the Executive Director is unable to perform their duties for a period of time, the Oak Brook Park District has in place the following succession plan to facilitate interim leadership.

### A. Temporary, Short-Term Absences

A short-term planned absence is one of less than three months in which it is expected that the Executive Director will return to their position once the events precipitating the absence have concluded. This could include planned periods of leave such as a vacation, sabbatical or unplanned absences that arise unexpectedly due to reasons such as personal or family illnesses or emergencies. Unless otherwise determined in advance, the Executive Director is to continue to be consulted by phone of any urgent or serious matters. If the Executive Director is not able to be reached during this time, the following chain of succession to determine a temporary Acting Director would occur:

- Deputy Director
- Chief Financial Officer
- Director of Recreation and Communications

In the event that this chain of succession is activated, the Acting Director is to immediately inform the Board President. The Board of Commissioners may choose to meet to affirm the procedures in this plan or to make modifications as deemed appropriate for the situation. The Board President will be responsible for notifying staff and other Commissioners of the delegation of authority. If a crisis or emergency occurs during this time, the Acting Director would determine if the Emergency Operations Plan would go into effect after consulting with the Board President.

### B. Temporary, Long-Term Absences

A long-term planned absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: the Board of Commissioners will give immediate consideration, in consultation with the Acting Director, to the temporary filling of the management position left vacant by the Acting Director. This is in recognition of the fact that it may not be reasonable to expect the Acting Director to carry out the duties of both positions for more than three months.





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**C. Permanent Change**

A permanent change is one in which it is determined that the Executive Director will not be returning to the position. The procedures and conditions to be followed should be the same as for a long-term absence with one addition: the Board of Commissioners will appoint a Transition and Search Committee to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

**D. Department Head Succession Plan**

In the event that a Department Head is unable to perform their duties for a period of time, the Executive Director will determine when to enact the following succession plan to facilitate interim leadership. The Executive Director may make modifications as deemed appropriate for the situation.

<b>Position</b>	<b>First Successor</b>	<b>Second Successor</b>
Chief Financial Officer	Human Resource Manager	Executive Director
Deputy Director	Superintendent of Facilities	Executive Director
Director of Recreation & Communications	Superintendent of Recreation	Executive Director

Approved: June 2015

Revised: April 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.16 Patron Behavior Management Policy

### Purpose

This policy is designed to ensure a safe, respectful, and positive environment for all patrons and staff of the Oak Brook Park District. It is intended to be consistent with Chapter 7 of the General Use Regulations, which governs the conduct of individuals on park district property.

### Behavior

All patrons are expected to exhibit appropriate behavior at all times. All participants shall:

- Show respect to all patrons and staff.
- Show respect for equipment, supplies and facilities.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other patrons, or staff.
- Not possess any weapons.

### Discipline

A positive approach will be used regarding discipline. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Oak Brook Park District reserves the right to dismiss a participant whose behavior endangers their own safety or the safety of others.

### Procedures

If the patron exhibits inappropriate actions, the following guidelines shall be followed but are not limited to:

- A verbal warning.
- Issue a requirement to leave the facility. If patron refuses to leave, staff shall immediately call 911. (If the patron is a minor, the patron's parent(s) shall be called to escort their child from the premises.)
- A suspension from the District facility for a designated time period. Repeat offenses shall be reviewed by the Park District's Safety Committee and/or Executive Director who will determine the timeframes of suspension, consider the severity of the actions; any past behavior issues and willingness to improve the inappropriate behavior by the offender.

### When to Contact the Police

- If a patron becomes overly aggressive and violent, **immediately** call 911.
- If a patron makes a direct threat of hurting themselves or others, **immediately** call 911.

Approved by Board of Commissioners: May 18, 2015 (Safety Manual)

Approved by Board of Commissioners: June 15, 2015 (Administrative Policies and Procedures Manual)



Oak Brook Park District  
Administrative Policies and Procedures

## **2.17 Policy on the Political Activities of Officers and Employees, Prohibiting the Solicitation and Acceptance of Certain Gifts, and the Adoption of the State Officials and Employees Ethics Act**

The Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1, *et seq.*, (“Act”) which is a comprehensive revision of the State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

Pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner no less restrictive” than the provisions of the Act, on or before May 19, 2004; and

The Oak Brook Park District has adopted Ordinance 04-0519 to be in compliance with the provisions of the Act as follows:

**Section 1. Adoption of the State Officials and Employees Ethics Act.** The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1, *et seq.*, (referred to in this Ordinance as the “Act”) are hereby adopted by reference and made applicable to the officers and employees of the District to the extent required by 5 ILCS 430/70-5.

**Section 2. Prohibited Acts.** The following acts are prohibited under the Act for all officers and employees of the District:

- (A) The solicitation or acceptance of gifts prohibited to be solicited or accepted by any officer or employee of the District under the Act;
- (B) The offering or making of gifts prohibited to be offered or made to any officer or employee of the District under the Act.
- (C) The participation in political activities prohibited for any officer or employee of the District under the Act.
- (D) For purposes of this section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).

**Section 3. Penalty for Violations.** The penalties for violations of Section 2 of this Ordinance shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.



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**Section 4. The Act Shall Control.** This Ordinance does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of District officers and employees; provided that to the extent that any such existing ordinances or policies are less restrictive than the Act, the provisions of the Act shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

**Section 5. Future Amendments to the Act.** Any amendment to the Act that becomes effective after the effective date of this Ordinance shall be incorporated into this Ordinance by reference, without formal action by the President and Board of Park Commissioners of the District, and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities; provided, however, that any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Ordinance by reference without formal action by the District's President and Board.

**Section 6. Future Declaration of Unconstitutionality of the Act.** If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Ordinance shall be deemed repealed, without further action by the President and Board of Park Commissioners of the District, as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Ordinance shall remain in full force and effect, and only that part of this Ordinance relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the District's President and Board.

**Section 7. Repeal of Ordinance No. 0615990.** Ordinance No. 061599, entitled "An Ordinance Prohibiting the Solicitation and Acceptance of Gifts and Adopting the Governmental Ethics -- State Gift Ban Act", which was passed and approved by the President and Board of Park Commissioners of the Oak Brook Park District on June 14, 1999, is hereby repealed.

**Section 8. Effective Date of Ordinance.** Ordinance 04-0519 shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Approved by Board of Commissioners: May 10, 2004

Approved by Board of Commissioners: June 15, 2015



Oak Brook Park District  
Administrative Policies and Procedures

## **2.18 Oak Brook Park District Privacy Policy**

The Oak Brook Park District takes your privacy very seriously. We have prepared this privacy policy statement so you know what our policies are and how they affect you.

### **INFORMATION COLLECTION AND USE**

#### **GENERAL**

The Oak Brook Park District (OBPD) collects personal information when you register with us for park district programs, activities, passes, etc. If you request access to the OBPD online registration system, we retain the e-mail address you supply as a means to send communications regarding transactions you process on our website.

OBPD automatically receives and records information on our server logs from your browser, including your IP address, cookie information relating only to our site, and the pages you request.

At any time you may request that your online registration account be deactivated, and we will comply with your request. Historical transactions may be retained by the park district for audit and archival purposes.

The OBPD will not share your e-mail address or other personal information with any third party for marketing purposes.

#### **CHILDREN**

The Oak Brook Park District requires the parent or guardian to enter registrations on behalf of minors. Since the OBPD website requires an "electronic signature" on the waiver of liability agreement, only a parent or guardian may enroll a minor in an activity.

We only collect such information as is necessary to conduct programs and activities.

### **INFORMATION SHARING AND DISCLOSURE**

The Oak Brook Park District does not rent, sell, or share personal information about you with other people or nonaffiliated companies except to provide products or services you've requested.

We may provide the information to trusted partners who work on behalf of or with OBPD. These companies or individuals may use your information in the normal course of offering classes or activities. However, these companies do not have any independent right to share this information.



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We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims; or if we believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Oak Brook Park District policies, or as otherwise required by law.

### **COOKIES**

OBPD websites may set and access cookies on your computer. We do not access cookies set by other websites, nor do we offer access to our cookies by other websites.

### **CONFIDENTIALITY & SECURITY**

OBPARKS.ORG uses industry-standard encryption technologies to ensure that your personal and financial information remains safe. Our database does not store cardholder data beyond the standards of PCI-DSS standards, and payment information is encrypted during transmission.

We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide services to you or in order to do their jobs.

We have physical, electronic, and procedural safeguards that comply with government regulations to protect personal information about you.

### **CHANGES TO THIS POLICY**

The OBPD may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account or by placing a prominent notice on our website.

### **QUESTIONS & SUGGESTIONS**

If you have questions or suggestions, contact us at:

Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, IL 60523  
630-645-9590  
[rpechous@obparks.org](mailto:rpechous@obparks.org)

Approved by Board of Commissioners: September 21, 2015

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.19 Procedure for Use of Volunteers

The Park District recognizes the need for volunteers in order to successfully implement programs and services. Individuals who volunteer their time and expertise to the Oak Brook Park District provide an important service and help further our mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Whenever possible, volunteers are utilized to maximize community involvement and to enhance the overall quality of parks, programs, and facilities.

These procedures are intended to help promote a productive, safe and mutually beneficial environment for park district volunteers by setting appropriate expectations.

### **Applicability:**

The procedures apply to individuals who:

- volunteer their services directly to the park district, whether an ad-hoc basis or through a formal volunteer program.
- provide services under the supervision of the park district's staff; and
- receive no compensation for such services.

### **Volunteer Requirements and Procedures:**

- Volunteers are required to read, complete and sign the "Oak Brook Park District Volunteer Waiver and Release Form". A parent's or guardian's signature is required for volunteers who are under the age of 18. Participation will be denied if the signature of the volunteer, and if required, the parental or guardian signature and date are not completed on the waiver form.
- For the safety of participants and facility visitors, any volunteer who will directly supervise vulnerable individuals (youth, elderly, disabled, etc.) without the presence of a Park District staff member or those working in a regular, reoccurring volunteer position, must submit to, and satisfactorily clear a criminal background check according to the type of services and/or the location of services to be provided.
- Volunteers will receive training on the required duties, safe operations, and the use of any necessary Personal Protective Equipment (PPE) to conduct the volunteer work for the District.
- All volunteers must report to a full-time staff employee at the Park District. Volunteers may receive supervision from part-time staff or occasionally other volunteers in certain situations. The full-time employee is responsible for volunteer management, including any recognition, mentoring, discipline and evaluation that may need to occur.
- All supervisors must make an effort to visit and observe volunteers on an on-going basis to ensure that the volunteer is performing to expectations.
- Supervisors will provide feedback in the form of verbal and written evaluations to volunteers with on-going responsibilities. In the case of short-term volunteers, evaluations will not be given because these are usually one time volunteers.



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- Volunteers must comply with all Park District's policies and the procedures assigned for their volunteer work.
- Volunteers may, at the discretion of the Park District, receive a free meal and/or Oak Brook Park District apparel when they participate in select events.
- The Park District encourages staff to increase volunteer retention through recognition, training, professional development and treating volunteers as a valuable part of the organization. Staff shall provide a welcoming environment for all volunteers and shall keep in touch with volunteers throughout the year. Staff shall also enlist volunteers in recruiting other volunteers to further increase volunteer retention.

Approved June, 2015  
Updated June 2016  
Updated May 17, 2018



**Oak Brook Park District**  
**VOLUNTEER APPLICATION**

*Thank you for your interest in being a volunteer. Please complete this form and submit it to the Recreation and Facilities Department or the event supervisor. Completion of this application does not guarantee you a volunteer position. A staff member will contact you upon submission of this form, and if this agency selects you to be a volunteer, it will require you to complete a Waiver & Release form, as well as additional volunteer paperwork and / or training.*

**Date:** \_\_\_\_\_ **Special Event:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Best contact phone number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Are you 18 or over?**     Yes     No If under 18, please state your age: \_\_\_\_\_

**Have you volunteered with this agency before?**     Yes     No

**Have you been convicted of a felony within the last 7 years?**     Yes     No

If yes, please explain:

**Please complete and sign the following question as required by Illinois State Statute (70 ILCS 1205/8-23a):**

***Have you ever been convicted as, or found to be, a child sex offender?***     Yes     No

\_\_\_\_\_  
(Signature of Applicant Volunteer or Parent of Volunteer)

\_\_\_\_\_  
Date

**Please list the name and phone number of your emergency contact:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

By submitting this application, I affirm the facts set forth in the application are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may lead to the immediate end of my ability to volunteer with the agency.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*It is the policy of the Oak Brook Park District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, disability or any other legally protected basis. Please advise the ADA coordinator if you need any accommodation to participate in the application process.*

**Oak Brook Park District**  
**VOLUNTEER WAIVER & RELEASE**

**IMPORTANT INFORMATION**

The Oak Brook Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Oak Brook Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Oak Brook Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if they are physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

**WARNING OF RISK**

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Oak Brook Park District to guarantee absolute safety.

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

.....

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Oak Brook Park District including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

**I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature. PARTICIPATION WILL BE DENIED if the signature of the volunteer and date are not on this waiver**

PLEASE PRINT                      Volunteer's Name \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_                      Date: \_\_\_\_\_

Parent's or Guardian's Signature is required for volunteers who are under the age of 18:

Parent/Guardian Signature \_\_\_\_\_                      Date: \_\_\_\_\_



Oak Brook Park District  
Administrative Policies and Procedures

## 2.20 Public Information Policy

### I. Introduction

The Oak Brook Park District (the “Park District”) recognizes its responsibility to maintain continuing communication with our residents, constituents, media, stakeholders, and the public in general. The Park District understands that this responsibility includes ensuring that information regarding programs, events, facilities, services, administration, and operations is disseminated in a timely, accurate and responsive manner.

It is the goal of the Park District to maintain the Park District’s commitment to deliver its services to the public in a transparent, efficient, and service-oriented manner in compliance with all laws governing the release of public information, including the Freedom of Information Act (FOIA). The Park District intends to effectuate this policy through the adoption of the procedures set forth herein.

### II. Public Relations

The Park District’s Marketing and Communications Manager is responsible for managing the public relations and public information dissemination to residents, stakeholders, constituents, and the general public as well as local and regional television, radio, and newspaper agencies. The Marketing and Communications Manager also manages all marketing plans and strategies for the District which includes electronic newsletters, brochures, advertising, social media, banners, and flyers.

The Park District will regularly communicate to the public about the Park District’s on-going programs, services, and activities in accordance with the following policies and procedures:

- A. The Park District shall provide timely, specific and focused information about events and occurrences that impact the Park District’s delivery of services, its constituents, and the public in general.
- B. The Marketing and Communications Manager shall establish a Strategic Marketing Plan that will outline the Park District’s communications strategy and include the following elements:
  1. Determine communication initiatives.
  2. Identify and profile target audience.
  3. Develop messages considering the following:
    - a. Clarity;
    - b. Consistency;
    - c. Main points;
    - d. Tone and appeal;



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- e. Credibility; and
  - f. Public need.
4. Select communication channels such as through the Park District website, email, radio, television, program guide, events, etc.
  5. Establish partnerships with other government agencies, community organizations, associations, or other organizations to use as communication channels.
  6. Plan implementation of how the communications will be distributed, the steps to be taken to execute, the budget estimation, staffing needs and timeline.
  7. Evaluate the results and revise the Strategic Marketing Plan and communications strategy as necessary.
- C. The Park District will regularly and periodically update the means of communication and the public information provided in order to ensure effective and timely delivery of pertinent information and to grow public trust and confidence in the Park District and its mission.

### **III. FOIA**

The Park District's FOIA Officer will ensure that responses to FOIA requests are compliant with all applicable laws, as well as Park District policies and procedures.

### **IV. Crisis Communication**

In the event of a crisis, including but not limited to, natural disasters such as flood, tornado, wind storm, hail storm, excessive snowfall, pestilence, and draught, and man-made disasters such as strikes, riots, war, insurrection, government shutdown, shortage, and economic failure or any other event or circumstance that requires the Park District to modify, suspend, terminate, add or re-assess any or all of its programs or services, or necessitates the Park District to take extraordinary measures for the health, safety or welfare of its patrons and the general public, the Park District may activate the Emergency Communications protocol as set forth in the District Emergency Operation Plan.

Approved by Board of Commissioners: August 15, 2016



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## 2.21 Soliciting Employee Feedback Procedure

The Oak Brook Park District recognizes the important role communication plays in becoming the very best it can be as an employer and provider of services to the community. Therefore, the District has developed the following procedure to formally pursue feedback from employees on topics that contribute to continuous improvement.

The Marketing Department is responsible for developing, distributing, and tabulating the results of the employee surveys.

1. A Survey will be conducted at least once a year in the fall.
2. The survey will be available to all employees for three (3) weeks via the District's intranet as well as in paper form.
3. Results will be reviewed by the Executive Director and Department Heads to determine areas of improvement and actions to be taken.

Approved: October 1, 2014

Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
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## Section 2.23 Travel Expense & Reimbursement Procedure For Officers And Employees

Travel expenses for work-related training and education events requiring advance or on-site registration are to be recorded on the *Travel, Meal and Lodging Expense & Reimbursement Form* (i.e., IPRA, NRPA, SPRA, Leadership Academy, Risk Management Institute). **All other mileage and meal expenses** should continue to be documented and processed through the petty cash process or Accounts Payable process. **NOTE:** Travel, meal and lodging expenses exceeding the limits listed in Exhibit A must be justified in writing and reimbursement subject to a roll call vote by the Board of Commissioners.

### Use the *Travel, Meal and Lodging Expense & Reimbursement Request Form* to:

- Request approval to attend an event and to record the total estimated cost
- Record actual expenses
- Request payment and reimbursement of expenses

1. Prior approval and a total cost estimate are required to attend an event.

a. Complete the top portion of the Form before attending the event:

- i. Name
- ii. Department
- iii. Title
- iv. Purpose of the Trip
- v. Event Date(s)
- vi. Total Estimated Cost
- vii. Airfare (if applicable)
- viii. Mileage (if applicable)
- ix. Toll Charges (if applicable)
- x. Registration Fee(s) (if applicable)

b. Submit the Form to your supervising Department Director for approval prior to the date of the event.

2. Record actual expenses for each date of the event in the appropriate columns.

- a. Record actual expenses charged to a District issued credit card in the P-Card Payment column.
- b. Record actual expenses paid with your personal funds in the Reimburse Amount column.
- c. Attach a receipt for every expense recorded on the Form.



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- d. Submit the Form and receipts to your supervising Department Director for approval and Executive Director.
- e. Copy the receipts and scan them along with the *Travel, Meal and Lodging Expense & Reimbursement Request Form* through the copy machine to [travel@obparks.org](mailto:travel@obparks.org).

3. Group Receipts

When filling out your travel form, include your share of expenses. For example, if a group of employees dines together, it's best to request separate checks. However, if the restaurant cannot accommodate this, follow these steps:

- a. Write down the names of everyone who attended on the receipt.
- b. Divide the total bill, including the tip, by the number of attendees.
- c. Give a copy of the receipt to each of the attending employees.
- d. Enter your share of the expense on your travel form.
- e. Include a note explaining who paid (e.g., "Paid by L.K. P-card") and attach a copy of the receipt.

This process applies to all shared costs.

4. To initiate payment of District P-Card charges and reimbursement of expenses paid for with your personal funds, complete Accounts Payable Vouchers for the expenses, attach the receipts to the vouchers, and submit them to your supervising Department Director for approval within 7 days of the close of the event.
5. Forward the signed original *Travel, Meal and Lodging Expense & Reimbursement Request Form* to the Finance Department for filing.



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**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel-related expenses are as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate when expense was incurred and applicable tolls
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	Not to exceed the current per-diem rate set by the General Services Administration (GSA) for the location of the event, not including gratuity
Lunch	
Dinner	

<b>Maximum Reimbursable Rates for Lodging</b>	
All locations	\$225.00 / night <u>or</u> Lowest available conference housing rate





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Approved by Board of Commissioners: January 16, 2017 (Ordinance 17-0116 in accordance with the *Local Government Travel Expense Control Act*, amended January 20, 2025).

**Exhibit B:**

Travel, Meal, and Lodging Expense and Reimbursement Form

This form is updated annually for the IRS Mileage Reimbursement Rate.

An example of the form is provided on the following page.

**OAK BROOK PARK DISTRICT**

**Travel, Meal, and Lodging Expense & Reimbursement Form**

<b>Name:</b>	<b>Department:</b>	<b>Date:</b>	<b>Purpose for Travel:</b>
--------------	--------------------	--------------	----------------------------

ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
										\$ -	
										-	
										-	
										-	
										-	
										-	
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

<b>Department Director Approval:</b>	<b>Date:</b>
--------------------------------------	--------------

ACTUAL EXPENSES													
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Actual Costs	Paid With P-Card	Reimb. Amount	Notes
					Breakfast	Lunch	Dinner						
										\$ -		\$ -	
										-		-	
										-		-	
										-		-	
										-		-	
										-		-	
										-		-	
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

<b>Requestor Signature:</b>	<b>Date:</b>		
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.			Mileage Reimbursement Rate: <b>IRS Standard Mileage Rate</b> supporting documentation to <a href="mailto:travel@obparks.org">travel@obparks.org</a>

<b>Department Director Approval:</b>	<b>Date:</b>	<b>Executive Director Approval:</b>	<b>Date:</b>
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Attach Accounts Payable Voucher(s), original receipts for all expenses, supporting documentation describing the nature of the official business, event or program, and any other documentation that would assist the Board in considering your request for reimbursement, to this form. At the discretion of the Board, additional documentation relevant to the request for reimbursement may be required prior to action by the Board.



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## Section 2.24 Oak Brook Park District Care and Shelter Procedure

In the event that community-wide emergency occurs and assistance is need, the Village of Oak Brook takes the lead in coordinating the response effort and in notifying the Executive Director of the Park District of the situation. The Executive Director would then coordinate with the village to provide staff, facilities, equipment or any other needs the village might need depending on the situation. If the Executive Director is not able to be reached, then one of the following staff will represent the Park District in the following order:

- Deputy Director
- Department Director

In the case where a cooling or warming shelter is needed, staff can direct those needing assistance to the following locations:

Village of Oak Brook Police Station

1200 Oak Brook Road

Oak Brook, IL 60523

630-368-8701

Village of Oak Brook Public Library

600 Oak Brook Road

Oak Brook, IL 60523

630-368-7700

In the event of a more serious crisis within the Village that requires evacuation or lock-down of any Park District Facilities staff shall follow the guidelines as set in in the Emergency Operations Manual.

Approved: April 4, 2017

Revised: April 2021



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## Section 2.25 Record Retention Procedure

Every type of record received or generated in the course of business, whether paper or electronic, are considered records of the District. Public Records are determined by the information it contains, and not by the media (paper or electronic) the information is derived. Except for a few exclusions relating to employment, health, and legal records, the District's records are public record and subject to the Freedom of Information Act requirements.

The Local Records Unit of the Illinois State Archives of the Secretary of State office has reviewed the District's records and assigned record inventory numbers in accordance to the record's subject category and corresponding retention periods as identified in the District's "Application for Authority to Dispose of Local Records – Application No. 15:098."

### Record Management and Storage Classifications

- **Active Records** are in active use by the District and are referenced on a daily or monthly basis. These records are retained in the office and/or computer files of the District.
- **Inactive Records** are records that are no longer referenced on a regular basis, but need to be kept for their full retention period. Inactive paper records tend to be stored in boxes in a designated storage location that is less accessible and protects the data in the record. The boxed records will be stored until the end of the Retention Period. A Record Inventory Label shall be placed on all boxed records to provide information on the type of records in the box, the date of creation, department responsible for the records, and the retention period.
- **Permanent Records** are records requiring permanent retention and must be securely stored.

### Records Disposal Procedure

The Local Records Unit of the Illinois State Archives has assigned the record retention requirements which is provided in the District's "Application for Authority to Dispose of Local Records – Application No. 15:098."

Annually the District will complete the "Records Disposal Certificate" listing the records that have reached the end of the required retention period. The "Records Disposal Certificate" shall be reviewed by the Executive Director. Upon the Executive Director's approval, the "Records Disposal Certificate" is submitted to the Local Records Commission for approval.

The Local Records Commission reviews the certificate for adherence to the identified retention periods, approves the certificate, and returns the approved certificate to the District to authorize the destruction. Upon receipt of the approved certificate, the Executive Director will determine a date for the District to conduct the annual records management which includes the boxing of inactive paper records and the pulling of the paper records approved for destruction.



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- Inactive paper records that have not reached their required retention periods shall be filed in boxes in accordance of its Record Category. A *Record Retention Label* shall be place on the outside of the box. The boxed inactive records shall be placed in the designated storage area until the end of the retention period.
- Paper records that have reached the end of their retention period and are identified on the approved Records Disposal Certificate are to be pulled from storage and placed in the designated box stacking location for destruction by the District's authorized paper shredding vendor.

Electronic computer records have the same retention period as paper records.

Approved: April 4, 2017  
Revised: April 2021



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## Section 2.26 Disaster Mitigation and Record Recovery Procedure

Physical records are stored in dedicated areas in the lower level of the Family Recreation Center and Tennis Center. Every effort shall be made to store physical records off the ground or within water proof containers in the case of flooding or disasters. Critical records, such as blueprints, are scanned and stored electronically and protected through the System Backup Policy.

The Oak Brook Park District's comprehensive IT Disaster Recovery Process ensures that the District's critical data is not compromised in the case of a disaster.

Additional physical records, such as historical board records, are stored in a fire safe in a secured room on the main level of the Family Recreation Center.

As new physical records are created, every effort will be made to store copies electronically and in a timely manner.

In the event of a fire, flood, or any other disaster, every effort will be made to document any damage of physical records. Server images will be restored from backup systems along with file structures. Physical records will be replaced, as needed, from the restored backup information.

Approved April 4, 2017  
Revised: April 2021

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Approved by the Board of Commissioners: April 19, 2021



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## Section 2.27 Social Equity Policy

### Introduction

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

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

### Policy Goals

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

This policy ensures that:

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

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



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### **Staff Training**

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

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

### **Organizational Support**

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

- **Staff**

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

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

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

Sharing and discussing practices during community meetings

- **Agency**

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

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





## Oak Brook Park District Administrative Policies and Procedures

- **Communications**

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

### **Environmental Support**

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

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

### **Continuous Measurement and Improvement**

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

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

- Does our agency communicate a vision that values the participation of all people as members of the community?
- Does our agency's improvement plan include inclusive practices with action steps to support implementation?
- Is there adequate, regularly scheduled, ongoing planning time for agency staff to collaborate on inclusive programs and events?



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- Does our agency engage the whole community by providing multiple opportunities and modes for participating?
- Are there professional development opportunities for staff regarding inclusive strategies and supports?
- Are community members from targeted populations engaged in programing, utilizing facilities and taking part in future planning conversations?

Long-term indicators:

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

**Resources**

The Oak Brook Park District recognizes that this document is an ever-growing resource and aims to keep it updated on an annual basis. For more on inclusion and equity, we encourage staff and community members to visit [obparks.org](http://obparks.org) or the National Recreation and Park Association's Parks for Inclusion website, [www.nrpa.org/ParksForInclusion](http://www.nrpa.org/ParksForInclusion). Staff can also access additional resources, including the Transitioning in the Workplace Toolkit, on the district's intranet at [teamobparks.org](http://teamobparks.org).



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## Glossary

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

Individuals with a disability include those with:

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

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

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

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

Approved by Board of commissioners: September 21, 2020

Approved by the Board of Commissioners: April 19, 2021



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## Section 2.28 Procedures for Employee Recruitment

Attracting and selecting qualified employees is vital to the success of the District. All open positions will be posted in a place accessible by all employees; however, it is the policy of the District to use a variety of recruitment resources to attract and select the best available qualified applicants for employment.

When position openings occur, it is the policy of the District to encourage promotion and transfer from within whenever this is consistent with the best interests of the District. In all cases, employment will be based upon selection by appointed or supervisory employees, with ratification by the succeeding level of authority. It shall be the express practice of the District to employ the best available qualified applicant for any position, and employment and advancement shall be based strictly on merit.

### Recruitment Objectives

- Attract and identify highly qualified applicants.
- Attract and identify applicants who possess the desired education, certifications, talent and passion for the position.
- Utilize a variety of recruitment resources to attract and select the best available qualified applicants for employment.
- Encourage diversity in the workplace by following all applicable laws related to equal opportunity employment.
- Select applicants who meet all requirements of employment as detailed in the Personnel Policy Manual.

### Employee Recruitment Process

#### 1. Approval of vacant positions.

Before recruitment can begin, staff must receive the appropriate approval for filling any new or existing positions.

- a. **Seasonal, Part-Time, Temporary positions:** Staff must receive approval from their direct supervisor before beginning the recruitment process to ensure that the number and type of positions being advertised is consistent with department needs and budget.
- b. **Full-Time Positions:** Staff must receive approval from their direct supervisor and the Executive Director before beginning the recruitment process of a full-time employee.



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## 2. Job Description Review

- a. **Existing Position:** Staff shall review job descriptions at the time of position turnover to determine if any essential functions or requirements have changed. If changes to the job description are necessary, the hiring staff must submit the changes to their direct supervisor and the Human Resources (HR) department. Once HR approves the changes, they will make the changes to official copy of the job description.
- b. All existing job descriptions are available on the District's Intranet (<https://teamobparks.org/>) in PDF format. The HR department shall maintain job descriptions in Word format as well. Any changes to the Word or PDF version will be completed by an employee of the HR Department.
- c. When reviewing and posting a job, staff shall use the version available on the Intranet.
- d. **New Position:** A job description must be created for any authorized new positions. New job descriptions will be created within the hiring department. Once the hiring department's superintendent approves the job description, it must receive final approval from the HR department.

## 3. Advertise Position

Once the position has been approved and reviewed, staff shall use a variety of resources to post the job. At minimum, all open positions will be posted:

- a. On the District's website ([www.obparks.org](http://www.obparks.org)) under "Employment Opportunities." Staff should contact the Director of Recreation and Communications or the Marketing Department for assistance with getting the position posted on the website.
- b. At all District owned facilities in a prominent location that is accessible to all employees, such as at the time-clock or in the employee break room.

The hiring supervisor and their supervisor will determine if any additional recruitment methods are needed and will identify sources which would yield the most qualified candidates. The hiring supervisor and their supervisor are responsible for ensuring that funds exist in the budget prior to utilizing any recruitment resources that charge a fee.

Approved: July 12, 2016  
Revised: April, 2020



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## **Section 2.29 Procedures for Applicant Selection and Hiring**

The purpose of the selection and hiring process is to ensure that the most qualified applicants who meet the recruitment objectives as outlined in the Park District's *Procedures for Employee Recruitment* are selected for the position. The selection and hiring process also identifies those candidates who are most likely to be successful and positively contribute to the Oak Brook Park District. In the administration of the applicant selection and hiring processes set forth below, the Park District will not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, marital status, veteran status, disability or any other legally protected characteristic.

To ensure the above purposes are met, the following procedures will be followed when hiring or re-hiring any employee.

### **New Employees**

1. The hiring supervisor shall review all applications and resumes received for the position. Closely consider and compare the required skills, experience, and education requirements of the applicant to those listed in the job description.
2. The hiring supervisor shall track and review resumes within 48 hours of receipt of a new applicant notification. A consistent review process demonstrates the District's commitment to engaging with potential candidates and ensures a structured and dynamic recruitment process.
3. The hiring supervisor shall determine which candidates to interview from the applicants whose skills, experience and educational requirements best match or exceed those listed in the job description.
4. For part-time positions, the hiring supervisor may conduct phone interviews prior to in-person interviews to determine whether in-person interviews should take place.
5. The hiring supervisor shall arrange appropriate dates and times for in-person interviews.
6. Depending on the position, the hiring manager can choose to conduct a one-on-one interview or conduct the interview by committee of supervisory level employees with knowledge of the position's requirements.
7. At least two rounds of in-person interviews must be conducted before the hiring any full-time position. For full-time hiring, the hiring supervisor will assemble a team of staff to participate in



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the interview process. An HR representative or designee shall attend at least one round of interviews of full time applicants. During the interviews, the hiring supervisor shall record all questions asked and responses received. The hiring supervisor's direct supervisor shall attend at least one round of interviews for each full-time position.

8. The hiring supervisor may choose to conduct second-round interviews with candidates for a part time position, depending on the position.
9. The Executive Director may attend interviews for any positions.
10. Once a selection has been made, the hiring supervisor shall contact at least three references provided by the applicant. It is highly recommended, especially for full-time, seasonal and key part-time positions, that hiring supervisors call professional references such as former employers and not personal references such as friends or parents. When conducting a reference check, the hiring supervisor should utilize the Pre-Employment Telephone Reference Check form found in the hiring packet.
11. The hiring supervisor shall communicate with all candidates in the same manner concerning the status of the position. The supervisor should communicate the decision to all applicants and follow up with an email notification.
12. All interview documentation and reference forms must be submitted to HR no later than 1 week after the conclusion of hiring.
13. HR will distribute all hiring paperwork, including information concerning the post-offer criminal background check and post-offer medical examination. All full-time applicants are expected to complete paperwork within 2 weeks of issue. All part-time and seasonal applicants are expected to complete paperwork within 3 weeks of issue. Failure to complete paperwork on time may lead to rescinding the offer.

### **Re-Hires and Internal Candidates**

It is the policy of the District to encourage promotion and transfer from within when consistent with the best interests of the District.

1. If an internal candidate has not been previously employed in the vacant position, they must complete an application and/or submit their resume for the new position. Thereafter, the hiring supervisor must follow the above new employee guidelines for the internal candidate.



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2. If a candidate has been separated from the Park District for more than one year, the hiring supervisor must complete a New Hire Packet and follow the new employee guidelines for the former employee.
3. If a candidate has been separated from the District for less than one year and the separation was on good terms, the hiring supervisor may request the candidate's reinstatement without the completion of all new employee documentation. This request should be made to the Human Resource & Risk Manager and approved in advance of the hiring.
4. For any internal candidate or former employee, the hiring supervisor shall review any past performance evaluations and confirm that applicants' eligibility for re-hire on the Personnel Change Form.
5. For former employees, if the hiring supervisor was not the applicant's previous supervisor, the hiring supervisor shall complete a reference check with the applicant's previous supervisor. For internal candidates, the hiring supervisor should speak with the employee's current supervisor to ensure that the current supervisor is aware of a possible transfer or additional position for that employee.
6. When the internal candidate is seeking to add the position and work in multiple departments simultaneously, the hiring supervisor shall notify the HR Department, confirm that the dual position is compliant with applicable law, and confirm that any additional hours will not cause that employee to exceed allotted hours for the year.

### **Offering the Position**

Once a candidate has been selected for a vacant position, the hiring supervisor shall make the offer of employment. The candidate must be notified that the offer of employment is contingent upon the satisfactory completion of a background check, drug screen, and medical exam, if applicable. The Human Resource Department will make arrangements for the post-offer pre-employment screenings. The offer can be made verbally; however, a written offer including notice of the required pre-employment screenings must follow the verbal offer. The hiring supervisor shall collaborate with the Human Resource & Risk Manager on the contents of the offer letter. The new employee will receive written notification of the pay rate. For full-time positions, candidates shall be given not less than 72 hours after receipt of the offer letter to execute and return it to the hiring supervisor or the HR Department.





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Upon acceptance, the Human Resource & Risk Manager shall send the new employee paperwork packet, Personnel Policy Manual and any other related new hire paperwork to the successful applicant. Staff shall consult with the Human Resource & Risk Manager for assistance with new hire paperwork if needed.

The applicant will not be permitted to work at the District until all employment paperwork and pre-hiring screenings have been completed.

The successful applicant shall take and complete any and all additional required trainings and a new hire orientation promptly upon completion of onboarding.

Approved: July 12, 2016  
Revised: April 2021

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Approved by the Board of Commissioners: April 19, 2021



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## 2.30 Entering New Employees in the System Procedures

The following procedure is used to enter new employees in the BambooHR (**Human Resource Information System** (HRIS)), **BS&A** (Financial Software) and **TimePro** (time and attendance) systems.

### Entering An Employee into the Systems

Employees will not be entered into the financial software and time and attendance systems until all hiring paperwork and pre-employment screenings are completed and submitted to the Human Resources Department. All new hire paperwork and hiring requirements shall be recorded in the HRIS System.

#### 1. Entering an employee into the Payroll and Human Resource System:

The Human Resource & Risk Manager is responsible for entering each employee's information into the Payroll and Human Resource Systems. Each employee will be assigned a 5-digit employee number. Through the "Employee Maintenance" module, demographic information, tax information, insurance information (if applicable), voluntary deductions (if applicable), direct deposit information (if applicable), pay rates and pay codes each employee will be working under will be entered. This information must be entered prior to adding the employee to the time and attendance system.

#### 2. Entering an employee in the Time and Attendance System (file transfer or manually updated):

Once an employee has been entered into the Payroll and Human Resource Systems and assigned an employee number, the Human Resource & Risk Manager creates an employee and distribution file for automatic upload into the time and attendance system during the overnight hours. Direct entry into the time and attendance system is also an option. The "Employee" record in time and attendance is populated with the employee identification number, employee's name, hire date, birthdate, full-time/part-time/seasonal status, pay code(s), pay rate(s) and the employee edit group. Supervisors are given access to the time and attendance system to review, edit and approve the timesheets for employees under their management. All system edits must be accompanied by a paper timesheet, Time Off Request or other written acknowledgement initiated by the employee.

Approved: February 21, 2017

Revised: April 2021



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## 2.31 Procedure for Lost and Found Items

The Oak Brook Park District's Lost and Found Procedure provides for the care, restitution and disposition of unclaimed, lost, or abandoned tangible personal property. The goal of Lost and Found is to provide opportunity for all lost items to be returned to the owner of the item.

- **“Miscellaneous. Items”**: clothing, water bottles, sunglasses, shoes, etc.

Miscellaneous items with an estimated value of \$100 or less will be placed in the lost and found containers nearest to the location where the item was found. The locations are as follows:

- Aquatic Center Lost and Found Bin located just outside the Inclusive Family Locker Room door on the pool deck
- Family Recreation Center Service Desk
- Tennis Center Service Desk
- Family Recreation Center Gym Lost and Found Bin located just outside the Recreation and Maintenance Offices

On a monthly basis, unclaimed lost items will be removed from the lost and found bins, bagged, dated, and placed in a secured location. The lost items will remain on site for an additional month and if unclaimed, the items will be donated to charity.

**“Personal Items of Value”**: jewelry, watches, wallets, phones, other tangible personal property with an estimated value greater than \$100, credit cards, and all cash no matter the value

(The above list is not all inclusive and other items of value shall be held in like manner.)

Personal Items of Value shall be placed in the District's “Lost and Found” secured space (i.e. safe) located as follows:

- Family Recreation Center Service Desk
- Tennis Center Full Time Office
- Aquatic Center Full Time Office

Park District Staff shall complete a Lost and Found tag and attach it to the item. The Personal Item of Value shall be placed in the Lost and Found secured space. An entry will be made into the Lost and Found logbook.

If the owner is known, staff shall contact the person and schedule a time to pick up and claim the lost item.

When the Personal Item of Value is claimed, the owner shall provide proof of ownership and/or a description of the item(s) in sufficient detail (appearance, when and where lost, and other identifying characteristics) to verify ownership to staff in their reasonable discretion. The District shall not be responsible for a transfer of any lost item to a person other than the lawful owner of said property . The



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owner shall date and sign the receipt line on the on the Lost and Found tag. The completed tag will then be placed and maintained in the District's files.

The Personal Items of Value will be kept in the lost and found secured space (safe) for six months. If the Personal Item of Value is unclaimed after the six-month retention, the item may be donated to a charity or otherwise disposed of in accordance with applicable law. A log of the lost items of value, and the disposition of these items, will be kept by the Facility Manager.

Department Managers are responsible for training staff on these procedures and informing their staff where the Lost and Found tags are located in the department.

Large items (i.e. folding chairs and coolers) found at Central Park West, Chillem Park, Forest Glen Park, Saddle Brook Park, Dean Nature Sanctuary, and North Field Concessions shall be brought to the Maintenance Garage. The Superintendent of Parks or their designee shall complete a lost and found tag on these items, notify the Facility Manager of their status, and keep the large items secured at the Maintenance Garage. Small items (i.e. sunglasses and clothing) shall be brought to the Family Recreation Center Service Desk and shall be managed in accordance with this procedure.

Procedure Approved by Laure Kosey on February 25, 2019

Approved by the Board of Commissioners: April 19, 2021



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## 2.32 Social Media Policy

The Oak Brook Park District reserves the right at its sole discretion to remove or restrict a social media post from an outside party that uses written words, recordings or graphics that are deemed as offensive, vulgar, inappropriate, pornographic, violent, obscene, promotes discrimination, threatens any person or organization, advocates illegal activity, infringes on copyright or trademarks, compromises safety or security, is spam or links to other sites, supports or opposes a political candidate, is libelous, is slanderous or promotes another business not related to the Park District, or violates the District's social media policy.

Negative comments, criticism or praise to any District social media post cannot be removed from any District social media platform, unless there is a violation of our social media policy. The commenter cannot be blocked from future posts to Park District platforms, unless that person violates our external social media policy 2 times or more.



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## 2.33 Community Bulletin Board Policy

The Oak Brook Park District provides and maintains a community bulletin board located at 1450 Forest Gate Road, Oak Brook, IL 60523 to support and promote recreational, educational, cultural, and other community-based programs (“Events”) conducted or sponsored by nonprofit and community-based organizations. Non-profit and community-based organizations may request that information concerning Events be shared on the bulletin board pursuant to this policy. The number of community messages displayed on the bulletin board at any time will be limited. Requests for use are accepted on a first-come, first-served basis. The Park District reserves the right to display or deny messages. The Park District is the exclusive owner and operator of the bulletin board, and the bulletin board constitutes the Park District’s government speech.

### Posting Guidelines

#### 1. Allowed Postings:

- Postings from registered nonprofit organizations (501(c)(3)’s, schools, government agencies, libraries, or community groups).
- Postings announcing community fundraisers, charity events, or local club activities.
- Announcements for Oak Brook Park District-sponsored events.
- Postings that advertise Events that align with the Park District’s mission, vision, and values.

#### 2. Prohibited Postings:

- For-profit business advertisements.
- Political campaign materials.
- Postings containing content deemed offensive, discriminatory, inappropriate, or inconsistent with the Park District’s mission, vision, and values.
- Personal advertisements (e.g., job postings, for-sale items, rental listings, business cards).
- Organizations deemed direct competitors of the Park District.

#### 3. Posting & Removal Process:

- All postings must be submitted to the Administrative Office for approval before posting.
- Approved postings will be dated, stamped, and authorized before being displayed.
- Postings may remain on the bulletin board for up to 60 days or until the Event date has passed, whichever comes first.
- The Park District reserves the right to deny or remove any posting that does not align with this policy.

#### 4. Limitations & Disclaimer:

- Postings must not exceed 8.5” x 11” in size.
- Space is available on a first-come, first-served basis.
- A posting does not imply endorsement by the Park District.
- Brochures may also be placed on the designated ledge below the bulletin board, provided they comply with the terms of this policy. Unauthorized or non-compliant materials will be removed.



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**5. Enforcement:**

- Unauthorized postings may be removed without notice.
- The Park District reserves the right to update this policy without notice at any time.



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### 3.1 Americans with Disabilities Policy

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Oak Brook Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The Oak Brook Park District does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communications:** The Oak Brook Park District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Oak Brook Park District’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Oak Brook Park District will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the parks and facilities of the park district, even where pets are generally prohibited.

Anyone who requires auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the Oak Brook Park District, should contact ADA Coordinator at 630-990-4233 as soon as possible but no later than two business days before the scheduled event.

The ADA does not require the Oak Brook Park District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The Oak Brook Park District will not place a surcharge on a particular individual with a disability or any group of individuals to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Complaints that a program, service, or activity of the Oak Brook Park District is not accessible to persons with disabilities should be directed to ADA Coordinator, Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523; Phone: 630-990-4233.

Approved by Board of Commissioners: March 17, 2014.

Approved by Board of Commissioners: June 15, 2015

Revised December 27, 2022





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### **3.2 Grievance Procedure Under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Oak Brook Park District ("District"). The District's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities with request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

ADA Coordinator  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, IL 60523

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Oak Brook Park District and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Executive Director of the Oak Brook Park District or their designee.

Within 15 calendar days after receipt of the appeal, the Executive Director or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.



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Administrative Policies and Procedures

All written complaints received by the ADA Coordinator, appeals to the Executive Director, and responses from these two offices, will be retained by the Oak Brook Park District for at least three years.

Approved by Board of Commissioners: April 21, 2014

Approved by Board of Commissioners April 15, 2015

Revised April 19, 2021

Revised December 27, 2022



## Oak Brook Park District Administrative Policies and Procedures

### 3.3 Inclusion Procedure

The Oak Brook Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all persons of differing abilities within programs and events. To facilitate opportunities for people with and without disabilities to engage in leisure pursuits together, the Oak Brook Park District provides inclusion support services. To the Oak Brook Park District inclusion means that individuals with disabilities are welcome to participate in the same recreation programs and activities as their non-disabled peers. Reasonable accommodations are provided to enable an individual's successful participation in a program. These services include but are not limited to; adapted activity equipment and/or supplies, an enhanced staff/participant ratio (two weeks advance notice), accessible transportation when transportation is part of an activity or program (two weeks advance notice), and health services and medication dispensing that do not require medical training.

To ensure the requested accommodation, patrons should notify the specific facility where the program is provided at least two weeks in advance for accommodations and indicate needs on program registration form.

The same minimum requirements which apply to a person without a disability also apply to a person with a disability. These include:

- Meeting the age and registration requirements of the program.
- Following the rules of conduct (with or without reasonable accommodation).
- Voluntary participation: recreation programs and activities are voluntary in nature. Participation will be encouraged and aided, but not forced.
- Level of participation: with or without reasonable accommodations, the participant will engage in scheduled activities for the majority of the program time.
- Ability to use a consistent form of communication to indicate basic needs and follow simple directions.
- Ability to tolerate and function, with assistance, as a member of a larger social group (12 or more people).

Inclusion services do not include the following:

- Provision of a separate area or alternate activities for a significant portion (more than 25%) of the scheduled program.
- Exception to minimum compliance with the program's rules and regulations, with or without accommodations, established for the safety of all program participants and staff.
- Hiring, selection, or guaranteed assignment of a specific staff member.
- Individualized therapy within a program.
- Provision and/or purchase of personal custom devices.



Oak Brook Park District  
Administrative Policies and Procedures

Where inclusive services are not recommended or minimum requirements are not met non inclusive recreation services are also available. The Park District utilizes Gateway Special Recreation for non-inclusive programming for its participants in order to provide recreation for all abilities and needs.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015



Oak Brook Park District  
Administrative Policies and Procedures

### 3.4 Mobility Device Use Policy

**Purpose:**

A. The Oak Brook Park District (the "District") is a public entity which is subject to the terms and conditions of Title 2 of the Americans with Disabilities Act of 1990, as amended (the "Act").

B. The District is required by the Act to establish and/or modify policies and procedures to avoid unreasonable discrimination in the provision of public services and benefits against persons with mobility disabilities.

C. One class of mobility assistance devices is defined as "Other Power-Driven Mobility Devices".

D. In considering this Mobility Device Use Policy, the Board of Park Commissioners has considered the following factors: (a) the type, size, weight, dimensions, and speed of devices authorized by this Policy; (b) the volume of pedestrian traffic in the District's various indoor and outdoor facilities (which may vary at different times of the day, week, month, or year); (c) the design and operational characteristics of the District's various indoor and outdoor facilities (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user); (d) whether legitimate safety requirements can be established to permit the safe operation of "Other Power-Driven Mobility Devices" in the District's facilities; and (e) whether the use of "Other Power-Driven Mobility Devices" creates a substantial risk of serious harm to the District's patrons' health and welfare, the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations.

E. The corporate authorities desire for this Policy to be read and applied liberally to encourage the use of District facilities by authorized patrons who have mobility disabilities.



Oak Brook Park District  
Administrative Policies and Procedures

**Definitions:**

- A. **Direct Threat:** means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.
- B. **Electronic Personal Assistance Mobility Devices (EPAMDs):** A Segway® PT, or a battery-powered mobility device with substantially similar characteristics and functionality;
- C. **Other Power-Driven Mobility Device:** means any mobility device powered by batteries, fuel, or other engines – whether or not designed primarily for use by individuals with mobility disabilities that is used by individuals with mobility disabilities for the purpose of locomotion, but that is not a wheelchair within the meaning of this Policy.
- D. **Qualified Individual with a Disability:** means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.
- E. **Wheelchair:** means a manually operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.

**Mobility Assistance Devices:**

- A. Use of wheelchairs and manually-powered mobility aids.

The District shall permit individuals with mobility disabilities to use wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use.



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Administrative Policies and Procedures

B. Use of Other Power-Driven Mobility Devices.

I. Permitted Users.

Only individuals with mobility disabilities may use Other Power-Driven Mobility Devices in areas designated by the Executive Director within District facilities or on District property.

- a. The District shall not ask an individual using a wheelchair or other Power-Driven Mobility Device questions about the nature and extent of the individual's disability.
- b. The District may ask a person using an Other Power-Driven Mobility Device to provide a credible assurance that the mobility device is required because of the person's disability. Credible assurance shall include: a valid, State-issued, disability parking placard or card, or other state-issued proof of disability; or a verbal representation, not contradicted by observable fact, that the Other Power-Driven Mobility Device is being used for a mobility disability. A "valid" disability placard or card is one that is presented by the individual to whom it was issued and is otherwise in compliance with the requirements of the State of issuance for disability placards or cards.

2. Permitted Other Power-Driven Mobility Device.

Only EPAMDs are permitted to be operated in District facilities or on District property. No combustion engine-powered Other Power-Driven Mobility Devices are allowed to be operated in District facilities or on District property.

3. Variances.

The Executive Director may grant a qualified individual with a disability a variance to allow a combustion engine-powered Other Power-Driven Mobility Device, only at an outdoor facility owned and operated by the District, upon a showing that: (a) application of this restriction would cause an undue hardship on the applicant; and (b) emissions from the combustion engine-powered Other Power-Driven Mobility Device will not have a deleterious impact on the health and safety of other District patrons participating in or observing the relevant activity, service or program. Applications for a variance must be received by the Executive Director at least 48 hours in advance of the relevant program, activity or service to which it shall apply, or the first in a series thereof.



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Administrative Policies and Procedures

**General Safety Regulations:**

A. Other Power-Driven Mobility Device:

1. Will be allowed in any area of a facility or park in which the general public is allowed, with the exception of stairways and identified hazardous areas;
2. Must be controlled by the person riding the device;
3. Must be operated in compliance with the following guidelines:
  - a. May not exceed 4 mph in an indoor facility or 6 mph at an outdoor park or facility;
  - b. Shall be driven on the right side of the circulation route;
  - c. The total combined height of the EPAMD and the operator may not exceed the height of the lowest immovable building element or park feature located in the area such device is to be operated;
  - d. May not carry another person on the frame, or any object on the frame that may make the EPAMD less stable;
  - e. May not be driven into wet or ecologically sensitive areas which are posted as prohibited areas by the District; and may not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.

B. Notwithstanding the general safety regulations described above, the Executive Director shall have authority to direct a qualified individual with a disability on the safe operation of a permitted Other Power-Driven Mobility Device in light of the existing conditions at the facility where such individual seeks to operate the device and actual perceived risks related thereto; provided, however, that such directions shall not be based merely on speculation, stereotypes, or generalizations about individuals with disabilities. In giving direction on the safe operation of a permitted Other Power-Driven Mobility Device, the Executive Director may consider the then existing uses at the facility, the volume of pedestrian traffic, the prevailing environmental conditions, the density and placement of stationary devices and the individual's experience with the operation of such device.





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C. This Policy does not require the District to permit an individual to participate in or benefit from the services, programs, or activities of the District when that individual poses a direct threat to the health or safety of others. The Executive Director has authority to prohibit an individual from participating in or benefiting from the services, programs, or activities of the District when that individual poses a direct threat to the health or safety of others. In determining whether an individual poses a direct threat to the health or safety of others, the Executive Director must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

**District Not Obligated to Provide Personal Devices and Services:**

This Policy does not require the District to provide to individuals with disabilities personal devices, such as wheelchairs or permitted Other Power-Driven Mobility Devices.

**Notice:**

The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this Policy and its applicability to the services, programs, or activities of the District in a manner designed to apprise such persons of the protections against discrimination assured them by the Act and this Policy.

**No Liability to District:**

- A. The District accepts no responsibility for storage of any mobility device.
- B. The District accepts no liability for damage to any mobility device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, the physical conditions of the District facility or site, or any other circumstance.
- C. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
- D. The District accepts no liability for any injuries or property damage, to either the operator or others, resulting from the District's failure to enforce this Policy or to supervise the operator of an Other Power-Driven Mobility Device.



Oak Brook Park District  
Administrative Policies and Procedures

Policy: 3.4

**Amendments to this Policy:**

The District reserves the right to change, modify, or amend this Policy at any time.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

### 3.5 Service Animal Policy

**Purpose:**

- A. The Oak Brook Park District (the "District") is a public entity which is subject to the terms and conditions of Title 2 of the Americans with Disabilities Act of 1990, as amended (the "ADA") and Section 504 of the Rehabilitation Act ("Section 504").
- B. The District is required by the ADA and Section 504 to establish and/or modify policies and procedures to avoid unreasonable discrimination in the provision of public services and benefits against persons with disabilities.
- C. The District desires to establish this policy with regard to the use of service animals by persons with disabilities who are registered participants in District programs or authorized users of the District's parks or facilities, by District employees with disabilities, and by visitors with disabilities in the District's parks and facilities.
- D. The corporate authorities desire for this policy to be read liberally to ensure that participants and authorized users, employees, and visitors with disabilities who have service animals can participate in and benefit from the District's services, programs, and activities, and to ensure that the District does not discriminate on the basis of disability as defined in Titles 1 and 2 of the ADA.

**Primary District Contacts:**

- A. Participants and authorized users may request to have a service animal accompany them in parks and facilities where they are authorized users as a reasonable accommodation. Persons with disabilities are invited to contact the District's ADA Coordinator, 630-990-4233.
- B. Employees may request to have a service animal as a workplace accommodation. Please contact the Human Resource Manager for information regarding this process.
- C. Visitors may be accompanied by a service animal when observing programs and activities, or enjoying the District's parks and facilities, without making a request for a reasonable modification. Persons with disabilities are invited to contact the ADA Coordinator, 630-990-4233, with any questions about this policy.



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**Definitions:**

- A. **Service Animal:** A *dog* or a *miniature horse* that has been individually trained to perform tasks for the benefit of a person with a disability. Exceptions may be made by the District on a case-by-case basis in accordance with the law. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items. Dogs or miniature horses that are not trained to perform tasks that mitigate the effects of a disability, including dogs or miniature horses that are used purely for emotional support, are not considered service animals and are not allowed at the District's facilities and premises, unless otherwise specifically permitted.
- B. **Partner/Handler:** A person with a disability who uses a service animal as a reasonable accommodation, or a trainer.
- C. **Team:** A partner/handler and a service animal. The two work as a cohesive team in accomplishing the tasks of daily living.
- D. **Trainee:** A dog or a miniature horse being trained to become a service animal has the same rights as a fully trained service animal when accompanied by a partner/handler and identified as such.

**General Rules Regarding Service Animals:**

As a general rule, the District will modify policies, practices, and procedures, as needed, to accommodate the use of a service animal by an individual with a disability.

**Restrictions/Areas of Safety:**

The District may impose such restrictions on service animals as it deems necessary for safety reasons. Restrictions will be considered on a case-by-case basis to determine if the animal poses a danger to others at the District's sites or could be in danger itself, and to determine if other reasonable accommodations can be provided to assure that the individual enjoys access to the District's premises, facilities, services or programs. Questions about restrictions on service animals should be directed to the contacts identified in this Policy.

**Responsibilities of Partner/Handler:**

A Partner/Handler is responsible for the following:

- A. Responding truthfully to the limited and appropriate inquiries that may be made by employees regarding the service animal.



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- B. Ensuring that the animal meets any local licensing requirements, including maintenance of required immunizations for that type of animal.
- C. Ensuring that the animal is wearing a license and/or tag at all times.
- D. Ensuring that the animal is in a harness or on a leash or tether at all times. Exceptions may be considered individually.
- E. Ensuring that the animal is under control and behaves properly at all times. The supervision of the animal is solely the responsibility of its partner/handler. If the animal's behavior becomes a hygiene problem, or the animal acts in a threatening manner, the District may require the partner/handler to remove the service animal from the site.
- F. Ensuring that all local ordinances or other laws regarding cleaning up after the animal urinates and/or defecates are strictly adhered to. Individuals with disabilities who physically cannot clean up after their own animals are not required to clean or pick up and dispose of urine and/or feces; however, these individuals should use marked service animal toileting areas where provided.
- G. Ensuring that the animal is kept in good health. If the service animal becomes ill, the partner/handler must remove it from the area. If such action does not occur, the District's staff may require it to leave.

**District's Remedies if Partner/Handler Does Not Meet Responsibilities:**

- A. The District may exclude a service animal from all parts of its property if a partner/handler fails to comply with these restrictions, and in failing to do so, fundamentally alters the nature of programs, services, or activity offered by the District.
- B. The District may exclude a service animal from all parts of its property if a partner/handler fails to control the behavior of a service animal and it poses a threat to the health or safety of others.

**Requirements for the District's Employees, Participants and Authorized Users, and Visitors**

Members of the District's staff, participants and authorized users, and visitors at the District's sites, are responsible for the following, and the District may take disciplinary action against any individual who fails to abide by these guidelines:

- A. To allow service animals to accompany the partner/handler at all times and anywhere at a site.
- B. To refrain from distracting a service animal in any way, including, but not limited to, petting, feeding, or interacting with the animal without the partner/handler's invitation to do so.



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- C. To refrain from separating a partner/handler from a service animal.

**Temporary Exclusion of Service Animals:**

A participant or authorized user, employee, or visitor may report a concern regarding a service animal to the District's ADA Coordinator or other supervisory staff, and the District may take appropriate action as follows:

A. Temporary Exclusion of a Service Animal Used by a Participant or Visitor:

1. In response to an immediate concern, authorized District staff may determine that a service animal must be temporarily removed from parks, sites, or facilities. The employee authorized to make such decisions at that site, park, or facility shall notify the participant or visitor of this decision and that the incident will be reported immediately to the District's ADA Coordinator. The employee shall then report the incident to the ADA Coordinator.
2. The ADA Coordinator (or designee) will investigate all reported concerns and incidents where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator (or designee) will consult with appropriate Department personnel and determine whether or not the animal should be excluded from sites, parks, and facilities for an extended period of time, permanently or for particular services, programs or activities due to the increased risk of harm or injury to the partner/handler, the service animal or other participants. The ADA Coordinator (or designee) will notify the participant, authorized user, or visitor of their decision. All decisions will be made on a case-by-case basis given the particular prevailing circumstances.
3. If it is appropriate for the service animal to be excluded from sites, parks, or facilities permanently, the ADA Coordinator (or designee) will work with other Department staff to attempt to provide an alternative reasonable accommodation in place of the service animal, to allow the participant, authorized user, or visitor to use the site, park or facility.
4. A participant, authorized user, or visitor who does not agree with the decision regarding removal from the premises may file an accessibility complaint. The District's ADA Complaint process is at [www.obparks.org](http://www.obparks.org).

B. Temporary Exclusion of an Employee's Service Animal:

1. In response to an immediate concern, the District may determine that a service animal must be temporarily removed from sites, parks, or facilities. The Director (or designee) shall notify the employee of this decision and that the incident will be reported immediately to the



Oak Brook Park District  
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District's ADA Coordinator. The Director (or designee) shall then report the incident to the District's ADA Coordinator.

2. The ADA Coordinator will investigate all reported concerns and cases where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator will consult with appropriate staff and determine whether or not the animal should be excluded for an extended period of time, permanently or for particular services, programs or activities due to the increased risk of harm or injury to the partner/handler, the service animal or other participants. The ADA Coordinator shall notify the employee of their decision. All decisions will be made on a case-by-case basis given the particular prevailing circumstances.
3. If it is appropriate for the animal to be excluded from sites, parks, and facilities permanently, the ADA Coordinator will attempt to ensure that the employee receives an appropriate accommodation in place of the use of a service animal.
4. An employee who does not agree with the resolution may file an appeal or formal complaint following the District's ADA Process.

**Conflicting Disabilities:**

Individuals with medical issues (such as respiratory diseases) who are affected by animals should contact the ADA Coordinator if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation. The appropriate District staff will facilitate a process to resolve the conflict that considers the needs and conditions of all persons involved.

**Clarifying an Animal's Status:**

It may not be easy to discern whether or not an animal is a service animal by observing the animal's harness, cape, or backpack, or to discern the nature of the partner/handler's disability. Therefore, it may be appropriate for designated District staff to ask (1) whether the animal is required because of a disability, and (2) what work or task the animal has been trained to perform.

**No Liability to District:**

- A. The District accepts no responsibility for care of service animals.
- B. The District accepts no liability for injury to any service animal, or injury to the partner/handler, whether caused by the animal, its partner/handler, another visitor to a District facility or site, the physical conditions of the District facility or site, or any other circumstance.



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- C. The District accepts no liability for damage or injury to others caused by a service animal.
- D. The District accepts no liability for any injuries or property damage, to the service animal, its partner/handler, or others, resulting from the District's failure to enforce this policy or to supervise a service animal.

**Amendments to this Policy:**

The District reserves the right to change, modify, or amend this policy at any time, but only by approval of such a change, modification or amendment by the Board of Park Commissioners.

Approved by Board of Commissioners March 17, 2014  
Approved by Board of Commissioners: June 15, 2015  
Revised: April 19, 2021  
Revised: December 27, 2022





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: VETERANS AND MILITARY MEMBERSHIP**

**AGENDA No.: 8 E**

**MEETING DATE: APRIL 21, 2025**

**STAFF REVIEW:**

Superintendent of Facilities, Valerie Louthan:

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

Handwritten signature of Laure Kosey in black ink.

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

The Park District's does not have an established policy for a veteran or active military discount for Central Park Campus and Family Recreation Center memberships.

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

The accompanying proposed changes to the Administrative Policies and Procedures Manual, Section 5.5 - Recreation Programs, Memberships, and Facility Fees Policies and Definitions membership policy, include offering In-District fees for veterans and active military personnel for Central Park Campus and Family Recreation Center memberships.

**ACTION PROPOSED:**

A Motion (and a Second) to accept the policy for a veteran and active military discount for Central Park Campus and Family Recreation Center memberships.



Oak Brook Park District  
Administrative Policies and Procedures

## 5.5 Recreation Programs, Memberships, and Facility Fees Policies

### Establishing Resident Rates for In-House Programming and Special Events

Resident rates for in-house programming and special events run by the Oak Brook Park District will be set at 100% cost recovery. The Park District sets the fees, dates, times, locations and assigns the instructor.

### Non-Resident Fee Policy

- Non-resident fees will be set at 25% or more of the resident fee.
- The exception to this policy is Pioneer programs and travel club, in which a 25% fee would be cost prohibitive.
- Non-residents fees for day trips will be at least an additional \$6 higher than the resident fee.
- Travel club will have one rate for resident and non-resident due to the high cost of the program and the necessity to draw from surrounding communities to make the trips run.

### Contract Programs

The Park District may hire a company to provide recreation programs. The Park District will be compensated at least 25% of the registration fees.

### Veterans and Active Military Membership Fee

Veterans and Active Military individuals are eligible for In-District fees for the Central Park Campus and Family Recreation Center memberships. Individuals must present proof of U.S. Armed Forces service from the Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, or National Guard.

### Fee Increase Policy

1. With the approval of the Executive Director or Deputy Director, park district staff has the ability to increase fees up to 5% for programs that have a fee of \$20 or greater without board approval. Staff is permitted to round up to the nearest quarter dollar in order to make round numbers. For programs with a fee under \$20, staff may increase fees up to \$1.00 without board approval.

Staff can increase fees in this manner without board approval for the following areas:

- Daily fees at the Family Recreation Center and the Tennis Center
- All recreation programming, including tennis programs
- Special Events
- Tennis Center Court Fees
- Personal training rates
- Parties



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Staff must receive approval from their director prior to raising any fees. Factors that must be considered when raising fees are as follows:

- Consumer Price Index (CPI)
- Previous fiscal year average merit increases for staff compensation
- Average total fixed expense increase
- Competitor and market analysis of fees (Benchmarking)

2. Approval by the Board of Commissioners is required for increasing fees in the following areas:

- Memberships
- Facility Rental Fees

If an increase is needed in Memberships or Facility Rental Fees, staff shall prepare a recommendation to the Board of Commissioners for the increase. The recommendation shall be presented at a Regular Meeting of the Board of Commissioners. Factors that must be considered when preparing a recommendation for increasing these fees are as follows:

- Consumer Price Index (CPI)
- Previous fiscal year average merit increases for staff compensation
- Average total fixed expense increase
- Competitor and market analysis of fees (Benchmarking)

Upon the approval by the Board of Commissioners, the increased rates shall become effective. The effective date for such increase may be determined by the Board of Commissioners and staff. Ideally the rate increase shall first be published in the next publication of the Park District's Brochure.

3. Staff requesting a fee increase greater than 5% must seek Board approval utilizing the procedure provided in section 2, above.

All fee increases must correlate with the "Definitions for the Use of and Membership in Park District Facilities and Recreation Programs."

Revisions Approved by Board of Commissioners: November 14, 2016  
Approved by Board of Commissioners: June 17, 2013  
Approved by Board of Commissioners: June 15, 2015  
Revised: April 19, 2021



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: STRATEGIC PLAN 2025 -2029**

**AGENDA NO.: 8 F**

**MEETING DATE: APRIL 21, 2025**

**STAFF REVIEW:** Director of Recreation & Communication, Robert Pechous:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

The current strategic plan, which began in 2020, will end in May 2025, and this new plan will start in May 2025.

In March 2023, the District hired Carole Sente Consulting, LLC to guide the Park District's next five years of planning. The Leadership team then met with Carole on August 15, 2023 to discuss possible strategic initiatives. On August 29, 2023, the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. Staff also had a workshop on November 16, 2023, at the annual Teambuilding meeting. The workshops reviewed the accomplishments completed under the previous strategic plan, identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next five years. Items from the current plan have been completed over the past year, and the next strategic plan was finalized.

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

The Oak Brook Park District's Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission, vision, and core values, with strategic initiatives. This will ensure the operational goals for the next five years fall within the parameters of our Master Vision.

**ACTION PROPOSED:**

A Motion (and a Second) to approve the Strategic Plan for the years 2025-2029.



Oak Brook  
Park District  
*A National Gold Medal Agency*



# STRATEGIC PLAN

[www.obparks.org](http://www.obparks.org)



Years  
**2025-2029**  
March, 2025





# Strategic Plan 2025-2029

## Contents

- Mission, Vision, and Core Values . . . 1
- Process . . . . . 2
- SWOC Analysis . . . . . 3
- Performance Measures . . . . . 5

### Mission:

It is the mission of the Oak Brook Park District to provide the **very best in park and recreational opportunities, facilities, and open lands for our community.**

**Vision:** To provide a diverse, inclusive and holistic range of opportunities designed to keep the community happy, fit and active.

## Strategic Planning Input and Review Schedule

- August 15, 2023  
Leadership Team Strategic Planning Workshop
- August 29, 2023  
Board of Commissioners Strategic Planning Workshop
- November 16, 2023  
All Staff Strategic Planning Workshop
- October - November, 2024  
Oak Brook Resident Survey
- April 21, 2025 Regular Board Meeting  
Strategic Plan to be Approved
- (TBA)  
Strategic Plan Update

## Introduction to the Oak Brook Park District

The Oak Brook Park District was founded in 1962 and serves a community of about 8,000 residents, and 20,000 corporate residents, and employs between 200-225 employees at any given time. The governing body of the District is composed of five park commissioners, elected for staggered 6-year terms. The Board appoints an Executive Director to oversee daily administrative functions of the District.

The District owns and maintains five parks and 173.4 acres of land in the Village of Oak Brook. Facilities operated by the District include the Family Recreation Center, which includes the Fitness Center, Indoor Aquatic Center, and outdoor Splash Island, as well as the Tennis Center and Central Park West. After over 60 years the parks, programs, and facilities of the Oak Brook Park District have become uniquely connected with the identity of Oak Brook. Over time, individual lives have also been enhanced through the District’s mission to help its residents to be happy, fit, and active. A strong mission and core values have sustained an organizational culture focused on fiscal responsibility, communication, environmental stewardship, and accessibility.

# MISSION

# VISION

# STRATEGIC INITIATIVES & CORE VALUES

**Holistic  
Wellness**

**Environmental  
Stewardship**

**Inclusion**

**Teamwork**

**Community  
Engagement**

**Open  
Communication**

# GOALS

Reassess and re-brand Central Park West's identity with a focus on enhancing the customers' experience and the District's fiscal responsibility.

Create a Needs Assessment Plan for the redevelopment, expansion, and maintenance of facilities at the Central Park Campus.

Expand the use of technology to engage our customers, increase fun and keep them safe.

Form partnerships with neighboring park districts to offer new and strong opportunities for our communities.

Be regarded as one of the most inclusive park districts in the state where everyone is welcome and feels a sense of belonging.

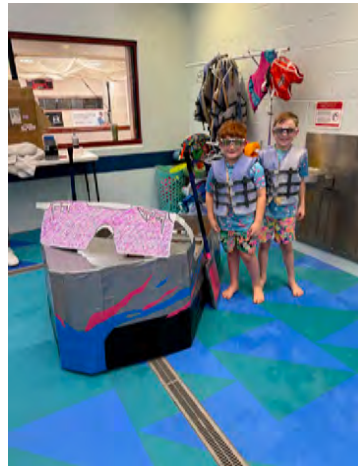
Develop strategies to improve our staff recruitment and retention.

Strengthen and/or Re-Invent our Special Recreation Association experience and provider.

Be the Best Park District We Can Be.

Maintain and promote a delivery of sustainability initiatives.

Utilize internal and external community resources to expand, develop, and implement inclusive recreational opportunities.





# PROCESS

*The Board of Commissioners and Staff are guided by the Oak Brook Park District's mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community.*

*The Oak Brook Park District's Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission, vision, and core values, with strategic initiatives. This will ensure the operational goals for the next five years fall within the parameters of our Master Vision.*

## 2023 Strategic Planning Workshop

In March, 2023 the District hired Carole Sente Consulting, LLC to be the Park District's guide on the next five years of planning. The Leadership team then met with Carole on August 15, 2023 to discuss possible strategic initiatives. On August 29, 2023 the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. Staff also had a workshop on November 16, 2023 at the annual Teambuilding meeting. The workshops reviewed the accomplishments completed under the previous strategic plan identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next five years.

### Review

The Oak Brook Park District Department Head Team reviews the progress of Strategic Plan initiatives every six months during All-Staff and department head meetings. The Strategic Plan progress is presented semiannually at monthly board meetings.

### Staff Involvement

To ensure the success and realization of strategic initiatives, staff on every level contributes to an accurate assessment of the Oak Brook Park District's operational strengths, weaknesses, opportunities and challenges.

### Board Involvement

Elected board members participate in the Strategic Planning workshop to develop goals designed to help make the Oak Brook Community the very best.

### Community Involvement

Through regular facility surveys, program evaluations, focus groups, and client engagement, the Oak Brook Park District actively solicits and incorporates formal as well as informal resident, participant, member, and community input throughout the strategic planning process.



# SWOC Analysis

## Strengths

- Forward-thinking DEI initiatives including our Inclusive Universal Playground and family locker room.
- Large central campus with a variety of activities (central hub of Oak Brook).
- The things we specialize in, we do well (tennis, basketball, preschool, aquatics, summer camps) for the community.
- Strong leadership coupled with staff collaboration and dedication.
- Professional development and continuous staff training including our approach to risk management and safety (we exceed PDRMA requirements).
- Creative use and maximization of our financial resources.
- Connected trail corridors (especially south and east).
- Ability to host tournaments for a variety of sports.
- Awards and achievements as we continue to meet and exceed industry standards.
- Cleanliness and upkeep of the parks and facilities.
- Customer retention and community engagement.
- Work/life balance for employees.
- Great value in membership opportunities for community.
- Loyal customer base, particularly seniors and participants in activities in which we specialize.

**Strategic initiatives capitalize on our strengths to further our mission and vision.**

## Weaknesses

- Quality and quantity of Special Recreation Association initiatives.
- Lack of identity at the Central Park West facility.
- Aging facilities and equipment.
- Connection across Ginger Creek.
- Lack of space to develop. Limited indoor court spaces.
- Lack of bus transportation for programming.
- Siloing between the Tennis Center and Family Recreation Center (programming and activities).
- Limited cultural arts programming.
- Membership is not evenly spread out across age demographics.
- Social media engagement.
- Limited activities for teens and young adults age 16-23+.

**Strategic initiatives address areas of needed improvement for the community.**

## Opportunities

- More inclusive play/programs and facilities.
- Expansion and redevelopment of recreation space(i.e. pickleball expansion at Central Park and additional turf fields.)
- Cross-promotion and piggy-backing of programs during activities and events to generate additional fees.
- Desire for an improved and collaborative relationship with the Village at the Board level.
- Selective events and programs that appeal to a broader cultural and age audience (Farmers Market, Cultural Food Fest).
- Expand the use of technology internally and externally including social media.
- Expansion of Programming such as Ginger Creek (fishing derby, paddle boarding classes, etc), teen, and pickleball.
- Expand programming for 55+ Active Adult population.
- Grow percentage of resident usage of amenities and programming.
- Increase corporate memberships.
- Expand winter/seasonal program opportunities (may include considering new/expanded capital project).
- Seek creative ways to attract and communicate program offerings to residents and patrons living outside of Park District boundaries.
- Additional outdoor tournaments (pickleball, soccer, softball, cricket, lacrosse, flag football) including use of Central Park West.
- Reaching additional markets (veterans, active duty, and out-of-district customers).
- Membership campaign focused on a "Premier" membership for full campus.
- Alternative funding through partnerships/sponsors, and local, state, and federal grants.
- Concessions sales at events.
- Partnering with the Oak Brook Reserve.
- Promote alternative transportation using the trail system. Consider bike charging/repair stations, electric golf carts, scooters.

**Strategic initiatives evaluate opportunities in order to increase service delivery and financial success.**

## Challenges

- Managing and meeting customer expectations. Trying to deliver a “country club” or “high-end” customer experience with limited resources.
- Staffing – all levels including support staff and part-time (particularly with specialized needs: coaches, personal trainers, etc.).
- Employee retention/replacement and succession planning.
- Desire for an improved and collaborative relationship with the Village (Board Level).
- Ensuring our programs/special events have a stand-out factor to draw broader participation away from their local park district offerings.
- Effectively determine our programs’ lifespan and when to sunset
- Competition of State and federal funding.
- Over-use of athletic fields.
- Investing in and maintaining capital projects.
- Inflation; increased cost of commodities.
- Building a stronger community acceptance of DEI and a shared sense of belonging.
- Exploring different ways to market programs in a changing technology landscape.
- Small district boundaries and population.
- Adequate and accessible parking.
- Need for better Special Recreation Association support and partnership as a resource.
- Inability to meet community demand for programming= lost revenue/connection to customers due to waitlists.
- Resident perception that non-resident participation is too high and may negatively impact them.





**Strategic initiatives work to prevent service and revenue interruptions and mitigate risks.**



# IMPLEMENTATION

Complete by November, 2029

- Holistic Wellness
- Environmental Stewardship
- Community Engagement
- Inclusion
- Teamwork
- Open Communication

Goal, Initiatives & Objectives	Lead/Department & Updates
<b>Reassess and re-brand Central Park West’s identity with a focus on enhancing the customers’ experience and the District’s fiscal responsibility.</b> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: orange;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• Explore opportunities for establishing a Special Recreation Association on weekdays.</li> </ul>	Facilities, Recreation
<ul style="list-style-type: none"> <li>• Create opportunities for a “tournament hub” as well as Park District special events, activities, and programming on the weekends.</li> </ul>	Facilities, Recreation
<b>Create a Needs Assessment Plan for the redevelopment, expansion, and maintenance of facilities at the Central Park Campus.</b> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: orange;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• Reposition the outdoor tennis courts.</li> </ul>	Parks, Tennis
<ul style="list-style-type: none"> <li>• Add pickleball courts and parking.</li> </ul>	Parks, Recreation
<ul style="list-style-type: none"> <li>• Update the 10-year capital improvement plan annually.</li> </ul>	Leadership Team
<ul style="list-style-type: none"> <li>• Implement an overhang storage space on the east side of the Family Recreation Center facility.</li> </ul>	Facilities, Parks, Maintenance
<ul style="list-style-type: none"> <li>• Create additional programmable multi-purpose space in Studio D storage.</li> </ul>	Facilities, Recreation
<ul style="list-style-type: none"> <li>• Re-purpose ball field #4 into a dual turf space for baseball, softball, and lacrosse.</li> </ul>	Parks
<ul style="list-style-type: none"> <li>• Input a turf field at the Central Park North Athletic Field’s field #2.</li> </ul>	Parks
<ul style="list-style-type: none"> <li>• Proceed with the Ginger Creek Bridge Project.</li> </ul>	Parks
<ul style="list-style-type: none"> <li>• Consider lighting some outdoor courts.</li> </ul>	Parks
<b>Expand the use of technology to engage our customers, increase fun and keep them safe.</b> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• High-quality virtual tours, kiosks, web forms, and memberships.</li> </ul>	IT/Facilities
<ul style="list-style-type: none"> <li>• Establish a dashboard system to access the current use patterns of each facility.</li> </ul>	IT
<b>Form partnerships with neighboring park districts to offer new and strong opportunities for our communities.</b> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: orange;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• Explore a “bike sharing” transportation loop connecting the Oak Brook Park District with the Downers Grove and Elmhurst Park Districts. Explore partnerships with other interested local governmental entities.</li> </ul>	Marketing, Recreation

Goal	Objectives	Lead/Department & Updates
<b>Be regarded as one of the most inclusive park districts where everyone is welcome and feels a sense of belonging.</b> 		
	<ul style="list-style-type: none"> <li>Implement renovations such as eliminating wood-chipped playgrounds and replace them with inclusive surfacing.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>Dedicate more time to the ADA transition plan and complete 70% of the plan by 2029.</li> </ul>	Parks, Facilities, Maintenance
	<ul style="list-style-type: none"> <li>Review District inclusivity during Capital Improvement Plan while maximizing special recreation funding</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Implement inclusive and adaptive programming (tennis, Tai Kwon Do, aquatic, dance, pottery).</li> </ul>	Recreation, Tennis, Aquatics
	<ul style="list-style-type: none"> <li>Provide some programming with our staff via training and when beneficial with a consultant/partner.</li> </ul>	Admin, HR
<b>Develop strategies to improve our staff recruitment and retention.</b> 		
	<ul style="list-style-type: none"> <li>Revamp and improve work and break spaces.</li> </ul>	Facilities
	<ul style="list-style-type: none"> <li>Expand full and part-time staff teambuilding opportunities. Develop a calendar of activities on a regular basis.</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Excel in our Professional Development offerings.               <ol style="list-style-type: none"> <li>Include opportunities in the Orientation Passport and intentionally communicate opportunities to staff.</li> <li>Create and implement an inclusive part-time on-boarding experience. (Part-time staff to visit all facilities.)</li> </ol> </li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Explore “employee-centric” policies (Family Care Leave Policy).</li> </ul>	HR
<b>Strengthen and/or Re-Invent our Special Recreation Association experience and provider.</b> 		
	<ul style="list-style-type: none"> <li>Explore dedicated weekday space at Central Park West.</li> </ul>	Facilities
	<ul style="list-style-type: none"> <li>Balance between independent activities and inclusion.</li> </ul>	Recreation
	<ul style="list-style-type: none"> <li>Serve community better with more positive and meaningful experience.</li> </ul>	Marketing, Recreation
<b>Be the Best Park District We Can Be.</b> 		
	<ul style="list-style-type: none"> <li>Maintain State and National Accreditations including GFOA, CAPRA, Distinguished Agency, Gold Medal, etc. which add rigor, process and discipline to how we deliver our services.</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Continually exhibit the highest degree of fiscal excellence and financial accountability to our residents and community.</li> </ul>	Finance
	<ul style="list-style-type: none"> <li>Prioritize cultural and historical components of the Oak Brook community when planning for programs, resource allocation and acquisition, and documentation at the District.</li> </ul>	Leadership Team

Goal	Objectives	Lead/Department & Updates
<b>Maintain and promote a delivery of sustainability initiatives.</b> 		
	<ul style="list-style-type: none"> <li>Increase the use of organic bio-solid turf fertilizer as an alternative to granular products.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>Develop social media content focused on ecological and sustainability topics.</li> </ul>	Marketing
	<ul style="list-style-type: none"> <li>Create additional native plant habitats in parks.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>Reduce the use of paper: More online forms and paperless meetings.</li> </ul>	Admin
	<ul style="list-style-type: none"> <li>Investigate installation of a commercial dishwasher in aquatics kitchen and use reusable dishware and utensils.</li> </ul>	Facilities
	<ul style="list-style-type: none"> <li>Transition some custodial cleaning supplies to “green” alternatives.</li> </ul>	Facilities, Parks
	<ul style="list-style-type: none"> <li>Begin phasing out gas-powered landscaping tools/equipment to battery powered alternatives.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>Purchase battery-powered utility vehicle for Parks Department.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>Re-evaluate the options for installing solar panels at the Family Recreation Center.</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Continue seeking alternative funding for trees and plants.</li> </ul>	Parks
<b>Utilize internal and external community resources to expand, develop, &amp; implement inclusive recreational opportunities.</b> 		
	<ul style="list-style-type: none"> <li>Develop educational programs focused on nature and utilize Ginger Creek for nature-based programming.</li> </ul>	Parks, Recreation
	<ul style="list-style-type: none"> <li>Diverse programming: teens, dance, theater, culinary.</li> </ul>	Recreation
	<ul style="list-style-type: none"> <li>Implement inclusive and adaptive programming (tennis, Tai Kwon Do, aquatic, dance, pottery).</li> </ul>	Recreation, Aquatic
	<ul style="list-style-type: none"> <li>Expand use of expert-level contracted instructors for unique programs.</li> </ul>	Recreation, Aquatic
	<ul style="list-style-type: none"> <li>Better utilize existing campus/resources for small-scale tournaments: Sand volleyball, Frisbee golf, basketball, pickleball.</li> </ul>	Parks, Recreation
	<ul style="list-style-type: none"> <li>Optimize Tennis Center court space to allow additional participant capacity.</li> </ul>	Tennis
	<ul style="list-style-type: none"> <li>Explore options to expand financial assistance for our residents.</li> </ul>	Marketing
	<ul style="list-style-type: none"> <li>Connect with community organizations to utilize open facilities and spaces during off peak and non-programmed hours.</li> </ul>	Marketing, Facilities
	<ul style="list-style-type: none"> <li>Grow the District’s foundation to increase the District’s revenue and assist in funding capital projects.</li> </ul>	Marketing



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 25-0423: A RESOLUTION REGARDING THE REVIEW OF MINUTES FOR CLOSED MEETINGS FROM JANUARY 1989 THROUGH FEBRUARY 28, 2025**

**AGENDA NO.:** 8 G

**MEETING DATE:** APRIL 21, 2025

**STAFF REVIEW:**

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

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

The District is required to review closed session minutes semi-annually to determine what minutes or portions of minutes no longer require confidentiality.

The attached resolution was drafted by the Park District's attorneys and contains the recommendation to not release any closed session meeting minutes at this time.

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

It is recommended that copies of the closed session minutes be kept to a minimum and the Commissioners are encouraged to review the closed meeting minutes while in the Administration Office of the Park District. Please contact the Executive Director to set up an appointment if you wish to review the closed session minutes. The closed session minutes are locked in the fireproof safe and will be removed from the safe for Commissioner review at the administration office.

The Resolution will be presented for final reading during the April 21, 2025 Regular Meeting and may be adopted upon the Board's approval at that meeting.

**ACTION PROPOSED:**

A Motion (and a Second) to Approve Resolution 25-0423: A Resolution Regarding the Review of Minutes For Closed Meetings From January 1989 Through February 28, 2025.

**RESOLUTION NO. R25-0423**

**A RESOLUTION REGARDING THE REVIEW  
OF MINUTES FOR CLOSED MEETINGS  
FROM JANUARY 1, 1989 THROUGH FEBRUARY 28, 2025**

---

**WHEREAS**, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"), the Oak Brook Park District Board of Park Commissioners (the "Board") has completed its semi-annual review of the minutes of all closed meetings which remain on file and closed to public view; and

**WHEREAS**, the Board has determined that the need for confidentiality still exists as to all of those minutes that were reviewed; and

**WHEREAS**, the Act requires that the Board make a public recital of its findings.

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

**Section 1.** The Board has determined that a need for confidentiality still exists as to the closed meeting minutes reviewed. The closed meeting minutes reviewed will therefore remain closed to the public until the Board determines that the need for confidentiality no longer exists.

**Section 2.** This Resolution shall be in full force and effect from and after its passage and approval as required by law.

**PASSED AND APPROVED THIS 21st DAY OF APRIL, 2025.**

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

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

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

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

**ATTEST:**

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





## Oak Brook Park District

### BOARD MEETING

### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: 2025 AMENDMENT TO THE OAK BROOK PARK DISTRICT EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

**AGENDA NO.:** 8 H

**MEETING DATE:** APRIL 21, 2025

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

The Board of Commissioners conducted the annual review of the Executive Director during the closed session of the March 17, 2025 Board Meeting.

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

As directed by the Board of Commissioners, the attached 2025 Amendment to the Oak Brook Park District Executive Director Employment Agreement is presented for review and possible approval.

**ACTION PROPOSED:**

A Motion (and a Second) to approve the 2025 Amendment to the Oak Brook Park District Executive Director Employment Agreement as Presented.



**2025 AMENDMENT TO OAK BROOK PARK DISTRICT  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

---

THIS 2025 AMENDMENT TO OAK BROOK PARK DISTRICT EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT (“2025 Amendment”) is made this 21<sup>st</sup> day of April, 2025, by and between the OAK BROOK PARK DISTRICT, an Illinois unit of local government (hereinafter referred to as "District") and Laure L. Kosey, Executive Director for the District (hereinafter referred to as "Director").

WHEREAS, District and the Director entered an “Oak Brook Park District Executive Director Employment Agreement” on February 5, 2010 (the “Employment Agreement”), to establish the terms and conditions of the Director’s employment as the District’s Executive Director; and

WHEREAS, the District and the Director amended the Employment Agreement on June 13, 2011, April 9, 2012, March 18, 2013, May 1, 2016, May 1, 2018, May 1, 2019, and May 1, 2020, May 1, 2021, May 1, 2022, April 24, 2023, and April 15, 2024, to modify certain terms and conditions including but not limited to compensation and benefits and term length; and

WHEREAS, the District and the Director have determined that it is necessary and desirable to further amend the Employment Agreement in accordance with the terms of this 2025 Amendment, to modify the Director’s compensation and the remaining term of the Employment Agreement.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual agreements herein contained, it is agreed by and between the parties hereto as follows:

**SECTION 1. 2025 AMENDMENT TO EMPLOYMENT AGREEMENT.** The District and the Director hereby agree to the following amendments to the Employment Agreement:

(A) Delete Section 4 of the Employment Agreement and all previous amendments thereof, and replace with the following:

4. COMPENSATION.

a. The Director’s base compensation from May 1, 2025 through April 30, 2026, shall be payable bi-weekly in the amount of \$7,883.91, less customary withholdings, annualized to Two Hundred Four Thousand, Nine Hundred Eighty Dollars and Ninety-One Cents (\$204,980.91), less customary withholdings, payable biweekly. Payment of compensation based on the above annual gross amount shall commence on May 1, 2025.

b. The Director shall receive a performance bonus in the gross amount of \$13,000.00, less customary withholdings, on May 1, 2025, and shall be eligible to receive a bonus on or before April 30 of each subsequent year of the Employment Agreement.

c. The Director shall receive an automobile allowance in the amount of Four Hundred Twenty Dollars (\$420.00) per month for the term of the Employment Agreement as amended.

d. Nothing herein shall preclude the District from offering the Director additional bonuses or increases as the Board may deem appropriate, in its sole discretion, during the term of the Employment Agreement, as amended.

(B) Delete Section 13 and all previous amendments thereof, and replace with the following:

13. RENEWAL OF AGREEMENT. This Employment Agreement is hereby renewed by the Parties for the period May 1, 2025 through April 30, 2028 (“Renewal Term”). The Director shall be entitled to an annual increase for each year of the Renewal Term, as determined by the Board in its sole discretion based on the Director’s performance. The Board shall endeavor to notify the Director of the approved annual increase on or before April 1 of each year of the Renewal Term.

**SECTION 2. CONTINUED EFFECTIVENES OF OTHER TERMS AND CONDITIONS OF THE EMPLOYMENT AGREEMENT.** Except as provided in Section 1 of this 2025 Amendment, all other terms and conditions of the Employment Agreement, as heretofore amended, shall continue in full force and effect for the remaining term of the Employment Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day above first written.

**OAK BROOK PARK DISTRICT**

**EXECUTIVE DIRECTOR:  
LAURE L. KOSEY**

By: \_\_\_\_\_  
Sharon Knitter  
Its President

\_\_\_\_\_  
Laure L. Kosey



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ELEVATOR CONTROL SYSTEMS**


**AGENDA NO.: 81**

**MEETING DATE: APRIL 21, 2025**

**STAFF REVIEW:**

Deputy Director, Bob Johnson: 

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey: 

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

The Family Recreation Center is equipped with an elevator which travels between the main and ground floor. The elevator was installed during construction of the facility in 1996. Over the last four months, the district has learned that the unit is at point of requiring a modernization. This involves replacing several systems, including life-safety and security devices, the power unit, tank, and valves, electronic control system, and operator panel. Staff has investigated options for the modernization. KONE Elevator is one of the leading elevator manufacturers in the world, with equipment that includes the latest safety standards, improves and operational and energy efficiency.

The district can purchase a turn-key modernization solution from KONE through the OMNIA Partners Purchasing Cooperative. By purchasing through the OMNIA program, the district satisfies the requirement of a traditional public bid by leveraging the Illinois Joint Purchase Act.

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

The proposal from KONE Elevator includes the following base items and alternatives:

- Base modernization equipment and installation: \$129,880
- Alternate #1 battery backup \$3,500
- Alternate #2 Cab interior upgrades \$24,200
- Alternate #3 electrical, fire, security, carpentry \$55,200
- Alternate #4 sprinkler and heat device if needed \$21,420
- Performance Bonds (required) \$2,000 estimate

Staff recommends accepting the base bid, alternate #1, alternate #3, and payment performance bonds for a total price not-to-exceed \$190,580. The battery backup system (1) allows the elevator to travel during a power outage, allowing passengers to safety exit rather than being stuck inside until power is restored. The trades work (3) involves carpentry, electrical, HVAC, and fire/life safety work associated with the installation. The total anticipated cost for these items is \$190,580.

**ACTION PROPOSED:** A motion (and a second) to accept the base bid, alternate #1, alternate #3, and performance bonds, and to reject alternate #2 an alternate #4 from KONE Elevator and Escalators for a total cost of \$190,580, and to approve an agreement between the Oak Brook Park District and Kone Elevators and Escalators for a total project cost not-to-exceed \$190,580.



Dedicated to People Flow™



# KONE MODERNIZATION PROPOSAL

Proposal: Oak Brook Park District MOD  
Proposal Date: 03/14/2025



03/14/2025

**KONE Inc.**  
Elevators & Escalators

1080 Parkview Blvd  
Lombard, IL, 60148  
Mobile +19166343528  
Work (916) 634-3528  
jenna.radtke@kone.com  
www.kone.us

Dear Valerie Louthan,

We are pleased to enclose, for your review and consideration, KONE's proposal to modernize your equipment located at the following address for the amount of **\$129,880.00** (excluding tax):

1450 Forest Gate Road  
60523, Oak Brook, Illinois

- This proposal is based on 2025 installation.
- This proposal is valid for (30) days.
- Anticipated downtime: 4 weeks per unit for modernization + 1 weeks for inspection.
- Please know that we are available to assist you in coordinating the work by others as further described in our Bid Attachment B. If preferred for KONE to provide this work as a Turnkey solution, please see add alternates on page 10
- Cab Interiors are not included in our base bid pricing. If this is desired, please see add alternates on page 10.
- Battery lowering device is not included in the base bid. If there is a power outage, this device will lower or raise the elevator to the nearest floor, open the doors to let any passengers out, and then shut the elevator down. If this is desired, please see add alternates on page 10.

We look forward to hearing from you and working together on this project.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jenna Radtke", written over a light blue grid background.

Jenna Radtke  
Senior Sales Consultant  
Kone Inc

OMNIA Contract #EV2516



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Appendix 1: KONE 24/7 Connected Services

Appendix 2: Clarifications

Appendix 3: Bid Attachment “A” / KONE Inc. General Terms and Conditions (Modernization)

Appendix 4: Bid Attachment “B” / Site Requirements & Work by Other Trades

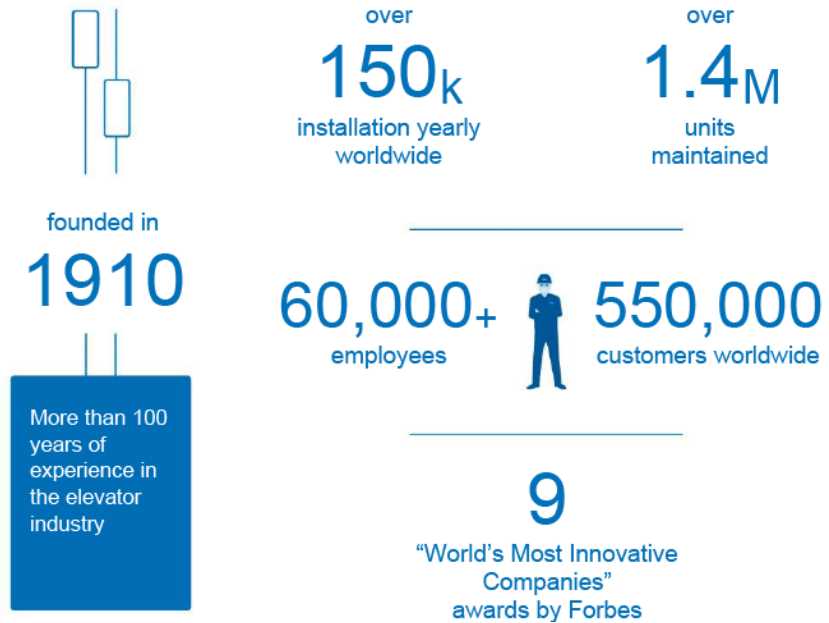


## 1. Why KONE?

### KONE in brief

KONE is a global leader in the elevator and escalator industry. Our mission is to make cities better places to live.

Our versatile product portfolio features a wide range of innovative products including elevators, escalators, autowalks, monitoring, access and destination control systems.



### Value for your project

KONE helps you to reduce operational costs, increase end-user satisfaction and value of your building by providing accessible and safe equipment through a professional and trouble-free modernization project.

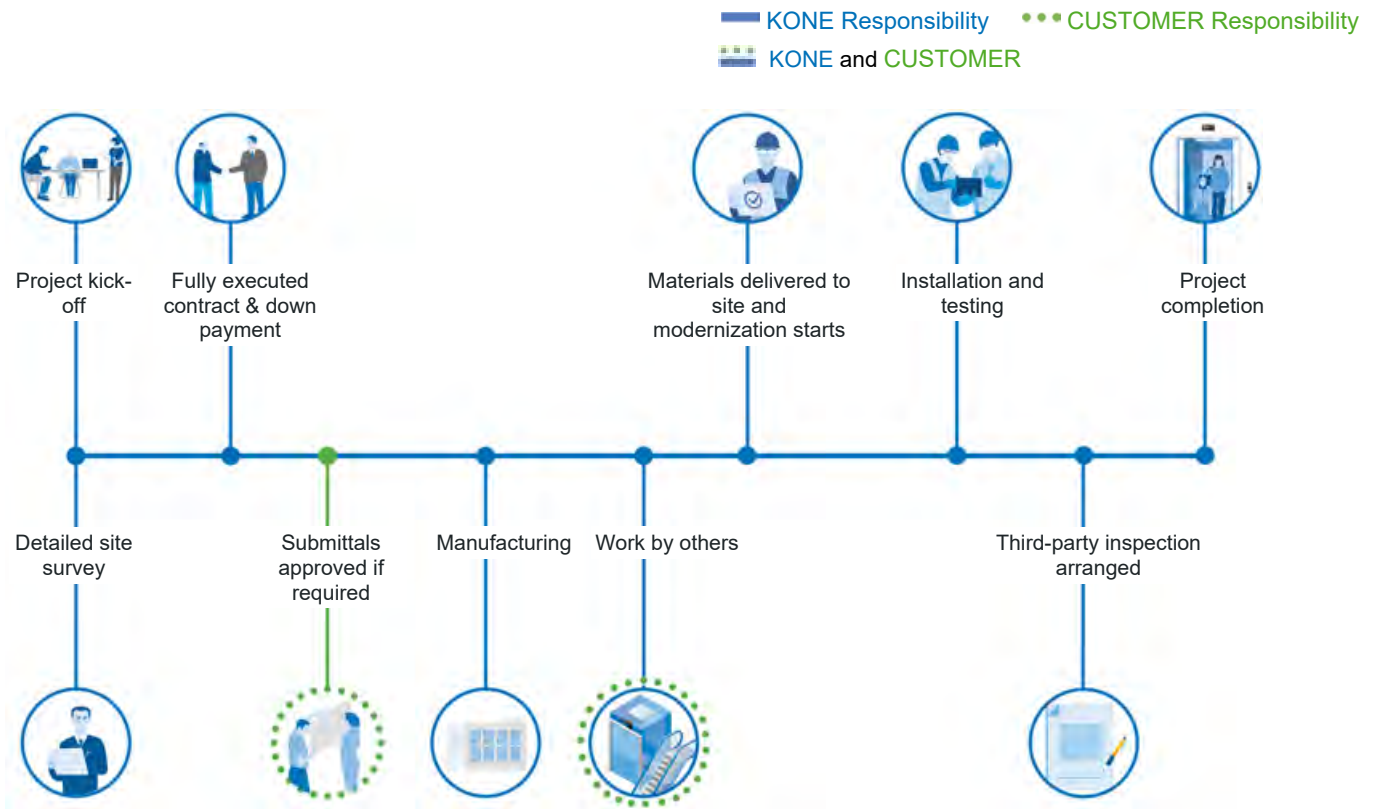
- ✓ Increased user satisfaction/minimal disturbance to end-users
- ✓ Improved eco-efficiency, reduced energy consumption
- ✓ Improved safety according to latest standards





## 2. Ensuring your project success

### Project Overview



### Site Cornerstones

By ensuring that these cornerstones are in place you can ensure that your modernization project stays on schedule and that KONE technicians can perform their work quickly, safely, and with minimum disruption to building operations.

#### 1 Site preparation requirements before materials arrive

- Loading and storage area of suitable size for materials, waste and waste storage, and tools
- Safe access route for new materials and materials being removed
- Access permissions and cards or other access devices for KONE technicians

#### 2 Other works as agreed in the project plan, if not managed by KONE

- Please refer to Appendix 4: Bid Attachment “B” / Site Requirements & Work by Other Trades





### 3. Your solution

Rated load	3000 lbs
Rated speed	125 fpm
Number of floors	2 floors / 2 front openings / 0 rear opening

#### A. Controller: Evolved by Smartrise Engineering (smartrise.us)

A non-proprietary serial link microprocessor controller as manufactured by Smartrise or approved equal. The Smartrise Evolved control platform is a leap forward in hydraulic elevators. Adaptive Slowdown saves time and money while giving passengers consistent rides throughout the journey. No custom software is required, most features are already built-in and are parameter adjustable making the installation times shorter and future changes easier. Software downloads and field setups can be done wirelessly, traveler cables are smaller than previous generations, and setting up the monitoring system is easier than ever. All leading to a more efficient, reliable installation. Technical training, engineering, and technical phone and field support is available to all KONE branch locations.

##### Controller inclusions:

- a. Adaptive Slowdown
- b. 3 Board System
- c. Serial Communication
- d. Solid State Starter
- e. Distance and Velocity Feedback
- f. Dispatching up to 8 car group
- g. NEMA 1
- h. Car top station
- i. Position indicator interface

#### B. Electrification Kit

All wiring and electrical interconnections will comply with governing codes. Insulated wiring is flame retardant complete with moisture-proof outer covering and will be run in conduit tubing or electrical wireways per code. Traveling and hoistway cables are pre-labeled to match the terminal name on the Smartrise Controller for ease of installation. This patterning also simplifies the wiring between the controller and the car top while thereby preventing wiring mistakes. It also makes checking connections easier. Cables come with Kellems® Grips.

The Electrification Kit is designed specifically for the KONE hydraulic package. The kit includes trough and conduit for both the hoistway and machine room as required. A job specific accessory kit is also included containing boxes, fittings, tape, wire nuts, etc. to meet existing job site condition requirements for the project. This allows for ease of installation and expedited modernization to limit downtime and building disruption.

#### C. Power Unit built by Alliance Elevator Solutions (allianceelevator.net)

##### Tank

The storage tank is constructed of minimum 12-gauge steel and shall be provided with a removable cover containing a removable oil dip stick. Welding is done robotically and complies with both AWS and CWB welding requirements. The pump and submersible motor shall be mounted on a reinforced isolation mount. The control valve shall be mounted in the discharge line above the oil level and easily accessible from the top of the tank. A muffler shall be provided at the control valve discharge.

##### Motor – ELMO (elmoitaly.com)

An ELMO type hydraulic, submersible motor will be provided. The motor shall be open-source equipment and of the alternating current, polyphase squirrel cage induction type and shall be of a design especially adapted to electro-hydraulic requirements.



#### **Pump – IMO (circor.com/brands/imo)**

An IMO pump will be housed within the submersible tank assembly. The pump will be a positive displacement screw type to give smooth operation and shall be especially designed and manufactured for elevator service.

#### **Maxton Control Valve – Maxton (Maxtonvalve.com)**

A Maxton control valve shall be provided as part of the tank assembly designed to match the requirements of the project specifications. Each Maxton valve is manufactured with a manifold up, down and check valve sections within the valve itself. A control section including voltage specific solenoid valves will direct the main valve and control up / down starting, transition from full speed to leveling speed, up and down stops, pressure relief, and manual lowering. Up and down leveling shall be controlled at the main valve sections. All of these functions shall be fully adjustable for maximum smoothness and to meet contract conditions. The manual lowering feature will permit lowering the elevator at slow speed in the event of power failure or for adjusting purposes.

#### **Standard KONE power unit standard inclusions:**

- a. Pre-mounted controller on tank unit
- b. Pre-wired motor to controller (removable to fit through tight spaces)
- c. Submersible – LH or RH configurations available
- d. Maxton Valve
- e. Elmo motor
- f. IMO pump
- g. Low pressure switch
- h. Internal shut-off valve
- i. Victaulic fittings
- j. Muffler assembly
- k. Hinged top with soft-close lid
- l. Isolation coupling
- m. Additional shut-off valves (Qty. 2)

#### **D. Door Equipment –GAL Universal Kit (gal.com)**

##### **Door Operator – Car Side Equipment**

A new, high performance linear door operator will be supplied. The operator will be power operated by means of a direct current; linear belt-drive operator mounted on top of the car. The motor will have positive control over door movement for smooth operation. A universal bracket will be supplied for easy attachment of the door operator components to the cab enclosure shell.

A restrictive door clutch will be provided along with a mechanical car door side interlock to prevent opening of car door panels. A car door electric contact will prevent starting the elevator away from the landing unless the car door is in the closed position. A new stainless steel car door panel will be provided and manufactured for easy adaptation of newly provided door components to door panel itself.

New car door hangers and tracks will be provided. The hangers shall have minimum 3-1/4" diameter sheaves for safe efficient door opening.

##### **Car Door Protective Device – 3D (2019 code compliant)**

The car door shall be provided with a 3D door protective device extending the full height of the cab entrance. An infrared type of car door protective device having a multi-beam array shall be furnished. This device shall be so arranged that should it sense a person or obstruction in its path while the doors are closing, it shall automatically cause the car and hoistway doors to return to the open position. The door shall remain open until the expiration of a time interval and then close automatically.

#### **E. Car and Hall Signal Fixtures - Innovation**

##### **Car Operating Panel**



An applied car operating panel shall be manufactured with 11 gauge #4 brushed 304 Stainless Steel face. Panel will contain a bank of mechanical illuminated buttons marked to correspond to the landings served, an emergency stop button, door open and door close buttons. The emergency call button shall be connected to a bell that serves as an emergency signal. Switches for lights and fan shall also be located in the car operating panel.

Phase II fire instructions are to be engraved or silk screened (applied plates are not acceptable) on the car operating panel or behind the fire cabinet door.

Elevator number, "No Smoking", and capacity in pounds are to be engraved or silk screened (applied plates are not acceptable) on the car operating panel.

Car operating panel shall contain all necessary operating components, buttons, and switches as required by ASME A.17.

#### **Handicap Markings**

Braille plates shall be furnished for car buttons, car controls, and hoistway entrance jambs in compliance with NEII and ADA handicap requirements.

Car Braille plates are to be flush mounted and permanently attached ("Stick-on" plates are not acceptable).

Audible Signal (to indicate stopping at a floor)

An audible signal shall sound in the car to tell a passenger that the car is stopping at the floor served by the elevator.

#### **Hall Buttons**

At each terminal landing a single push button shall be provided.

When a call is registered by momentary pressure on a landing button, that button shall become illuminated and remain illuminated until the call is answered. Buttons shall be open source, if serial link is provided, it shall be separate from button.

The designated fire return floor shall include a fireman's emergency key switch that meets state and local requirements.

#### **24/7 Emergency Audio / Visual Communication System (RATH, 2019 code compliant)**

#### **F. Passenger Cab Enclosure – Reused unless outlined as new or modified below.**

- a. Construction: Cab Enclosure will be **reused**. Constructed separate than sling and platform per original equipment manufacturers standards.
- b. Canopy: **Reused** per original equipment manufacturers standards.
- c. Ventilation: Two-speed exhaust fan in car canopy controlled by key switch in car operating panel. **Reused**.
- d. Lighting: LED **Reused**
- e. Ceiling: **Reused**.
- f. Front Return Wall(s): **Reuse**
- g. Entrance Columns: **Reuse**
- h. Transom: **Reuse**
- i. Car Door(s): **New #4 Stainless Steel**
- j. Handrail(s): **Reused**.
- k. Emergency Exit Hatch Switch: **New...included with electrification package**.
- l. Car Sill(s): **Reuse existing**.
- m. Side Walls and Rear Wall: **Reuse**.
- n. Panels: **Reuse** existing wall panels.



## 4. Commercial Offer

### Project notes

KONE to utilize storage area outside of machine room for laydown area of our equipment.

### Handover date

Mutually agreeable project schedule will be determined at time of proposal acceptance. Current delivery lead time is 18 weeks from when order receipt, deposit and approval of drawings have all been completed. The agreed delivery times for the project may need to be extended because of delays caused by measures undertaken to stop the spreading of the Coronavirus (2019-nCoV) epidemic, such as mandatory holiday extensions and transportation restrictions imposed by authorities in China and other countries, and the availability of personnel, logistics providers and supply chains, due to the epidemic.

### Warranty/maintenance

Our Proposal includes 12 months of KONE standard maintenance with KONE Connected Services, including regular time callback service.

Under no circumstances shall indicators or predictions from KONE Connected Services be cause for immediate services. They shall be addressed upon the next scheduled maintenance visit, or otherwise at the sole discretion of KONE. The remote monitoring devices are provided to the Customer as part of the Services. Customer gives KONE the right to utilize Connected Services to collect, export and use data generated by the use and operation of the equipment. Customer has no ownership or proprietary rights to such data, nor the device or software that monitors, analyzes, translates, reports or compiles such data. KONE Connected Services, including any data collected, the device(s) to perform the service, and any software related thereto shall be the exclusive property of KONE. KONE MAKES NO WARRANTY THAT SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE. KONE IS NOT LIABLE FOR ANY DAMAGES RELATING TO LACK OF NETWORK COVERAGE AT THE SITE OF THE EQUIPMENT, DUE TO TAMPERING WITH THE REMOTE MONITORING DEVICE, INTEROPERABILITY, SERVICE DEFECTS, SERVICE LEVELS, DELAYS, SERVICE ERRORS, INTERRUPTIONS OR ANY OTHER REASON OUTSIDE OF KONE'S REASONABLE CONTROL. KONE DISCLAIMS ANY LIABILITY FOR DAMAGES OR INJURIES (INCLUDING DEATH) ARISING FROM OR IN CONNECTION WITH THE OPERATION OR USE OF THE SERVICES SET FORTH HEREIN.

The Product Warranty is specified in Bid Attachment A. Installation by KONE of any parts covered under the Product Warranty on parts will only occur while KONE maintains an active maintenance contract. The Product Warranty and Warranty Maintenance commences on the date of acceptance set forth in the Uniform Final Acceptance Form. For long-term reliability, a continuing maintenance agreement is necessary.

## Pricing

Equipment	Price (\$)
Elevator 1 Modernization:	\$ 129,880.00



**Additional Options for your Consideration**

<u>Alternates</u>	<u>Price excl. tax</u>	<u>Initial for Acceptance</u>
Alternate 1: Battery Backup Device	\$3,500	_____
Alternate 2: Cab Interior Upgrade (Plastic Laminate wall panels & new LED Ceiling)	\$24,220	_____
Alternate 3: Provide work by others (Turnkey solution) per the scope shown below:	\$55,200	_____
<u>Elevator Machine Room</u>		
<ol style="list-style-type: none"> <li>1. We will disconnect and remove power from the existing equipment</li> <li>2. We will install a new code complaint mainline disconnect with battery lowering and connect to new elevator controller.</li> <li>3. We will install a new code compliant cab light disconnect and connect to the new elevator controller.</li> <li>4. We will install power and a disconnect for the new elevator communication system.</li> <li>5. We will install a GFI Duplex receptacle.</li> <li>6. We will install a fire-rated drop ceiling in the machine room.</li> <li>7. We will move the existing smoke device to the height of the new ceiling.</li> <li>8. We will install a temperature-controlled exhaust fan.</li> <li>9. We will fire caulk openings</li> </ol>		
<u>Elevator Hoistway</u>		
<ol style="list-style-type: none"> <li>1. We will fire-rate back boxes.</li> <li>2. We will remove the smoke device at the top if required by AHJ.</li> </ol>		
<u>Elevator Pit</u>		
<ol style="list-style-type: none"> <li>1. We will provide a new code compliant LED light in the elevator pit.</li> <li>2. We will install a heat device at a code-compliant distance from the existing sprinkler head.</li> </ol>		
<u>Fire Alarm</u>		
<ol style="list-style-type: none"> <li>1. We will install primary, secondary, and flashing hat recall relays and connect to the new elevator controller.</li> <li>2. We will program, pretest and complete elevator turn over tests.</li> </ol>		
Alternate 4: Install Sprinkler & heat device in machine room, if required	\$21,420	_____

Proposal pricing is based on the scope of work as defined herein. Any additional work required will be performed only upon purchaser's approval of a mutually agreeable change proposal. Any other deficiencies revealed in the progress of the work will be promptly reported to the purchaser with recommendations and cost for corrective action.



## 5. Services included

### KONE Connected Services

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KONE Connected Services is a round-the-clock diagnostics service that gathers data on your equipment's condition. We analyze this data and use it to make intelligent and proactive decisions on how to solve any potential problems – even before they occur. KONE 24/7 Connected Services helps you to optimize the lifetime value of your assets from day one and gives you peace of mind by keeping you fully informed about the condition of your equipment and any maintenance activities we carry out.





## 6. Tender Approval

### KONE

Jenna Radtke  
1080 Parkview Blvd  
Lombard, IL, 60148  
jenna.radtke@kone.com

### Owner/Representative

Valerie Louthan  
Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, Illinois, 60523

Submitted by:

A handwritten signature in black ink, appearing to read "Jenna Radtke", is written over a light gray rectangular background.

Jenna Radtke  
Sales Consultant  
03/14/2025

We accept the offer constituted by this proposal (total sales price of \$ 129,880.00) and agree to the conditions contained therein.

### Approved by Customer

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Printed name:  
Title:  
Company name:  
Date:



## Appendix 1: KONE 24/7 Connected Services

### KONE Connected Services – improved safety, full transparency, and peace of mind



In addition to a quality modernization project, we would be excited to discuss KONE Connected Services with you and the continuing benefits KONE could bring to your business. KONE is leading the industry with KONE Connected Services using the latest intelligent elevator technology allowing us to predict issues and take action before a shutdown occurs. Predictive maintenance allows fewer shutdowns, less call-outs, and improved up-time of equipment - all leading to a better user experience!



Read more at  
[kone.us/connected](https://kone.us/connected)





## Appendix 2: Clarifications

1. Contract terms between KONE Inc. and Purchaser shall be based on our Proposal and Attachments "A" and "B".
2. All new elevator equipment provided shall meet applicable ASME A17.1 code requirements. Any provisions of codes applicable to out-of-scope items shall be the Purchaser's responsibility. Cost of any future code changes adopted prior to permitting and completion are excluded.
3. Existing cab and entrance dimensions, which may not meet current ADA or stretcher access rules, will be retained as is.
4. Our proposal includes inspections and testing as required by the AHJ. However, any re-testing required due to other trades' failures to complete their work or tests in a timely manner will be billed at our regular billing rates.
5. The ASME code limits changes to the empty car weight + capacity of each elevator to 5% of the originally installed value. If past or proposed changes result in a change to the weight or system pressure (for hydraulic) greater than 5% above the original design values, the cost of any engineering and of any required modifications to the elevator system or structure shall be extra to this proposal scope and pricing. If this situation is discovered during the engineering process, KONE will notify purchaser and recommend an alternate design or other changes.
6. In order to provide best pricing, proposal excludes any extra demobilizations and remobilizations. If we must demobilize from the jobsite for any reason outside our control, we shall be compensated at our regular billing rates.
7. Proposal pricing is based on the scope of work as defined herein. Any additional work required will be performed only upon Purchaser's approval of a mutually agreeable change proposal. Any other deficiencies revealed in the progress of the work will be promptly reported to purchaser with recommendations and cost for corrective action.
8. Asbestos: Notwithstanding anything contained to the contrary within this bid or contract, KONE's work shall not include any abatement or disturbance of asbestos containing material (ACM) or presumed asbestos containing materials (PACM). Any work in a regulated area as defined by Section 1910 or 1926 of the Federal OSHA regulations is excluded from KONE's scope of work without an applicable change order to reflect the additional costs and time. In accordance with OSHA requirements, the Customer shall inform KONE and its employees who will perform work activities in areas which contain ACM and/ or PACM of the presence and location of ACM and/or PACM in such areas which may be contacted during work before entering the area. Other than as expressly disclosed in writing, Customer warrants that KONE's work area at all times meets applicable OSHA permissible exposure limits (PELs). KONE shall have the right to discontinue its work in any location where suspected ACM or PACM is encountered or disturbed. Any asbestos removal or abatement, or delays caused by such, required in order for KONE to perform its work shall be the Customer's sole responsibility and expense. After any removal or abatement, customer shall provide documentation that the asbestos has been abated from the KONE work area and air clearance reports shall be made available upon request prior to the start of KONE's work.
9. Purchaser shall provide any security, escort or other building service support personnel required during demolition, installation, testing, and inspections.
10. For hydraulic elevators, we can assume no responsibility for unusual conditions such as hole cave in and complete hydraulic cylinder assembly embedded in concrete. The excavation of the hole to accommodate the new hydraulic cylinder assembly is based on encountering soil free of oil, rocks, boulders, building construction members, sand, water, quicksand, underground caves and/or any other obstructions or unusual conditions. Should such obstructions or unusual conditions be encountered, additional time above or beyond the working days estimated to complete this project may be required. We will proceed with this portion of the project on a time and material basis, based on our normal billing rates.
11. Proposed solution is subject to a complete engineering review by KONE engineering team to confirm feasibility of products proposed. Additional charges may apply for work not included, but required to meet system requirements. Additional charges for this work (if applicable) shall be mutually agreed upon.



## Appendix 3: Bid Attachment “A” / KONE Inc. General Terms and Conditions (Modernization)

### 1. APPLICATION OF THESE TERMS

The parties agree to be bound by the terms and conditions contained in the Bid Letter, this Bid Attachment A and Bid Attachment B, including the documents incorporated herein by reference (collectively, the “Proposal”).

### 2. SPECIAL PURCHASING REQUIREMENTS

This Proposal is made without regard to compliance with any special sourcing and/or manufacturing requirements including, but not limited to, Buy America, Buy American, U.S. Steel, FAR clauses, minority / disadvantaged supplier requirements or similar federal and/or state procurement laws. Should such requirements be applicable to this Project, KONE reserves the right to modify and/or withdraw its Proposal.

### 3. PROPOSAL CONDITIONS

The Proposal shall be open for acceptance within the period stated in the Bid Letter or, when no period is stated, for a period of 30 days from the date of the Bid Letter. Prior to commencing manufacture of the equipment described in the Bid Letter (“Equipment”), KONE must have (i) a fully executed contract; (ii) a schedule acceptable to KONE identifying the Equipment installation start date, or alternatively, KONE’s letter specifying the ship date (“Ship Date Letter”) signed by Customer, which, as applicable, is incorporated by reference herein; (iii) the first payment in Section 4 herein; and (iv) fully approved KONE layouts.

### 4. PAYMENT TERMS

Payment of the total Price is due within 30 days from invoice date, as follows:

- 30% of the Price for engineering, site management, and overhead, billable and due upon execution of this Proposal or receipt of the subcontract;
- 50% of the Price for material and shipping, billable and due upon delivery of material to the jobsite or KONE Distribution Center;
- 20% of the Price for Equipment installation, billable and due at the billing cycle following the start of installation.

KONE imposes a surcharge for payments made via credit card that is not greater than our cost of acceptance. The surcharge that we impose for this type of transaction is a percentage of the amount paid via credit card, which will be notified to the Customer at the payment portal. KONE reserves the right to delay, suspend, or stop the work, including manufacturing, delivery, installation and/or Equipment turnover, for non-payment, without liability to KONE or being held in default. Simple interest at 1.5% per month shall be charged on amounts not paid when due. Payments to KONE are not contingent on any third-party payments to Customer. Customer shall reimburse KONE for all costs of collection, including courts costs and reasonable attorneys’ fees.

Prior to turnover, KONE must be paid in full, less 10% maximum retention, the Price including all change orders. Retention shall be due and payable within 30 days of execution of the Uniform Final Acceptance or Equipment turnover, whichever occurs first. If certified payroll reporting is required, KONE will submit the requested reporting in the format of the U.S. Department of Labor form WH 347 & WH 348. The Price does not include Textura or any other special billing requirements, which can be added via change order at a rate of 0.3% of the Price.

### 5. INSTALLATION

Customer shall be responsible for procurement and cost of all permits, except permits related to installation of the Equipment. Where KONE’s scope of work or other responsibilities include the obligation to utilize materials and/or finishes resembling or identical to those pre-existing in the building, KONE shall use reasonable efforts to procure such materials and Customer acknowledges and accepts that the materials and/or finishes reasonably available may not be in all respects identical to those pre-existing in the building. This Proposal is conditioned upon KONE using its standard installation method. The installation of the Equipment shall start after Customer has completed all work set forth in Bid Attachment B and any other documents describing site requirements (“Site Requirements”), all of which are incorporated by reference herein. Within two (2) weeks prior to the scheduled delivery date for KONE’s materials, KONE shall conduct a standard visual site survey to verify that the Site Requirements are complete and notify Customer if there are outstanding deficiencies preventing KONE from beginning installation.

KONE’s site survey may include, but is not limited to, inspection of site access, working and safety conditions on site, wear and tear of any existing structures or surfaces, and planning of any dismantling or removal of existing equipment, components and materials, where applicable. KONE shall not be deemed to have surveyed any hidden structures, latent defects, subsurface conditions, or other non-visible matters, including but not limited to searching for hazardous substances and/or materials, which shall be subject to Section 16. If KONE’s site survey reveals any deficiencies, KONE shall be entitled to delay the start of installation and Customer shall be responsible for all additional costs incurred by KONE, including without limitation, costs associated with: labor reallocation, re-directing materials to and storage in a KONE Distribution Center, additional labor for double handling of materials, and additional trucking, freight and insurance. Once the Site Requirements are completed, the start of installation shall be subject to the availability of labor and the delivery of material, if applicable.

KONE’s work shall be performed during regular union working hours of regular working days, Monday to Friday, statutory holidays excluded. If overtime is mutually agreed upon and performed, the additional costs for such work shall be added to the Price at KONE’s standard overtime rates. If the installation cannot be performed in an uninterrupted manner for any reason beyond KONE’s control, Customer shall store the Equipment at Customer’s cost and compensate KONE for any costs caused by such delay including, but not limited to, double handling of Equipment and demobilization. KONE shall not be required to perform overtime or any Customer directed change to its work (“Extra Work”) without an executed change order. No action by KONE, including but not limited to, performing Extra Work without an executed change order, shall be a waiver of KONE’s right to seek payment for Extra Work performed.

KONE shall be entitled to an extension of time and an equitable adjustment in the Price, including but not limited to, any increased costs of labor, including overtime, resulting from any change of schedule, re-direction of KONE personnel to another work area, acceleration, or out of sequence work.

KONE shall take reasonable methods to protect its work-in-place while KONE is actively on site and until execution of a KONE Uniform Final Acceptance, which is incorporated by reference herein. Should damage occur to KONE property, material or work-in-place by fire, water, theft or vandalism, Customer shall compensate KONE for said damages.



Additionally, the Customer is solely responsible for ensuring that the equipment maintenance contractor, if not KONE, does not disturb, delay or interfere with KONE's work. KONE shall abide by Customer's safety policies and procedures to the extent such policies and procedures are not in conflict with KONE's Safety Policy. Testing and/or security features of Equipment must be completed before Equipment turnover. KONE is not responsible for damages, either to Equipment or the building, or for any personal injury or death, arising out of or resulting from any code required safety tests performed on Equipment or hoistway access granted by Customer to other trades.

#### **6. TEMPORARY USE**

Temporary use of certain types of Equipment may be permitted, provided the use period allows adequate time for Equipment restoration for final turnover and Customer executes KONE's Temporary Use Agreement. Temporary use shall be invoiced separately and subject to payment terms in Section 4 herein. At the end of temporary use, Customer shall return the Equipment to KONE in "like new" condition.

#### **7. HAZARDOUS MATERIALS**

KONE's work shall not include any abatement or disturbance of asbestos-containing material (ACM), presumed asbestos-containing materials (PACM) or other hazardous materials (i.e., lead, PCBs) (collectively "HazMat"). KONE shall have the right to discontinue its work in any location where suspected HazMat is encountered or disturbed. Any HazMat removal or abatement, or delays caused by such, required for KONE to perform its work shall be the customer's sole responsibility and expense. Prior to the execution of the contract, the owner and/or the general contractor are responsible for providing written notification to KONE of the existence of HazMat in any location where KONE's work will be performed. Should the customer require elevator personnel to position/reposition the elevator equipment to allow the customer's abatement company to perform abatement work, KONE will present a separate proposal for additional work to the customer.

#### **8. TITLE AND RISK TO EQUIPMENT**

Title to and ownership of all Equipment intended for incorporation in KONE's work, whether installed or stored on or off site, shall remain with KONE until final payment is made. Risk of loss in KONE's work and Equipment passes to Customer upon delivery to the site or off-site storage.

Any tools, devices, or other equipment that KONE uses to perform its work or monitor the Equipment remains the sole property of KONE. If this Proposal terminates or expires for any reason, Customer will give KONE access to the premises to remove such tools, devices or equipment at KONE's expense.

#### **9. TURNOVER**

Prior to turnover, KONE must receive a final punch list. Upon turnover, KONE requires a signed Uniform Final Acceptance. KONE shall provide its standard electronic O&M manuals with CD-ROMs in electronic format, if applicable, upon execution of the Uniform Final Acceptance. Standard KONE samples shall be provided upon request. No mock-ups or video training are included in the Price.

#### **10. DELAY**

KONE shall not be liable for any loss, damage, claim, or delay due to any cause beyond KONE's control, including, but not limited to, acts of domestic or foreign government (including a change in law), strikes, lockouts, work interruption or other labor disturbance, delays caused by others, fire, explosion, theft, floods, inclement weather, riot, civil commotion, war, malicious mischief, infectious diseases, epidemic,

In the event of such delays, KONE shall be entitled to an extension in time equal to the length of such delay affecting KONE and an equitable adjustment in the Price. Customer shall compensate KONE for labor and material cost escalations resulting from Project delays not caused by KONE, which extend completion of KONE's work beyond the end of the current calendar year. Customer is on notice that IUEC labor rates increase annually.

#### **11. LIMITED WARRANTY**

For one (1) year after the acceptance date set forth in the signed Uniform Final Acceptance, date of Equipment turnover, or date of Customer's use of Equipment (unless such use is pursuant to the Temporary Use Agreement), whichever occurs first, KONE warrants Equipment against defect in workmanship and material. The warranty excludes remedy for damage or defect caused by abuse, misuse, vandalism, neglect; repairs, alteration or modifications not executed by KONE; improper or insufficient maintenance, improper operation, characteristics of the building such as electrical power or security features, natural or other catastrophe such as flood, fire, or storm, or normal wear and tear and normal usage. The warranty excludes training or instruction in the proper operation or maintenance of Equipment. Specific noise ratings and energy efficiencies cannot be guaranteed due to different building characteristics and ambient noise levels. Customer's remedy is limited to repair or replacement of a defective part, in KONE's sole discretion, and excludes labor.

#### **12. INDEMNIFICATION**

KONE shall only indemnify and hold Customer harmless for claims, damages, losses or expenses, but excluding loss of use ("Claims") due to bodily injury, including death, or tangible property damage (other than the Project or KONE's work itself) to the extent caused by KONE's negligent acts or omissions. KONE shall not indemnify Customer for any other Claims. Customer agrees to indemnify and hold KONE harmless from any Claim for bodily injury, including death, or tangible property damage in connection with the use or operation of the Equipment. Each party shall defend itself in the event of a Claim.

#### **13. INTELLECTUAL PROPERTY**

KONE shall retain title and ownership of all intellectual property rights relating (directly or indirectly) to the Equipment provided by KONE, including but not limited to software or firmware (whether in the form of source code, object code or other), drawings, technical documentation, or other technical information delivered under the Proposal. KONE grants Customer a non-exclusive and non-transferable license and right to use the software and firmware in connection with the use and maintenance of the Equipment. Customer shall not use any drawings, technical documentation or other technical information supplied by or on behalf of KONE for any purposes other than those directly related to the Proposal or to the use and maintenance of the Equipment. Customer shall not in any form copy, modify or reverse engineer the software, or give access to the software for such use to any third party without KONE's prior written consent.



pandemic, quarantine, border or port of entry and exit restrictions or acts of God.

#### **14. INSURANCE**

In lieu of any Customer insurance requirements, KONE shall provide its standard certificate of insurance, which shall be deemed to satisfy all insurance requirements for this Project. KONE shall not provide loss runs, insurance rate information, copies of its insurance policies or any other information which KONE considers confidential. KONE shall not provide coverage for professional (E&O) liability, pollution liability, data privacy/security, or no-fault medical payments. If the Project is covered by a Wrap Up Insurance Program, KONE agrees to participate provided there is no cost to KONE, no reduction in the Price, and subject to KONE's review of the proposed program. If KONE's primary limits are sufficient to satisfy insurance coverage requirements, excess/umbrella liability will not be required or if excess/umbrella is required, KONE's excess coverage does not follow form although typically provides broader coverage than KONE's primary policies. The excess coverage is not AM Best Rated nor licensed to do business within the jurisdiction although the carrier has strong Standard & Poor's and Moody's financial ratings that may be evidenced upon request.

#### **15. LIMITATION OF LIABILITY**

In no event shall either party be liable to the other party for any consequential, special, punitive, exemplary, liquidated, incidental, or indirect damages (including, but not limited to, loss of profits or revenue, loss of goodwill, loss of use, increase in financing costs) (collectively, "Consequential Damages") that arise out of or relate to this Proposal even if such party has been advised of the possibility of such Consequential Damages. The limitation set forth in this section shall apply whether the claim is based on contract, tort or other theory.

#### **16. CONCEALED OR UNKNOWN CONDITIONS**

If during the course of its work, KONE encounters conditions at the site that are subsurface, differ materially from what is represented in the contract documents, or otherwise concealed physical conditions, KONE shall be entitled to an extension of time and additional costs for the performance of its work, which shall not be subject to any payment conditions or contingencies.

#### **17. TECHNICAL SURVEY**

KONE's Price and obligations under this Proposal are subject to a technical survey to be performed on Customer's existing units within 90-days of the effective contract start date. If a safety hazard or code violation is identified during KONE's technical survey, Customer shall immediately remove the unit from service until repairs are performed. KONE is not obligated to perform tests, correct outstanding violations or deficiencies that were not addressed by the prior service provider and/or the owner, or make related necessary repairs or component replacements on the unit. If additional work is necessary, KONE shall provide a separate proposal or recommendation for such work. Customer agrees to indemnify, defend, and hold KONE harmless for any claims arising out of Customer's failure to comply with KONE's recommendations and proposal, and any obligation on the part of KONE to indemnify or defend Customer with regard to such claim shall be null and void. If Customer does not immediately approve KONE's proposal or recommendation, KONE reserves the right to terminate this Proposal/contract without penalty.

#### **18. TERMINATION**

If a party materially breaches this Proposal, the other party shall provide written notice of the breach and a reasonable time to cure the breach, but in no event less than 30 days. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate the Proposal upon 15 days written notice to the other party. If KONE notifies Customer of a material breach pursuant to this paragraph, KONE may temporarily suspend its work without liability.

#### **19. GOVERNING LAW AND DISPUTE RESOLUTION**

The parties agree that this Proposal shall be governed by the laws of the state where the Project is located, and venue for disputes shall be located in that state. KONE does not agree to participate in arbitration proceedings.

#### **20. PRICE ADJUSTMENT**

If the materials are manufactured more than twelve months after the Contract date, KONE shall be entitled to an equitable adjustment in the Price, including but not limited to, any increased costs between the time the Contract is signed and the date of manufacture for materials, labor, or shipping. Further, KONE shall be entitled to an equitable adjustment in the Price for any increase in costs resulting from any change in law or tariffs.

#### **21. 24/7 EMERGENCY VIDEO COMMUNICATIONS**

Applicable only for projects where KONE 24/7 Emergency Video Communications is included: The KONE 24/7 Emergency Video Communications contract addendum and General Terms and Conditions for KONE Digital Services must be signed by the Building Owner. This contract addendum requires the Building Owner to pay a fee for audio, video, and data connectivity. This payment obligation, among other provisions, survives termination of any maintenance agreement.

#### **22. MISCELLANEOUS**

This Proposal, including the documents incorporated herein by reference, constitutes the entire agreement of the parties and supersedes all prior negotiations, understandings, and representations whether written or oral in relation to the subject matter hereof. Where a conflict or ambiguity exists between this Proposal and any other contract document (including but not limited to, Customer's drawings and specifications), the terms and conditions of this Proposal shall control. This Proposal may be amended only in writing by the duly authorized representative of both parties. This Proposal may be executed in one or more counterparts. Each counterpart shall be considered an original and all of the counterparts shall constitute a single agreement binding all the parties as if all had signed a single document. For purposes of executing this Proposal, a document signed by electronic means is to be treated as an original document. The failure of either party to insist upon performance or strict performance of any of the terms or conditions of this Proposal shall not be deemed a waiver of any rights or remedies that such party may have or a waiver of any subsequent breach or default under this Proposal. Neither party may assign or transfer the benefit or burden of this Proposal without prior written consent of the other party.





## Appendix 4: Bid Attachment “B” / Site Requirements & Work by Other Trades

The work described below is a summary of work to be performed by others (“Work by Other Trades”) that may be required in conjunction with the elevator modernization performed by KONE (the “Work”). Purchaser shall provide any and all building electrical, structural and mechanical system upgrades required for code compliance, life safety, and proper equipment installation and operation. The Authorities Having Jurisdiction (AHJ) may require additional remedial or preparatory work. All required remedial or preparatory work shall be performed by properly licensed trade contractors in compliance with applicable codes and based on a schedule of performance that allows for uninterrupted progress of the Work. Under no circumstances shall KONE be responsible for any cost associated with the performance of remedial work by others. Purchaser shall provide the following unless specifically included in KONE’s Work:

### 1. ELECTRICAL

- A properly rated three phase fused disconnect switch, externally operable and lockable in the open position, located as required by code. Accommodate any increases in motor size or feeder loads.
- A dedicated 110 VAC fused disconnect switch, externally operable and lockable in the open position adjacent to the machine room door for cab lighting and ventilation, located as required by code.
- Shunt-trip disconnect if fire sprinklers are present in machine room or hoistway.
- GFI 120 VAC convenience outlets in machine room and pit.
- Separate outlet in the pit area if a sump pump is installed.
- Telephone line service brought to the elevator machine room for emergency communication device.
- Any required RF shielding of TV or radio transmitters, antennae and/or wave-guides.
- Conduit with pull boxes from each elevator bank to any remote fire control or communication panels specified.
- Provide a separate 15-amp, 115 VAC fused service with ground (powered by building emergency power system, when available) for KONE 24/7 Emergency Communications, when specified. Must include the means to disconnect each service and lock-off in the “open” position (NFPA 70 article 620.22 and 620.53 or CEC article 38.22 and 38.53).

If required by building code: standby/emergency power, sufficiently sized to provide power of permanent characteristics to each elevator’s disconnect, simultaneously, upon loss of regular power, including feeders, transfer switches and auxiliary contact signal outputs to elevator controllers.

### 2. MACHINE ROOM

- A code-compliant machine room. Provide or maintain fire rating as required by building code.
- Fire-rated door for access into the machine room. Door shall be self-closing and self-locking, operable from inside the room without the use of a key.
- Independent ventilation or an air conditioning system for the elevator machine room, to assure temperature is maintained between 65 degrees and 95 degrees Fahrenheit.
- Fire extinguisher inside machine room.
- Minimum clear machine room height of 7’-0”.
- Suitable lighting that provides a minimum of 19 ftc at floor.
- Removal of any non-elevator related equipment and materials from within the machine room and proper disposal of oil and other hazardous or non-hazardous substances and materials.

### 3. HOISTWAY

- A code-compliant hoistway, constructed in accordance with KONE’s requirements and specifications. Provide or maintain fire rating as required by building code.
- Patching of all holes in hoistway walls with fire rated material.
- Beveling all ledges within hoistway measuring over 4”.
- Removal of any non-elevator related equipment and materials from within the hoistway and proper disposal of oil and other hazardous or non-hazardous substances and materials.
- A guarded light fixture and light switch in pit. Switch must be located 42” above the lowest landing floor level.
- A means of displacing water located in the pit and containing and disposing of oil, chemicals, and other substances in compliance with environmental laws and regulations (KONE assumes no responsibility for discharge of oil, chemicals, and other substances into storm water systems, sanitary sewer systems, retention ponds, etc.). Elevator hoistway ventilation to the outside atmosphere as required by building code.

### 4. FIRE SERVICE

- Fire alarm smoke detectors with wiring and relays in the machine room terminating at elevator controller.
- Fire alarm initiating devices must be located in front of each elevator entrance as well as in the machine room and at the top of the hoistway.
- Where sprinklers exist in the machine room and/or hoistway, a fire alarm initiating device within 12” of each sprinkler head.



## 5. ACCESS INTEGRATION/SECURITY

- Our proposal includes KONE logic and provisions for the specified Touchscreen(s), Keypad Destination Operating Panel(s), Monitoring System(s) and Multi-Media Equipment.
- Card Readers and/or any additional required hardware & software for proper functionality of access control/security system(s) shall be furnished and installed by others.
- Any required software to ensure proper communication between KONE control system(s) and building system(s) shall be the responsibility of others.
- A designated 115V 15A circuit is required at each of the remote monitoring stations.
- KONE recommends a minimum 100 Mbit/s Ethernet for each of the following application(s): Integrated Touchscreen/Keypad Destination Operating Panels, Monitoring System, Multi-Media Equipment, and Card Readers.

## 6. COUNTERWEIGHTING

- Pricing is based upon the existing car to counterweight weight ratio being consistent with elevator industry standards. This is defined as the counterweight weight being equal to the empty car weight plus 40%. The actual assemblies will be weighed during the modernization process. If modifications are required to correct the existing weight balance, these modifications will be provided at additional cost.

## 7. RK1 FUSES AND CIRCUIT BREAKERS

- Fuses are to be current limiting class RK1 or equivalent. Circuit breakers are to have current limiting characteristics equivalent to RK1 fuses. Provisions of these fuses are the responsibility of others, not KONE.

## 8. GENERAL

- Access to the building to perform the Work and for deliveries with dry, protected storage adjacent to the hoistway.
- Cutting of existing walls, floors and finishes, together with all repairs made necessary by such cutting or changes, e.g. cutting of lobby walls for flush hall fixtures and removal of encroaching lobby features such as wall-mounted ashtrays. Removal, replacement, and/or repair of any mirrors, millwork, plaster, stone or other special hall finishes.
- All work of other trades must be complete and ready at time of first elevator inspection, or elevator will not be released for operation by the AHJ. If the AHJ does allow temporary operation under a Temporary Operating Inspection (TOI), any associated costs shall be Purchaser's responsibility.
- Our tender is based on suitable site conditions, material and tooling storage space, and bathroom access being available on site.
- Safe working environment must be provided and supported by provision for adequate entrance protection, means of hoisting, hoistway dividing screens, and protection of floors walls and doors etc.
- Emergency evacuation procedures to be clearly defined where required. Subject to site survey and actions agreed.
- Any portion of the Work that is subject to the permissions of local authorities beyond the elevator permits must be identified to KONE. Responsibility for permits to be agreed. Permits and appropriate signage indicating any changes to pedestrian access routes for building users must be in place prior to start of the Work.
- Elevator installation methods requires the integrity of the existing Safety Gear and Overspeed protection devices, and are therefore subject to verification of suitability prior to commencement of the work. Any remedial work required or alternative solution is not included in this tender.
- If KONE 24/7 Emergency Video Communications: For units with travel greater or equal to 60 ft (18 m), or if located in a seismic zone and the code year is 2016 or later (regardless the travel): Customer will provide a dedicated Windows-based PC or laptop with Chrome browser and 24-hour/day Internet access. This computer must be accessible by emergency personnel to communicate through voice and text with people in the elevator and to have a video display of the cab interior.

New Business



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 25-0519: AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION.**

**AGENDA No.:** 9 A

**MEETING DATE:** APRIL 21, 2025

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

This ordinance authorizes staff to transfer anticipated fiscal year 2024/2025 unexpended funds from certain appropriation line items to other certain appropriation line items. Per Section 4-4 of the Illinois Park District Code, such transfers may only occur after the first six months of any fiscal year have elapsed and require approval by two-thirds of the Park District Board.

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

If approved, the transfers listed in Exhibit A will be entered into our financial reporting software retroactively, so they are reflected in the month of April 2025; the twelfth (12<sup>th</sup>) and final month of our current fiscal year.

**ACTION PROPOSED:**

For Review and Discussion Only



**ORDINANCE NO. 25-0519**

**AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION**

---

**WHEREAS**, the first six months of fiscal year 2024-2025 of the Oak Brook Park District have elapsed; and

**WHEREAS**, Section 4-4 of the Park District Code provides that, after the first six months of any fiscal year, anticipated unexpended funds from any appropriation item may be transferred, by a two-thirds vote, to any other item of appropriation, so that the item to which said transfer is made is increased to the extent of the amount so transferred; and

**WHEREAS**, the Board of Park Commissioners has determined that it is necessary and desirable to make certain appropriation transfers as provided herein,

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

**Section 1:** Anticipated unexpended funds from certain specified budget and appropriation line items in the Budget and Appropriation Ordinance for fiscal year 2024-2025, in the amounts set forth in Exhibit A attached hereto, are hereby transferred to those specific line items and in the amounts, which are also set forth in such Exhibit A, such line items to be increased to the extent of the amount so transferred.

**Section 2:** This Ordinance shall be in full force and effect after its passage and approval by a two-thirds vote of the Board of Commissioners.

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

**Passed and approved this 19th day of May, 2025.**

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

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

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

Approved:

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure L. Kosey, Secretary

**OAK BROOK PARK DISTRICT**  
**EXHIBIT A**  
**BUDGET TRANSFERS- FISCAL YEAR 2024-2025**

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
<b>Administration (01-01)</b>					
01-01-840-002	Mastercard/Visa Fees	\$ 70.00	\$ 15.00	\$ -	\$ 85.00
01-01-630-000	Administration Full-Time	302,724.80	-	(15.00)	302,709.80
		<b>Total: \$</b>	<b>15.00</b>	<b>\$ (15.00)</b>	
<b>Finance (01-02)</b>					
01-02-690-000	Workshops	\$ 660.00	\$ 250.00	\$ -	\$ 910.00
01-02-690-001	Conferences	1,810.00	1,750.00	-	3,560.00
01-02-730-001	Office Supplies	750.00	100.00	-	850.00
01-02-631-000	Part-Time Personnel	6,113.98	-	(1,000.00)	5,113.98
01-02-650-000	Group Medical & Life	44,716.83	-	(1,100.00)	43,616.83
		<b>Total: \$</b>	<b>2,100.00</b>	<b>\$ (2,100.00)</b>	
<b>Central Park North (01-04)</b>					
01-04-765-040	Concession Supplies	\$ 7,200.00	\$ 3,000.00	\$ -	\$ 10,200.00
01-04-700-000	Electricity	10,000.00	1,000.00	-	11,000.00
01-04-840-002	Mastercard/Visa Fees	700.00	150.00	-	850.00
01-04-750-005	Security System/Fire	10,225.00	-	(2,500.00)	7,725.00
01-04-790-021	Athletic Fields	16,970.00	-	(1,600.00)	15,370.00
		<b>Total: \$</b>	<b>4,150.00</b>	<b>\$ (4,100.00)</b>	
<b>Central Park (01-05)</b>					
01-05-700-000	Professional Organizations	\$ 1,385.00	\$ 100.00	\$ -	\$ 1,485.00
01-05-840-002	Mastercard/Visa Fees	2,500.00	900.00	-	3,400.00
01-05-790-021	Athletic Fields	18,478.00	-	(1,000.00)	17,478.00
		<b>Total: \$</b>	<b>1,000.00</b>	<b>\$ (1,000.00)</b>	
<b>Forest Glen Park (01-07)</b>					
01-07-750-006	Pond/Creek/Drainage Services	\$ 4,000.00	\$ 500.00	\$ -	\$ 4,500.00
01-07-750-008	Mowing Services	5,140.80	250.00	-	5,390.80
01-07-800-006	Park Equip. Replacement & Repair	7,500.00	-	(750.00)	6,750.00
		<b>Total: \$</b>	<b>750.00</b>	<b>\$ (750.00)</b>	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
<b>Professional Services (01-10)</b>					
01-10-821-000	General Counsel	\$ 25,000.00	\$ 3,000.00	\$ -	\$ 28,000.00
01-02-740-025	Contingency	50,000.00	-	(3,000.00)	47,000.00
<b>Total:</b>			<b>\$ 3,000.00</b>	<b>\$ (3,000.00)</b>	

<b>Information Technology (01-14)</b>					
01-14-630-000	Full-Time Personnel	\$ 72,146.88	\$ 2,500.00	-	\$ 74,646.88
01-14-690-001	Conferences	700.00	10.00	-	710.00
01-14-800-005	Computer Replace & Repair-Corp.	8,500.00	500.00	-	9,000.00
01-14-800-006	Computer Replace & Repair-Rec.	9,500.00	1,000.00	-	10,500.00
01-14-800-007	Computer Replace & Repair-Tennis	3,500.00	500.00	-	4,000.00
01-14-823-010	Computer Tech.-Out Source	19,000.00	-	(4,510.00)	14,490.00
<b>Total:</b>			<b>\$ 4,510.00</b>	<b>\$ (4,510.00)</b>	

<b>Building/Recreation Center (01-15)</b>					
01-15-650-000	Group Medical & Life	\$ 146,527.90	\$ 12,000.00	\$ -	\$ 158,527.90
01-15-730-001	Office Supplies	1,000.00	300.00	-	1,300.00
01-15-740-020	Safety	625.00	500.00	-	1,125.00
01-15-770-001	Electricity	33,000.00	10,000.00	-	43,000.00
01-15-770-002	Water	18,700.00	5,000.00	-	23,700.00
01-15-790-000	Janitorial Supply-Paper Products	11,692.00	2,500.00	-	14,192.00
01-15-790-001	Janitorial Supply-Cleaning Products	15,720.00	1,000.00	-	16,720.00
01-15-790-003	Janitorial Equip.-Repair & Replace	650.00	1,000.00	-	1,650.00
01-15-800-000	Bldg. Equipment-Repair & Replace.	13,000.00	6,500.00	-	19,500.00
01-15-800-001	Gym Equipment-Repair & Replace.	3,245.00	1,000.00	-	4,245.00
01-15-840-002	Mastercard/Visa Fees	12,500.00	2,700.00	-	15,200.00
01-15-631-000	Recreation Center P-T Custodial	174,438.32	-	(30,000.00)	144,438.32
01-15-631-001	Recreation Center P-T Front Desk	171,420.56	-	(10,000.00)	161,420.56
01-15-750-018	Boiler Service	5,000.00	-	(2,500.00)	2,500.00
<b>Total:</b>			<b>\$ 42,500.00</b>	<b>\$ (42,500.00)</b>	

**OAK BROOK PARK DISTRICT**  
**EXHIBIT A**  
**BUDGET TRANSFERS- FISCAL YEAR 2024-2025**

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
<b>Central Park West (01-20)</b>					
01-20-740-000	Alcohol Permits/PDMA	\$ 2,850.00	\$ 300.00	\$ -	\$ 3,150.00
01-20-770-000	Electricity	8,500.00	8,500.00	-	17,000.00
01-20-840-002	Mastercard/Visa Fees	1,000.00	150.00	-	1,150.00
01-20-631-000	CPW Administration Part-Time	5,799.04	-	(1,000.00)	4,799.04
01-20-800-000	Non-Capital/Small Equipment	4,450.00	-	(500.00)	3,950.00
01-20-750-004	Plumbing Service & Repairs	750.00	-	(500.00)	250.00
01-02-740-025	Contingency	47,000.00	-	(6,950.00)	40,050.00
<b>Total:</b>			<b>\$ 8,950.00</b>	<b>\$ (8,950.00)</b>	

<b>Grand Total General Fund Budget Transfers:</b>	<b>\$ 66,975.00</b>
<b>Total FY 2024/2025 General Fund Original Appropriation Amount:</b>	<b>\$ 3,332,459.03</b>
<b>Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):</b>	<b>\$ 333,245.90</b>

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
<b>Administration (02-01)</b>					
02-01-630-000	Administration Full-Time	\$ 475,408.10	\$ 10,000.00	\$ -	\$ 485,408.10
02-01-740-060	Banking Fees	1,200.00	600.00	-	1,800.00
02-01-770-001	Electricity	26,000.00	8,000.00	-	34,000.00
02-01-770-002	Water	15,000.00	4,000.00	-	19,000.00
02-01-631-000	Administration Part-Time	14,666.17	-	(10,000.00)	4,666.17
02-01-650-000	Group Medical & Life	152,951.17	-	(5,000.00)	147,951.17
02-01-690-000	Workshops	2,250.00	-	(1,000.00)	1,250.00
02-01-700-000	Professional Organizations	6,420.00	-	(3,000.00)	3,420.00
02-01-840-002	Criminal Background Checks	2,000.00	-	(1,000.00)	1,000.00
02-01-840-025	Contingency	50,000.00	-	(2,600.00)	47,400.00

**Total: \$ 22,600.00 \$ (22,600.00)**

<b>Fitness Center (02-21)</b>					
02-21-650-000	Group Medical & Life	\$ 11,591.85	\$ 600.00	\$ -	\$ 12,191.85
02-21-640-002	Fitness Contractual Instruction	-	750.00	-	750.00
02-21-730-001	Office Supplies	500.00	375.00	-	875.00
02-21-740-005	Mastercard/Visa Fees	25,000.00	4,500.00	-	29,500.00
02-21-770-000	Electricity	26,000.00	8,000.00	-	34,000.00
02-21-770-010	Water	15,000.00	3,200.00	-	18,200.00
02-21-770-015	Sewer	5,000.00	800.00	-	5,800.00
02-21-631-001	Group Fitness Program P-T Wages	140,702.88	\$ -	(18,225.00)	122,477.88

**Total: \$ 18,225.00 \$ (18,225.00)**

<b>Aquatic Center (02-25)</b>					
02-25-740-005	Mastercard/Visa Fees	\$ 19,500.00	\$ 5,500.00	\$ -	\$ 25,000.00
02-25-770-000	Electricity	46,000.00	14,000.00	-	60,000.00
02-25-770-005	Gas	22,000.00	1,000.00	-	23,000.00
02-25-770-010	Water	26,000.00	5,000.00	-	31,000.00
02-25-770-015	Sewer	8,300.00	2,500.00	-	10,800.00
02-25-703-000	I.D. Cards & Supplies	200.00	10.00	-	210.00
02-25-631-001	P-T Staff- Safety Team Leaders	79,088.95	-	(28,010.00)	51,078.95

**Total: \$ 28,010.00 \$ (28,010.00)**

OAK BROOK PARK DISTRICT

**EXHIBIT A**

**BUDGET TRANSFERS- FISCAL YEAR 2024-2025**

<b>Fund and Department</b>	<b>Account Description</b>	<b>Original/ Updated Budget Balance</b>	<b>Transfer To</b>	<b>Transfer From</b>	<b>Revised Budget Balance</b>
<b>Aquatic- Recreation Programs (02-26)</b>					
02-26-840-002	Mastercard/Visa Fees	\$ 18,000.00	\$ 1,000.00	\$ -	\$ 19,000.00
02-26-765-002	Event Supplies	4,600.00	-	(1,000.00)	3,600.00
<b>Total:</b>			<b>\$ 1,000.00</b>	<b>\$ (1,000.00)</b>	
<b>Children's Programs (02-30)</b>					
02-30-840-002	Mastercard/Visa Fees	\$ 20,000.00	\$ 1,000.00	\$ -	\$ 21,000.00
02-30-631-215	Youth Basketball Wages	13,650.00	-	(1,000.00)	12,650.00
<b>Total:</b>			<b>\$ 1,000.00</b>	<b>\$ (1,000.00)</b>	
<b>Youth Programs (02-32)</b>					
02-32-740-005	Mastercard/Visa Fees	\$ 9,000.00	\$ 2,250.00	\$ -	\$ 11,250.00
02-32-640-050	Youth Contracted Instruction	15,400.00	-	(2,250.00)	13,150.00
<b>Total:</b>			<b>\$ 2,250.00</b>	<b>\$ (2,250.00)</b>	
<b>Adult Programs (02-40)</b>					
02-40-840-002	Mastercard/Visa Fees	\$ 5,000.00	\$ 750.00	\$ -	\$ 5,750.00
02-40-765-181	Pickleball Supplies	3,200.00	1,250.00	-	4,450.00
02-01-840-025	Contingency	47,400.00	-	(2,000.00)	45,400.00
<b>Total:</b>			<b>\$ 2,000.00</b>	<b>\$ (2,000.00)</b>	
<b>Pioneer Programs (02-50)</b>					
02-50-840-002	Mastercard/Visa Fees	\$ 1,300.00	\$ 100.00	\$ -	\$ 1,400.00
02-50-754-300	Trip Admissions	16,000.00	1,000.00	-	17,000.00
02-50-751-230	Luncheons-Performers	500.00	50.00	-	550.00
02-50-758-300	Trips- Restaurant	2,000.00	1,000.00	-	3,000.00
02-50-631-230	P-T Pioneer Salaries	7,600.00	-	(2,150.00)	5,450.00
<b>Total:</b>			<b>\$ 2,150.00</b>	<b>\$ (2,150.00)</b>	
<b>Special Events and Trips (02-60)</b>					
02-60-765-031	Program Materials- Winter Lights	\$ 15,000.00	\$ 4,100.00	\$ -	\$ 19,100.00
02-60-752-005	Contract Svcs. Equip.- Autumn Fest	435.00	2,500.00	-	2,935.00
02-60-793-001	Shirts Pink 5K	12,000.00	-	(2,000.00)	10,000.00
02-60-751-005	Contract Svcs. Perf.-Autumn Fest	5,500.00	-	(1,500.00)	4,000.00
02-01-840-025	Contingency	45,400.00	-	(3,100.00)	42,300.00
<b>Total:</b>			<b>\$ 6,600.00</b>	<b>\$ (6,600.00)</b>	

**OAK BROOK PARK DISTRICT**  
**EXHIBIT A**  
**BUDGET TRANSFERS- FISCAL YEAR 2024-2025**

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
<b>Marketing (02-80)</b>					
02-80-650-000	Group Medical and Life Insurance	\$ 20,659.49	\$ 7,500.00	\$ -	\$ 28,159.49
02-80-710-001	Special Delivery	2,575.00	4,100.00	-	6,675.00
02-80-710-002	Special Mailings	3,200.00	100.00	-	3,300.00
02-80-941-000	General Marketing/Sponsorship	750.00	10.00	-	760.00
02-80-960-000	Printed Materials	16,200.00	1,500.00	-	17,700.00
02-80-970-000	Seasonal Program Brochure	2,070.00	700.00	-	2,770.00
02-80-630-000	Administration- Full-Time	211,640.00	-	(11,910.00)	199,730.00
02-80-940-000	General Marketing/Promotions	3,900.00	-	(2,000.00)	1,900.00
		<b>Total:</b>	<b>\$ 13,910.00</b>	<b>\$ (13,910.00)</b>	

<b>Grand Total Recreation Fund Budget Transfers:</b>	<b>\$ 97,745.00</b>
<b>Total FY 2024/2025 Recreation Fund Original Appropriation Amount:</b>	<b>\$ 5,812,852.12</b>
<b>Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):</b>	<b>\$ 581,285.21</b>



**OAK BROOK PARK DISTRICT**  
**EXHIBIT A**  
**BUDGET TRANSFERS- FISCAL YEAR 2024-2025**

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
<b>Tennis Center- Administration (07-01)</b>					
07-01-680-002	Notice-Help Wanted	\$ -	\$ 175.00	\$ -	\$ 175.00
07-01-730-001	Office Supplies	1,500.00	1,000.00	-	2,500.00
07-01-730-004	Other Office Commodities	250.00	750.00	-	1,000.00
07-01-821-000	Legal	1,500.00	1,000.00	-	2,500.00
07-01-910-000	IMRF-Employer Contribution	35,000.00	-	(2,925.00)	32,075.00
		<b>Total: \$ 2,925.00 \$ (2,925.00)</b>			
<b>Tennis Center- Building (07-71)</b>					
07-71-650-000	Group Medical & Life	\$ 309.00	\$ 23,000.00	\$ -	\$ 23,309.00
07-71-800-001	Fixtures/Non-Capital	1,000.00	5,000.00	-	6,000.00
07-71-770-000	Gas	9,000.00	3,500.00	-	12,500.00
07-71-770-001	Electricity	70,000.00	7,500.00	-	77,500.00
07-71-780-000	Risk Management/PDRMA	32,507.24	7,500.00	-	40,007.24
07-01-740-025	Contingency	100,000.00	-	(47,500.00)	52,500.00
		<b>Total: \$ 46,500.00 \$ (47,500.00)</b>			
<b>Tennis Center- Programs (07-75)</b>					
07-75-631-000	Part-Time Salaries	\$ 470,000.00	\$ 105,000.00	\$ -	\$ 575,000.00
07-75-650-000	Group Medical & Life	90,000.00	5,000.00	-	95,000.00
07-75-915-000	Social Security Contributions	32,000.00	2,500.00	-	34,500.00
07-01-740-025	Contingency	52,500.00	-	(52,500.00)	-
07-80-805-000	Capital Outlay	310,000.00	-	(60,000.00)	250,000.00
		<b>Total: \$ 112,500.00 \$ (112,500.00)</b>			
<b>Grand Total Recreational Facilities Fund Budget Transfers: \$ 161,925.00</b>					
<b>Total FY 2024/2025 Rec. Fac. Fund Original Appropriation Amount: \$ 2,496,388.41</b>					
<b>Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%): \$ 249,638.84</b>					

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
<b>Special Recreation (09-01)</b>					
09-01-631-000	Administration Part-Time	\$ 63,000.00	\$ 3,500.00	\$ -	\$ 66,500.00
09-01-805-000	Capital Improvements & Equipment	-	41,400.00	-	41,400.00
09-01-800-000	Non-Capital/Small Equipment	314,000.00	-	(41,400.00)	272,600.00
09-01-700-000	Professional Organizations	43,503.00	-	(3,500.00)	40,003.00

**Total: \$ 44,900.00 \$ (44,900.00)**

<b>Grand Total Special Recreation Fund Budget Transfers:</b>	<b>\$ 44,900.00</b>
<b>Total FY 2024/2025 Special Rec. Fund Original Appropriation Amount:</b>	<b>\$ 449,589.72</b>
<b>Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%):</b>	<b>\$ 44,958.97</b>

<b>Capital Projects (12-95)</b>					
12-95-740-050	Other Miscellaneous Expenses	\$ -	\$ 1,400.00	\$ -	\$ 1,400.00
12-95-940-065	Capital Improvements & Equipment	2,549,779.00	-	(1,400.00)	2,548,379.00

**Total: \$ 1,400.00 \$ (1,400.00)**

<b>Grand Total Capital Projects Fund Budget Transfers:</b>	<b>\$ 1,400.00</b>
<b>Total FY 2024/2025 Capital Proj. Fund Original Appropriation Amount:</b>	<b>\$ 2,549,779.00</b>
<b>Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%):</b>	<b>\$ 254,977.90</b>



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53 AND THE OAK BROOK PARK DISTRICT FOR A COOPERATIVE PRESCHOOL PROGRAM AT THE OAK BROOK PARK DISTRICT RECREATION CENTER FOR SCHOOL YEARS 2025-2026 THROUGH 2027-2028**

**AGENDA NO.: 9 B**

**MEETING DATE: APRIL 21, 2025**

**STAFF REVIEW:**

Mike Contreras, Superintendent of Recreation:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

The Intergovernmental Agreement between the Oak Brook Park District and Butler School District #53 is due for renewal. Staff from both agencies are reviewing the agreement.

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

Since 2008, the Park District has entered into a contract to provide a blended preschool program to serve children with Individualized Education Plans in the District. The program has been beneficial to the participants as well as the Park District. The blended program offers training opportunities that have not been available to staff previously. This also promotes a sense of teamwork in the community. It is recommended that the Agreement be amended and renewed for the 2025-2026 school year with auto-renewal for the 2026-2027 and 2027-2028 school years.

**ACTION PROPOSED:**

For Review and Discussion Only

**INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE BOARD OF  
EDUCATION OF BUTLER SCHOOL DISTRICT #53 AND THE OAK BROOK PARK  
DISTRICT FOR A COOPERATIVE PRESCHOOL PROGRAM  
AT THE OAK BROOK PARK DISTRICT RECREATION CENTER**

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THIS AGREEMENT made and entered into this <include new date>, by and between the Board of Education of Butler School District #53, a unit of local government located in DuPage County, Illinois (hereinafter referred to as the "School District") and the Oak Brook Park District, a unit of local government located in DuPage and Cook Counties, Illinois (hereinafter referred to as the "Park District").

WITNESSETH:

WHEREAS, Article VII, §10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois (5 ILCS 220/1, et seq.) authorize units of local government to contract or otherwise associate among themselves to exercise, combine or transfer any power or function, in any manner not prohibited by law; and to contract with any one or more other public agencies to perform any governmental service, activity or undertaking, or to combine, transfer or exercise any powers, functions, privileges or authority which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, Article VII, §10 of the 1970 Illinois Constitution further provides that units of local government may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, such provisions of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois encourage mutual cooperation for matters of mutual concern; and

WHEREAS, Butler Elementary School (the School) is owned and operated by the School District and is located within the Park District's territory; and

WHEREAS, the Park District provides a preschool program at its Recreation Center; and

WHEREAS, the School District is responsible for providing early childhood learning opportunities for special education and special needs students in the School District; and

WHEREAS, the School District has requested that the Park District provide enrollment space in the Park District's preschool program to assist the School District in meeting the special needs of the School District's students; and

WHEREAS, the Park District has determined that it is in the best interests of the Park District and its residents and program participants to provide enrollment space in its preschool programs for special needs students of the School District, if the School District provides certain personnel, funding, equipment, supplies, training, screening and testing, and other assistance with the Park District's preschool programming; and

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements as hereinafter set forth, the School District and the Park District agree as follows:

1. School Day Defined. The school day defined for this agreement will be 8:30 a.m. to 12:00 p.m.
2. Incorporation of Preambles. The preambles to this Intergovernmental Agreement are incorporated and made a part hereof as though fully set forth herein.
3. Obligations of the School District. The School District shall provide the Park District and its preschool program with the following personnel, funding, equipment, supplies, training, screening and testing, and other services and assistance:
  - a. A contribution of two hundred fifty dollars (\$250.00) per classroom for general education supplies, including but not limited to, construction paper, glue, crayons, markers, and scissors.
  - b. One (1) special education teacher. One (1) speech pathologist. Refer to # 1 for the timeframes.
  - c. Three (3) inclusion aides (provided by Park District and reimbursed by School District). One-on-one (1:1) aides who are required by the students' IEP's. Refer to # 1 for the timeframes.
  - d. One (1) speech therapist 0-5 days per week as needed and determined by the students' IEP's. Refer to #1 for the timeframes.
  - e. One (1) occupational therapist 3-5 days per week as needed and determined by the students' IEP's. Refer to #1 for the timeframes.
  - f. One (1) physical therapist 2-5 days per week as needed and determined by the students' IEP's. Refer to #1 for the timeframes.

- g. Special education supplies for special needs students will be considered based on student needs and/or IEP.
  - h. Specialized adaptive equipment as needed by special needs preschool students of the School District.
  - i. Two (2) computers for each of three (3) classrooms for a total of six (6) computers, and regular upgrades to all hardware for such computers as it becomes available. Such computers shall, always during the term of this Agreement, meet the recommended specifications consistent with those used in the School District.
  - j. Recent versions of all software programs compatible with the computers provided and regular upgrades to all software packages as they become available, consistent with those used in the School District.
  - k. Developmental screening services for students assigned to the Park District's preschool program
  - l. Compensation for School District staff for a 2-day in-service training on "Creative Curriculum".
  - m. A licensed nurse, if needed for individual students.
  - n. Administrative support for early childhood learning of special needs students.
  - o. Social work services, as needed, for students and their parents.
  - p. A reduced tuition cost of \$850 per student.
4. Obligations of the Park District. The Park District shall provide the following building space, personnel, funding, equipment, supplies, training, and other services and assistance:
- a. A minimum of three (3) classrooms for its preschool program at the Park District's Recreation Center, and the administrative services of the Park District's Recreation Manager – Youth.
  - b. Reserve enrollment space for fifteen (15) special education students of the School District within the three (3) classrooms. This number may be adjusted by a mutual agreement of the parties.

- c. One (1) lead teacher, one (1) aide, and one (1) inclusion aide per classroom. Inclusion aides are to be reimbursed by the School District. Refer to #1 for the timeframe.
- d. Compensation for Park District staff for a two (2)-day in-service training on "Creative Curriculum".
- e. General education classroom supplies, including but not limited to, construction paper, glue, crayons, markers, and scissors.
- f. A changing area for special needs students who are not toilet trained.
- g. Storage, and secured storage as necessary, for all equipment to be provided by the School District and the Park District, and property damage insurance covering such equipment.
- h. Appropriate vehicular access to the Park District's Recreation Center for School District buses and vehicles operated by parents of special needs students.

5. Term of Agreement. This Agreement shall be in full force and effect for the 2025-2026 school year and, in consideration of the personnel and equipment to be provided to the Park District by the School District, the School District shall pay a discounted tuition rate for the 2025-2026 school year. This Agreement may be renewed by the parties upon written notice from the School District to the Park District no less than ninety (90) days prior to the end of the 2025-2026 school year or any subsequent renewal term, and the Park District's written agreement to renew this Agreement; and that all other terms and conditions of this Agreement shall continue in full force and effect for each renewal year, unless amended by the parties as provided in Section 8 hereof. If the Park District determines that a change in the tuition amount shall be required for the School District's special needs students, the Park District shall, within 30 days of receipt of the School District written notice of intention to renew this Agreement, provide the School District with written notice of the Park District's intention to charge tuition. Upon receipt of the Park District's notice of intention to charge tuition, the School District may, within 30 days, revoke its notice of intention to renew this Agreement without penalty.

6. School District Liability and Insurance. The School District shall, at its sole cost and expense, maintain liability insurance for the special needs students and for personnel employed by the School District, through an insurance company authorized to do business in the State of Illinois, or through appropriate intergovernmental risk management pools or other methods. The School District shall protect, defend, indemnify and hold harmless the Park District from and against any and all claims, actions, damages, liability and expenses, including attorneys' fees, in connection with or occasioned by any action or inaction by the School District with respect to the

be provided School District's obligations under this Agreement; provided, however, that the School District shall not be liable for any loss, damage or injury of any kind to any person or property which arises primarily from any action or inaction by the Park District or their respective officers, representatives, employees, agents, contractors, or invitees with respect to the Park District's preschool program or the obligations of the Park District under this Agreement, or which is brought by or on behalf of any officer, representative, employee, agent, contractor, or invitee of the Park District with respect to the Park District's preschool program or the obligations of the Park District under this Agreement. If the Park District remains a party to any litigation for which the School District is obligated to indemnify the Park District, then the School District shall protect and hold the Park District harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the Park District in connection with the defense of such litigation. The Park District may, at its option, require the School District to assume its defense in any action covered by this Section, through counsel approved by the Park District, respectively. At least annually, on or before April 30 of each year, and if requested by the Park District the School District shall provide the Park District with evidence satisfactory to their respective representatives that the School District has in effect all policies of insurance or coverage required to be maintained or provided hereunder, including satisfactory evidence that all premiums thereon have been paid.

7. Park District Liability and Insurance. The Park District shall, at its sole cost and expense, maintain liability insurance for all students and for personnel employed by the Park District, through an insurance company authorized to do business in the State of Illinois, or through appropriate intergovernmental risk management pools or other methods. The Park District shall protect, defend, indemnify and hold harmless the School District from and against any and all claims, actions, damages, liability and expenses, including attorneys' fees, in connection with or occasioned by any action or inaction by the Park District with respect to its preschool program or its obligations under this Agreement; provided, however, that the Park District shall not be liable for any loss, damage or injury of any kind to any person or property which arises primarily from any action or inaction by the School District or their respective officers, representatives, employees, agents, contractors, or invitees with respect to the Park District's preschool program or the obligations of the School District under this Agreement, or which is brought by or on behalf of any officer, representative, employee, agent, contractor, or invitee of the School District with respect to the Park District's preschool program or the obligations of the School District under this Agreement. If the School District remains a party to any litigation for which the Park District is obligated to indemnify the School District, then the Park District shall protect and hold the School District harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the School District in connection with the defense of such litigation. The School District may, at its option, require the Park District to assume its defense in any action covered by this Section, through counsel approved by the School District, respectively. At least annually, on or before April 30 of each year, and if requested by the School District, the Park



District shall provide the School District with evidence satisfactory to their respective representatives that the Park District has in effect all policies of insurance or coverage required to be maintained or provided hereunder, including satisfactory evidence that all premiums thereon have been paid.

8. Modification of Intergovernmental Agreement. The provisions of this Intergovernmental Agreement may be modified only in writing, executed by the School District and the Park District.

9. Notices. Any and all notices required hereunder shall be in writing and shall be sent to the respective parties by U.S. Mail, personal delivery, or confirmed facsimile as follows:

To the School District:            Superintendent  
   Butler School District #53 2801 York Road  
   Oak Brook, IL 60523  
   Facsimile: 630-573-5374

To the Park District:            Director  
   Oak Brook Park District  
   1450 Forest Gate Road  
   Oak Brook, IL 60523  
   Facsimile: 630-990-8379

All mailed notices shall be deemed effective four (4) days following their deposit in the United States mail, postage prepaid, to the addressee.

10. Benefits Solely for the Parties. This Agreement is intended solely for the benefit of the parties hereto, and nothing herein shall be construed, either expressly or impliedly, to extend rights or obligations in favor of any other person.

11. Entire Agreement. This Intergovernmental Agreement, including all matters incorporated herein, contains the entire agreement between the parties. There are no other covenants, warranties, representations, promises, conditions, or understandings between the parties, either oral or written, other than those contained herein.

12. Governing Law. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this Agreement, shall be the 1gth Judicial Circuit Court for DuPage County, Illinois.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

**BOARD OF EDUCATION OF BUTLER  
SCHOOL DISTRICT #53**

By: \_\_\_\_\_  
Its President

Attest: \_\_\_\_\_  
Its Secretary

**OAK BROOK  
PARK DISTRICT**

By: \_\_\_\_\_  
Its President

Attest: \_\_\_\_\_  
Its Secretary



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: SECTION 4 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL, PART I**

**AGENDA NO.:** 9 C

**MEETING DATE:** APRIL 21, 2025

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

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

The Board of Commissioners last approved the Administrative Policies and Procedures Manual on April 19, 2021.

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

The Manual will be presented to the Board in sections. The revisions include the addition of new policies, clarification of existing policies, and changes to comply with federal and state laws.

**ACTION PROPOSED:**

For Review and Discussion Only



Oak Brook Park District  
Administrative Policies and Procedures

## 4.1 Accounts Payable Policy and Procedures

### Vendor Setup

New Vendors must provide specific information before any payments can be processed. The employee who is initiating the transaction must request that the vendor complete a "Vendor Information Request" form, a properly completed W-9, and a Certificate of Insurance (if the vendor is providing services on-site). The completed forms shall be given to the Finance Manager. The Certificate of Insurance will be forwarded to the Administrative Services Specialist.

In addition, it is the employee's responsibility to inform the vendor of the District's Tax-Exempt Status and to provide the Vendor with a current Tax Exemption Certificate to ensure that no sales tax is included on the invoice.

### Invoice Approval

Vendors must submit an invoice to the Finance Department, preferably by email to ([invoices@obparks.org](mailto:invoices@obparks.org)). An invoice is an official request for payment from a vendor. It must include a date, and a specific description of the items received, or services rendered (including quantities). It should also clearly state who has provided these goods or services, the address that the payment should be remitted to, and show the Oak Brook Park District as the recipient of these goods or services.

A quote, statement, order confirmation, packing list, receipt, delivery ticket, etc. generally does not contain all of the required information, and cannot be used to generate a payment.

In addition, for purchases of \$1,000 or greater, there must also be an approved Purchase Order in the system before any invoice can be processed.

There may be occasions where a check is required but no invoice exists. In these instances, the requestor shall complete an 'Accounts Payable Voucher' (available from the Finance Manager), have it approved by their department head, and attach supporting documentation before submitting it to the Finance Manager.

All payments shall be processed within our BS&A Accounts Payable software, which requires several levels of approval, whether by ACH, EFT, petty cash, or paper check. Vendor invoices for goods and/or services provided to the Park District shall be approved within 30 days after receipt of the invoice.



Oak Brook Park District  
Administrative Policies and Procedures

**Payment**

Payment shall be made within 30 days of invoice approval. Vendor terms that are outside the Net 30 term may require an interim check or electronic payment in order to eliminate late fees. Interim checks will be processed on Thursdays as needed. All payments will be summarized in the monthly Warrant Report and be approved by the board.

The Executive Director, Chief Financial Officer and the Board Treasurer have the authority to sign Accounts Payable checks as part of the issuance of the monthly warrant. A single signature is required of checks from \$0.00 to \$9,999.99. Checks greater than \$10,000.00 require 2 signatures.

**Petty Cash**

Petty Cash Boxes are maintained to reimburse employees for certain minor expenses such as mileage costs, out-of-pocket supplies, etc. A limit of \$50 per request is allowed. Larger reimbursements will be provided via check. To receive a petty cash reimbursement, employees must complete a petty cash slip, include the appropriate receipts or other supporting documentation, and have the slip signed by their supervisor. The Finance Manager or CFO are authorized to disburse petty cash.

All existing petty cash funds shall, at a minimum, be counted, reconciled and replenished on a quarterly basis. This will ensure that the underlying expenditures are recorded in the general ledger on a timely basis. Any overage/shortage of the petty cash fund should be reported to the Finance Manager or Chief Financial Officer.

Approved by Board of Commissioners: May 18, 2015  
Revised: January 16, 2017

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Approved by Board of Commissioners: April 19, 2021



## 4.2 Bond Rating Policy

The purpose of the District's Bond Rating Policy is to provide guidance to the Executive Director if and when the District wishes to proceed with obtaining a bond rating. The decision to seek a bond rating shall be based on input from the Chief Financial Officer in addition to the District's Financial Advisors as to what is in the best interest of the District.

Bond ratings are obtained from one of the following agencies: Standard and Poor's, Moody's and Fitch. The objective of the rating agency is to assign a credit rating for a municipal bond. This credit rating allows market investors to quickly evaluate investment risk related to the municipal debt. Additional guidance for the issuance of bond debt is located in Section 4.20 Debt Management Policy.

Approved by Board of Commissioners: July 20, 2015  
Revised 1-16-17

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Approved Board of Commissioners: April 19, 2021



### 4.3 Payment Acceptance Procedures

#### **Persons Authorized To Accept Funds**

Customer Service Staff at the Family Recreation Center and the Tennis Center are authorized to accept cash, check, or credit card payments at the front desk as stipulated in their job description.

In addition, staff members may receive payment by check for sponsorships, tournaments, etc. which are not processed through the front desk. When such checks are received, a "Miscellaneous Receivables" form should be completed and the check and form should be delivered to the Finance Department for processing and deposit. These funds will be recorded via a manual journal entry.

#### **Persons Authorized to Issue Refunds**

Under limited circumstances, Customer Service Staff at the Family Recreation Center and Tennis Center are authorized to issue refunds, such as vending machine or daily fee refunds, in the manner in which they were paid. Any daily fee refunds in excess of \$100 require supervisory approval. Registration refunds shall be processed by the Registration Coordinator to the original form of payment.

Check refunds will be processed within existing accounts payable processes and procedures. See Section 4.1 Accounts Payable Policy and Section 4.12 Purchasing Policy for additional information.

All refund checks are required to be signed by the proper authorized individuals which currently consist of either the Chief Financial Officer, Executive Director or the Board Treasurer. Any checks in the amount of \$10,000.00 and greater will require the signatures of two of these authorized individuals.

#### **Cash Exchange Boxes**

Cash exchange boxes are kept in the front desk safe and the Finance Department safe to ensure a consistent supply of small bills for use by the front desk. These boxes shall, at a minimum, be counted, reconciled and replenished on a quarterly basis. Any overage/shortage of the cash exchange boxes should be reported to the Finance Manager or Chief Financial Officer.



## **Family Recreation Center Front Desk Daily Payment Processing Procedure**

### **Beginning of Shift**

1. Check in with employee(s) from the prior shift to review any important information that needs to be known.
2. Count the drawer. Family Recreation Center Front Desk drawers should contain a bank of \$200.00 in each drawer. If the drawer is over or under the \$200.00, check with the employee from the prior shift. Notify your supervisor of any unresolved discrepancies with the cash drawer. Never add a sale to the system to account for the cash overage. Notate the discrepancy on the end of shift report and notify your supervisor.

### **End of Shift**

1. Double click on the "Cash Receipts" icon. Select your name and make sure the date is correct. Print one copy of the report.
2. Remove the cash amount as indicated on your report.
3. Count the drawer to ensure the ending bank is \$200.00. Research any discrepancies.
4. Staff shall fill out and initial the report with the breakdown of cash and credit cards. Notate any discrepancies.
5. Fold report into thirds and wrap report around all cash received.
6. The folded report is then placed in a blue deposit bag which are located near the safe.
7. Make sure the correct day of the week is written on the blue bag.
8. Place the blue bag into the safe drop and turn the knob so that the blue bag is dropped into the safe.
9. Once the blue bag is dropped into the safe, the Facility Manager and Recreation Coordinator are the only people who should access the deposit bags.
10. At least twice per week, the Facility Manager or Recreation Coordinator shall count the cash in these bags, verify the amounts, and run reports to confirm the accuracy of the contents. Once bags are combined by day, they will be dropped in the Finance Department safe for further verification and deposit at the bank.





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### **Tennis Center Front Desk Daily Payment Processing Procedure**

The Tennis Center does not accept cash, and checks are only accepted in limited situations, such as for rental of space, tournament payments, or outsourced camps. Any checks received shall be processed by the Director of Tennis Operations. The check will be processed through the system, a deposit slip will be completed, and the check and deposit slip shall be forwarded promptly to the Finance Department for deposit at the bank.

#### **Beginning of Shift**

1. Check in with employee(s) from the prior shift to review any important information that needs to be known.

A small cash envelope has been provided by the Vending Machine company for any refunds related to vending machine malfunctions. If a refund is required, send a notice via the “When to Work” app to the Customer Service Manager or the Director of Tennis Operations. They will process the refund, make a note on the member’s profile, and will notify the Vendor to replenish the envelope.

#### **End of Shift**

1. Print the “End of Day” report and give to the Customer Service Manager, even if no transactions were processed through the front desk.

#### **Concession Stand**

The concession stand terminals accept credit card payments only.

#### **Special Events**

In the event that a special event allows cash payments, a cash box request form shall be completed and submitted to the Finance department at least 5 business days prior to the event. The request must be approved by the department director and will be fulfilled by the Finance Manager or CFO. The box shall be kept in a secure location and shall be returned to the Finance Department after the event.

Effective: May 2015

Revised: January 16, 2017, April 19, 2021



#### 4.4 Contracts – Policy for the Review, Approval and Execution of Contracts

Purpose:

The purpose of this policy is to set forth guidelines to determine: 1) when a contract requires review by legal counsel; and 2) who has the authority to approve and execute contracts on behalf of the Park District.

- A. Except as otherwise specifically provided in this Policy, all letting of contracts and purchases shall comply with the District’s Purchasing Policy (4.12) and Procurement Card Policy (4.11).
- B. Unless a purchase is exempt from bidding, contracts estimated to cost in excess of \$30,000.00 are required to be bid in accordance with the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* (the “Code”). Generally, a purchase is exempt from bidding if the purchase is not adapted to award by competitive bid, including those purchases listed in 70 ILCS 1205/8-1(c), or the purchase is for an emergency.
- C. For contracts estimated to cost in excess of \$30,000.00 and are not exempt from bidding:
  - 1. Attorney shall review bid documents prior to advertisement for bid and distribution of bid documents.
  - 2. Invitation to bid shall be advertised in a newspaper distributed in the District to solicit bids.
  - 3. Staff will review the bids and make a recommendation to the Board for award of the contract to the lowest responsible bidder(s).
  - 4. The Board of Park Commissioners will award the contract to the bidder(s) the Board determines, in its sole discretion, to be the lowest responsible bidder in accordance with law.
  - 5. Execution of the contract by the Board President and Secretary shall be required.
- D. For contracts estimated to cost in excess of \$30,000.00 and are exempt from bidding:
  - 1. Three (3) price quotes shall be obtained.
  - 2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Attorney should be contacted if District staff is uncertain whether the purchase is exempt from bidding.
  - 3. Execution of the contract by the Board President and Secretary shall be required.



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- E. For contracts estimated to cost \$2,000.00 - \$29,999.99:
1. Three (3) price quotes shall be obtained.
  2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Alternatively, if the contractor includes any terms and conditions with its proposed contract or proposal, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy shall be included with the contract and executed by the contractor and the Park District.
  3. Execution by Executive Director shall be required for contracts from \$15,000.00 and up to \$29,999.99. In the absence of the Executive Director, the Deputy Director, Chief Financial Officer, or the Director of Recreation and Communications may execute the contract. Execution by Superintendent/Department Head shall be required for contracts from \$2,000.00 and up to \$14,999.99.
- F. For contracts estimated to cost \$1,999.99 or less:
1. A Purchase Order shall be required for contracts for which the cost is estimated to be \$1,000.00 or more, excluding purchases made with the Procurement Card (the "P Card").
  2. Any such Purchase Order shall follow the procedures and guidelines established in Administrative Policy 4.12 Purchasing Policy.
  3. If the contractor includes any terms and conditions with its proposal or proposed contract, consult with the Executive Director to determine whether the contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the proposal/contract and executed by the contractor and the Park District. The Rider may require further amendment depending on the contractor's terms and conditions.
- G. Notwithstanding the provisions of Divisions A – E of this Policy, contracts entered for emergency services shall be subject to the following:
1. An emergency shall be defined and determined as follows:
    - a. An emergency is defined as a circumstance requiring mitigation immediately, or as soon as reasonably possible, in order to prevent harm to public health, safety, or welfare or to prevent significant damage to Park District facilities, equipment, property or operations.
    - b. A declaration that such an emergency exists shall be made, in writing, signed by the Executive Director, and communicated to the Park Board of



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Commissioners. If the Executive Director is not available, then the Deputy Director, Chief Financial Officer, Director of Recreation and Communications shall present the circumstances of the emergency to the President of the Board of Park Commissioners, who may declare, in writing, that an emergency exists.

2. In the event the cost of the emergency is in excess of \$30,000 and is normally required to be bid in accordance with the Code, 4/5 of the members of the Park Board of Commissioners must approve such an emergency purchase in order for the purchase to be exempt from bidding. See also the Emergency Expenditures Policy (4.6).
3. If the contract for the emergency is exempt from bidding as specified in Section B or because the cost is estimated to be from \$2,000.00 and up to \$29,999.99:
  - a. Every effort shall be made to obtain more than one (1) price quote; provided, however, that if more than one (1) price quote cannot be obtained in a timely manner, the Executive Director may select a contractor to perform any necessary services at the best price that can be negotiated given the time constraints.
  - b. Execution by the Executive Director and the President of the Board of Park Commissioners shall be required for contracts for which the cost is \$30,000.00 or more, and ratification of the contract by the Board of Park Commissioners shall be required at its next regular meeting.
  - c. Execution by the Executive Director, Deputy Director, Chief Financial Officer, or Director of Recreation and Communications shall be required for contracts from \$15,000.00 and up to \$29,999.99; and execution by Superintendent/Department Head shall be required for contracts from \$2,000.00 and up to \$14,999.99.
  - d. If the contractor includes terms and conditions with its contract, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with any such contract and executed by the contractor and the Park District.
- 4.. Contracts for which bidding is not required by law and for which the cost is estimated to be \$1,999.99 or less:
  - a. A Purchase Order shall be required for any contract estimated to be \$1,000.00 or more, excluding purchases made with the "P Card".



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- b. Execution by Department Head/Manager shall be required, and the purchase order approved by the Chief Financial Officer.
- c. If the contractor includes terms and conditions with its Purchase Order, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the Purchase Order and executed by the contractor and the Park District.

**For all contracts, the Final Payout Check List shall be utilized as appropriate for the nature of the contract.**

Policy Approved by Board of Commissioners: August 16, 2016, April 19, 2021, June 20, 2022.  
Procedure Revisions 1-16-17, 3-15-21, 6-20-22

## **Rider to the Agreement Between the Oak Brook Park District and Contractor**

### **TEMPLATE INSTRUCTIONS**

All letting of contracts and purchases shall comply with the District's "Purchasing Policy," "Procurement Card Policy," and "Contracts - Policy for the Review, Approval and Execution of Contracts" which are found in the District's Administrative Policies and Procedures Manual.

When a contractor includes terms and conditions with its contract or proposal, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, the attached rider shall be included with any such contract and signed by the contractor and the District's authorized signer.

#### District Authorized Contract Signers:

- The signature of the President and Secretary of the Board of Commissioners is required for contracts over \$30,000.00.
- The Executive Director's signature is required for contracts with a value of \$15,000 – \$29,999.99. In the absence of the Executive Director, the Deputy Director, Chief Financial Officer, or Director of Recreation and Communications may sign.
- Contracts with a value of \$2,000.00 - \$14,999.99 may be signed by the Superintendent/Department Head.

Reminder: Purchase orders must be completed and approved prior to any purchase of \$1,000.00 and greater.

#### Instructions

This is a fillable form. Please click and type into the form fields indicated by "Click here or tap here to enter text."

In the signature block, to correctly align the signature lines and titles, after typing in the information, you will need to extend the signature lines by holding down the shift key and pressing the line key.

#### Special Considerations:

Section 2C: [NOTE: If Contractor provides a longer warranty, this provision must be updated to the contractor's stated warranty period.]

Section 2D: [Note, contractor's terms may have other triggers for "Event of Default." Consult with the Executive Director.]

Article C: In accordance with the Prevailing Wage Act, the District must inform the Contractor if the Work required by this Agreement is subject to the Prevailing Wage Act requirements including but not limited to, all wage requirements and notice and record keeping duties.

**“A contractor or subcontractor is required to pay not less than the prevailing wage to all laborers, workers, and mechanics engaged in the construction or demolition of public works. Construction means all work performed on public works by laborers, workers or mechanics and includes maintenance work.”**

\*\*\*Staff must check “Yes” or “No” if the project is on the Public Work under Article C of the Rider to the Agreement. If uncertain, staff should discuss with the Executive Director, Deputy Director, Chief Financial Officer, or Director of Parks and Planning to make a determination. Because the District is a public body and has an obligation of notification, the District and not the contractor will be liable for any interest, penalties and fines the Department might assess.

The template for the Rider to the Agreement Between the Oak Brook Park District and Contractor is found on the S:\Templates file folder.

**When saving to PDF or printing, do not include the pages of instructions.**

The procedure and accompanying “Rider to the Agreement between the Oak Brook Park District and Contractor” has been approved by Executive Director Laure Kosey, September 28, 2022.

**RIDER TO AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT  
AND Click or tap here to enter text. FOR Click or tap here to enter text.**

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This Rider amends, supplements and supersedes the Agreement between the Oak Brook Park District (the “District”) and Click or tap here to enter text. (the “Contractor”) for Click or tap here to enter text., including its Terms and Conditions (the “Agreement”). In the event of any conflict between any of the provisions of this Rider and the provisions of the Agreement, the provisions of this Rider shall control.

**A. CONTRACTOR’S INSURANCE and HOLD HARMLESS**

**FAILURE TO MEET THESE INSURANCE REQUIREMENTS IS CAUSE FOR CANCELLATION OF THE AGREEMENT.**

1. The Contractor shall obtain and maintain insurance of the types and in the amounts listed below.

**a. Commercial General and Umbrella Liability Insurance**

The Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District, its elected and appointed officials, employees, agents and volunteers shall be included as an additional named insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be deemed excess of such Contractor’s insurance and shall not contribute with it.



**b. Business Auto and Umbrella Liability Insurance**

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**c. Workers Compensation Insurance**

Contractor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Contractor waives all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to such Contractor's activities.

**d. General Insurance Provisions**

i. Evidence of Insurance: The Contractor shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the District prior to the cancellation or material change of any insurance referred to therein. Written notice to the District shall be by certified mail, return receipt requested.

Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements, or failure of the District to identify a coverage deficiency from evidence that is provided, shall not be construed as a waiver of such Contractor's obligation to maintain such insurance.

The District shall have the right, but not the obligation, of prohibiting such Contractor from entering the premises until such certificates or other

evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of the Agreement entered by the parties at the District's option.

Contractor shall provide certified copies of all insurance policies required above within 10 days of the District's written request for said copies.

ii. Acceptability of Insurers: All insurance companies shall maintain a rating no less than A-VII from A.M. Best, based on the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A-VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

iii. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents, or such Contractor may be required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claims administration and defense expenses.

iv. District's Insurance: Under no circumstances shall the District be required to name the Contractor, its officers, employees, agents, subcontractors, suppliers and representatives as additional insureds under District's insurance coverage.

2. To the fullest extent permitted by law, the Contractor shall indemnify, hold harmless, protect and defend the District, its officers, employees and agents, from and against any and all liability, claims, damages, losses, suits, demands, proceedings and actions, including attorneys' fees, costs and expenses of defense, which may arise from, grow out of, result from or be related directly or indirectly to any loss, damage, injury, death or damage to property resulting from the performance of the work by the Contractor or any subcontractor under the Agreement, or from any negligent or willful acts, errors or omissions in the performance of the work of the Contractor or any subcontractor hereunder, or from any breach of the Contractor's obligations or any material default by the Contractor under the Agreement.

Nothing contained herein shall be construed as prohibiting the District, its officers, employees or agents from defending, through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings or actions

brought against them. The District's participation in its defense shall not remove the Contractor's duty to indemnify, defend and hold the District harmless as set forth herein.

The indemnification required hereunder shall not be limited by reason of the enumeration of insurance coverage herein provided.

The Contractor's indemnification of the District shall survive the termination or expiration of the Agreement.

**B. TAX EXEMPTION:**

The District is exempt for the Illinois Retailer's Occupations Tax, the Illinois Use Tax, and the Federal Excise Tax as an exempt entity under the Internal Revenue Code. The District shall provide the Contractor with the District's tax exemption identification number, for use by Contractor for this project/work only.

**C. ILLINOIS PREVAILING WAGE:**

For those Agreements calling for the construction or repair of a "public work", within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (the "Act"). The Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Illinois Department of Labor (the "Department") publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Department's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including, but not limited to, all wage requirements and notice and record keeping duties.

The Work to be performed under this Agreement is subject to the Requirements of the Prevailing Wage Act.  Yes  No

**D. DISTRICT'S RIGHT TO INSPECT AND REJECT WORKMANSHIP /MATERIALS /EQUIPMENT:**

The District will have the right to inspect the workmanship/ materials /equipment procured through this Agreement, and to reject any nonconforming/damaged work/equipment. The District will give notice to Contractor of any rejection of the work/equipment or claim for damages on account of condition, quality or grade of the work/equipment. Neither inspection nor acceptance by District shall act as District's acceptance of any defects or deficiencies in the work/equipment and shall not act as a waiver of any rights District has with respect to such defects, deficiencies or failure, including rights under any warranty.

**E. TERMINATION:**

The District may, at any time, terminate the Agreement in whole or in part for the District's convenience and without cause. In the event of such termination or in the event the District terminates this Agreement in accordance with A.1 of this Rider: a) Contractor shall recover payment for approved and properly performed work completed prior to the effective date of termination; and b) Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

**F. WARRANTIES:**

Unless otherwise required by law, the Contractor shall provide, a minimum one (1)-year warranty on all workmanship and material and or equipment provided to the District by the Contractor.

**G. PAYMENT:**

Payment shall be made by the District to the Contractor upon the District's receipt of an invoice itemizing the work properly performed, as determined by the District, for the period covered by the invoice. The contract sum shall be paid and shall bear interest in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

No Event of Default shall occur if the District complies with this Section.

**H. CHOICE OF LAW AND LIMITATIONS:**

The Agreement, its validity, enforceability and interpretation, shall be governed by the laws of the State of Illinois, including the ten (10)-year statute of limitations in Illinois for contract claims. Jurisdiction for any claims shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

**I. ASSIGNMENT:**

Contractor shall not assign the Agreement to any person or entity other than an affiliate of the Contractor without the District's prior written consent.

**J. LEGAL FEES:**

The District shall be entitled to the award of attorneys' fees and costs in the event the District is the prevailing party in any suit or action in connection with the enforcement of the terms and conditions of the Agreement.

**K. NO WAIVER OF TORT IMMUNITIES:**

Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the defenses and immunities available to the District under the Illinois Local Government and Governmental Employees Tort Immunity Act.

**L. COMPLIANCE WITH LAWS:**

Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under this Agreement. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement.

The Contractor and the District hereby acknowledge and agree to the terms and conditions of this Rider.

CONTRACTOR:

OAK BROOK PARK DISTRICT:

[Click or tap here to enter text.](#)

Name of Contractor

By: \_\_\_\_\_  
Signature of Authorized Representative

By: \_\_\_\_\_  
Signature of Authorized Representative

Its: [Click or tap here to enter text.](#)

Its: [Click or tap here to enter text.](#)

## **Final Payout Checklist for Projects Encompassing Work on the Public Works of the Oak Brook Park District**

**The final payout to the contractor for projects on the public works is very important. Staff shall use this checklist to make sure that the District receives the documents required by the Contract.**

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### **Final Waiver of Lien for the contractor, all subcontractors, and supply houses.**

- Copies of the Waiver of Liens shall be included with the AP Voucher.
- Original Waiver of Liens shall be filed in the Contract File folder in the Executive Director's office.
- Waivers of Lien should be received from the contractor, subcontractors, and suppliers of materials used in the project.
- For partial payments (before the project is complete) the Waiver of Lien should match the requested invoice amount and shall reflect the total amount paid for the project to date.
- For FINAL payment, the contractor shall submit FINAL Waivers of Lien from its firm and all subcontractors. The Final Waivers of Lien should reflect that all payments have been received.

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### **Prevailing Wage Projects**

Contractors are responsible to submit their Wage and Hour report directly to the Illinois Department of Labor ("IDOL") through the portal provided on IDOL website:  
<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Prevailing-Wage-Portal.aspx>

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### **Maintenance Bond**

- Contractor shall submit a maintenance bond as required by the contract. The maintenance bond insures the warranty period.
- The bond shall be filed in the Contract File in the Executive Director's office.

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### **Warranty Certificate(s)**

- Manufacturer's warranty certificate(s) for the product(s) installed shall be filed in the contract files in the Executive Director's office. A copy of the warranty certificate(s) shall be filed in the Project File. The project files are located in Studio D storage file cabinets.

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**"As Builts" or Record Drawings in hard copy and PDF. (This requirement is for most projects, however, there are some projects that do not require blueprints/plans; check the contract for this requirement.)**

- The contractor is to return to the District the set of plans utilized in the project. This set of plans shall contain the signature of the contractor and a statement that the plans are the "as-builts" or record drawings. The documents should contain the contractor's notes regarding the project and any deviations from the original plans that were agreed by the District and the Architect/Engineer. In addition, certain projects will need to have a surveyor confirm the project meets the requirements of the ADA.

- The paper as-built shall be filed in the Project Files with the blueprint/plans and the PDF is stored on the Shared Drive, S:/Parks/Parks and Facilities.

\_\_\_\_\_ **Copies** of the invoice(s), waivers of liens, and purchase order(s) shall be filed in the Contract File.

\_\_\_\_\_ **Change Orders:**

- If a change to the contract amount or term/date of completion is required and agreed upon by the District and contractor, a change order shall be issued. In accordance with IL Compiled Statutes Chapter 720, Section 5/33E-9, the District is required to make specific findings prior to authorizing a Change Order or a range of Change Orders which would increase or decrease the dollar amount of the contract by \$25,000 or more, or the time of completion by a total of 180 days or more. Any person employed by and authorized by any unit of State or local government to approve a change order to any public contract who knowingly grants that approval without first obtaining from the unit of State or local government on whose behalf the contract was signed, or from a designee authorized by that unit of State or local government, a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the unit of State or local government and authorized by law, commits a Class 4 felony. The written determination and the written change order resulting from that determination shall be presented as a Resolution for the Board's approval at the next Board Meeting. After signed by the contractor and the District, change orders shall be preserved in the contract files and project files, which shall be open to the public for inspection.

\_\_\_\_\_ **Project File**

- Any documents pertaining to the project, meeting notes, correspondence, one copy of the bid packet, copy of warranty, blueprints or plans, should be filed in the Project Files. Project files are located in Studio D storage file cabinets or on the shared drive of the District's computer network.

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Staff shall sign this checklist and include a copy of the checklist with the Final Payout voucher submitted to accounting and with a copy of the AP Voucher and Invoice filed in the Contract File.

**Staff Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 4.5 Economy of Resources Policy

The purpose of the Economy of Resources Policy is to economize resources whenever possible within the District. This includes, but is not limited to the following actions:

1. Using the Illinois Park and Recreation Association, State, Federal or other cooperative purchasing programs to yield volume discounts whenever possible.
2. Performing regular inventories so shrinkage and or excess inventory levels are not incurred.
3. Evaluate and optimize staffing to ensure the right skills are available at the right times, minimizing waste, and maximizing productivity.

Additionally, each year the Park Board of Commissioners adopts a budget and appropriations ordinance that also provides for the most effective and efficient ways to use the fiscal resources of the District.

Approved by Board of Commissioners: July 20, 2015

Approved by Board of Commissioners: April 19, 2021





## 4.6 Emergency Expenditures Policy

The purpose of the Emergency Expenditures Policy is to provide guidance to the Executive Director when emergency expenditures are in excess of \$30,000.00 or more. The Executive Director shall be authorized to procure materials, supplies or work in excess of \$30,000.00 at the lowest obtainable price, but only to the extent necessary to relieve the emergency. In the event the cost of the emergency is in excess of \$30,000 and is normally required to be bid in accordance with the Park District Code, 70 ILCS 1205/8-1, 3 out of 5 members of the Park Board of Commissioners must approve such an emergency purchase in order for the purchase to be exempt from bidding.

An emergency is defined as a circumstance requiring mitigation immediately, or as soon as reasonably possible, in order to prevent harm to public health, safety, or welfare or to prevent significant damage to Park District facilities, equipment, property or operations.

A declaration that such an emergency exists shall be made in writing, signed by the Executive Director and communicated to the Park Board Commissioners. If the Executive Director is not available, then the Department Director responsible for the emergency mitigation shall present the circumstances of the emergency to the President of the Board of Park Commissioners, who may declare, in writing, that an emergency exists.

Contracts for emergency purchases in excess of \$30,000 must be executed by the Executive Director and Board President. See also Contracts – Policy for the Review, Approval and Execution of Contracts (4.4).

Approved by Board of Commissioners: July 20, 2015  
Revisions Approved by Board of Commissioners: August 15, 2016

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Approved by the Board of Park Commissioners: April 19, 2021



## **4.7 Capital Asset Policy and Procedure**

### **Purpose**

The purpose of this Capital Asset policy and procedure (“policy”) is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Oak Brook Park District policy is herein established to safeguard assets and to ensure compliance with Governmental Accounting Standards Board (GASB) Statement No. 34 (“GASB 34”) for governmental financial reporting.

### **Overview**

This policy is herein established to safeguard and address the Oak Brook Park District’s investment in Property, Plant and Equipment which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including GASB 34, and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the Oak Brook Park District’s desire to meet the reporting requirements set forth in GASB 34. Specifically, GASB 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which are used to calculate the depreciation expense. GASB 34 also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense. The District shall utilize appropriate available software to inventory and monitor any and all additions and deletions of capital assets to Property, Plant and Equipment Inventory.

### **INVENTORY, VALUING, CAPITALIZING, AND DEPRECIATION**

#### **Inventory**

Responsibility for control of capital assets will rest with the specific department wherein the asset is located. The Finance Department shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory. The inclusive capital asset inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed
- Cost of Asset



- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Finance Department on an ongoing basis.

### **Valuing Capital Assets**

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

### **Capitalizing**

#### *When to Capitalize Assets:*

Assets are capitalized at the time of acquisition or when fully readied and placed into operation for its intended use. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold equal to \$15,000.00 and have a useful life of at least one year.

#### *Assets not Capitalized:*

Capital assets below the capitalization threshold of \$15,000.00 on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal

period) Capital Assets include the following major classes of assets:

**Land and Land Improvements** – Capitalized value is to include the purchases price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

**Building and Building Improvements** – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.



**Vehicles** – Costs include purchase price plus costs such as title & registration and the cost of equipment and modifications necessary to ready the vehicle for its initial intended use.

**Machinery and Equipment** – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, fitness equipment, and furniture.

**Infrastructure Assets** – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

### **Depreciation**

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Projects in process will be considered Construction-in-Progress until completed. Once the entire project is completed it will be added to the District's capital asset inventory using the applicable software, and a useful life will be assigned and depreciation computed.

### **Asset Classifications**

The assigned useful lives for our major asset classes are as follows:

<b><u>Asset Class</u></b>	<b><u>Useful Life</u></b>
<b>Land</b>	<b>Indefinite</b>
<b>Land Improvements</b>	<b>5 - 50 Years</b>
<b>Buildings and Improvements</b>	<b>7 - 50 Years</b>
<b>Machinery and Equipment</b>	<b>5 - 30 Years</b>
<b>Vehicles</b>	<b>5 Years</b>
<b>Infrastructure</b>	<b>3 – 50 Years</b>



## **OTHER**

### **Removing Capital Assets from Inventory**

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing. The specific department wherein the asset is located or with primary responsibility for the safe-keeping and/or maintenance of the asset shall notify the Finance Department of the desire to remove such asset.

### **Donations or Transfer**

Each Department must add additions and deletions from donated or transferred assets to the inventory listing.

### **Surplus Property**

Each Department must report all capital assets classified as surplus to the finance department. The Oak Brook Park District will have an auction or sealed bid as needed to sell the surplus property.

### **Lost or Stolen Property**

When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, and scrapping surplus property. If the missing property is not found, the department must contact the Finance Department.

### **Financial Reporting**

As part of the monthly reporting to the Park District Board of Directors, the Chief Financial Officer shall compile a summary schedule that lists the year-to-date expenditures for the District's Capital Assets (See Exhibit A).

On an annual basis the CFO shall compile capital asset and accumulated depreciation tables (See Exhibit B) to reflect the beginning of the fiscal year balances in each of the District's asset classes, the changes during the year within each asset class, and the end of the fiscal year balances in each asset class. In addition, the CFO will update the detailed capital asset depreciation schedules (See Exhibit C) to calculate the fiscal year's depreciation expenditures and corresponding fiscal year end Net Book Values (NBV).

Approved by Board of Commissioners August 20, 2012

Revisions Approved by Board of Commissioners: September 21, 2015

Revisions Approved by Board of Commissioners: January 15, 2018

**Oak Brook Park District  
Schedule of Capital Expenditures/Expenses  
As of February 28, 2025**

4.7 - Exhibit A

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<b><u>Capital Projects Fund</u></b>		
Purchase of pick-up truck & related snow plow and salt spreader	Sutton Ford, Monroe Truck Equipment	\$ 59,592.00
Aquatic center tile deck replacement project	II Dept. of Public Health, Concrete & Demolition Plus Inc., Progressive Commercial, RR & R Services, Kluber Architects and Engineers, Sunbelt Rentals (p-card)	256,084.29
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	94,163.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
FRC patio pad and sidewalk for aquatic center	Heartland Professional	14,502.20
I.T. firewall and network switches	Sterling Network Integration	7,955.20
Asphalt paving and grinding	Evans & Sons Blacktop	24,101.62
<b>Sub-total Balance:</b>		<b>\$ 1,112,646.58</b>
<b><u>Recreation Fund</u></b>		
Aquatics Center sound system project	SK Electronics, Pentegra Systems	\$ 27,464.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	211,232.16
Aquatics Center painting & window coverings	Precision Window Tinting, RR&R Services, CertaPro Painters, Sunbelt Rentals (p-card)	47,236.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	694,208.01
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
John Deere utility vehicle- Parks maintenance	Arends Hogan Walker	24,741.56
Asphalt paving and grinding	Evans & Sons Blacktop	45,000.00
Fitness equipment	Lease Servicing Center	48,111.35
<b>Sub-total Balance:</b>		<b>\$ 1,098,956.58</b>
<b><u>Tennis Fund</u></b>		
Tennis Center building registration front desk, offices & carpeting project	Villa Park Office Equipment, Securitas Technology, Ubiquiti Store (p-card), CB2 (p-card), SP Progressive Desk (p-card), Crate & Barrel (p-card), Wetworx, Poppin (p-card), Villa Park Office (p-card)	\$ 38,524.97
Tennis Center building exterior windows	Kluber Architects & Engineers	3,087.50
Tennis Center exterior windows- Legal Fees	Robbins, Schwartz	1,206.00
Indoor tennis courts lighting project	OEO Energy Solutions	28,575.65
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	12,102.80
Outdoor tennis/pickleball courts reconstruction & expansion- Legal Fees	Robbins, Schwartz	70.50
<b>Sub-total Balance:</b>		<b>\$ 83,567.42</b>
<b><u>Special Recreation Fund</u></b>		
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors	\$ 5,000.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	207,244.55
Aquatic center tile deck replacement project	Progressive Commercial	33,009.93
Asphalt paving and grinding	Evans & Sons Blacktop	15,000.00
<b>Sub-total Balance:</b>		<b>\$ 260,254.48</b>
<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:</b>		<b>\$ 2,555,425.06</b>

Oak Brook Park District  
 Capital Assets and Accumulated Depreciation Roll-Forward Tables  
 Fiscal Year Ending April 30, 2024

Governmental Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 24,198,994.00	\$ -	\$ -	\$ 24,198,994.00
Construction in Progress	1,204,792.87	119,968.40	(1,088,026.24)	236,735.03
Land Improvements	6,473,528.60	1,754,634.52	-	8,228,163.12
Buildings and Improv.	17,121,494.30	1,975,636.83	-	19,097,131.13
Machinery and Equip.	5,271,655.70	486,530.07	-	5,758,185.77
Infrastructure	2,856,849.35	57,018.50	-	2,913,867.85
	<b>\$ 57,127,314.82</b>	<b>\$ 4,393,788.32</b>	<b>\$ (1,088,026.24)</b>	<b>\$ 60,433,076.90</b>

Business-Type Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 40,475.00	\$ -	\$ -	\$ 40,475.00
Construction in Progress	-	219,479.66	-	219,479.66
Land Improvements	224,325.16	29,461.22	-	253,786.38
Buildings and Improv.	4,887,670.58	30,002.51	-	4,917,673.09
Machinery and Equip.	201,957.40	5,894.50	-	207,851.90
Infrastructure	86,976.40	10,000.00	-	96,976.40
	<b>\$ 5,441,404.54</b>	<b>\$ 294,837.89</b>	<b>\$ -</b>	<b>\$ 5,736,242.43</b>

Accumulated Depreciation- Governmental Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land Improvements	\$ 3,044,158.69	\$ 315,270.54	\$ -	\$ 3,359,429.23
Buildings and Improv.	9,535,630.35	496,096.81	-	10,031,727.16
Machinery and Equip.	3,286,568.91	243,122.37	-	3,529,691.28
Infrastructure	604,827.21	116,146.43	-	720,973.64
	<b>\$ 16,471,185.16</b>	<b>\$ 1,170,636.15</b>	<b>\$ -</b>	<b>\$ 17,641,821.31</b>

Accumulated Depreciation- Business-Type Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land Improvements	\$ 95,877.80	\$ 14,954.24	\$ -	\$ 110,832.04
Buildings and Improv.	3,534,419.37	125,045.71	-	3,659,465.08
Machinery and Equip.	158,044.63	7,572.67	-	165,617.30
Infrastructure	42,082.90	4,399.69	-	46,482.59
	<b>\$ 3,830,424.70</b>	<b>\$ 151,972.31</b>	<b>\$ -</b>	<b>\$ 3,982,397.01</b>

Net Book Value- Governmental Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 24,198,994.00	\$ -	\$ -	\$ 24,198,994.00
Construction in Progress	1,204,792.87	119,968.40	(1,088,026.24)	236,735.03
Land Improvements	3,429,369.91	1,439,363.98	-	4,868,733.89
Buildings and Improv.	7,585,863.95	1,479,540.02	-	9,065,403.97
Machinery and Equip.	1,985,086.79	243,407.70	-	2,228,494.49
Infrastructure	2,252,022.14	(59,127.93)	-	2,192,894.21
	<b>\$ 40,656,129.66</b>	<b>\$ 3,223,152.17</b>	<b>\$ (1,088,026.24)</b>	<b>\$ 42,791,255.59</b>

Net Book Value- Business-Type Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 40,475.00	\$ -	\$ -	\$ 40,475.00
Construction in Progress	-	219,479.66	-	219,479.66
Land Improvements	128,447.36	14,506.98	-	142,954.34
Buildings and Improv.	1,353,251.21	(95,043.20)	-	1,258,208.01
Machinery and Equip.	43,912.77	(1,678.17)	-	42,234.60
Infrastructure	44,893.50	5,600.31	-	50,493.81
	<b>\$ 1,610,979.84</b>	<b>\$ 142,865.58</b>	<b>\$ -</b>	<b>\$ 1,753,845.42</b>

# Oak Brook Park District

Type	Account	Asset Number (9 or 12 digits)	Asset Description	Asset Acquisition Date	Useful Life (Months)						
						Net Book Value as of 04/30/2023	Addition/ (Subtraction) during FY 2023/2024	Total Cost as of 04/30/2024 (Original Cost)	Depreciation Expense- FY 2023/2024	Accumulated Depreciation as of 04/30/2024	Net Book Value as of 04/30/2024
1- Governmental	200 - Land Improvements	202400009	C.P. Synthetic turf field replacement	09/01/2023	144		671,755.40	671,755.40	37,319.74	37,319.74	634,435.66
1- Governmental	200 - Land Improvements	202400010	Outdoor tennis courts resurfacing- Chillem Park	06/01/2023	60		24,480.00	24,480.00	4,488.00	4,488.00	19,992.00
1- Governmental	200 - Land Improvements	202400011	Outdoor tennis courts resurfacing- Saddlebrook Park	06/01/2023	60		27,900.00	27,900.00	5,115.00	5,115.00	22,785.00
1- Governmental	200 - Land Improvements	202400012	Outdoor tennis courts resurfacing- Forest Glen Park	06/01/2023	60		27,900.00	27,900.00	5,115.00	5,115.00	22,785.00
1- Governmental	200 - Land Improvements	202400013	Asphalt paving & grinding- C.P. locations	10/01/2023	84		67,799.21	67,799.21	5,649.93	5,649.93	62,149.28
1- Governmental	200 - Land Improvements	202400014	Asphalt paving & grinding- Forest Glen locations	10/01/2023	84		45,000.79	45,000.79	3,750.07	3,750.07	41,250.72
1- Governmental	200 - Land Improvements	202400015	Asphalt paving & grinding- Saddlebrook locations	10/01/2023	84		5,000.00	5,000.00	416.67	416.67	4,583.33
1- Governmental	200 - Land Improvements	20180000011	MONUMENT AND WAYFINDING	08/31/2017	180	\$	12,665.54	-	1,363.10	9,144.06	11,302.44
1- Governmental	200 - Land Improvements	20190000001	GINGER CREEK WEIR	10/31/2018	240		139,380.96	-	9,016.56	49,966.77	130,364.40
1- Governmental	200 - Land Improvements	20190000003	RESURFACING OF CHILLEM	09/30/2018	84		3,506.07	-	1,476.30	8,304.36	2,029.77
1- Governmental	200 - Land Improvements	20190000004	RESURFACING OF FOREST	09/30/2018	84		5,418.71	-	2,281.56	12,833.78	3,137.15
1- Governmental	200 - Land Improvements	20190000005	RESURFACING OF	09/30/2018	84		5,418.71	-	2,281.56	12,833.78	3,137.15
1- Governmental	200 - Land Improvements	201900000019	SLED HILL-CENTRAL PARK	09/30/2018	600		54,345.58	-	1,197.70	6,737.12	53,147.88
1- Governmental	200 - Land Improvements	201900000020	PERMEABLE PAVER PARKING	09/30/2018	600		58,352.33	-	1,286.00	7,233.67	57,066.33
1- Governmental	200 - Land Improvements	201900000021	BASEBALL FIELD	09/30/2018	360		145,589.16	-	5,737.51	32,273.63	139,851.65
1- Governmental	200 - Land Improvements	201900000022	LANDSCAPING- CENTRAL PARK	09/30/2018	240		138,099.10	-	8,982.07	50,524.27	129,117.04
1- Governmental	200 - Land Improvements	20210000001	C.P. NORTH EXCAVATION,	05/01/2020	600		196,520.93	-	4,097.74	12,463.97	192,423.19
1- Governmental	200 - Land Improvements	20210000007	C.P. NORTH PLANTINGS &	04/30/2021	240		255,130.84	-	14,206.82	43,212.41	240,924.02
1- Governmental	200 - Land Improvements	20210000009	C.P. NORTH NATURAL TURF	04/30/2021	360		254,610.54	-	9,106.79	27,699.81	245,503.75
1- Governmental	200 - Land Improvements	20210000010	C.P. NORTH WALKING TRAILS	04/30/2021	240		146,791.82	-	8,174.02	24,862.66	138,617.80
1- Governmental	200 - Land Improvements	20210000011	C.P. NORTH PARKING LOT	04/30/2021	360		462,538.09	-	16,543.84	50,320.84	445,994.25
1- Governmental	200 - Land Improvements	20210000012	C.P. NORTH CENTRAL PLAZA	04/30/2021	360		56,093.88	-	2,006.34	6,102.62	54,087.54
1- Governmental	200 - Land Improvements	20210000013	C.P. NORTH BAGS GAME	04/30/2021	240		14,249.51	-	793.48	2,413.49	13,456.03
1- Governmental	200 - Land Improvements	20210000014	C.P. NORTH BASKETBALL	04/30/2021	240		72,099.42	-	4,014.82	12,211.74	68,084.60
1- Governmental	200 - Land Improvements	202200000006	C.P. WAYFINDING SIGNAGE	02/28/2022	240		12,675.16	-	676.01	1,521.02	11,999.15
1- Governmental	200 - Land Improvements	202200000007	C.P. NORTH MONUMENT SIGNAGE	11/17/2021	240		37,365.11	-	2,019.74	5,049.34	35,345.37
1- Governmental	200 - Land Improvements	202200000009	PAVEMENT GRINDING &	10/22/2021	240		88,121.36	-	4,784.87	12,360.91	83,336.49
1- Governmental	201 - Land Improvements	202300005	PAVEMENT GRINDING &	12/12/2022	240		109,421.88	-	5,587.50	7,915.63	103,834.38
1- Governmental	200 - Land Improvements	920005030189	FENCING BASEBALL FIELD #3	5/28/2009	240		1,948.20	-	322.50	4,824.30	1,625.70
1- Governmental	200 - Land Improvements	920005030194	DNS ECOLOGICAL	11/20/2009	240		23,620.26	-	3,610.73	52,205.05	20,009.53
1- Governmental	200 - Land Improvements	920005030196	DNS LANDSCAPE &	1/18/2010	240		5,144.53	-	766.86	10,959.51	4,377.67
1- Governmental	200 - Land Improvements	920005030205	DNS ACQUISITION COSTS	4/30/2010	240		14,552.11	-	2,091.32	29,365.58	12,460.79
1- Governmental	200 - Land Improvements	920005030206	DNS ENGINEERING SERVICES	4/30/2010	240		16,226.36	-	2,331.88	32,743.03	13,894.48
1- Governmental	200 - Land Improvements	920005030207	DNS ECOLOGICAL	4/30/2010	240		71,540.42	-	10,281.25	144,365.77	61,259.17
1- Governmental	200 - Land Improvements	920005030224	LAND IMPROVEMENT MASTER	9/17/2012	240		301,948.41	-	32,207.83	374,415.96	269,740.58
1- Governmental	200 - Land Improvements	920005030225	DESIGN SERVICES LANDSCAPE	12/14/2012	240		11,066.43	-	1,149.74	13,078.13	9,916.69





## 4.8 Fund Balance/Net Position Policy

### PURPOSE

A Fund Balance/Net Position Policy establishes a minimum level that the projected end-of-year fund balance/net position must meet, as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is being established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance/net position to mitigate current and future risks, and volatility with tax rates. Fund balance/net position levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net position and any unassigned fund balance in the General Fund to evaluate the District's continued creditworthiness.

### DEFINITIONS

#### ***Governmental Funds***

The fund balance will be composed of three primary categories:

- 1) Nonspendable Fund Balance – portion of a Governmental Fund's fund balance that is not available to be spent, either in the short-term or long-term, or because of legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).
- 2) Restricted Fund Balance – portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).
- 3) Unrestricted Fund Balance – is comprised of three components:
  - A) Committed Fund Balance – the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of a fund balance.



Oak Brook Park District  
Administrative Policies and Procedures

B) Assigned Fund Balance – the portion of a Governmental Funds’ fund balance for which an intended use of resources has been denoted, but with no formal Board action.

C) Unassigned Fund Balance – available expendable financial resources in the Governmental Funds that are not the object of any tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned) sources. The District assumes that the order of spending the Governmental fund balance is as follows: restricted, committed, assigned, unassigned.

***Proprietary Funds***

Proprietary funds include enterprise and internal service funds. The net position will be composed of three primary categories:

- 1) Invested in Capital Assets, Net of Related Debt – portion of a proprietary fund’s net position that reflects the fund’s net investment in capital assets less any amount of outstanding debt related to the purchase/acquisition of said capital assets. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the District.
- 2) Restricted Net Position– portion of a proprietary fund’s net Position that are subject to external enforceable legal restrictions (e.g., grantor, contributor and bond covenants).
- 3) Unrestricted Net Position– portion of a proprietary fund’s net position that is neither restricted nor invested in capital assets (net of related debt).



## **AUTHORITY**

### ***Governmental Funds***

**Committed Fund Balance** – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Board. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.

**Assigned Fund Balance** – A self-imposed constraint on spending the fund balance based on the District's intent to use fund balance for a specific purpose. The authority may be delegated to members of the management team by the Board.

## **MINIMUM UNRESTRICTED FUND BALANCE LEVELS**

### ***Governmental Funds***

#### **General Fund**

**Purpose** – Is a major fund and the general operating fund of the District. It is used to account for all activities that are not accounted for in another fund.

**Funding** – Property taxes, Personal Property Replacement Taxes (PPRT), user fees, investment earnings, sponsorships and donations.

**Fund Balance** – Unrestricted fund balance targets should represent no less than three months and no more than nine months of expenditures. Fund balances are to be maintained at levels that will not subject the district to tax objections. Balances above the maximum may be transferred to other funds at the Board's discretion.

#### **Recreation Fund**

**Purpose** – Established to account for financial resources used for planning, establishing and maintaining recreational programs.

**Funding** – Property taxes, Personal Property Replacement taxes (PPRT), user fees, investment earnings, sponsorships and donations.



## MINIMUM UNRESTRICTED FUND BALANCE LEVELS – CONTINUED

Fund Balance – Unrestricted fund balance targets should represent no less than three months and no more than nine months of expenditures. Fund balances are to be maintained at levels that will not subject the district to tax objections.

### Debt Service Fund

Purpose – Established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Funding – Property taxes, operating transfers-in from other funds, and investment earnings.

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should be a maximum of the amount of the next principal and interest payment due.

### Capital Projects Fund

Purpose - Established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.

Funding – Proceeds from debt financing, grants, sponsorships and operating transfers-in from other funds

Fund Balance – Considered segregated for maintenance, construction and/or development; therefore, considered committed, restricted, or assigned depending on the intended source/use of the funds. Increases and decreases in fund balance are associated with the specific projects planned. Any committed fund balance accumulation should represent no less than \$250,000.00.

### IMRF Fund

Purpose – Established to account for financial resources that are restricted to expenditure for the District's share of pension contributions to the Illinois Municipal Retirement Fund (IMRF).

Funding – Property taxes, Personal Property Replacement Taxes (PPRT), and investment earnings.



## MINIMUM UNRESTRICTED FUND BALANCE LEVELS – CONTINUED

Fund Balance – Derived from property taxes and personal property replacement taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

### Social Security Fund

Purpose – Established to account for financial resources that are restricted to expenditure for the District's share of Social Security and Medicare tax contributions.

Funding – Property taxes, Personal Property Replacement Taxes (PPRT), and investment earnings.

Fund Balance – Derived from property taxes and personal property replacement taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

### Audit Fund

Purpose – Established to account for financial resources that are restricted to expenditure for the annual financial statement audit.

Funding – Property taxes, and investment earnings.

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

### Special Recreation Fund

Purpose – Established to account for financial resources that are restricted to expenditure for recreational programs for the disabled and related capital expenditures.

Funding – Property taxes, investment earnings, and reimbursements from local school district.



## MINIMUM UNRESTRICTED FUND BALANCE LEVELS – CONTINUED

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

### Liability Insurance Fund

Purpose – Established to account for financial resources that are restricted to expenditure for liability and unemployment insurance costs.

Funding – Property taxes, Personal Property Replacement Taxes (PPRT), and investment earnings.

Fund Balance – Derived from property taxes and personal property replacement taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

## MINIMUM UNRESTRICTED NET POSITION LEVELS

### *Proprietary Funds*

#### Recreational Facilities (Enterprise) Fund

Purpose - Established to account for and report financial resources invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the fund. The focus of enterprise fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Funding – User fees, debt financing, investment earnings, grants, and sponsorships.



## MINIMUM UNRESTRICTED NET POSITION LEVELS - CONTINUED

Net Position– Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets). Restricted net position relates to bond covenant reserves as outlined in the bond ordinance. Unrestricted net position targets should represent no less than three months of operating expenses (excluding debt service and capitalized asset expenses).

## OTHER CONSIDERATIONS

In establishing the above policies for unrestricted fund balance/net position levels, the District has considered the following factors:

- The predictability of the District’s revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The District’s perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose)

If any of the above factors change, the District should readdress current unrestricted fund balance/net position levels to ensure amounts are appropriate.

Approved by Board of Commissioners: September 21, 2015  
Revised: Board of Commissioners: September 18, 2017



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## 4.9 Cash Management and Investment Policy

### SCOPE

The purpose of the Cash Management and Investment Policy is to establish cash management and investment guidelines for officials and personnel responsible for the financial management of Park District Funds. This applies to the investments of all Park District funds, including the following:

- General Corporate Fund
- Recreation Fund
- Illinois Municipal Retirement Fund
- Liability Insurance Fund
- Audit Fund
- Debt Service Fund
- Recreational Facilities Fund
- Sports Core Fund
- Special Recreation Fund
- Capital Projects Fund
- Social Security Fund
- Any New Fund Created by the Park District

All funds will be invested in compliance with 30 ILCS 235/0.01 et seq. ("Public Funds Investment Act"), the Investment Guide for Illinois Local Governments.

In addition, this ensures the District maintains sufficient liquidity to meet its financial obligations, supports its operations, and achieves its financial objectives.

### MAIN OBJECTIVES

The Park District's main cash management and investment objectives shall include the following:

- Preservation of investment principal.
- Compliance with all legal requirements.
- Maintain sufficient liquidity to meet operating needs.
- Obtain the best possible return while keeping the safety of principal as the primary concern.
- Preference for investment of funds with those institutions located within the Village limits of Oak Brook; provided that investment shall not be limited in scope or nature to those institutions.





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### **AUTHORIZED INVESTMENTS**

The Park District may invest in any type of security allowed by Illinois law; however, the following investment instruments are the only investments that the Park District will consider for investment purposes at this time, absent changes to this policy:

- Interest bearing savings accounts, interest bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act, provided that said bank is insured by the Federal Deposit Insurance Corporation
- Repurchase Agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act. Such government securities shall be either registered or inscribe in the District's name or shall be purchased through banks or trust companies authorized to do business in the State of Illinois.
- Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to the following obligations: a) bonds, notes, certificates of indebtedness, treasury bills, treasury strips, or other securities, which are guaranteed by the full faith and credit of the government of the United States of America; or b) bonds, notes, debentures or other similar obligations of the United States of America, its agencies, and its instrumentalities and to agreements to repurchase such obligations.
- Illinois Public Treasurers' Investment Pool, or other Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act
- Bonds, notes, debentures or other similar obligations of the United States of America, its agencies, and its instrumentalities
- Obligations of corporations organized in the United States with assets exceeding \$500,000,000.00, and rated at one of the three highest classifications by at least two standard rating services at the time of purchase. Such obligations must mature no later than ten years from the date of purchase and must not exceed 10% of the corporation's outstanding obligations. Additionally, no more than two-third of the District's funds may be invested in short term obligations of the corporations.



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Investment maturity shall depend on whether the funds being invested are needed for current or future expenditures. The determination of investment maturity shall be the responsibility of the Chief Financial Officer.

**STANDARD OF CARE**

The standard of prudence to be used by the investment manager in the context of managing the overall portfolio shall be the prudent person rule, which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The Chief Financial Officer and staff, acting within the standard stated above and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical to the Park Board and that appropriate action is taken to control adverse developments.

**INVESTMENT GUIDELINES**

The Chief Financial Officer shall establish written investment policy procedures for the operation of the investment program consistent with this Investment Policy. The procedures should include reference to safekeeping, wire transfer agreements, banking service contracts, collateral depository agreements and repurchase agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer.

**DIVERSIFICATION POLICY**

In order to avoid over concentration of investments in securities from a specific issuer or business sector (excluding U.S. Treasury securities), the Park District shall not exceed the following diversification limits unless specifically authorized by the Board of Park Commissioners.

Monies deposited at a financial institution shall not exceed 75% of the capital stock and surplus of that institution.

Investment in the public treasurers' investment pool shall not exceed 75% of the investment portfolio.

Repurchase agreement shall not exceed 25% of the investment portfolio and shall not exceed 10% of the portfolio with any institution.



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**COLLATERAL AND SAFEKEEPING GUIDELINES**

All investments made with financial institutions must be collateralized through third party institutions for investments exceeding the \$250,000.00 limit. Proper documentation, as reviewed by the Park District attorney, will be required from all third-party institutions.

Certificates of Deposit shall be collateralized 105% of the amount exceeding FDIC coverage. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent.

Investment securities shall be delivered by either book entry or physical delivery and held in safekeeping by the institution. The institution shall issue a safekeeping receipt to the Park District listing the specific instrument, rate, maturity and other pertinent information.

**POLICY FOR ESTABLISHMENT OF A SYSTEM OF INTERNAL CONTROLS**

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from fraud, error, misrepresentation, loss, theft, cyber-crime, imprudent actions, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept offers reasonable assurance and recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Chief Financial Officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

The internal controls shall address the following points:

- Control of collusion;
- Separation of transaction authority from accounting and bookkeeping;
- Custodial safekeeping;
- Avoidance of physical delivery securities;
- Clear delegation of authority to subordinate staff members;
- Written confirmation of telephone transactions for investment and wire transfers; and
- Development of a wire transfer agreement with the lead bank and third-party custodian.



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**CHIEF FINANCIAL OFFICER**

The establishment of cash management and investment policies is the responsibility of the Park District Board. The Chief Financial Officer is designated as the Investment Officer for the Park District and is responsible for the investment activities for the Park District. The Chief Financial Officer shall develop and maintain internal controls and written administrative procedures for the operation of the investment program consistent with this policy.

**PERFORMANCE MEASURES**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

**Market Yield (Benchmark)**

The Park District's investment strategy is passive. Given this strategy, the basis used by the Chief Financial Officer to determine whether market yields are being achieved shall be the three- month U.S. Treasury Bill.

**POLICY ESTABLISHING PERIODIC REVIEW OF THE INVESTMENT PORTFOLIO**

Investments shall be reported to the Park Board through the monthly Treasurer's Report, listing all pertinent information for their review, including the portfolio's effectiveness in meeting the Park District's needs for safety, liquidity, rate of return, diversification and its general performance. The Park Board may require additional reporting from time to time to review securities held by the Park District for possible future investments.

**POLICY ESTABLISHING QUARTERLY WRITTEN REPORTS OF INVESTMENT ACTIVITIES**

The Chief Financial Officer will submit a quarterly written report to the Board of Commissioners and the Executive Director. The report shall include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date.

**SELECTION OF INVESTMENT ADVISORS, MONEY MANAGERS AND FINANCIAL INSTITUTIONS**

The Chief Financial Officer will maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified depository as established by state statutes.



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All financial institutions who desire to become qualified bidders for investment transactions must supply the Chief Financial Officer with the following:

- Audited financial statements;
- Proof of state registration; and
- Certification of having read the Park District's Investment Policy.

A current audited financial statement must be on file for each financial institution through which the Park District invests.

### **ETHICS AND CONFLICTS OF INTEREST POLICY**

Individuals involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. In addition, such individuals shall disclose any personal financial/investment positions that could be related to the performance of the Park District. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

### **ILLINOIS SUSTAINABLE INVESTING ACT**

In the process of evaluating investment decisions, the Chief Financial Officer and Park Board of Commissioners shall regularly consider material, relevant and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence, as defined under and pursuant to the Illinois Sustainable Investing Act. Such factors include, but are not limited to:

- Corporate governance and leadership factors;
- Environmental factors;
- Social capital factors;
- Human capital factors; and
- Business model and innovation factors.

### **AMENDMENTS**

This policy shall be reviewed from time to time and revisions shall be presented to the Board of Commissioners for its approval.



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**CONFLICT**

In the event of conflict between any provision of this policy and any federal, state or local law, the provision of the federal, state or local law shall govern and control.

Approved: April 8, 1991  
Amended: November 14, 1994  
Amended: August 11, 1997  
Amended: December 13, 1999  
Amended: May 18, 2015  
Approved by Board of Commissioners: May 18, 2015  
Revised 1-16-17  
Amended: March 15, 2021 – Resolution 21-0315  
Approved by Board of Commissioners March 15, 2021  
Amended: August 19, 2024 – Resolution 24-0820



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## 4.10 Payment Card Industry Data Security Standards Policy

### Purpose

The Payment Card Industry Data Security Standards Policy establishes the District's policies and procedures to protect the sensitive cardholder data, including payment card number, expiration date, name, address and account balance information.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via any means. This includes electronic information and information on paper.

All employees should familiarize themselves with the information labeling and handling guidelines defined in the District's Identity Protection Policy, as such Policy is also applicable to payment card data. All payment card data shall be considered most sensitive and treated as such.

### Scope

This policy applies to all systems, networks, and personnel involved in the processing, storage, or transmission of cardholder data, including but not limited to:

- Point-of-sale (POS) systems
- Online payment portals
- Internal databases
- Paper records containing cardholder data

### Policy

#### Protect Cardholder Data

- Cardholder data (CHD) and sensitive authentication data (SAD) must be stored only when absolutely necessary.
- CHD must be rendered unreadable anywhere it is stored using strong encryption (e.g., AES-256).
- Truncation, masking, or tokenization should be used when full card numbers are not required.
- Never store full magnetic stripe data, CVV/CVC codes, or PIN data after authorization.



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**Maintain a Secure Network and Systems**

- Install and maintain a firewall configuration to protect cardholder data.
- Avoid using vendor-supplied defaults for system passwords and other security parameters.
- Ensure secure configurations for all systems and applications.

**Implement Strong Access Control Measures**

- Access to cardholder data must be restricted to authorized personnel only.
- Implement role-based access controls and use the principle of least privilege.
- All users must have unique IDs; shared accounts are prohibited.
- Access must be logged and monitored.

**Maintain a Vulnerability Management Program**

- All systems must have up-to-date anti-virus and anti-malware software.
- Conduct regular vulnerability scans and apply critical security patches promptly.

**Monitor and Test Networks**

- Track and monitor all access to network resources and cardholder data.
- Implement logging mechanisms to audit system activity.
- Perform penetration testing and vulnerability scans as required by PCI DSS.

**Roles and Responsibilities**

IT Department: Ensures system security, monitors compliance, and maintains logging and monitoring tools.

Finance: Oversees payment processing systems and ensures compliance with business-side policies.

All Employees: Must complete annual PCI DSS training and report any suspected security incidents immediately.





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**Penalty for deliberate or inadvertent disclosure:**

- Up to and including termination, possible civil and/or criminal prosecution to the full extent of the law.

**Enforcement**

- Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**Review and Revision**

- This policy will be reviewed annually or following any significant changes to PCI DSS standards, internal systems, or business processes.

Approved by Board of Commissioners July 20, 2015

Approved by the Board of Commissioners: April 19, 2021



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: IDNR BIKE PATH IMPROVEMENT PROJECT GRANT (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

**AGENDA NO: 9 D**

**MEETING DATE: APRIL 21, 2025**

STAFF REVIEW:

Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Oak Brook Park District is seeking grant assistance from the Illinois Department of Natural Resources (IDNR) for a 2025 Bike Trail Grant. This is a matching grant with 50% of funding coming from the IDNR, and 50% minimum from the Oak Brook Park District fund reserves. The grant application deadline is May 9, 2025.

The proposed project includes construction of a 2,700 square foot (8 feet wide) asphalt path at the northeast corner of Central Park North in Oak Brook IL. The new path would begin at the intersection of Jorie Blvd. and Kensington Road and connect to the existing trail system throughout Central Park. The trail system at Central Park connects to the extensive Oak Brook trail system, as well as the Salt Creek trail system. This new connection point will allow greater access to and from users east of Jorie Blvd. The district is seeking \$20,000 for the proposed project with an anticipated match of \$20,000.

A public input meeting will be held at the Family Recreation Center prior to grant submittal, and notice of the public meeting will be posted not less than seven days prior to the meeting.

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

Staff recommends applying for the IDNR 2025 Bike Trail Grant.

**ACTION PROPOSED:** A Motion (and a Second) to waive the Board’s Rules to Approve, at this meeting, applying for the IDNR 2025 Bike Trail Grant. A Motion (and a Second) to approve applying for the IDNR 2025 Bike Trail Grant.

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on May 19, 2025, 6:30 p.m.

Adjournment