



Oak Brook Park District Board Packet

August 21, 2023

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

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

www.obparks.org





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 21, 2023 – 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
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE AUGUST 21, 2023 AGENDA
 - b. APPROVAL OF MINUTES
 - i. July 17, 2023 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2023
 - i. Warrant 675
4. STAFF RECOGNITION
 - a. Grace Harrast, Administrative Services Assistant
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications.
6. REPORTS:
 - a. Communications, IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 21, 2023 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Agreement for Professional Civil Engineering Services for Ginger Creek Phase II
- b. Tennis Center Court Fees

8. NEW BUSINESS

- a. Ordinance 23-0918: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- b. Purchase of Pickup Truck through the Suburban Purchasing Cooperative.
- c. Family Care Leave Policy
- d. Safety Policy: Oak Brook Park District Boundary Violations Policy - Protecting Children and Vulnerable Adults and Employee Acknowledgement Form
- e. Safety Policy: Electronic Communications with Minors and Vulnerable Adults Policy
- f. Safety Policy: Overnight and Travel Abroad Events and Programs Policy

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 18, 2023, 6:30 P.M.

10. 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
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 21, 2023 – 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
[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]
2. OPEN FORUM *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA
*[Request a Motion (and 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 AUGUST 21, 2023 AGENDA
 - b. APPROVAL OF MINUTES
 - i. July 17, 2023 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2023
 - i. Warrant 675
4. STAFF RECOGNITION *[Welcome Grace Harrast, Administrative Services Assistant]*
 - a. Grace Harrast, Administrative Services Assistant
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only.]*
 - a. Board of Commissioners to share communications.
6. REPORTS: *[For Review and Discussion Only.]*
 - a. Communications, IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 21, 2023 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Agreement for Professional Civil Engineering Services for Ginger Creek Phase II *[Request a motion and a second to approve the proposal from V3 Companies for the Ginger Creek Phase II Engineering Project in the amount of \$43,510, and to approve an agreement between the Oak Brook Park District and V3 Companies for a total contract cost not-to-exceed \$43,510. **Roll Call Vote...**]*
- b. Tennis Center Court Fees II *[Request a motion and a second to approve the Tennis Center Court Fees as presented. **Roll Call Vote...**]*

8. NEW BUSINESS *[For Review and Discussion only.]*

- a. Ordinance 23-0918: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- b. Purchase of Pickup Truck through the Suburban Purchasing Cooperative.
- c. Family Care Leave Policy
- d. Safety Policy: Oak Brook Park District Boundary Violations Policy - Protecting Children and Vulnerable Adults and Employee Acknowledgement Form
- e. Safety Policy: Electronic Communications with Minors and Vulnerable Adults Policy
- f. Safety Policy: Overnight and Travel Abroad Events and Programs Policy

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 18, 2023, 6:30 P.M. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on September 18, 2023, 6:30 p.m.]*

10. ADJOURNMENT *[Request a Motion and a Second to adjourn the August 21, 2023 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.



Minutes

Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT4
BOARD OF COMMISSIONERS
July 17, 2023 – 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 Board of Commissioners at the hour of 6:30 p.m. Commissioners Gondek, Suleiman, and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF THE JULY 17, 2023 AGENDA
- b. APPROVAL OF MINUTES
 - i. June 19, 2023, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JUNE 30, 2023
 - i. Warrant 674

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

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

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

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the Consent Agenda, and the motion passed by roll call vote.

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

4. STAFF RECOGNITION

- a. Dave Thommes, Deputy Director

President Knitter and Commissioner Suleiman thanked Mr. Thommes for providing leadership, hard work, and commitment to the community. They wished Mr. Thommes much success as the Glen Ellyn Park District Executive Director.

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

President Knitter explained that Commissioner Vescovi would not be attending the night's meeting due to a family death.

6. REPORTS:

- a. Communications, IT, and Administration Report

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

Dr. Kosey reminded the Commissioners of their commitment to meet with the Park District consultant about the strategic plan for 2025-2030, as the current plan is set to commence in 2024.

Dr. Kosey stated that Mike Contreras, Superintendent of Recreation, has been overseeing the Gateway project. Gateway is seeking Requests for Proposal for the first time in twenty-six years.

Dr. Kosey stated that the majority of Central Park West renters live outside of Oak Brook Park District boundaries. The staff is also looking into solidifying the future plans for Central Park West.

President Knitter asked if Central Park West was repurposed, and a partnership was created to house the Special Recreation Association, what would be the ideal length of the partnership agreement.

Dr. Kosey stated that a proposed agreement would be for two years, with an additional year renewal option. Additionally, either entity could terminate the partnership at any time.

- b. Finance & Human Resources Report

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

Mr. Salinas reported on the completion of the first two months of the fiscal year. The General and Recreation Fund is projecting positively compared to last year during this time.

Mr. Salinas stated that the property taxes have been received in addition to the investment earnings.

President Knitter asked about the summer program withdrawals and cancelations, as those who decide to cancel are taking the place of participants waiting to be admitted into the programs. The Park District should consider options to incentivize good behavior and revisit the cancelation fee structure.

- c. Recreation & Facilities Report

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

Mr. Thommes reported a surge in summer activity and usage in the building.

Mr. Thommes stated that they are conducting interviews for the full-time facility maintenance position.

Mr. Thommes informed the Board that the staff is preparing for a drowning prevention media event at Splash Island.

President Knitter stated that the Pioneer Programs are reporting increases, with good engagement and a bit of buzz throughout the community about the new programs.

d. Parks & Planning Report

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

Mr. Johnson reported collecting bids from engineering firms for the Ginger Creek project in conjunction with Phase II of the Central Park North improvements. Currently, the staff is interested in three firms and is taking a better look into the projected costs.

Mr. Johnson informed the Board that the work on the restroom/concession building and Phase II improvements project at the North Fields is progressing. The majority of the stonework on the building is complete, and the roof trusses are expected to be delivered in late July.

Commissioner Gondek is interested in getting signage with imagery for guests walking in the park who are interested in learning more about the project.

President Knitter checked in about the Turf Tank that creates the field lines on the soccer and lacrosse fields.

Mr. Johnson stated that the Turf Tank has been working well and believes the Park District is one of its best advocates. They have worked with the creators closely and had other organizations out to the park for Q and A sessions. Additionally, their creators have been very open to discussing improvements and other uses for the product.

7. UNFINISHED BUSINESS

a. Agreement for Professional Civil Engineering Services for Ginger Creek Phase II

Mr. Johnson stated that they are in discussions with an organization that can offer a base-by-base structure and are waiting on more accurate pricing.

b. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference held in Dallas, Texas, October 10-12, 2023

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the travel expense for Commissioner attendance at the National Recreation and Park Association Conference held October 10-12, 2023, in Dallas, TX.

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

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the travel expense for Commissioner attendance at the National Recreation and Park Association Conference held October 10-12, 2023, in Dallas, TX.

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

c. Oak Brook Park District Mission, Vision, and Core Values Updates

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the Oak Brook Park District Mission, Vision, and Core Values updates.

Dr. Kosey stated that Commissioner Suleiman requested that the “Teamwork” section under Core Values be updated to have more inclusive wording. These updates can be found in the Board Packet.

President Knitter explained that the updated “Open Communication” section under Core Values does not feel as strong of a statement as before, as “honest” and “transparent” are more synonyms than the word “respectful.” She would like the word “respectful” added to the verbiage, as the Park District is “respectful” and “transparent.”

Commissioner Gondek agreed with President Knitter and was fine with either the word “honest” or “transparent” and would like to see “respectful” reapplied.

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the revised Oak Brook Park District Mission, Vision, and Core Values as presented in the document provided in the Board Packet and as amended to “honest” and “respectful” under Core Values “Open Communication” by the Board at this meeting.

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

d. Resolution 23-0717: A Resolution Authorizing and Approving a Change Order Involving a Decrease in the Contract Price with Integral Construction, Inc. for the Central Park Phase II Project.

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve Resolution 23-0717: A Resolution Authorizing and Approving a Change Order involving a Decrease in the Contract Price with Integral Construction, Inc. for the Central Park Phase II Project.

Mr. Johnson stated they value-engineered the area and will outsource plants from Hinsdale Nursery.

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

8. NEW BUSINESS

- a. Resolution 23-0718: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc. for the Central Park Phase II Project

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to waive the Board Rules to approve at this meeting, Resolution 23-0718: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc. for the Central Park Phase II Project.

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the Board Rules to Approve at this Meeting, Resolution 23-0718: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc. for the Central Park Phase II Project.

Mr. Johnson stated that this change order was for the OSLAD-funded portion of the project as they are looking to switch vendors.

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

- b. Resolution 23-0719: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc. for the Concession/Restroom/Storage Building Project.

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to Waive the Board Rules to Approve at this Meeting, Resolution 23-0719: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc. for the Concession/Restroom/Storage Building Project.

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioner Ivkovic Kelley, Vescovi

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve Resolution 23-0719: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc. for the Concession/Restroom/Storage Building Project.

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

c. Tennis Center Court Fees

Mr. Thommes stated that court fees increase was modest four-dollar increase.

9. ENTER CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); 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 Gondek, to enter into closed session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); 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, and the motion passed by roll call vote.

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

The Commissioners entered Closed Session at 7:06 pm.

10. CLOSED SESSION

- a. Discussion and Approval of Closed Session Minutes March 20, 2023.
- 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 Gondek, to arise from the closed session to the open session at the hour of 7:32 pm.

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

Ayes: Commissioners Gondek, Suleiman, and President Knitter

Nays: None

Absent: Commissioners Ivkovic Kelley, Vescovi

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON AUGUST 21, 2023, 6:30 P.M.

President Knitter announced that the next Regular Meeting of the Oak Brook Park District of Park Commissioners would be held on August 21, 2023, at 6:30 p.m.

13. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the July 17, 2023, 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 7:34 p.m.

Dr. Laure L. Kosey, Executive Director

Financial Statement

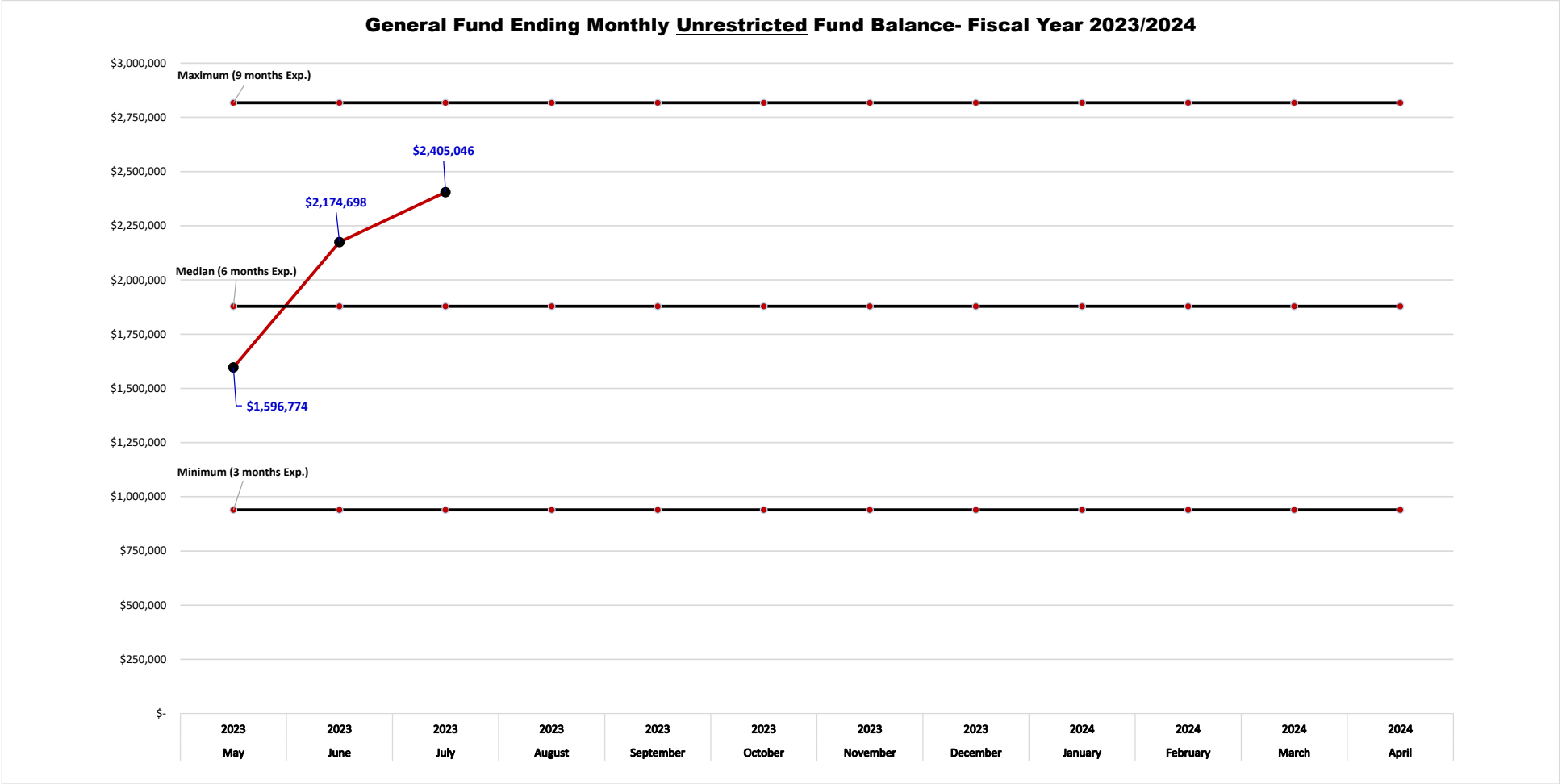
Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through July 31 2023 and 2022
25.00% completed (3 out of 12 months)

	Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance							FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	July 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget		Fiscal Year 2022/2023 YTD Actual	Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
<u>REVENUES</u>										
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A		\$ -	\$ -	N/A
Finance										
Property Taxes	1,773,687	31,850	987,682	-	987,682	55.7%		792,865	194,817	24.6%
Personal Prop. Repl. Taxes	324,515	50,870	113,792	-	113,792	35.1%		120,984	(7,192)	-5.9%
Investment Income	7,500	3,820	10,995	-	10,995	146.6%		751	10,244	1363.1%
Other	9,250	322	385	-	385	4.2%		6,121	(5,736)	-93.7%
Central Park North	88,500	60,478	65,178	-	65,178	73.6%		80,994	(15,816)	-19.5%
Central Park	196,000	90,172	141,051	-	141,051	72.0%		133,274	7,777	5.8%
Saddlebrook Park	500	-	-	-	-	0.0%		-	-	N/A
Forest Glen Park	500	-	-	-	-	0.0%		-	-	N/A
Chillem Park	250	-	-	-	-	0.0%		-	-	N/A
Dean Property	500	-	-	-	-	0.0%		-	-	N/A
Information Technology	117,124	29,256	29,374	-	29,374	25.1%		-	29,374	N/A
Building-Recreation Center	1,040,726	189,380	275,049	-	275,049	26.4%		244,759	30,290	12.4%
Central Park West	83,094	12,659	20,697	-	20,697	24.9%		21,091	(394)	-1.9%
TOTAL REVENUES	\$ 3,642,146	\$ 468,807	\$ 1,644,203	\$ -	\$ 1,644,203	45.1%		\$ 1,400,840	\$ 243,364	17.4%
<u>EXPENDITURES</u>										
Administration	\$ 385,411	\$ 29,638	\$ 87,682	\$ 59	87,741	22.8%		\$ 107,419	\$ (19,736)	-18.4%
Finance	313,016	19,183	52,425	488	52,913	16.7%		77,161	(24,736)	-32.1%
Central Park North	45,021	3,532	19,685	6,838	26,523	43.7%		17,535	2,150	12.3%
Central Park	818,078	61,885	179,493	76,369	255,862	21.9%		170,444	9,048	5.3%
Saddlebrook Park	15,659	1,308	3,059	6,937	9,996	19.5%		2,066	993	48.1%
Forest Glen Park	27,543	3,234	7,969	6,519	14,488	28.9%		7,915	54	0.7%
Chillem Park	7,909	181	590	1,774	2,364	7.5%		2,640	(2,050)	-77.6%
Dean Property	30,177	856	10,069	14,801	24,870	33.4%		9,244	825	8.9%
Professional Services	29,500	1,371	4,071	4,620	8,691	13.8%		6,701	(2,631)	-39.3%
Contracts- Maint. DNS	-	-	-	-	-	N/A		-	-	N/A
Information Technology	314,889	34,702	75,984	56,391	132,375	24.1%		-	75,984	N/A
Building-Recreation Center	1,034,404	78,628	209,225	74,035	283,260	20.2%		193,344	15,881	8.2%
Central Park West	81,528	3,940	10,523	13,649	24,173	12.9%		10,388	136	1.3%
TOTAL EXPENDITURES	\$ 3,103,134	\$ 238,459	\$ 660,775	\$ 262,479	\$ 923,253	21.3%		\$ 604,857	\$ 55,918	9.2%
<u>TRANSFERS OUT</u>	\$ 654,000	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,757,134	\$ 238,459	\$ 660,775	\$ 262,479	\$ 923,253	17.6%		\$ 604,857	\$ 55,918	9.2%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (114,988)	\$ 230,348	\$ 983,429	\$ (262,479)	\$ 720,950	-855.2%		\$ 795,983	\$ 187,446	23.5%

Note> Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

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
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Unassigned	\$ 1,421,617	\$ 1,596,774	\$ 2,174,698										
Monthly Net Surplus/(Deficit)	175,157	577,924	230,348										\$ 983,429
Ending Unassigned	\$ 1,596,774	\$ 2,174,698	\$ 2,405,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284
Median (6 months Exp.)	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567
Maximum (9 months Exp.)	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851

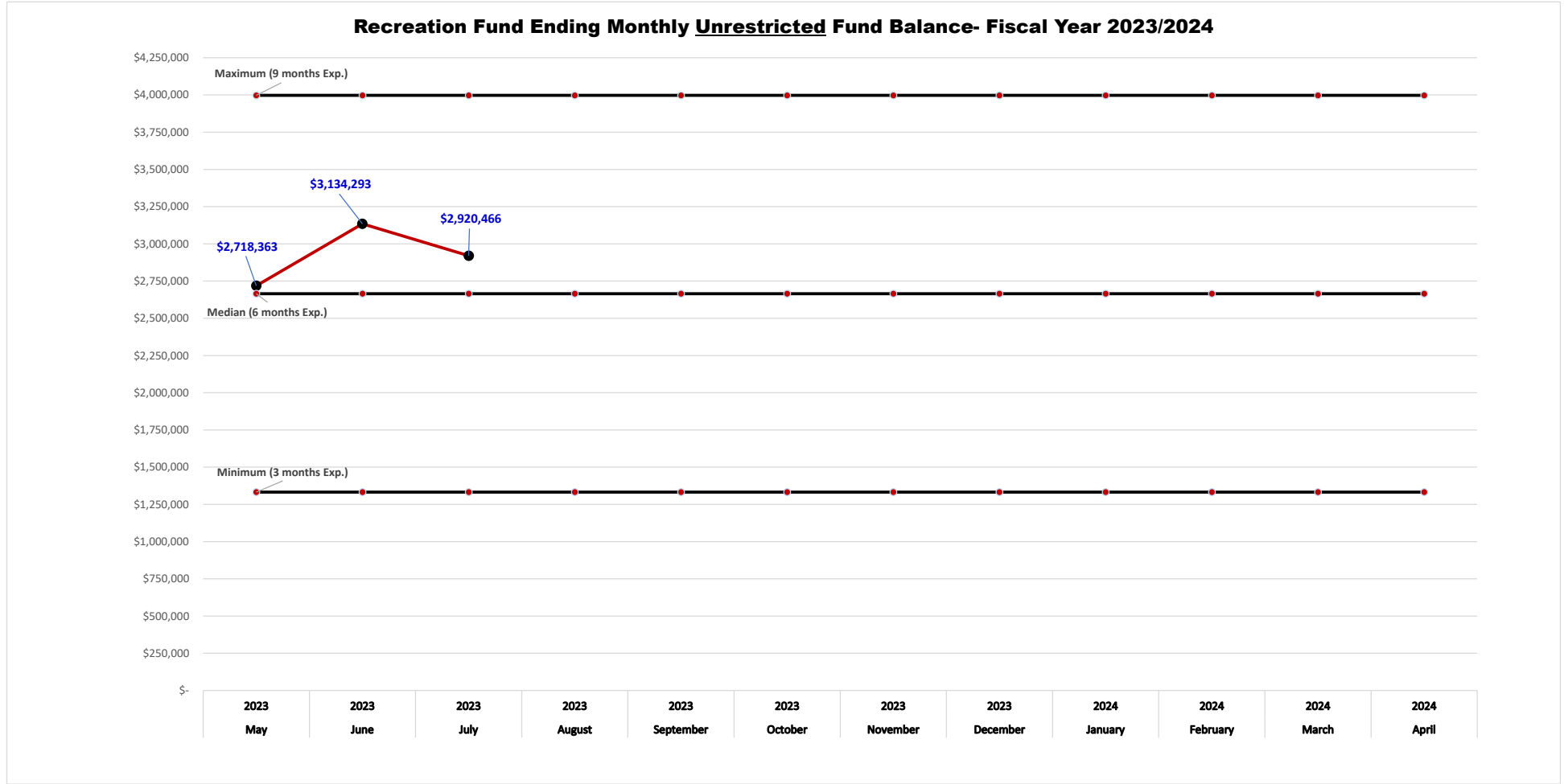
Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through July 31 2023 and 2022
25.00% completed (3 out of 12 months)

	Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance						FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	July 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
<u>REVENUES</u>									
Administration									
Property Taxes	\$ 1,294,055	\$ 23,251	\$ 721,027	\$ -	\$ 721,027	55.7%	\$ 682,617	\$ 38,410	5.6%
Personal Prop. Repl. Taxes	100,714	16,015	35,823	-	35,823	35.6%	38,088	(2,264)	-5.9%
Investment Income	22,000	7,109	20,491	-	20,491	93.1%	2,347	18,143	772.9%
Other	3,000	212	892	-	892	29.7%	1,128	(237)	-21.0%
Fitness Center	675,479	57,425	183,771	-	183,771	27.2%	146,821	36,949	25.2%
Aquatic Center	595,305	47,514	190,056	-	190,056	31.9%	163,241	26,815	16.4%
Aquatic Recreation Prog.	569,563	48,440	174,199	-	174,199	30.6%	142,535	31,664	22.2%
Children's Programs	456,329	23,917	141,209	-	141,209	30.9%	122,609	18,600	15.2%
Preschool Programs	303,481	11,855	76,385	-	76,385	25.2%	66,011	10,374	15.7%
Youth Programs	225,158	425	181,758	-	181,758	80.7%	195,715	(13,957)	-7.1%
Adult Programs	77,266	18,210	45,083	-	45,083	58.3%	21,002	24,082	114.7%
Pioneer Programs	59,150	5,105	16,773	-	16,773	28.4%	16,490	283	1.7%
Special Events and Trips	144,180	4,990	57,000	-	57,000	39.5%	29,305	27,695	94.5%
Marketing	45,000	3,300	12,245	-	12,245	27.2%	6,000	6,245	104.1%
Capital Outlay	-	-	-	-	-	N/A	-	-	N/A
<u>TRANSFERS IN</u>	\$ 300,000	-	-	-	-	0.0%	-	-	N/A
TOTAL REVENUES & TRANSFERS IN	\$ 4,870,680	\$ 267,767	\$ 1,856,711	\$ -	\$ 1,856,711	38.1%	\$ 1,633,909	\$ 222,802	13.6%
<u>EXPENDITURES</u>									
Administration	\$ 1,037,478	\$ 125,782	\$ 218,472	\$ 33,605	\$ 252,077	21.1%	\$ 168,134	\$ 50,338	29.9%
Fitness Center	502,565	58,551	91,259	33,620	124,879	18.2%	64,152	27,107	42.3%
Aquatic Center	1,052,637	116,210	259,914	86,921	346,835	24.7%	214,283	45,631	21.3%
Aquatic Recreation Prog.	275,300	23,044	60,832	20,000	80,832	22.1%	58,375	2,457	4.2%
Children's Programs	323,888	45,828	57,699	6,148	63,847	17.8%	54,698	3,002	5.5%
Preschool Programs	285,293	12,029	31,323	1,582	32,905	11.0%	28,613	2,710	9.5%
Youth Programs	173,985	40,486	61,511	-	61,511	35.4%	56,661	4,850	8.6%
Adult Programs	57,858	4,962	11,887	-	11,887	20.5%	3,863	8,024	207.7%
Pioneer Programs	97,022	4,820	15,905	141	16,047	16.4%	17,616	(1,711)	-9.7%
Special Events and Trips	122,576	29,811	55,466	4,612	60,078	45.3%	34,093	21,374	62.7%
Marketing	237,411	18,973	54,476	608	55,084	22.9%	50,295	4,181	8.3%
Capital Outlay	962,500	1,099	39,099	773,715	812,814	4.1%	39,112	(13)	0.0%
TOTAL EXPENDITURES	\$ 5,128,512	\$ 481,594	\$ 957,844	\$ 960,951	\$ 1,918,795	18.7%	\$ 789,895	\$ 167,950	21.3%
<u>TRANSFERS OUT</u>	\$ 201,392	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 5,329,904	\$ 481,594	\$ 957,844	\$ 960,951	\$ 1,918,795	18.0%	\$ 789,895	\$ 167,950	21.3%
REVENUES OVER (UNDER) EXPENDITURES	\$ (459,225)	\$ (213,827)	\$ 898,867	\$ (960,951)	\$ (62,084)	-195.7%	\$ 844,014	\$ 54,852	6.5%

Note> Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

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					
		2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D					
Beginning Committed	\$	2,021,600	\$	2,718,363	\$	3,134,293													
Monthly Net Surplus/(Deficit)		696,763		415,930		(213,827)									\$	898,866			
Ending Committed	\$	2,718,363	\$	3,134,293	\$	2,920,466	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	



Minimum (3 months Exp.)	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476
Median (6 months Exp.)	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952
Maximum (9 months Exp.)	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428

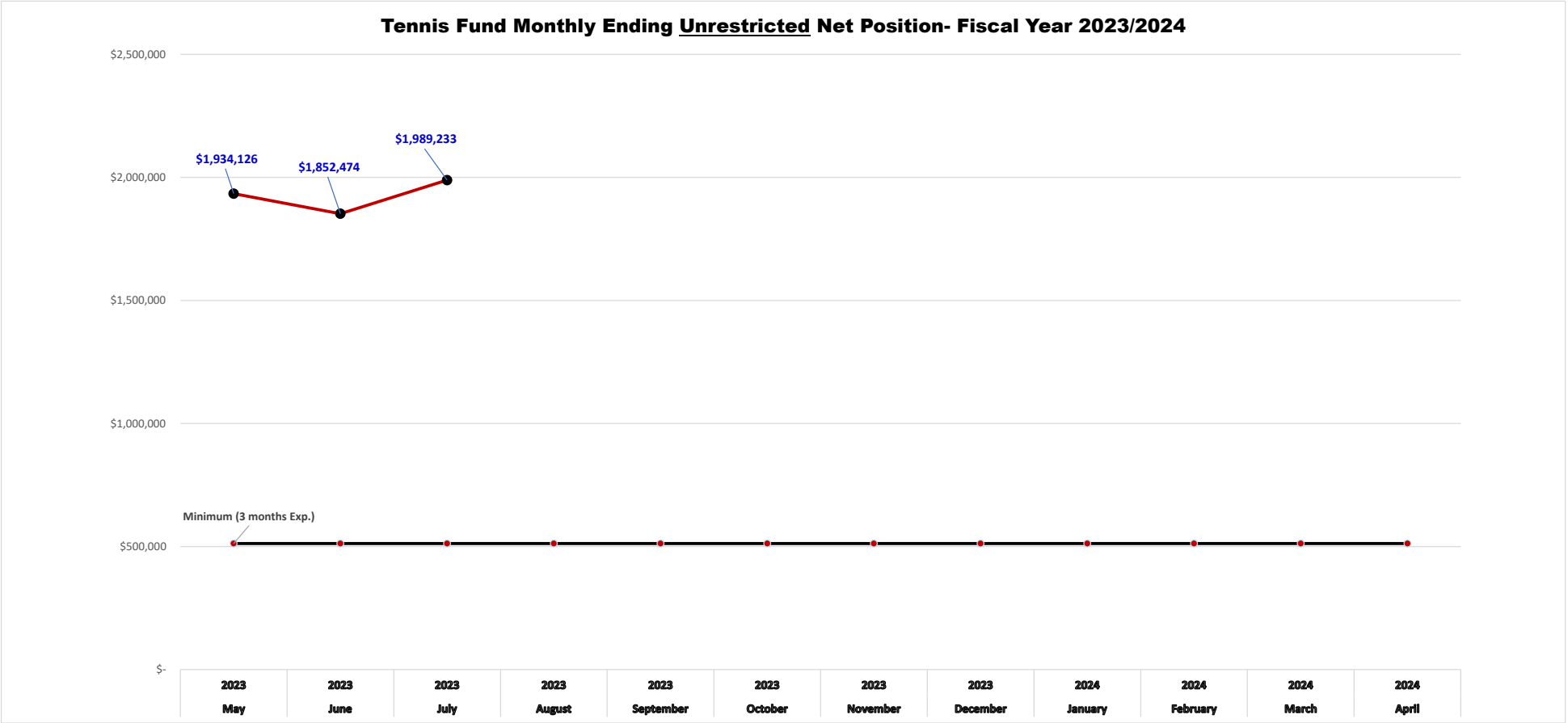
Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through July 31 2023 and 2022
25.00% completed (3 out of 12 months)

Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance							FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	July 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
<u>REVENUES</u>									
Administration	\$ 12,220	\$ 20,609	\$ 26,423	\$ -	\$ 26,423	216.2%	\$ 3,899	\$ 22,524	577.7%
Building- Racquet Club	500	-	-	-	-	0.0%	-	-	N/A
Programs- Racquet Club	2,051,500	263,464	717,812		717,812	35.0%	511,860	205,952	40.2%
TOTAL REVENUES	\$ 2,064,220	\$ 284,073	\$ 744,235	\$ -	\$ 744,235	36.1%	\$ 515,759	\$ 228,476	44.3%
<u>EXPENSES</u>									
Administration	\$ 808,599	\$ 53,425	\$ 137,329	\$ 4,320	\$ 141,649	17.0%	\$ 125,038	\$ 12,292	9.8%
Building- Racquet Club	381,971	40,624	68,611	65,020	133,631	18.0%	61,849	6,762	10.9%
Programs- Racquet Club	858,000	53,266	136,098	-	136,098	15.9%	120,659	15,439	12.8%
Capital Outlay	430,000	-	22,820	5,895	28,715	5.3%	61,900	(39,080)	-63.1%
TOTAL EXPENSES	\$ 2,478,571	\$ 147,315	\$ 364,859	\$ 75,235	\$ 440,094	14.7%	\$ 369,446	\$ (4,587)	-1.2%
REVENUES OVER (UNDER) EXPENSES	\$ (414,351)	\$ 136,758	\$ 379,376	\$ (75,235)	\$ 304,141	-91.6%	\$ 146,313	\$ 233,063	159.3%

Note> Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

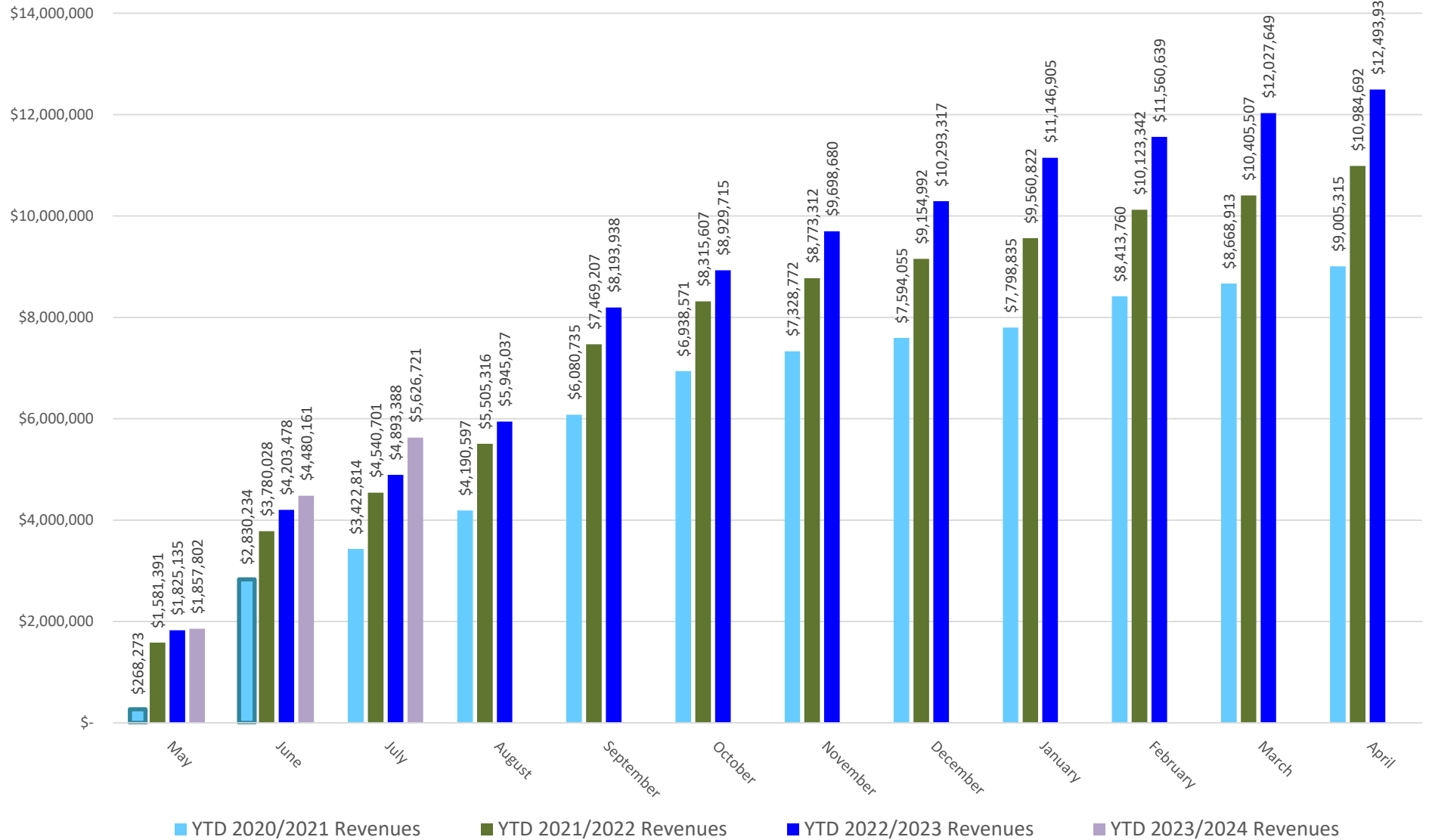
Oak Brook Park District
Schedule of Ending Monthly Unrestricted Net Position- Tennis Fund

Actuals- Unaudited													
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Investment in Capital Assets	\$ 1,610,979	\$ 1,610,979	\$ 1,633,799										
Beginning Unrestricted	1,632,677	1,934,126	1,852,474										
Monthly Net Surplus/(Deficit)	301,449	(58,832)	136,758										\$ 379,376
Ending Investment in Capital Assets	\$ 1,610,979	\$ 1,633,799	\$ 1,633,799										
Ending Unrestricted	\$ 1,934,126	\$ 1,852,474	\$ 1,989,233										



Minimum (3 months Exp.)	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143
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	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	N/A

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

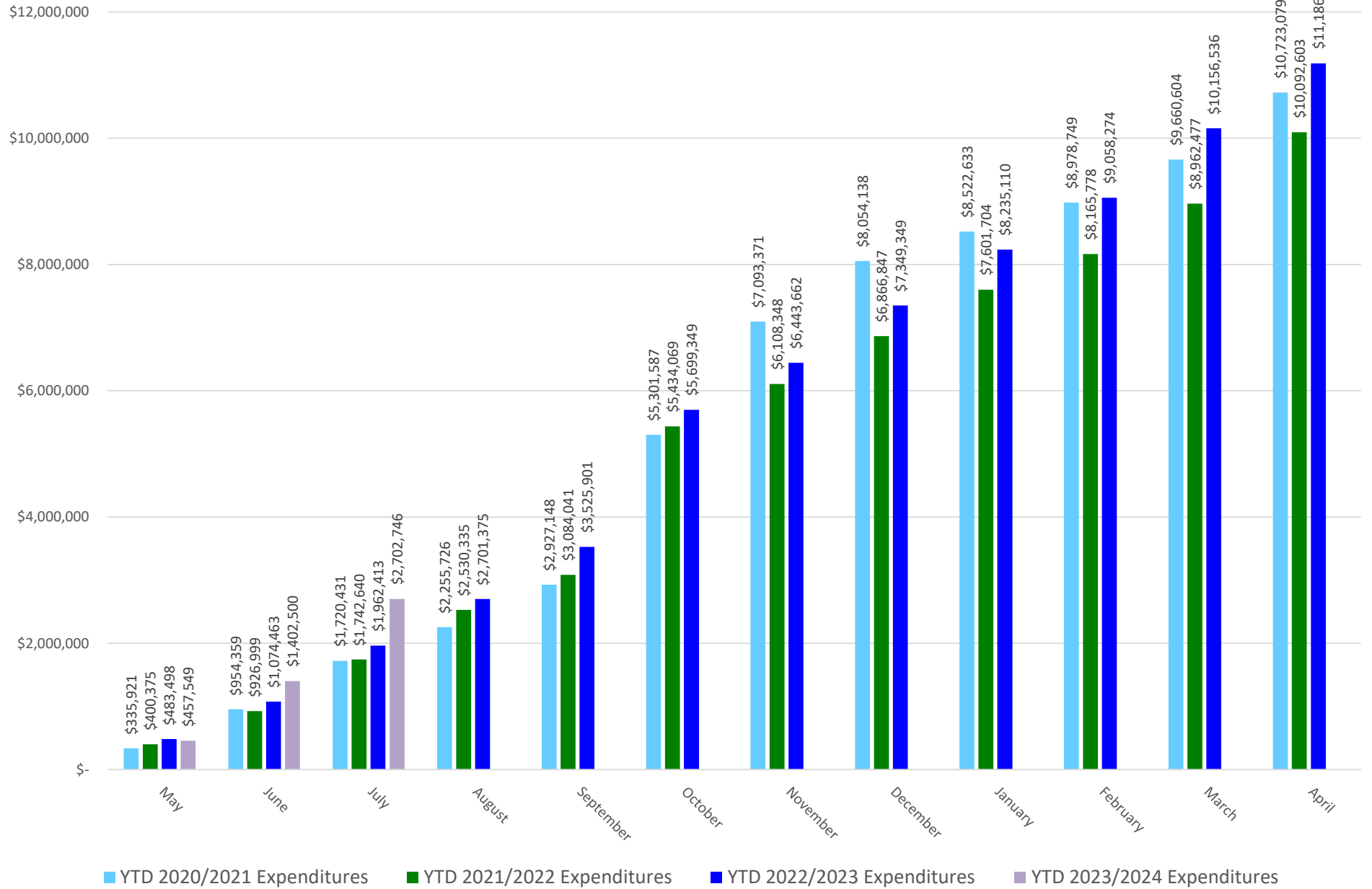


NOTES

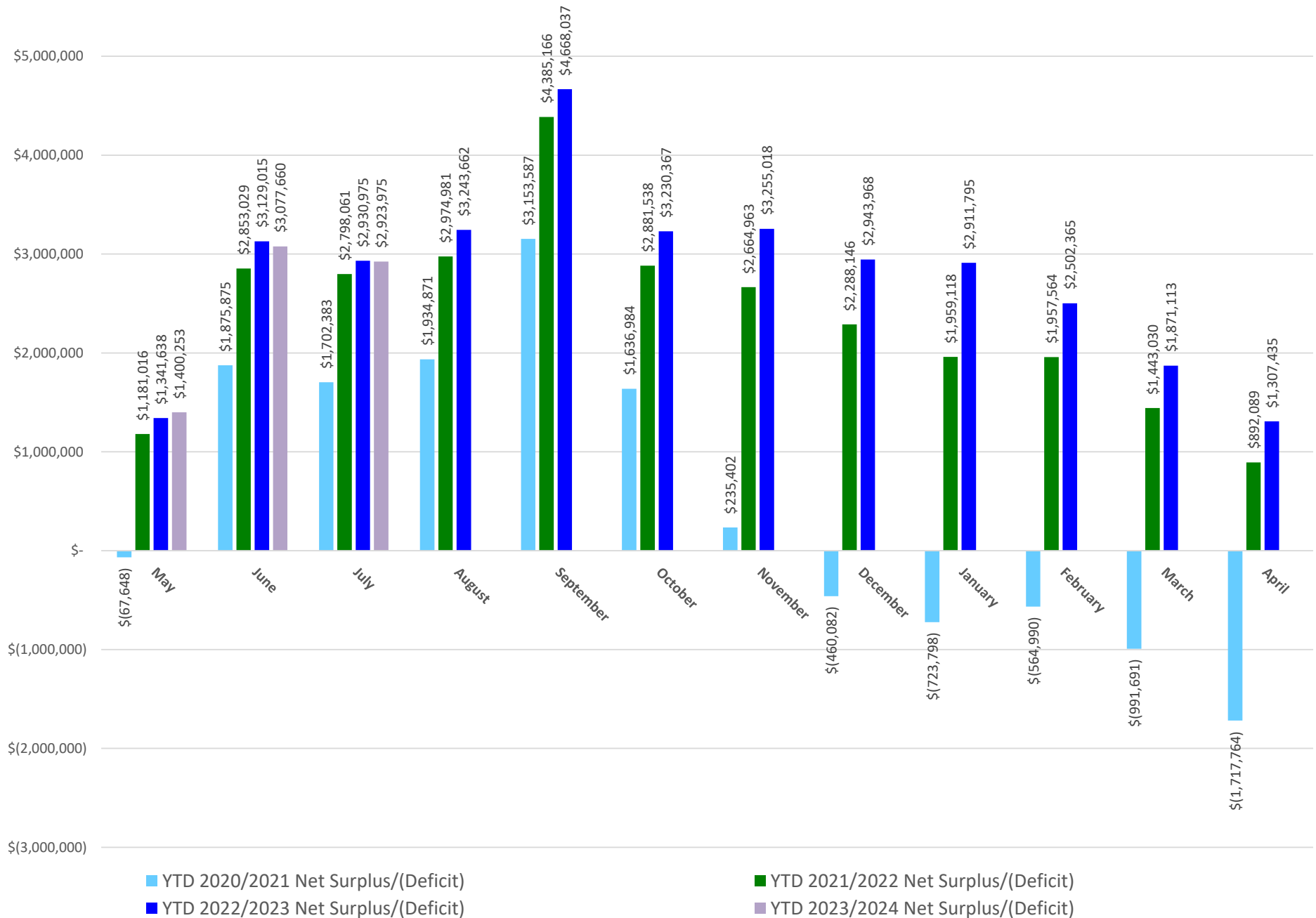
2020/2021

The large decreases in May and June 2020 revenues is attributed to the closure of all our indoor and outdoor recreation facilities as a result of the COVID-19 pandemic. Such closure began in Mid-March 2020 and extended through the end of June 2020, with the resumption of limited on-site programming during the month of June.

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



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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
July 2023

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (3 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,642,146	\$ 468,807	\$ 1,644,203
Expenditures & transfers out	3,757,134	238,459	660,775
Net surplus/(deficit)	\$ (114,988)	\$ 230,348	\$ 983,429
RECREATION FUND			
Revenues & transfers in	\$ 4,870,680	\$ 267,767	\$ 1,856,711
Expenditures & transfers out	5,329,904	481,594	957,844
Net surplus/(deficit)	\$ (459,225)	\$ (213,827)	\$ 898,867
IMRF FUND			
Revenues & transfers in	\$ 141,986	\$ 15,420	\$ 62,391
Expenditures & transfers out	175,000	12,559	39,537
Net surplus/(deficit)	\$ (33,014)	\$ 2,862	\$ 22,854
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 110,730	\$ 5,774	\$ 57,028
Expenditures & transfers out	145,601	52,226	58,967
Net surplus/(deficit)	\$ (34,871)	\$ (46,452)	\$ (1,940)
AUDIT FUND			
Revenues & transfers in	\$ 16,903	\$ 326	\$ 9,672
Expenditures & transfers out	16,175	-	-
Net surplus/(deficit)	\$ 728	\$ 326	\$ 9,672
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,903,875	\$ 28,760	\$ 885,360
Expenditures & transfers out	1,887,377	-	2,000
Net surplus/(deficit)	\$ 16,498	\$ 28,760	\$ 883,360
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,064,220	\$ 284,073	\$ 744,235
Expenses	2,478,571	147,315	364,859
Net surplus/(deficit)	\$ (414,351)	\$ 136,758	\$ 379,376
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 336,927	\$ 6,082	\$ 167,765
Expenditures & transfers out	378,217	34,636	72,730
Net surplus/(deficit)	\$ (41,290)	\$ (28,554)	\$ 95,035



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
July 2023

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (3 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 966,000	\$ 15,226	\$ 59,045
Expenditures & transfers out	3,470,100	307,880	472,267
Net surplus/(deficit)	\$ (2,504,100)	\$ (292,654)	\$ (413,221)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,324	\$ 13,827	\$ 140,312
Expenditures & transfers out	292,995	25,576	73,767
Net surplus/(deficit)	\$ (20,671)	\$ (11,749)	\$ 66,544
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 14,325,792	\$ 1,106,063	\$ 5,626,721
Expenditures/expenses & transfers out	17,931,074	1,300,246	2,702,746
Net surplus/(deficit)	\$ (3,605,282)	\$ (194,182)	\$ 2,923,975

OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: July 2023

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	\$ 95,551
Replacement Taxes	94,203
Interest	33,224
Miscellaneous	16,495
Fitness Center Fees	57,425
Aquatic Center & Program Fees	95,954
Recreation Program Fees	327,966
Marketing	3,300
FRC Rental/Member Fees	71,921
Field Rentals- Central Park North	60,478
Field Rentals- Central Park	90,172
Satellite Parks & DNS	-
Information Technology	-
CPW Building Rentals	12,659
Grant Proceeds	-
Overhead Revenue-FRC & Rental	117,459
Overhead Revenue-I.T.	29,256
Transfers In	-
TOTAL- REVENUES & TRANSFERS IN	\$ 1,106,063
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	\$ 625,476
July Payroll and Related Benefits	528,054
Overhead Expenditures	146,716
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT	\$ 1,300,246
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ (194,182)

**Oak Brook Park District
Consolidated Balance Sheet
As of July 31, 2023**

ASSETS

	<u>Consolidated Totals</u>
Current Assets	
Cash and Investments	\$ 11,587,520
Receivables - Net of Allowances	
Property Taxes	5,410,785
Accounts	471,278
Due from Other Funds	-
Prepays	5,664
Inventories	31,917
Total Current Assets	<u>\$ 17,507,163</u>
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,400,929
Accumulated Depreciation	<u>(3,830,424)</u>
Total Noncurrent Assets	<u>\$ 1,610,980</u>
 Total Assets	 \$ 19,118,143

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 57,447
 Total Assets and Deferred outflows of Resources	 <u>\$ 19,175,590</u>

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 123,253
Accrued Payroll	(663)
Retainage Payable	70,532
Unearned Revenue	532,593
Due To Other Funds	-
Unclaimed Property	2,744
Total Current Liabilities	<u>\$ 728,459</u>
Noncurrent Liabilities	
Compensated Absences Payable	\$ 23,589
Net Pension Liability - IMRF	(274,756)
Total OPEB Liability - RBP	58,097
Total Noncurrent Liabilities	<u>\$ (193,070)</u>
 Total Liabilities	 \$ 535,389

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 302,416
Property Taxes	5,410,785
 Total Liabilities and Deferred Inflows of Resources	 <u>\$ 6,248,590</u>

FUND/NET POSITION BALANCES

Net Investment in Capital Assets	\$ 1,633,798
Non-spendable	-
Restricted	1,446,281
Committed	5,452,644
Unassigned/Unrestricted	4,394,278
Total Fund Balances	<u>\$ 12,927,001</u>
 Total Liabilities, Deferred Inflows of Resources and Fund Balances	 <u>\$ 19,175,590</u>

OAK BROOK PARK DISTRICT
Treasurer's Report- As of July 31, 2023

Investment Type	Bank/Institution	Balance	Current Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>						
	Evergreen Bank	\$ 6,212,241.36	3.040%	0.300%	Interest-bearing	59.72%
	Hinsdale Bank	791,866.29	5.440%	1.590%	Interest-bearing	7.61%
	Sub-Total:	<u>\$ 7,004,107.65</u>				<u>67.34%</u>
<u>Savings</u>						
	Evergreen Bank	\$ 202,322.58	2.500%	0.650%	Interest-bearing (Insured Cash Sweep)	1.95%
<u>Checking</u>						
	Fifth Third Bank	\$ 94,104.93	0.650%	0.320%	Interest-bearing	0.90%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 3,101,168.27	5.311%	1.593%	Illinois Public Treasurers' Investment Pool	29.81%
	Grand Total Investments:	<u><u>\$ 10,401,703.43</u></u>				<u><u>100.00%</u></u>
<u>Benchmark</u>						
Three-month U.S. Treasury Bill			5.421%	2.371%	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 07/31/2023.	

Oak Brook Park District		
Schedule of Capital Expenditures/Expenses		
As of July 31, 2023		
DESCRIPTION	VENDOR	Year-to-Date Expenditures
Capital Projects Fund		
Central Park North Phase 2- Design & engineering, soil borings, equipment, furnishings, permit fees, construction, etc. (82% allocation)	Zepole Restaurant Supply, Icon Shelter, Landscape Structures, Vacker Inc., Village of Oak Brook, Charles Vincent George, Geocon, Hinsdale Nurseries, Integral Construction, Robbins Schwartz	\$ 433,554.37
Central Park North Phase 2- Legal fees	Robbins Schwartz	858.00
License plate reader security system	Minuteman Security	7,254.36
Tennis Center outdoor patio improvements	A&A Paving	30,600.00
	SUBTOTAL BALANCE	\$ 472,266.73
Recreation Fund		
Tennis courts resurfacing- Saddle Brook	American Sealcoating	\$ 19,000.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	19,000.00
Aquatics HVAC and tile deck	Kluber Architects	1,098.79
	SUBTOTAL BALANCE	\$ 39,098.79
Tennis Fund		
Tennis Center outdoor patio improvements	A&A Paving	\$ 22,820.26
	SUBTOTAL BALANCE	\$ 22,820.26
Special Recreation Fund		
Adaptive changing table- Family Locker Room	eSpecial Needs	\$ 891.86
Central Park North Phase 2- Design & engineering, construction (18% allocation)	Charles Vincent George, Integral Construction	24,831.52
Tennis Center outdoor patio improvements	A&A Paving	9,400.00
Tennis courts resurfacing- Saddle Brook	American Sealcoating	8,900.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	8,900.00
	SUBTOTAL BALANCE	\$ 52,923.38
	TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES	\$ 587,109.16

Warrant

WARRANT #675

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page: 1/5

EXP CHECK RUN DATES 08/21/2023 - 08/21/2023

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46342	ABC MECHANICAL	05/31/2023	08/21/2023	8,200.00	8,200.00	Open	N
46350	ACCRUE SOLUTIONS LLC	08/07/2023	08/21/2023	67.15	67.15	Open	N
46231	ALL TECH MECHANICAL SERVICES	07/17/2023	08/21/2023	2,590.56	2,590.56	Open	N
46205	AQUA PURE ENTERPRISES, INC.	07/06/2023	08/21/2023	1,264.17	1,264.17	Open	N
46266	AQUA PURE ENTERPRISES, INC.	07/26/2023	08/21/2023	1,517.39	1,517.39	Open	N
46300	BEST OFFICIALS	07/31/2023	08/21/2023	252.00	252.00	Open	N
46310	BEST OFFICIALS	08/01/2023	08/21/2023	1,144.00	1,144.00	Open	N
46258	BSN SPORTS	07/22/2023	08/21/2023	514.98	514.98	Open	N
46260	BURRIS EQUIPMENT COMPANY	07/25/2023	08/21/2023	95.73	95.73	Open	N
46277	CARDMEMBER SERVICE	07/06/2023	08/21/2023	2,617.70	2,617.70	Open	N
46278	CARDMEMBER SERVICE	07/26/2023	08/21/2023	26.97	26.97	Open	N
46279	CARDMEMBER SERVICE	07/26/2023	08/21/2023	6.00	6.00	Open	N
46280*	CARDMEMBER SERVICE	07/26/2023	08/21/2023	483.65	483.65	Open	N
46296	CARDMEMBER SERVICE	07/26/2023	08/21/2023	118.90	118.90	Open	N
46297	CARDMEMBER SERVICE	07/26/2023	08/21/2023	131.55	131.55	Open	N
46298	CARDMEMBER SERVICE	07/26/2023	08/21/2023	232.51	232.51	Open	N
46299*	CARDMEMBER SERVICE	07/26/2023	08/21/2023	807.22	807.22	Open	N
46308	CARDMEMBER SERVICE	07/26/2023	08/21/2023	450.57	450.57	Open	N
46311	CARDMEMBER SERVICE	07/26/2023	08/21/2023	884.71	884.71	Open	N
46312	CARDMEMBER SERVICE	07/26/2023	08/21/2023	634.93	634.93	Open	N
46319	CARDMEMBER SERVICE	07/27/2023	08/21/2023	(1,188.00)	(1,188.00)	Open	N
46320	CARDMEMBER SERVICE	07/26/2023	08/21/2023	91.93	91.93	Open	N
46323	CARDMEMBER SERVICE	07/27/2023	08/21/2023	362.47	362.47	Open	N
46329	CARDMEMBER SERVICE	07/26/2023	08/21/2023	2,817.40	2,817.40	Open	N
46330	CARDMEMBER SERVICE	07/26/2023	08/21/2023	424.90	424.90	Open	N
46331	CARDMEMBER SERVICE	07/26/2023	08/21/2023	511.91	511.91	Open	N
46345	CARDMEMBER SERVICE	07/26/2023	08/21/2023	198.37	198.37	Open	N
46349*	CARDMEMBER SERVICE	07/25/2023	08/21/2023	6,961.86	6,961.86	Open	N
46351	CARDMEMBER SERVICE	07/26/2023	08/21/2023	1,765.57	1,765.57	Open	N
46358	CARDMEMBER SERVICE	07/26/2023	08/21/2023	2,687.51	2,687.51	Open	N
46359	CARDMEMBER SERVICE	07/26/2023	08/21/2023	154.77	154.77	Open	N
46372	CARDMEMBER SERVICE	07/26/2023	08/21/2023	12.50	12.50	Open	N
46374	CARDMEMBER SERVICE	07/26/2023	08/21/2023	101.98	101.98	Open	N
46376	CARDMEMBER SERVICE	07/26/2023	08/21/2023	174.66	174.66	Open	N
46378	CARDMEMBER SERVICE	07/26/2023	08/21/2023	3,224.32	3,224.32	Open	N
46357	CAROL SENTE CONSULTING LLC	08/08/2023	08/21/2023	2,120.00	2,120.00	Open	N
46217	CHARLES VINCENT GEORGE ARCHITECTS	07/12/2023	08/21/2023	1,080.00	1,080.00	Open	N
46261	CHARLES VINCENT GEORGE ARCHITECTS	07/12/2023	08/21/2023	3,688.60	3,688.60	Open	N
46317	CLASSIC LANDSCAPE, LTD.	07/31/2023	08/21/2023	7,203.00	7,203.00	Open	N
46333	COM ED	07/28/2023	08/21/2023	28.79	28.79	Open	N
46366	COM ED	08/04/2023	08/21/2023	270.19	270.19	Open	N
46251	DAVEY RESOURCE GROUP INC	07/11/2023	08/21/2023	1,623.10	1,623.10	Open	N
46377	DAVEY RESOURCE GROUP INC	08/08/2023	08/21/2023	4,670.00	4,670.00	Open	N
46236	DAWSONS TREE SERVICE	06/29/2023	08/21/2023	1,065.00	1,065.00	Open	N
46318	DEBRA ADLER	08/01/2023	08/21/2023	360.00	360.00	Open	N
46209	DIRECT ENERGY BUSINESS	07/06/2023	08/21/2023	23.67	23.67	Open	N
46210	DIRECT ENERGY BUSINESS	07/07/2023	08/21/2023	1,731.63	1,731.63	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46383	DIRECT ENERGY BUSINESS, LLC	08/04/2023	08/21/2023	21,588.55	21,588.55	Open	N
46229	EBEL'S ACE HARDWARE #8313	07/17/2023	08/21/2023	39.73	39.73	Open	N
46313	EBEL'S ACE HARDWARE #8313	08/01/2023	08/21/2023	28.57	28.57	Open	N
46343	ELMHURST OCCUPATIONAL HEALTH	07/31/2023	08/21/2023	192.00	192.00	Open	N
46335	ENERGATIV SOLUTIONS LLC	08/01/2023	08/21/2023	3,025.00	3,025.00	Open	N
46294	ENERGIZE SPORTZ	07/17/2023	08/21/2023	5,136.60	5,136.60	Open	N
46352	ENERGIZE SPORTZ	08/02/2023	08/21/2023	3,565.10	3,565.10	Open	N
46267	EXACT SPORT LLC	07/18/2023	08/21/2023	378.00	378.00	Open	N
46215	FERGUSON FACILITY #3400	07/13/2023	08/21/2023	181.27	181.27	Open	N
46282	FERGUSON FACILITY #3400	07/26/2023	08/21/2023	2,392.88	2,392.88	Open	N
46322	FERGUSON FACILITY #3400	07/03/2023	08/21/2023	797.17	797.17	Open	N
46314	FIELDTURF USA, INC.	07/31/2023	08/21/2023	116,030.87	116,030.87	Open	N
46232	FITNESS EQUIPMENT SERVICES	07/10/2023	08/21/2023	143.00	143.00	Open	N
46276	FITNESS EQUIPMENT SERVICES	07/24/2023	08/21/2023	42.00	42.00	Open	N
46301	FLAGG CREEK WATER RECLAMATION	07/26/2023	08/21/2023	3,280.08	3,280.08	Open	N
46302	FLAGG CREEK WATER RECLAMATION	07/26/2023	08/21/2023	120.19	120.19	Open	N
46303	FLAGG CREEK WATER RECLAMATION	07/26/2023	08/21/2023	55.89	55.89	Open	N
46304	FLAGG CREEK WATER RECLAMATION	07/26/2023	08/21/2023	34.83	34.83	Open	N
46295	FLUID RUNNING LLC	07/25/2023	08/21/2023	1,515.75	1,515.75	Open	N
46252	GAME TIME	07/17/2023	08/21/2023	1,063.96	1,063.96	Open	N
46230	GEOCON PROFESSIONAL SERVICES, LLC	07/11/2023	08/21/2023	1,718.50	1,718.50	Open	N
46206	HAGG PRESS	07/10/2023	08/21/2023	531.36	531.36	Open	N
46207	HAGG PRESS	07/12/2023	08/21/2023	765.51	765.51	Open	N
46244	HAGG PRESS	07/18/2023	08/21/2023	215.00	215.00	Open	N
46245	HAGG PRESS	07/18/2023	08/21/2023	125.00	125.00	Open	N
46256	HAGG PRESS	07/21/2023	08/21/2023	125.00	125.00	Open	N
46259	HAGG PRESS	07/25/2023	08/21/2023	357.00	357.00	Open	N
46309	HAGG PRESS	08/01/2023	08/21/2023	190.00	190.00	Open	N
46321	HAGG PRESS	08/02/2023	08/21/2023	215.00	215.00	Open	N
46283	HOME DEPOT CREDIT SERVICES	06/28/2023	08/21/2023	56.04	56.04	Open	N
46284	HOME DEPOT CREDIT SERVICES	06/28/2023	08/21/2023	14.68	14.68	Open	N
46285	HOME DEPOT CREDIT SERVICES	06/28/2023	08/21/2023	105.57	105.57	Open	N
46287	HOME DEPOT CREDIT SERVICES	06/29/2023	08/21/2023	111.47	111.47	Open	N
46288	HOME DEPOT CREDIT SERVICES	07/06/2023	08/21/2023	62.14	62.14	Open	N
46289	HOME DEPOT CREDIT SERVICES	07/11/2023	08/21/2023	54.80	54.80	Open	N
46290	HOME DEPOT CREDIT SERVICES	07/17/2023	08/21/2023	4.38	4.38	Open	N
46291	HOME DEPOT CREDIT SERVICES	07/19/2023	08/21/2023	339.96	339.96	Open	N
46292	HOME DEPOT CREDIT SERVICES	07/20/2023	08/21/2023	171.60	171.60	Open	N
46293	HOME DEPOT CREDIT SERVICES	07/26/2023	08/21/2023	96.38	96.38	Open	N
46227	IL STATE TOLL HWY AUTHORITY	07/11/2023	08/21/2023	24.15	24.15	Open	N
46241	ILLINOIS STATE POLICE	06/30/2023	08/21/2023	60.00	60.00	Open	N
46275	IMAGINE NATION, LLC	07/28/2023	08/21/2023	1,899.72	1,899.72	Open	N
46346	INTEGRAL CONSTRUCTION INC	07/31/2023	08/21/2023	251,142.00	251,142.00	Open	N
46347	INTEGRAL CONSTRUCTION INC	07/31/2023	08/21/2023	44,332.00	44,332.00	Open	N
46208	JOHNSTONE SUPPLY- HEARTLAND GROUP	07/06/2023	08/21/2023	126.51	126.51	Open	N
46327	KONICA MINOLTA BUSINESS	07/31/2023	08/21/2023	702.42	702.42	Open	N
46328	KONICA MINOLTA BUSINESS	07/31/2023	08/21/2023	8.96	8.96	Open	N

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46238	KONICA MINOLTA PREMIER FINANCE	07/01/2023	08/21/2023	739.00	739.00	Open	N
46268	LAUTERBACH & AMEN LLP	07/26/2023	08/21/2023	15,000.00	15,000.00	Open	N
46315	LDL SOCCER	07/20/2023	08/21/2023	1,011.50	1,011.50	Open	N
46364	LDL SOCCER	08/01/2023	08/21/2023	1,097.60	1,097.60	Open	N
46316	LENNO LASN	07/31/2023	08/21/2023	648.00	648.00	Open	N
46340	LESLIE' S POOLMART, INC.	08/01/2023	08/21/2023	276.50	276.50	Open	N
46212	MARKET ACCESS CORP.	07/13/2023	08/21/2023	370.00	370.00	Open	N
46305	MASTERBLEND INTERNATIONAL LLC	07/28/2023	08/21/2023	588.00	588.00	Open	N
46337	MEDIA NUT	07/16/2023	08/21/2023	6,490.00	6,490.00	Open	N
45514	MENARDS	03/17/2023	08/21/2023	(100.79)	(100.79)	Open	Y
46213	NEXT GENERATION	07/14/2023	08/21/2023	123.50	123.50	Open	N
46225	NuTOYS	06/27/2023	08/21/2023	11,789.00	11,789.00	Open	N
46211	OAKBROOK TERRACE PARK DISTRICT	07/08/2023	08/21/2023	50.40	50.40	Open	N
46354	OAKWOOD ELECTRIC	08/07/2023	08/21/2023	805.00	805.00	Open	N
46367	O'REILLY AUTO PARTS	07/27/2023	08/21/2023	(91.11)	(91.11)	Open	N
46368	O'REILLY AUTO PARTS	07/27/2023	08/21/2023	11.01	11.01	Open	N
46369	O'REILLY AUTO PARTS	07/27/2023	08/21/2023	130.04	130.04	Open	N
46370	O'REILLY AUTO PARTS	07/26/2023	08/21/2023	90.27	90.27	Open	N
46371	O'REILLY AUTO PARTS	07/11/2023	08/21/2023	15.97	15.97	Open	N
46237	P&M MERCURY MECHANICAL CORPORATION	06/30/2023	08/21/2023	1,268.95	1,268.95	Open	N
46281	PADDOCK PUBLICATIONS, INC.	07/30/2023	08/21/2023	103.50	103.50	Open	N
46307	PFEIFFER'S PEST CONTROL	07/31/2023	08/21/2023	150.00	150.00	Open	N
46380	PFEIFFER'S PEST CONTROL	07/31/2023	08/21/2023	350.00	350.00	Open	N
46381	PFEIFFER'S PEST CONTROL	06/28/2023	08/21/2023	325.00	325.00	Open	N
46334	PIONEER MANUFACTURING CO.	07/31/2023	08/21/2023	6,209.53	6,209.53	Open	N
46240	QUADIENT LEASING	07/14/2023	08/21/2023	384.81	384.81	Open	N
46265	QUICKSCORES.COM	06/26/2023	08/21/2023	42.00	42.00	Open	N
46382	RECORD-A-HIT-ENTERTAINMENT	08/02/2023	08/21/2023	1,300.00	1,300.00	Open	N
46360	ROBBINS SCHWARTZ	07/19/2023	08/21/2023	2,779.96	2,779.96	Open	N
46361	ROBBINS SCHWARTZ	07/19/2023	08/21/2023	44.00	44.00	Open	N
46362	ROBBINS SCHWARTZ	07/19/2023	08/21/2023	44.00	44.00	Open	N
46363	ROBBINS SCHWARTZ	07/19/2023	08/21/2023	540.00	540.00	Open	N
46202	SBC WASTE SOLUTIONS	06/30/2023	08/21/2023	141.20	141.20	Open	N
46203	SBC WASTE SOLUTIONS	06/30/2023	08/21/2023	288.40	288.40	Open	N
46204	SBC WASTE SOLUTIONS	06/30/2023	08/21/2023	618.00	618.00	Open	N
46324	SBC WASTE SOLUTIONS	07/31/2023	08/21/2023	141.20	141.20	Open	N
46325	SBC WASTE SOLUTIONS	07/31/2023	08/21/2023	288.40	288.40	Open	N
46326	SBC WASTE SOLUTIONS	07/31/2023	08/21/2023	618.00	618.00	Open	N
46271	SERVICE SANITATION, INC.	07/21/2023	08/21/2023	334.75	334.75	Open	N
46272	SERVICE SANITATION, INC.	07/21/2023	08/21/2023	489.25	489.25	Open	N
46273	SERVICE SANITATION, INC.	07/21/2023	08/21/2023	139.05	139.05	Open	N
46214	SITEONE LANDSCAPE SUPPLY LLC	07/14/2023	08/21/2023	68.00	68.00	Open	N
46243	SITEONE LANDSCAPE SUPPLY LLC	07/20/2023	08/21/2023	354.33	354.33	Open	N
46257	SITEONE LANDSCAPE SUPPLY LLC	07/21/2023	08/21/2023	289.00	289.00	Open	N
46234	SK ELECTRONICS	07/13/2023	08/21/2023	190.00	190.00	Open	N
46246	SOUTH SIDE CONTROL SUPPLY CO	06/28/2023	08/21/2023	(252.26)	(252.26)	Open	N
46247	SOUTH SIDE CONTROL SUPPLY CO	06/26/2023	08/21/2023	252.26	252.26	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 08/21/2023 - 08/21/2023
BOTH JOURNALIZED AND UNJOURNALIZED
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46248	SOUTH SIDE CONTROL SUPPLY CO	06/28/2023	08/21/2023	336.00	336.00	Open	N
46233	STERLING NETWORK INTEGRATION	07/03/2023	08/21/2023	221.20	221.20	Open	N
46250	STERLING NETWORK INTEGRATION	07/06/2023	08/21/2023	1,151.30	1,151.30	Open	N
46338	STERLING NETWORK INTEGRATION	08/01/2023	08/21/2023	1,372.50	1,372.50	Open	N
46348	STERLING NETWORK INTEGRATION	07/25/2023	08/21/2023	1,650.00	1,650.00	Open	N
46226	TAMELING INDUSTRIES INC.	07/06/2023	08/21/2023	650.94	650.94	Open	N
46228	TAMELING INDUSTRIES INC.	07/13/2023	08/21/2023	630.00	630.00	Open	N
46253	TAMELING INDUSTRIES INC.	07/20/2023	08/21/2023	210.00	210.00	Open	N
46306	TAMELING INDUSTRIES INC.	07/27/2023	08/21/2023	384.00	384.00	Open	N
46269	TAYLOR PLUMBING	07/27/2023	08/21/2023	695.00	695.00	Open	N
46270	TAYLOR PLUMBING	07/27/2023	08/21/2023	1,350.00	1,350.00	Open	N
46339	TOWERSTREAM CORPORATION	08/01/2023	08/21/2023	215.00	215.00	Open	N
46242	TRANE U.S. INC.	07/20/2023	08/21/2023	26.40	26.40	Open	N
46249	TREETOP PRODUCTS CONSOLIDATED	07/06/2023	08/21/2023	2,933.84	2,933.84	Open	N
46235	TRUGREEN	06/30/2023	08/21/2023	2,012.85	2,012.85	Open	N
46336	VC3, INC	07/25/2023	08/21/2023	999.00	999.00	Open	N
46216	VILLA PARK ELECTRICAL SUPPLY	07/17/2023	08/21/2023	40.68	40.68	Open	N
46239	VILLAGE OF OAK BROOK	07/13/2023	08/21/2023	1,096.43	1,096.43	Open	N
46254	VILLAGE OF OAK BROOK	07/12/2023	08/21/2023	481.95	481.95	Open	N
46255	VILLAGE OF OAK BROOK	07/12/2023	08/21/2023	481.95	481.95	Open	N
46344	VILLAGE OF OAK BROOK	07/31/2023	08/21/2023	114.75	114.75	Open	N
46375	VILLAGE OF VILLA PARK	07/27/2023	08/21/2023	802.50	802.50	Open	N
46274	WAREHOUSE DIRECT INC.	07/28/2023	08/21/2023	289.20	289.20	Open	N
46353	ZAZZO'S PIZZA	08/02/2023	08/21/2023	2,341.85	2,341.85	Open	N
46356	ZAZZO'S PIZZA	08/01/2023	08/21/2023	2,225.50	2,225.50	Open	N

of Invoices: 162 # Due: 162
of Credit Memos: 4 # Due: 4

Totals: 608,263.63 608,263.63
Totals: (1,632.16) (1,632.16)

Net of Invoices and Credit Memos: 606,631.47 606,631.47

* 3 Net Invoices have Credits Totalling: (610.28)

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			89,174.79	89,174.79		
	02 - RECREATION FUND			55,731.16	55,731.16		
	05 - AUDIT FUND			11,250.00	11,250.00		
	07 - RECREATIONAL FACILITIES FUND			23,540.46	23,540.46		
	09 - SPECIAL RECREATION FUND			23,660.21	23,660.21		
	12 - CAPITAL PROJECTS FUND			403,274.85	403,274.85		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			33,525.74	33,525.74		
	02 - FINANCE			692.69	692.69		
	04 - CENTRAL PARK NORTH			5,182.41	5,182.41		
	05 - CENTRAL PARK			26,969.02	26,969.02		
	06 - SADDLEBROOK PARK			1,895.04	1,895.04		
	07 - FOREST GLEN PARK			1,936.49	1,936.49		
	08 - CHILLEM PARK			519.98	519.98		
	09 - DEAN PROPERTY			6,951.96	6,951.96		
	10 - PROFESSIONAL SERVICES			5,527.96	5,527.96		
	14 - INFORMATION TECHNOLOGY			18,386.51	18,386.51		
	15 - BUILDING/RECREATION CENTER			17,320.31	17,320.31		
	20 - CENTRAL PARK WEST			2,826.45	2,826.45		
	21 - FITNESS CENTER			3,557.23	3,557.23		
	25 - AQUATIC CENTER			19,740.43	19,740.43		
	26 - AQUATIC-RECREATION PROGRAMS			1,515.75	1,515.75		
	30 - CHILDRENS PROGRAMS			11,188.80	11,188.80		
	31 - PRESCHOOL PROGRAMS			9.99	9.99		
	32 - YOUTH PROGRAMS			2,819.85	2,819.85		
	40 - ADULT PROGRAMS			1,952.98	1,952.98		
	50 - PIONEER PROGRAMS			981.56	981.56		
	60 - SPECIAL EVENTS & TRIPS			6,992.50	6,992.50		
	71 - BUILDING/RACQUET CLUB			8,804.02	8,804.02		
	75 - TENNIS PROGRAMS			3,518.16	3,518.16		
	80 - MARKETING			9,290.79	9,290.79		
	92 - AUDIT FUND			11,250.00	11,250.00		
	95 - CAPITAL PROJECTS FUND			403,274.85	403,274.85		

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WARRANT #675
INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 07/18/2023 - 08/20/2023
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46379	CHRISTINE KUCZORA	08/10/2023	08/14/2023	141.00	0.00	Paid	Y
46365	CRAIG TULEY	08/04/2023	08/14/2023	56.99	0.00	Paid	Y
46224	DIRECT ENERGY BUSINESS	07/07/2023	07/26/2023	18,657.46	0.00	Paid	Y
46262	HINSDALE NURSERIES INC	06/12/2023	08/03/2023	432.00	0.00	Paid	Y
46263	HINSDALE NURSERIES INC	06/13/2023	08/03/2023	320.91	0.00	Paid	Y
46264	HINSDALE NURSERIES INC	06/14/2023	08/03/2023	60.10	0.00	Paid	Y
46218	IL DEPT OF REVENUE	06/30/2023	07/26/2023	553.00	0.00	Paid	Y
46036	PADDOCK PUBLICATIONS, INC.	06/11/2023	07/17/2023	105.80	0.00	Paid	Y
46034	PFEIFFER'S PEST CONTROL	05/31/2023	07/17/2023	150.00	0.00	Paid	Y
46100	PROVEN BUSINESS SYSTEMS	06/12/2023	07/17/2023	125.00	0.00	Paid	Y
46181	PROVEN BUSINESS SYSTEMS	06/12/2023	07/17/2023	930.00	0.00	Paid	Y
46189	ROBBINS SCHWARTZ	05/31/2023	07/17/2023	858.00	0.00	Paid	Y
46196	ROBBINS SCHWARTZ	05/31/2023	07/17/2023	1,370.76	0.00	Paid	Y
46355	RYAN CURRY	08/03/2023	08/14/2023	4,392.50	0.00	Paid	Y
46129	SK ELECTRONICS	06/19/2023	07/17/2023	386.00	0.00	Paid	Y
46195	SK ELECTRONICS	06/03/2023	07/17/2023	5,646.00	0.00	Paid	Y
46056	SORAYA BADIOE	06/20/2023	07/17/2023	71.00	0.00	Paid	Y
46128	STERLING NETWORK INTEGRATION	06/19/2023	07/17/2023	247.50	0.00	Paid	Y
46077	TAMELING INDUSTRIES INC.	06/15/2023	07/17/2023	972.50	0.00	Paid	Y
46116	TAMELING INDUSTRIES INC.	06/08/2023	07/17/2023	336.00	0.00	Paid	Y
46145	TAMELING INDUSTRIES INC.	06/29/2023	07/17/2023	126.00	0.00	Paid	Y
46173	TAMELING INDUSTRIES INC.	06/22/2023	07/17/2023	748.00	0.00	Paid	Y
46033	TAYLOR PLUMBING	05/31/2023	07/17/2023	594.75	0.00	Paid	Y
46082	TAYLOR PLUMBING	06/22/2023	07/17/2023	579.25	0.00	Paid	Y
46131	TOWERSTREAM CORPORATION	07/01/2023	07/17/2023	215.00	0.00	Paid	Y
46035	ULINE, INC.	06/05/2023	07/17/2023	136.43	0.00	Paid	Y
46113	ULTIMATE NINJAS ELMHURST	06/15/2023	07/17/2023	240.00	0.00	Paid	Y
46045	VILLA PARK ELECTRICAL SUPPLY	06/14/2023	07/17/2023	83.10	0.00	Paid	Y
46097	VILLA PARK ELECTRICAL SUPPLY	06/27/2023	07/17/2023	14.85	0.00	Paid	Y
46219	VILLAGE OF OAK BROOK	07/07/2023	07/26/2023	525.76	0.00	Paid	Y
46220	VILLAGE OF OAK BROOK	07/07/2023	07/26/2023	83.68	0.00	Paid	Y
46221	VILLAGE OF OAK BROOK	07/07/2023	07/26/2023	329.28	0.00	Paid	Y
46222	VILLAGE OF OAK BROOK	07/07/2023	07/26/2023	157.36	0.00	Paid	Y
46223	VILLAGE OF OAK BROOK	07/07/2023	07/26/2023	8,777.92	0.00	Paid	Y
46092	WAREHOUSE DIRECT INC.	06/26/2023	07/17/2023	289.80	0.00	Paid	Y
46198	ZAZZO'S PIZZA	06/30/2023	07/17/2023	3,387.50	0.00	Paid	Y
46200	ZAZZO'S PIZZA	06/30/2023	07/17/2023	294.50	0.00	Paid	Y

of Invoices: 37 # Due: 0
of Credit Memos: 0 # Due: 0

Totals:	52,395.70	0.00
Totals:	0.00	0.00

Net of Invoices and Credit Memos:	52,395.70	0.00
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08/14/2023 04:15 PM
User: NLAWLER
DB: Oak Brook Park L

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 07/18/2023 - 08/20/2023
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 2/2

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			15,356.07	0.00		
	02 - RECREATION FUND			29,052.36	0.00		
	07 - RECREATIONAL FACILITIES FUND			7,129.27	0.00		
	12 - CAPITAL PROJECTS FUND			858.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00 - NON-DEPARTMENTAL			71.00	0.00		
	01 - ADMINISTRATION CORPORATE			8,926.61	0.00		
	04 - CENTRAL PARK NORTH			462.00	0.00		
	05 - CENTRAL PARK			4,339.08	0.00		
	07 - FOREST GLEN PARK			458.04	0.00		
	10 - PROFESSIONAL SERVICES			1,370.76	0.00		
	14 - INFORMATION TECHNOLOGY			1,926.50	0.00		
	15 - BUILDING/RECREATION CENTER			5,705.82	0.00		
	20 - CENTRAL PARK WEST			780.64	0.00		
	21 - FITNESS CENTER			4,022.89	0.00		
	25 - AQUATIC CENTER			14,995.58	0.00		
	30 - CHILDRENS PROGRAMS			240.00	0.00		
	32 - YOUTH PROGRAMS			111.50	0.00		
	71 - BUILDING/RACQUET CLUB			6,407.28	0.00		
	75 - TENNIS PROGRAMS			665.00	0.00		
	80 - MARKETING			1,055.00	0.00		
	95 - CAPITAL PROJECTS FUND			858.00	0.00		

WARRANT #675

08/14/2023 04:18 PM

User: NLAWLER

DB: Oak Brook Park L

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page:2/2

EXP CHECK RUN DATES 07/12/2023 - 07/12/2023

BOTH JOURNALIZED AND UNJOURNALIZED

PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46201	U.S. POSTMASTER	07/12/2023	07/12/2023	900.00	0.00	Paid	Y
# of Invoices:	1	# Due:	0	Totals:	900.00	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				900.00	0.00		
--- TOTALS BY FUND ---							
	02 - RECREATION FUND			900.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	80 - MARKETING			900.00	0.00		

Staff Recognition

Grace Harrast, Administrative Services Assistant

Getting to Know Grace Harrast Administrative Services Assistant



Birthday: August 22

I decided to work at the OBPB because: great employers, flexible schedule, and local (I wanted to work in my community.)

My favorite childhood memory is: camping with my family.

The last good movie I saw: Top Gun Maverick

The last good book I read: The Help

My favorite meal: kalbi, rice, and kimchi

My personal hero: Ruth Bader Ginsburg

I'd love to meet: Duran Duran or Ryan Gosling

What or who always makes you laugh? Piper, my dog.

If you were an animal, what would you be? Cat

My favorite place to vacation is: on the beach, **Because I like to** read then jump into the cool ocean.

My dream/goal is to: write a book!

Three words that best describe me: efficient, conscientious, committed.

Little known fact about me: I lived in England when I was a teen.

My most humbling experience: is when I learned how hard it was to teach middle school.

My greatest accomplishment is: having and raising my 4 children.

Communications and Proclamations

Board of Commissioners to share communications

Reports

Communications, IT, and Administration Report

Finance & Human Resources Report

Recreation & Facilities Report

Parks & Planning Report



Oak Brook
Park District
www.obparks.org
1450 Forest Gate Road • Oak Brook, IL 60523-2151
Providing the very best in park and recreational opportunities, facilities and open lands for our community.

Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: August 14, 2023
Re: July/August 2023: Communications, IT & Administration

July Board Meeting Follow Up:

Strategic Planning

The Strategic Planning continues with the Leadership Team meeting with Carol on August 15th and then a Special Meeting is set for August 29th with the Leadership Team and the Commissioners.

Request for Proposal (RFP) for the Ginger Creek Bridge Engineering

Staff interviewed 3 engineering firms. V3 Companies is staff recommendations with the proposal attached for Phase II of the Ginger Creek Bridge.

August Board Meeting Discussion Points:

Family Care Leave Policy

This is a new policy created for employees to assist family members in time of need whether it be for a new family member or an aging family member. This policy has been reviewed by the attorney.

Safety Policies

These new policies are recommendations from PDRMA regarding vulnerable adults. These policies have been reviewed by the attorney as well as vetted by PDRMA.

Change Order State Statute Update

Effective January, 2023, the General Assembly increased the threshold for requiring written and approved change orders from the previous \$10,000 to \$25,000. In addition, a written and approved change order is also required if the completion time of the project is extended by 180 days or more.

IT Report:

30 new office phones have been installed to replace outdated models that were 12 years old. These new phones have the potential to be connected to the cloud for more options in the future.

BS&A server's operating system was upgraded from Windows Server 2016 to Windows Server 2022. TimePro server is next up for an upgrade with both hardware and software. The Park District passed the new testing from PDRMA to renew our cyber security coverage for another year.

Corporate and Community Relations:

Sponsorships	\$ 7,400.00
Advertising	\$ 1,382.00
Vendors	\$ -
In-Kind Donations	\$ 3,590.00
Oak Brook Park District Foundation	\$ 461.00
Total for July:	\$ 12,833.00

Marketing & Communications Report:

Facebook Analytics

Followers: 4,830 (up 93)
Posts: 42
Post Reach
(organic and paid): 26,341

Instagram Analytics

Total Followers: 1,979 (up 50)
Posts: 24
Top Post Reach: 619

Twitter Analytics

Total Followers: 1,126 (up 4)
Posts: 13
Top Post Impressions: 68


Oak Brook Park District
Published by Haley Tess · July 14 at 10:01 AM ·

Let's ROCK! With the StingRays & the greatest rock & roll ever written - just like the original guys of the 50's, 60's, & 70's. The StingRays sound, look and move like the greatest era of rock & roll!
<https://tinyurl.com/3umcvyvw>



**ROCKIN' SUMMER CONCERT SERIES
IN CENTRAL PARK**

StingRays

**TO LEARN MORE,
PLEASE VISIT
WWW.OBPARKS.ORG**

Thank you to our sponsors:





Oak Brook Park District
www.obparks.org


See insights and ads **Boost again**

101 8 comments

Like Comment Share


Write a comment...

Post Insights


Total Insights



See more details about your post.

Post Impressions ⓘ 11,287	Post reach ⓘ 6,562	Post Engagement ⓘ 1,200
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Boosted on Jul 14, 2023


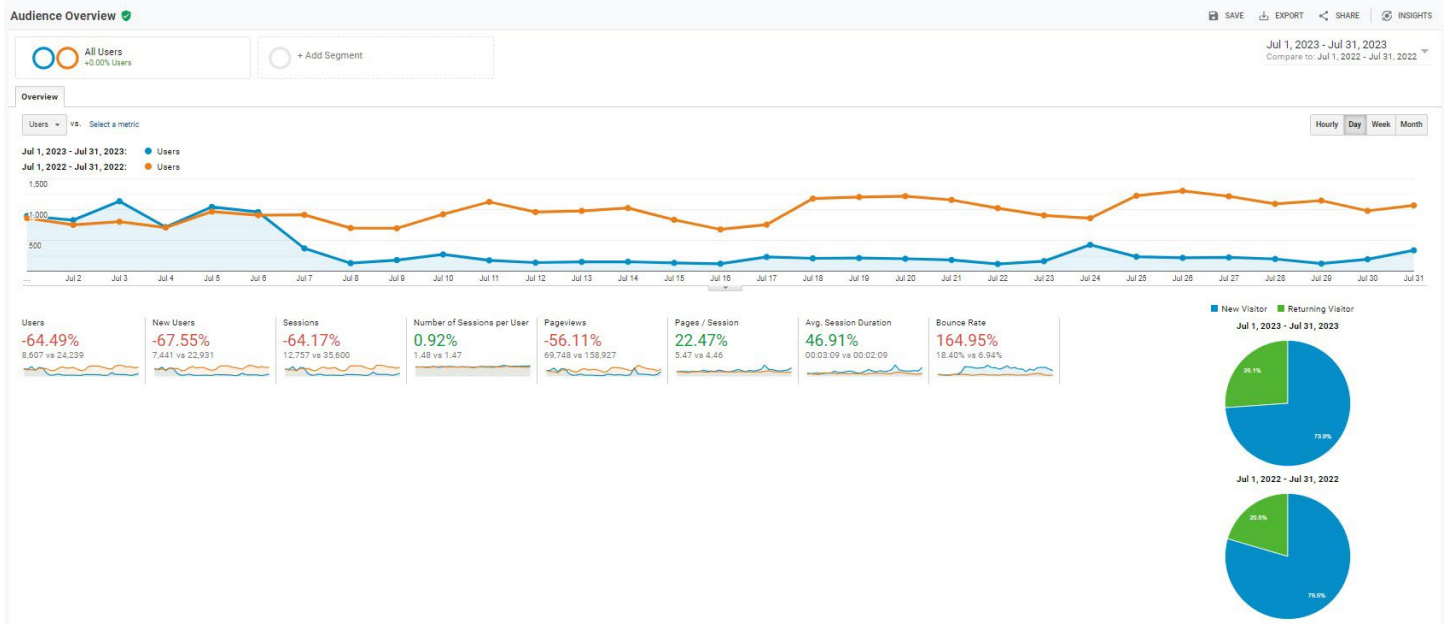
Status: Completed · Boosted by: Haley Tess
 Budget: \$50.00 lifetime · Duration: 6 days

Post reach ⓘ 5,858	Post Engagement ⓘ 570
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Keep boosting to grow your audience.
 Oak Brook Park District could reach 3381 more people for every \$50 you spend.
[Learn More about reach estimates](#)

Boost again



July 2023 Top pages*

1. obparks.org
2. Facilities/Splash Island
3. Facilities/Family Aquatic Center
4. Programs/Aquatics
5. Facilities/Family Recreation Center
6. Special Events
7. Pickleball
8. Membership Opportunities
9. Programs/Aquatics/Swim Lessons
10. Programs/Tennis Programs

July 2023 Top Products*

1. Harry Potter Movie Party
2. Halloween Trick or Treat Trail
3. Youth Soccer
4. Pickleball League Wednesdays
5. Pickleball League Thursdays

obparks.org Ecommerce Overview – July 2023*

	July 2022	July 2023
Total Revenue	\$65,077	\$112,732
Transactions:	565	830

	2022	2023
Year to date total	\$861,677	\$908,161
Transactions:	7,546	6,212

obparks.org Acquisition Value*

Referral Percentage Values	July 2023	July 2022
Direct:	58.5%	41.6%
Organic Search:	35.2%	50.7%
Social:	2%	4.8%
Referrals:	4.2%	3%

OBJECTIVES AND KEY RESULTS

April 30, 2023 - April 30, 2024

MONTHLY UPDATE August 22, 2023

Accomplish 4 of 4 OKR's: April 30, 2023 – April 30, 2024

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

1. ACHIEVE CUSTOMER ACQUISITION AND RETENTION RATES

COMPLETE? ☐

- A FRC to increase membership revenue by 19% compared to April 30 of previous year to date. ☐
- B TC to increase membership revenue by 2% compared to April 30 of previous year to date. ☐
- C Increase Corporate membership revenue by 2% compared to April 30 of previous year to date. ☐
- D Monthly goal for 90%+ customer retention rate. ☐

Objective 1, Figure A: FRC Membership Revenue



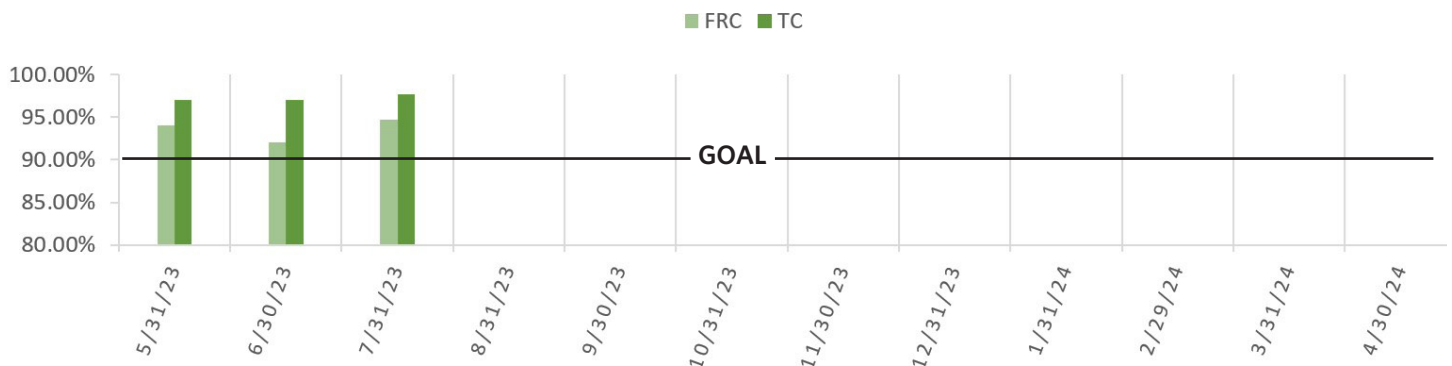
Objective 1, Figure B: TC Membership Revenue



Objective 1, Figure C: Corporate Membership Revenue



Objective 1, Figure D: Membership Retention



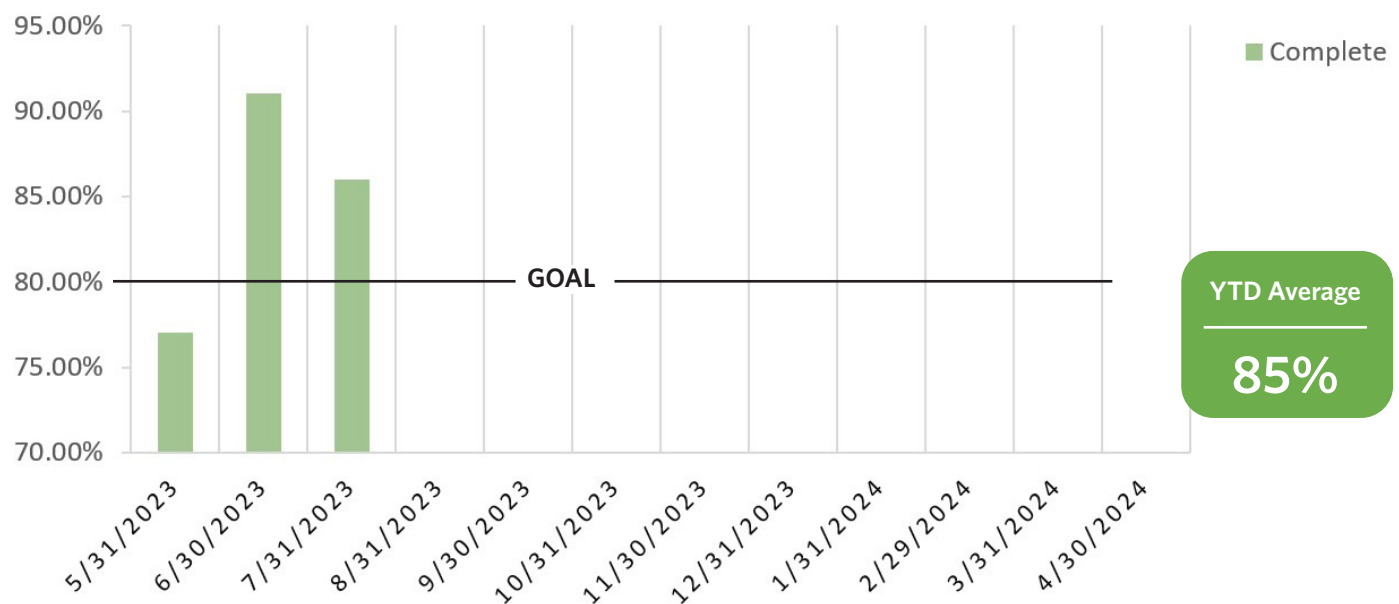
OBJECTIVES AND KEY RESULTS

2. ACHIEVE INTERNAL AND EXTERNAL CUSTOMER RESPONSE RATES

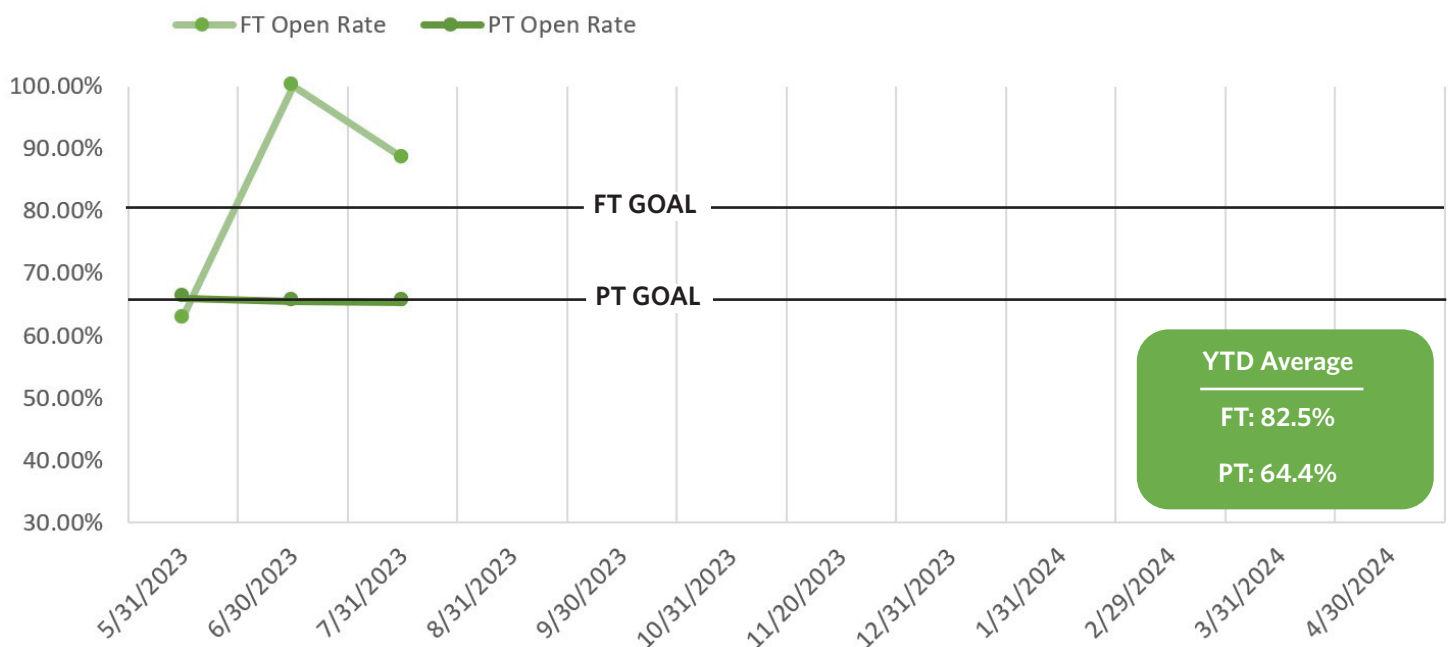
COMPLETE? ☐

- A Have 80% of completed work orders on a monthly basis. ☐
- B Implement HR onboarding software by December 31, 2023. ☐
- C Measure open rates on a monthly basis of FT/PT employee communication.
FT = 80% PT = 65%. ☐
- D Employee Engagement Task Force to meet after staff survey. ☐

Objective 2, Figure A: Completed Work Orders



Objective 2, Figure C: Internal Communication Open Rate



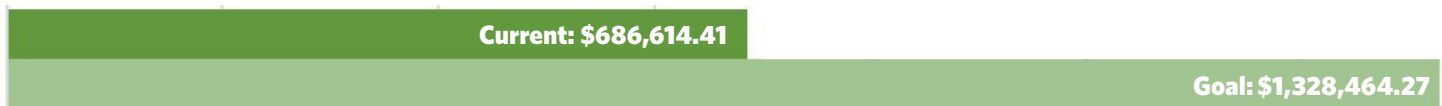
OBJECTIVES AND KEY RESULTS

3. ACHIEVE PROGRAM ENROLLMENT AND FACILITY USAGE GOALS

COMPLETE? ☐

- A Increase District program revenue by 3% compared to April 30 of previous year. ☐
- B Increase Tennis program revenue by 1% compared to April 30 of previous year to date. ☐
- C Implement three inclusive programs. ☐
 1. _____
 2. _____
 3. _____
- D Compare with previous year data of FRC facility counter starting in November, 2023 and TC counts starting in May, 2023. ☐

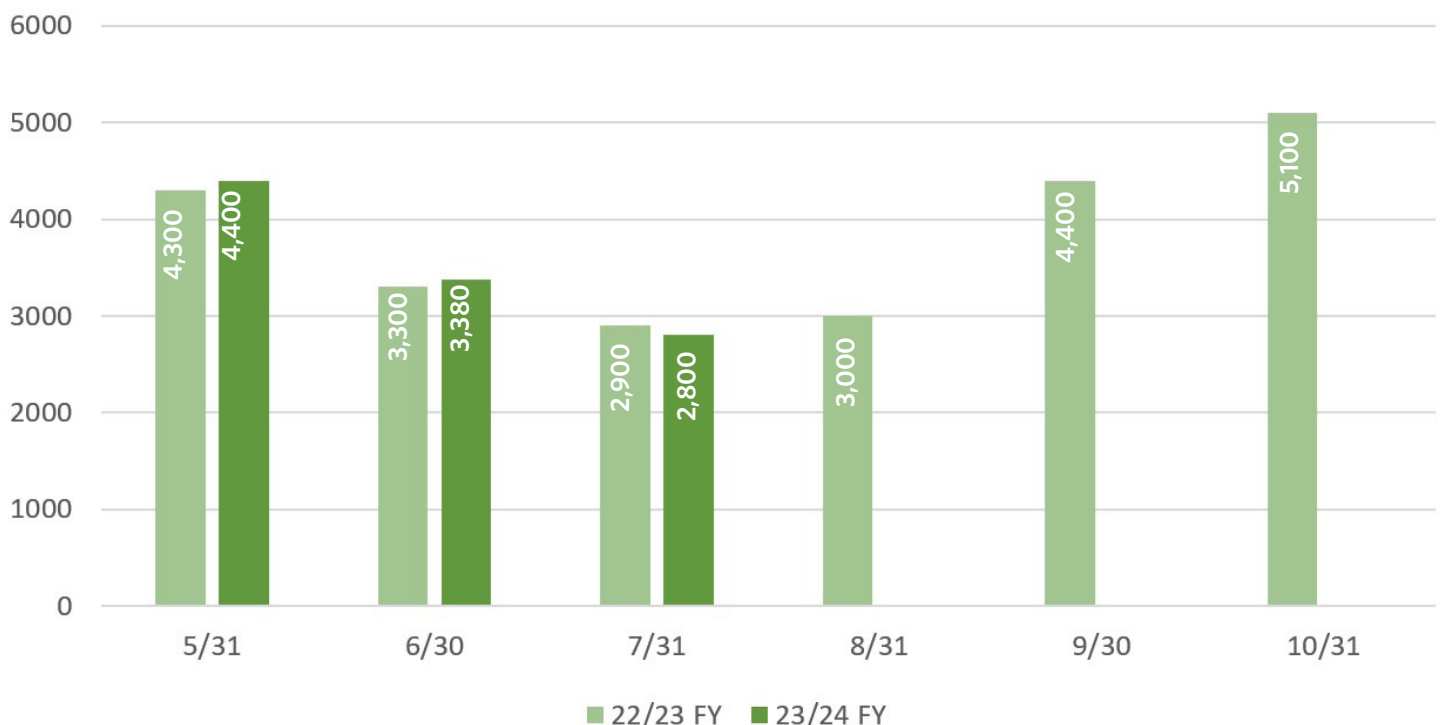
Objective 3, Figure A: Park District Program Revenue



Objective 3, Figure B: Tennis Center Program Revenue

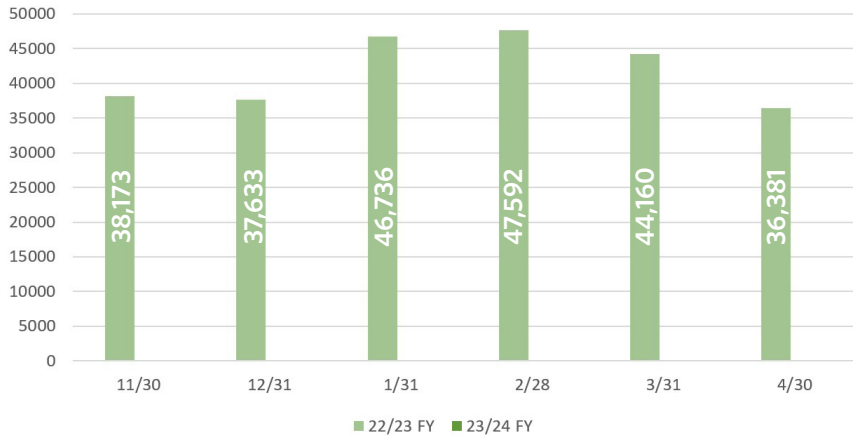


Objective 3, Figure D.1: Tennis Center Member Usage



OBJECTIVES AND KEY RESULTS

Objective 3, Figure D.2: Family Recreation Center Visits

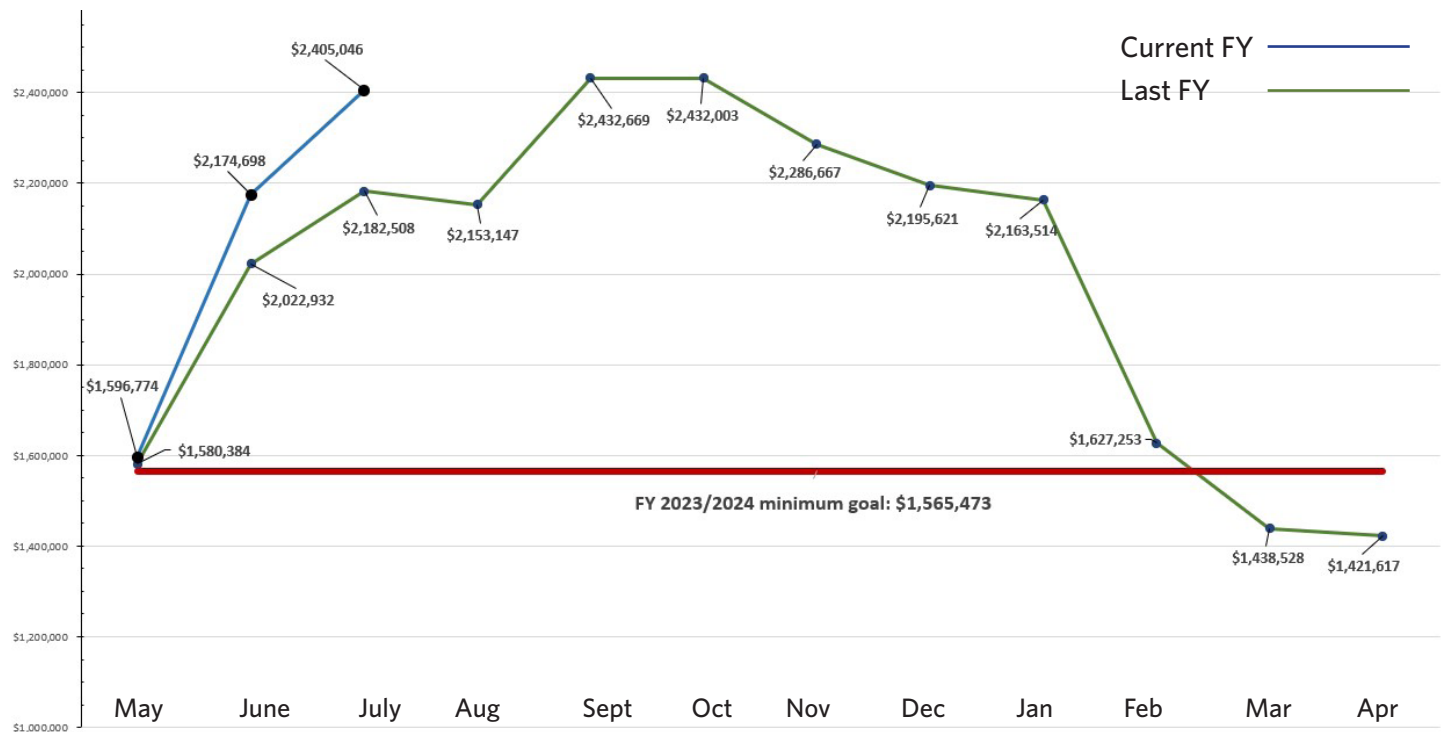


4. FUND BALANCES AS OF APRIL 30, 2024

COMPLETE? ☐

- A 5 months for General Fund. ☐
- B 5 months for the Recreation Fund. ☐
- C 7 months for the Tennis Center Fund. ☐
- D Find 3 alternative funding sources. i.e., Grants or donations. ☐
 1. Evergreen Bank Group Synthetic Turf Field Naming Rights
 2. _____
 3. _____

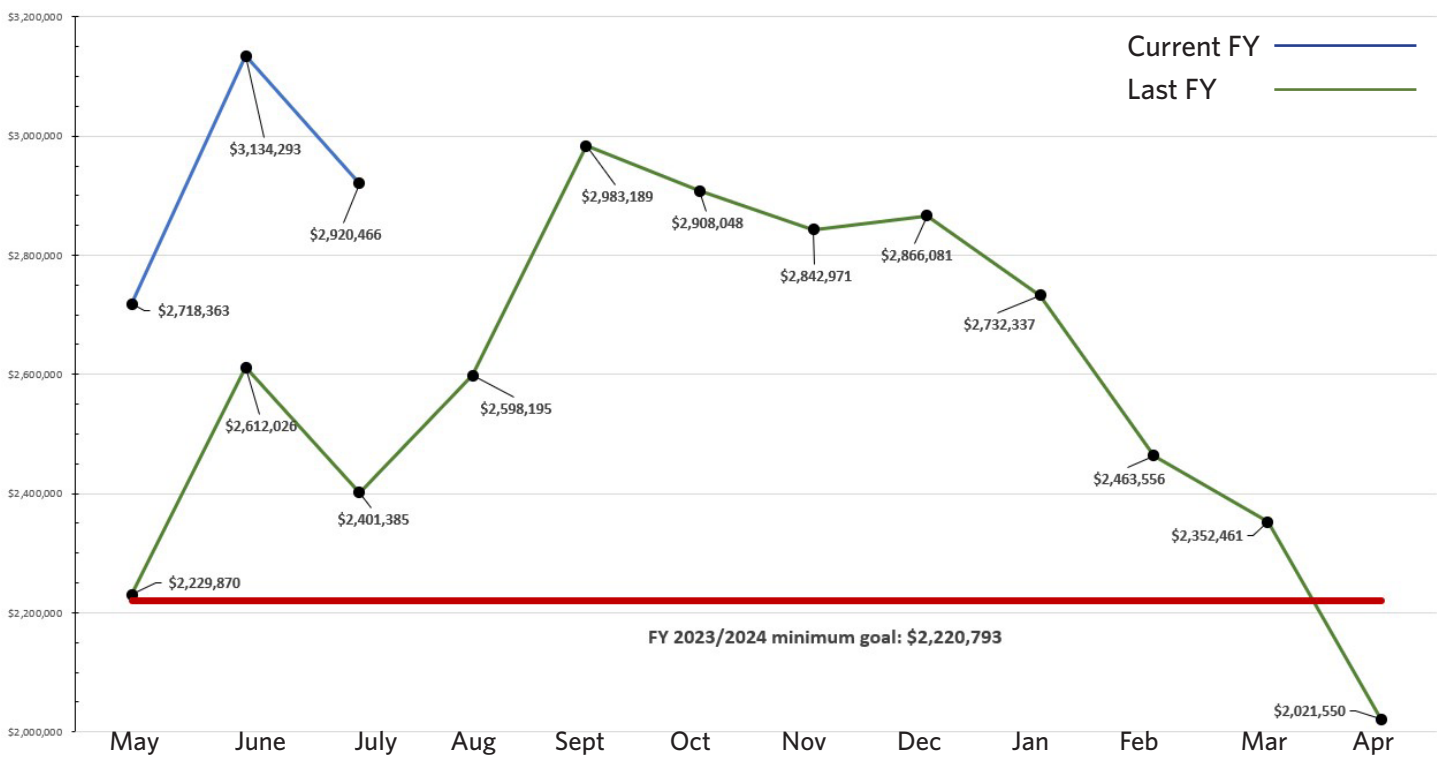
Objective 4, Figure A: General Fund



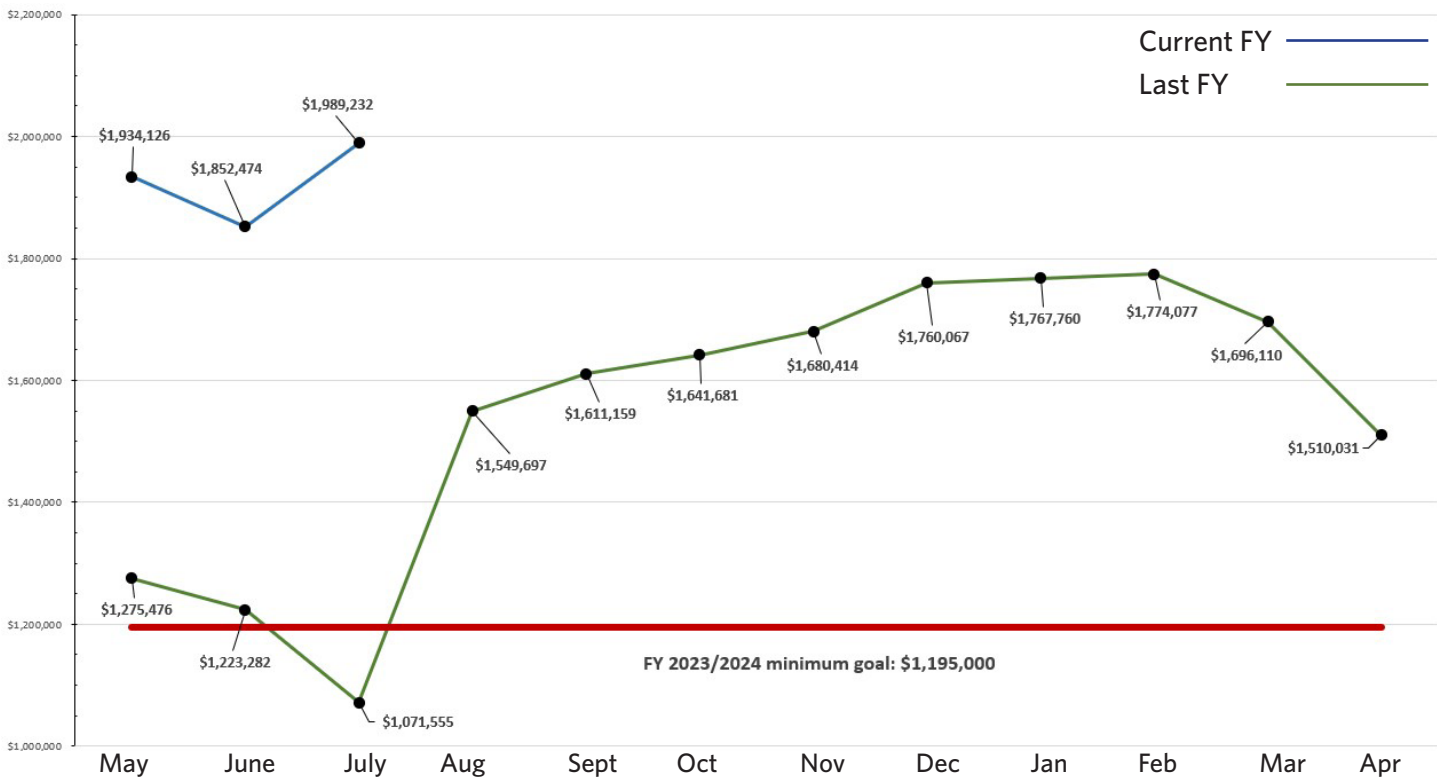


OBJECTIVES AND KEY RESULTS

Objective 4, Figure B: Recreation Fund



Objective 4, Figure C: Tennis Fund





May 1, 2023 - April 30,2024

Employee Status	Accomplish 4 of 4 OKR's
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.

*CPI employees and full-time employees with 20 or more years of service, can elect to receive a pay-out of any bonus PTO hours awarded to them. Each hour is paid out at \$20.00 an hour.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: August 14, 2023
Re: July 2023 Financials

General Fund

We have completed three months of our current fiscal year (2023/2024). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equals \$1,644,203, \$660,775 and \$0, respectively. This is resulting in a YTD net surplus of \$983,429; which is a \$187,446 increase from the \$795,983 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 45% of the annual budget. Property tax receipts are higher this year as we have directed a larger portion of the annual levy to this fund. Investment income has now surpassed the current year's budgeted total. In July we received the latest licensing fee from the Wizard Football Club (\$100K) and Girls Lacrosse (\$22,200) organizations. Revenues in our Central Park North department are lower than prior year due to the ongoing construction activity, and this year we did not host a soccer tournament whereas in the prior year the tournament occurred at our fields and generated approximately \$10K in revenues.
- **Expenditures-** Total YTD expenditures are currently within budgeted expectations at 21% of the annual budget, and have increased \$55,918 when compared to the prior year. Expenditures in the Administration and Finance departments are lower than prior year due to the extended vacancy in the part-time Administrative Services Assistant position and the new process of recording various information technology expenditures, to the newly created I.T. department. The increased expenditures in our Building-Recreation Center department are primarily due to increased part-time custodial and front desk personnel costs (\$56K - vs- \$44K)

Recreation Fund

YTD revenues, expenditures, and transfers out for this fund equal \$1,856,711, \$957,844, and \$0, respectively. This is resulting in a YTD net surplus of \$898,867; which is a \$54,852 increase over the \$844,014 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 38% of the annual budget. As with the General fund, investment income is greater than expected. All recreation departments are either on target or favorable to our current budget and are also reflecting large increases when compared to the prior year. For example, membership and youth basketball revenues have increased approximately \$73K and \$11K, respectively, when compared to the prior year. Pickleball revenues have increased from \$8,663 in the prior year, to \$29,033 in the current year. The increased revenues in our Special Events and Trips department are primarily due to the large increase in Pink 5K race/walk registrations.

- **Expenditures-** Total YTD expenditures are currently favorable to budgeted expectations at 18.7% of the annual budget, and have increased 21.3% when compared to the prior year. The increased expenditures in our Administration department are primarily due to increased full-time wages, and the new I.T. overhead allocation. This I.T. allocation will be recorded quarterly and the 1st quarter allocation totaled \$21,367. The increased expenditures in our Aquatic Center department are due to increased part-time staff wages due to increased payroll hours this year. In the current year there have been fewer pool “rain-out” closures (drier pool season this year), as well as fewer unfilled open work shifts, as compared to the prior year. In our Fitness Center department, electricity costs have increased and we have purchased approximately \$3,500 in various body bars and free weight equipment.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$744,235 and \$364,859, respectively. This is resulting in a YTD net surplus of \$379,376; which is a \$233,063 increase over prior year’s surplus of \$146,313. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 36.10% of the annual budget, and have increased \$228,476 when compared to the prior year. In the Administration department, revenues have increased due to better- than-expected investment earnings totaling \$10,440. For comparison, last year’s interest earnings totaled \$1,473. In addition, the tennis center received a \$15,854 payment in July 2023 for a recent tennis tournament, whereas in the prior year a similar receipt didn’t occur until September 2022. Similar to our aquatics and fitness departments, the tennis center is experiencing increased membership activity and the related revenues have increased from approximately \$50,400 in the prior year, to \$64,650 in the current year. In addition, private and group lesson revenues have also increased due to increased demand.
- **Expenses-** Total YTD expenses are currently favorable to budgeted expectations at 14.7% of the annual budget, and have decreased \$4,587 when compared to the prior year. Impacting this decrease is the fact that in the prior year we had incurred \$61,900 in capital costs to resurface and sealcoat several outdoor tennis courts. In the current year, we have only spent \$22,820 for the outdoor patio improvements project.

FINANCE & HUMAN RESOURCES:

Finance & H.R. personnel have been working on:

- Testing and modifying various workflows within the BambooHR software. We are also identifying training resources and a timeline for rolling-out the software to all active personnel.
- The first draft of the audit report has now been received. Staff is reviewing the report for accuracy and is working on updating several narrative sections.



Memo

To: Oak Brook Park District Board of Commissioners
From: Katie Basile, Director of Recreation and Facilities
Date: August 10, 2023
Re: Recreation & Facilities Report

Recreation

- Walk in the Park Wine Tour had over 175 participants on July 27th. Thank you to our sponsor Lisa Giangrande along with all the food and wine providers. We appreciate all the staff effort in creating an amazing and successful event this year!
- The Summer Concerts Series, including 5 concerts, went well very this season. The final concert followed the Walk in the Park Wine Tour and was provided by the group One Foot in the Groove.
- Coach Steve offered several camps this past month. The camps included:
 - Basketball Hoops, with 29 participants
 - Flag Football Camp with 33 participants.
 - Multi-Sports Blast Camp with 42 participants
- Energize Sportz offered the second session of Flag Football Clinic had 34 kids enrolled, meeting every Monday night throughout the month of July.
- Adult Coed Softball League began in July with 6 teams.
- Additional Group Camps hosted in July include:
 - True Lacrosse's Summer Camp (150 participants).
 - Elmhurst University Youth Soccer Camp, sponsored by Nike (150 participants).
 - Chicago White Sox Youth Baseball Camp (65 participants).
- Camp is nearing the end for the summer, with participants enjoying several themed weeks and field trips including seeing the new Disney movie Elemental, Bolingbrook's Pelican Harbor Water Park, and Enchanted Castle.
- Pioneer activities for the month included:
 - 43 enjoyed BBQ & Bingo at CPW.
 - 19 participated in a Lake Geneva trip, which included a boat ride.

Aquatics

- Summer Pool Pass sales increased in revenue by 40%, with prices remaining the same as last year. The increase this year was largely due to the efforts of the Marketing and Front Desk team promoting and selling the passes.
- Swim lessons launched a new "FULL SEASON" registration for the fall months, allowing participants to register for both fall sessions with one registration. FULL SEASON options are currently available for Thursday and Sunday lessons. Offerings will expand further in the Winter/Spring session, dependent upon enrollment.
- The lifeguard staff received a 4 Star Audit in July from StarGuard Elite. A 5 Star recognition went to Patrick Michael and Chris Rakos.
- Planning for the annual aquatic maintenance shut down in August is underway. Four facilities have been secured for our members to access during this 3-week timeframe: Good Samaritan, Hyatt Lodge, Hinsdale Community Pool and West Superior Training. Details regarding access will be made available to members in advance of the project.
- The Stars Swim Team finished the season with a 3rd place finish at the Conference Meet. There were 4 team records were broken this season! The swim team will be on a break until September.

Facilities

- Steve Nemitz will be joining the Maintenance team as the FT FRC Facility Maintenance Manager in late August. He brings a wealth of knowledge and experience to the team with over 6 years of working in park district maintenance, specializing in HVAC.
- Maintenance Projects for the month included:
 - Remodel of new Administrative Space outside the Marketing office was completed; copier machines, carpet tile and baseboard were added along with painting, drain closure, water supply valve removal, with the addition of the time clock.
 - Monthly maintenance training was given on vehicle inspection and maintenance completed on Ford Explorer.
 - Preventive maintenance was accomplished on all FRC rooftop HVAC units and FRC domestic hot water heaters.
 - Preschool Playroom lighting was replaced with LED retrofit lighting.
 - Repairs to men's suit dryer were completed and a refurbished unit was ordered for the family locker room suit dryer.
- The Facilities Team has planned the gymnasium refinishing project to take place in the final week of August, coinciding with the time frame of the Aquatic project. Members will receive e-mail notification and details will be posted within the facilities in early August.

Fitness

- The Facilities and Marketing Team are collaboratively working on developing a virtual tour to be available on our website to promote facility membership.
- The Facilities Team and Marketing Team attended the Chamber Building Fair at Oakbrook Terrace Tower as well as additional corporate fairs this month to promote facility membership as well as additional opportunities at the Park District.
- Corporate memberships continue to grow with increased enrollment from Hyatt Lodge, AMITA, ACE, as well as additional Oak Brook businesses and partners.
- Summer membership continues the standard trend of a modest decrease, yet overall retention rate continues to average 94%.
- With 20+ visits within July, Micheal Weigus is Member Challenge winner of the month!
- In July, the Team Dri Tri was successfully run with 12 participants (6 teams).

Tennis

- From July 3rd- 7th, the Tennis Center hosted the Rafa Nadal Academy Camp.
- In mid-July, the Junior Tennis Teams successfully represented the Chicago district in the Midwest Championship, finishing:
 - 1st place in the 12 & under division
 - 2nd place in the 14 & under division
 - 5th place in the 10 & under division
- The Tennis Center hired two new Customer Service representatives.



Oak Brook Park District Membership Report

Individual Member Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Members, Start of Month	2418	2627	2671	2679	2678	2650	2601						NA
Members, Month End	2241	2453	2538	2552	2497	2441	2465						NA
Members Cancelled/Expired	177	174	133	127	181	209	136						
Net Members	69	209	44	8	-1	-28	-49						252
Retention Percentage	92.68%	93.38%	95.02%	95.26%	93.24%	92.11%	94.77%						94%
Membership Package Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Memberships, Start of Month	1300	1365	1421	1431	1437	1436	1391						NA
Memberships, Month End	1195	1285	1358	1368	1352	1327	1321						NA
Cancelled/Expired	105	80	63	63	85	109	70						
Net Memberships	37	65	56	10	6	-1	-45						128
Retention Percentage	91.92%	94.14%	95.57%	95.60%	94.08%	92.41%	94.97%						94.10%
Total Healthcare Memberships	307	378	460	496	549	592	655						NA
In-District	41%	37%	37%	37%	37%	37%	36%						NA
Out-of-District	59%	63%	63%	63%	63%	63%	64%						NA



Aquatic Usage/Financial Report Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
22-23	Uses	28	47	55	20	14	27	22	23	29	29	32	29	355
	Parties	\$10,312	\$12,650	\$16,505	\$7,765	\$6,895	\$10,411	\$9,738	\$8,445	\$10,230	\$10,645	\$9,845	\$10,281	\$123,722
	Rentals	\$980	\$5,047	\$7,015	\$903	\$0	\$3,520	\$1,320	\$1,174	\$3,700	\$2,540	\$4,890	\$4,720	\$35,809
	TOTAL	\$11,292	\$17,697	\$23,520	\$8,668	\$6,895	\$13,931	\$11,058	\$9,619	\$13,930	\$13,185	\$14,735	\$15,001	\$159,531
23-24	Uses	26	52	45	24	3								150
	Parties	\$9,418	\$17,097	\$12,978	\$5,997	\$1,623								\$47,113
	Rentals	\$536	\$6,642	\$9,730	\$5,923	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,831
	TOTAL	\$9,954	\$23,739	\$22,708	\$11,920	\$1,623	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$69,944
Swim Lesson						Swim Team								
FY	Season	SUMMER	FALL	WIS	TOTAL	FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL		
22-23	Registrations	888	899	1,489	3,276	22-23	Registrations	32	60	50	57	199		
	Private	\$38,751	\$37,077	\$54,177	\$130,005		Revenue	\$8,610	\$20,942	\$13,798	\$11,718	\$55,068		
	Group	\$47,168	\$58,794	\$90,253	\$196,215									
	TOTAL	\$85,919	\$95,871	\$144,430	\$326,220	23-24	Registrations	46				46		
							Revenue	\$11,186				\$11,186		
23-24	Registrations	996			996									
	Private	\$35,848			\$35,848									
	Group	\$57,232			\$57,232									
	TOTAL	\$93,080	\$0	\$0	\$93,080									

Swim Lesson					
FY	Season	SUMMER	FALL	WIS	TOTAL
22-23	Registrations	888	899	1,489	3,276
	Private	\$38,751	\$37,077	\$54,177	\$130,005
	Group	\$47,168	\$58,794	\$90,253	\$196,215
	TOTAL	\$85,919	\$95,871	\$144,430	\$326,220
23-24	Registrations	996			996
	Private	\$35,848			\$35,848
	Group	\$57,232			\$57,232
	TOTAL	\$93,080	\$0	\$0	\$93,080



Oak Brook Park District Facility Statistics and Data

Facility Rentals													
22/23 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	316	253	263	483	274	485	393	372	529	396	296	319	4,379
Gym Revenue	\$17,089	\$12,969	\$14,075	\$25,157	\$14,324	\$21,145	\$21,701	\$19,871	\$27,335	\$21,701	\$15,704	\$17,445	\$228,514
Room Rentals	2	0	1	8	4	7	4	3	12	15	11	12	79
Room Revenue	\$160	\$0	\$280	\$1,855	\$420	\$910	\$700	\$780	\$240	\$590	\$1,100	\$320	\$7,355
CPW Rentals	7	10	10	10	8	7	7	1	2	10	7	9	88
CPW Revenue	\$5,524	\$5,359	\$7,443	\$7,620	\$4,113	\$2,601	\$4,380	\$330	\$1,510	\$7,045	\$3,969	\$4,565	\$54,458
23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	286	212	268										766
Gym Revenue	\$15,360	\$11,720	\$14,625										\$41,705
Room Rentals	12	14	11										37
Room Revenue	\$340	\$360	\$440										\$1,140
CPW Rentals	4	7	11										22
CPW Revenue	\$1,555	\$4,869	\$9,586										\$16,010
Totals			20-21	21-22	22-23								
Gym Rentals Hours			4,195	4,874	4,379								
Gym Revenue			\$207,521	\$261,155	\$228,514								
Room Rentals			0	10	79								
Room Revenue			\$0	\$700	\$7,355								
CPW Rentals			20	73	88								
CPW Revenue			\$12,938	\$48,226	\$54,458								

[illegible]

[illegible]



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: August 14, 2023
Re: Board Report

- Staff previously met with three engineering firms selected through a request for qualifications (RFQ) solicitation for phase II engineering of the Ginger Creek bridge, dam, and creek improvements. From that process, V3 Companies was selected as the engineer on the project. Due to a recent notice of reduced anticipated grant funding for the project, staff negotiated with V3 to propose an initial project scope which focuses on value engineering the project while still accomplishing the goal. Please see the agenda history for staff's recommendation.
- Replacement of the synthetic soccer field turf is nearing completion. The new "carpet" includes additional line markings for lacrosse activities, and an additional in-fill product designed to reduce surface temperatures on the playing surface. The project is expected to be completed by the end of the month.
- At the north athletic fields, the concession/restroom facility, pavilion, and amphitheater have been roofed. Finishing touches on masonry and stone are underway, and the challenge fitness course is being installed. The remaining concrete flat-work (sidewalks, curbs, etc.) will begin at the end of August. Barring any unforeseen delays, the projects should be complete at the end of September. The original anticipated project completion date was August 11, 2023. The extended project timeline is primarily due to availability of some items (ie: roof trusses).
- Faulty and outdated electrical equipment was replaced at Forest Glen Park, and replacement of a malfunctioning irrigation system at Central Park has been completed.
- An asphalt replacement project is scheduled to begin at the end of the month. The scope of work includes resurfacing several paths at Central Park, Forest Glen, and Saddle Brook, as well as the pavement from Forest Gate Road to the Tennis Center.
- Parks staff did a great job providing support for the Walk in the Park Wine Tour and National Night Out. Excellent collaboration among the entire OBPD staff resulted in two outstanding events.
- Please see the agenda history for information on the purchase of a new pickup truck.

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: AGREEMENT FOR PROFESSIONAL CIVIL
ENGINEERING SERVICES FOR GINGER CREEK PHASE II**

AGENDA No.: 7 A

MEETING DATE: AUGUST 21, 2023

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Creek, currently has a single pedestrian bridge crossing over the creek. The crossing is positioned over a low head dam constructed over a gabion weir dating to the 1970's. The crossing does not meet ADA requirements, and is prone to flooding during and after rainfall due to the low height and close proximity to the water surface. The bridge crossing must be evaluated by a professional engineer.

In the fall of 2022, the Park District hired Engineer Resource Associates to conduct a phase I analysis of the bridge, dam, and floodway of Ginger Creek. From the analysis, the district was presented with several options for bridging the creek and improving the creek flow. An option was selected which best suits the needs of the district and park users.

With Community Project Earmark funding pending, the district chose to solicit a request for qualification (RFQ) from qualified engineering firms for phase II engineering of the project through implementation and completion.

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

Four engineering companies responded to the RFQ. Staff reviewed the RFQ submittals and interviewed three firms. Upon completion of the interviews, staff ranked the companies from one to three. The results of the rankings were:

1. V3 Companies
2. ERA Consultants
3. IMEG

Staff agrees that the combination of experience in waterways and bridge replacement, along with construction expertise, makes V3 Companies the most qualified firm for this project. V3 Companies has provided a proposal and scope of work to the district which focuses on value engineering the project to stay within a budget of \$850,000, the amount of grant funding that the Park District now expects to receive.

A motion (and a second) to accept the proposal from V3 Companies for the Ginger Creek Phase II Engineering Project in the amount of \$43,510, and to approve an agreement between the Oak Brook Park District and V3 Companies for a total contract cost not-to-exceed \$43,510.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES the ("Agreement"), entered into on August __, 2023 (the "Effective Date"), by and between the Oak Brook Park District, an Illinois unit of local government with its principal place of business at 1450 Forest Gate Road, Oak Brook, Illinois 60523 (the "Park District") and V3 Companies, Ltd., with its principal place of business at 7325 Janes Avenue, Woodridge, Illinois ("Consultant"). Park District and the Consultant are hereinafter sometimes individually referred to as a "Party" or collectively as "Parties."

RECITALS

WHEREAS, the Park District desires Consultant to perform certain services in connection with the Ginger Creek Pedestrian Bridge and Dam Replacement Project (the "Project") as detailed in the Consultant's Proposal for Ginger Creek Pedestrian Bridge and Dam Replacement Project Central Park, attached to and incorporated herein as **Exhibit A** (the "Proposal"); and

WHEREAS, the Park District wishes to retain Consultant and Consultant wishes to provide the services to the Park District described hereunder based on the terms and conditions set forth in this Agreement.

WITNESSETH

NOW THEREFORE, in exchange for consideration, the receipt and sufficiency of which is hereby expressly acknowledged by the Parties, the Park District and Consultant agree as follows:

1. Services. The Park District hereby hires Consultant and Consultant hereby agrees to provide, upon the terms and conditions set forth in this Agreement, the services detailed in the Proposal (the "Services").

2. Contract Documents. The Contract Documents consist of this Agreement between the Park District and the Consultant, the Proposal, Consultant's Certification, attached to and incorporated herein as **Exhibit B** ("Consultant's Certifications"), any modifications made in writing and endorsed by the Parties after the execution of this Agreement. The Contract Documents constitute the entire agreement between the Parties. In the event of any conflict between this Agreement and the Proposal, the terms of this Agreement shall control.

3. Deliverables and Term. As soon as practicable, Consultant shall prepare and submit for the Park District's approval a preliminary schedule for the performance of Consultant's Services, taking into account any Project deadlines required by the Park District.

Consultant shall commence the Services upon the Effective Date and shall complete the Services on or before November 30, 2023.

4. Performance of Work. Consultant agrees to perform in accordance with generally accepted standards of professional skill and care among recognized industry experts engaged in similar services, all of the duties required by the express and implicit terms of this Agreement, to the reasonable satisfaction of the Park District. Consultant shall perform all of its duties hereunder according to the Park District's requirements and procedures and in compliance with all applicable federal, state and local laws, regulations, codes, ordinances, orders and with those of any other body having jurisdiction. The Park District shall be the sole judge of whether Consultant's duties are performed satisfactorily.

5. Payment for Services.

a. The Park District agrees to compensate Consultant for providing the Services in amount not to exceed Forty-Three Thousand Two Hundred Sixty and 00/100 Dollars (\$43,260.00) ("Professional Fee") plus a not to exceed hourly and direct project expenses of \$250.00 ("Reimbursable Expenses").

b. Consultant shall invoice the Park District on a monthly basis for all Services provided by Consultant to the Park District for the preceding month. The invoices shall reflect portions of the Professional Fee earned and due, less payments previously made, and shall reflect the then remaining available balance. The invoices shall also reflect Reimbursable Expenses incurred in the immediately preceding month, which shall be supported by the attachment of all third-party documents and information needed for the Park District to independently verify the amount incurred and paid by Consultant and the details of such expenses, and the remaining available balance. Payment of said invoices, and any late payment penalties, shall be governed by the applicable provisions of the Local Government Prompt Payment Act (50 ILCS 505 *et seq.*).

c. Prior to final payment to Consultant, the following conditions shall be fulfilled by Consultant:

i. Consultant shall have made, or caused to have been made, all corrections and completion in Consultant's Services which are required to remedy any defects therein or obtain compliance with this Agreement. Consultant shall, if required by Park District, deliver a certificate to Park District certifying such matters Park District may reasonably require.

ii. Consultant shall have delivered to Park District all deliverables required by this Agreement.

6. Additional Services. Except for this Agreement, there shall be no other basis for compensation for services or reimbursement for expenses rendered on behalf of the Project by Consultant ("Additional Services") unless otherwise mutually agreed upon by the Parties. In the event Additional Services are required, Consultant shall notify the Park District regarding the nature and extent and cost of any said Additional Services. Consultant shall not perform any Additional Services unless approved in writing in advance by the Park District.

7. Park District Responsibilities. The Park District agrees to provide all materials and

other information necessary to or requested by Consultant reasonably necessary for Consultant to complete the delivery of the Services by Consultant in a timely manner.

8. Designated Representatives. The Park District hereby designates Bob Johnson as the Park District's representative ("Park District's Representative") for all matters for the Park District under this Agreement and with respect to the administration of this Agreement. The Park District's Representative shall be available to Consultant at all reasonable times for consultation with Consultant. Consultant shall confirm to the Park District in writing any decision made by the Park District's Representative. Consultant hereby designates Greg Wolterstorff as Consultant's Representative ("Consultant's Representative") for all matters for Consultant under this Agreement and with respect to the Services to be performed by Consultant for the Park District. Consultant's Representative shall be available to the Park District at all reasonable times for consultation with the Park District's Representative. The Park District may conclusively rely on the decisions made by Consultant's Representative, including modifications to this Agreement made pursuant to Section 24 of this Agreement. Either Party may change its Representative under this Agreement by giving notice to the other Party as provided hereunder.

9. Ownership of Instruments of Service. Any and all documents, including but not limited to, any plans, notes, analysis, and any other documents prepared by Consultant in the performance of its Services under this Agreement ("Instruments of Service") is work done for hire and ownership of such Instruments of Service vests in the Park District. The Park District retains exclusive property rights including all common law, statutory, federal and other reserved rights in the Instruments of Services, including copyrights. Notwithstanding the foregoing, Consultant retains ownership of any pre-existing, standard specifications, notes, forms and details. Provided the Park District has not materially breached Agreement, the Park District may use the Instruments of Service for future additions to or alterations of the Project, or for other projects, which use shall be at the Park District's sole risk and without liability to Consultant or Consultant's consultants. The Park District agrees to indemnify and hold harmless the Consultant from all claims, damages, and expenses arising out of such reuse by the Park District or by other acting through the Park District.

10. Other Consultants. Park District reserves the right to let other contracts for professional services in connection with the Project. Consultant shall cooperate fully with any other consultants retained by Park District and shall properly coordinate the Services with those services provided by other consultants.

All agreements between Consultant and its consultants and sub-consultants shall be in writing and shall contain such provisions as shall ensure the performance of Consultant's Services in accordance with this Agreement. Consultant shall timely pay all sums due to its consultants and sub-consultants in accordance therewith and shall not cause or permit any liens to be placed by any such consultants and sub-consultants against the property or funds of the Park District.

11. Termination.

a. This Agreement may be terminated or suspended by the Park District, in whole or in part, for convenience and without cause upon five (5) days written notice. In the event of such termination, Consultant will be paid for all approved Services rendered to the date of termination, and upon such payment, all obligations of the Park District to Consultant under this Agreement shall cease.

b. This Agreement may be terminated or suspended by V3 Companies, in whole or in part, for convenience and without cause upon thirty (30) days written notice. In the event of such termination, Consultant will be paid for all approved Services rendered to the date of termination, and upon such payment, all obligations of the Park District to Consultant under this Agreement shall cease.

c. If one Party materially breaches the Agreement, the other Party may terminate the Agreement upon at least five (5) days written notice to the breaching Party. If Consultant terminates under this Section, upon such notice of termination to the Park District, Consultant shall submit a final invoice for that portion of the Professional Fee earned and Reimbursable Expenses incurred as of the effective date of termination. Such invoice shall be prepared and calculated as provided in Section 5, above. Payment of such invoice shall be Consultant's sole remaining compensation under the Agreement. If the Park District terminates under this Section, the Consultant shall not be entitled to any further compensation, except for those portions of the Professional Fee that are then earned, due, and unrelated to the material breach forming the basis for such termination, which shall be invoiced and paid in accordance with Article 5.

d. Upon termination for any reason, Consultant shall not under any circumstance have any claim for consequential or incidental damages, or lost profits, and all such claims are expressly waived.

e. Promptly upon the termination of this Agreement for any reason and payment in full of all outstanding invoices received from Consultant and not in dispute, Consultant shall deliver to the Park District copies of all Instruments of Service prepared by Consultant in the performance of its Services under this Agreement.

12. Insurance. Consultant shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance. Consultant shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 for 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 Agreement (including the tort liability of another assumed in a business Agreement). The Park District, its elected and appointed officials, employees and

agents shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 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 the Park District. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. Professional Liability Insurance. Consultant shall maintain professional liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 for each wrongful act arising out of the performance or failure to perform professional services.

C. Business Auto and Umbrella Liability Insurance. Consultant shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for 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.

D. Workers Compensation Insurance. Consultant shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 for each accident for bodily injury by accident or for each employee for bodily injury by disease. If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Agreement, Consultant waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to Consultant's work.

E. General Insurance Provisions

(1) Evidence of Insurance. Prior to beginning the Services, Consultant shall furnish the Park 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 Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Park District shall be by certified mail, return receipt requested. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Consultant's obligation to maintain such insurance. The Park District shall have the right, but not the obligation, of prohibiting Consultant from commencing the Services until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received

and approved by the Park District. Failure to maintain the required insurance may result in termination of this Agreement at the Park District's option. Consultant shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

(2) Acceptability of Insurers. For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using 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 Park District has the right to reject insurance written by an insurer it deems unacceptable.

(3) Cross-Liability Coverage. If the Consultant's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

(4) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, Consultant may be asked to eliminate such deductibles or self-insured retentions as respects to the Park District, its officers, officials, employees, volunteers and agents or be required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

(5) Sub-consultant. Consultant shall cause each sub-consultant employed by Consultant to purchase and maintain insurance of the type specified above. When requested by the Park District, Consultant shall furnish copies of certificates of insurance evidencing coverage for each sub-consultant.

13. Indemnification. To the fullest extent permitted by law, Consultant, its officers, directors, employees, volunteers and agents shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents (collectively "Park District Indemnitees") from and against all claims, suits, damages, causes of action, judgment, losses, costs and expenses, including but not limited to reasonable legal fees (attorney's and paralegals' fees and court costs) (collectively, "Losses"), arising from or in connection with the Services performed by Consultant, Consultant's sub-consultants, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, under this Agreement, including but not limited to any accident, injury, damage, property loss or theft, or arising from the negligent act or omission of Consultant, Consultant's sub-consultants, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to the Park District. Consultant's obligation to indemnify Park District Indemnitees for Losses as provided herein shall not apply to the extent the Losses are caused by the negligent act or omission of the Park District. Consultant shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and

expenses including but not limited to reasonable legal fees, incurred by reason of Consultant's breach of any of its obligations under, or Consultant's default of, any provision of this Agreement.

14. No Liability. The Park District shall not be responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Consultant's employees or sub-consultants, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Consultant's Services and obligations under this Agreement. The Park District shall not be liable for acts or omissions of Consultant or any of Consultant's employees, sub-consultants, agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of Consultant.

15. Independent Contractor. The relationship between Consultant and the Park District is that of an independent contractor. Consultant shall supply all personnel, equipment, materials, and supplies at its own expense, except as specifically set forth herein. Consultant shall not be deemed to be, nor shall it represent itself as, employees, partners, or joint venturers of the Park District. Consultant is not entitled to workers' compensation benefits or other employee benefits from the Park District and is obligated to directly pay federal and state income tax on money earned under this Agreement.

16. No Third-Party Beneficiary. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities, defenses, and/or privileges of the Park District and/or Consultant, and/or any of their respective officials, officers and/or employees.

17. Confidentiality and FOIA. Consultant shall maintain and shall contractually require its employees and sub-consultants to maintain, the confidentiality of all information in their possession regarding the Project. Consultant shall keep all Project-related information, documents, records, instruments, and files strictly confidential and shall not disclose them to any other person except to (a) those employees of Consultant who need such information to perform Project-related services, and (b) its sub-consultants who are contractually bound by this confidentiality provision and who need such information to perform Project-related services, and (c) the contractor hired by the Park District to perform the work of the Project who needs project related documents and files necessary to perform the work. Consultant acknowledges that certain Project-related documents in its possession or under its control may be subject to the Freedom of Information Act, 5 ILCS 140/1, *et seq.*, and Consultant shall comply with and shall cooperate with Park District's efforts to comply with such requirements. Exceptions to the confidentiality of the documents shall include documents that are in the public domain, if disclosure is required to comply with legal orders, or if disclosure is reasonably necessary for Consultant or Consultant's sub consultants to defend itself in a claim.

18. No Party shall be deemed in default of this Agreement for any delay or failure to fulfill any obligation hereunder so long as and to the extent to which any delay or failure in the fulfillment of such obligation is prevented, frustrated, hindered or delayed as a consequence of circumstances of a cause beyond its control, including any Act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, fire, flood, earthquake, storm or other like event, labor problem, unavailability of supplies, pandemic outbreak, or any other cause, whether similar or dissimilar to any of the foregoing, which could not have been prevented by such Party with reasonable care (each, a "Force Majeure Event"). In the event of any such excused delay, the time for performance of such obligations shall be extended for a period equal to the time lost by reason of the delay. A Party claiming the benefit of this provision shall, as soon as reasonably practicable after the occurrence of any such event, (a) provide written notice to the other Party of the nature and extent of any such Force Majeure Event; and (b) use reasonable efforts to remove any such causes and resume performance under this Agreement, as applicable, as soon as reasonably practicable. Consultant shall not be entitled to additional compensation in the event of a Force Majeure Event.

19. Laws, Permits, Approvals and Licenses. Consultant shall comply with all applicable codes, laws, ordinances and regulations of the Park District, the Village of Oak Brook, DuPage County, the State of Illinois, and the Federal Government. Consultant shall, at its sole cost and obligation, be responsible for obtaining all permits and licenses required to perform its duties under this Agreement.

20. Choice of Law and Venue. This Agreement is governed by the laws of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the Circuit Court of DuPage County, Illinois. In any suit or action arising under this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs of litigation.

21. No Waiver. Waiver of any of the terms of this Agreement shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Agreement, or require performance by opponent of any of the provisions, shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Agreement. Waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach of the Agreement.

22. Non-Assignment. This Agreement is non-assignable in whole or in part by the Consultant, and any assignment shall be void without prior written consent of the Park District.

23. Entire Agreement. This Agreement contains the entire agreement between the Parties and no statement, promise or inducement made by either Party to the agency of either Party that is not contained in this written Agreement shall be valid or binding.

24. Amendment. No amendment or modification shall be made to this Agreement unless it is in writing and signed by both Parties.

25. Headings. The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.

26. Notice. All notices shall be deemed properly given hereunder if in writing and either hand delivered or sent by United States certified mail, return receipt requested, postage prepaid, or by email transmission with the sending Party retaining confirmation of receipt, to the Parties at their respective addresses provided below, or as either Party may otherwise direct in writing to the other Party from time to time:

If to Consultant: V3 Companies, Ltd.
7325 Janes Avenue
Woodridge, IL 60517
Email: gwolterstorff@v3co.com

If to the Park District: Oak Brook Park District
1450 Forest Gate Road
Oak Brook IL 60523
Email: bjohnson@obparks.org

Notices sent by certified mail shall be deemed delivered the second business day following deposit in the mail, notices hand delivered shall be deemed given on the date of delivery, and notices sent by email transmission shall be deemed given on the date of transmission if sent on or before 5:00 PM on a business day, or, if later, the next business day.

27. Severability. The invalidity of any section, paragraph or subparagraph of this Agreement shall not impair the validity of any other section, paragraph or subparagraph. If any provision of this Agreement is determined to be unenforceable, such provision shall be deemed severable and the Agreement may be enforced with such provision severed or as modified by such court.

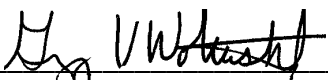
IN WITNESS WHERE OF the Parties hereto have set their respective hands and seals the day and year first above written.

OAK BROOK PARK DISTRICT

V3 COMPANIES, LTD.

By:

By:



Gregory V Wolterstorff, P.E.

Title

Vice President
Title:



July 21, 2023

Mr. Bob Johnson, CPRP, CPSI
Director of Parks and Planning
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523

RE: Ginger Creek Pedestrian Bridge and Dam Replacement Project
Central Park
Oak Brook, DuPage County, Illinois

Dear Mr. Johnson,

On behalf of V3 Companies, Ltd. (V3), we are pleased to submit this proposal for professional engineering, surveying and wetlands services for the proposed pedestrian bridge and dam replacement project over Ginger Creek in Central Park. If you find this proposal to be acceptable, the executed copies of this letter, together with the General Terms and Conditions attached hereto which set forth the contractual elements of this agreement, will constitute an agreement between the Oak Brook Park District (CLIENT) and V3 for services on this project.

PROJECT UNDERSTANDING

Based on information provided by the Oak Brook Park District (District), it is our understanding that the project goal is to improve accessibility for both pedestrians and maintenance vehicles from the south and north sections of Central Park over Ginger Creek. The Phase I analysis evaluated the conditions of the existing gabion wall and concrete/asphalt/steel pedestrian walk providing the connection across Ginger Creek as well as the surrounding wetlands/shoreline. During high water events on Ginger Creek, the gabion wall weir (low-head dam) is completely covered, and the existing pedestrian crossing is impassable and unsafe. The District would like to pursue Option 3A from the Phase 1 investigation to install a new sheet pile and concrete low-head weir and to replace the pedestrian bridge with an elevated structure to ensure safe crossing during all likely storm events. Option 3A also involves stream bank grading and the installation of in-stream step pools to improve creek flow and facilitate fish passage.

V3 also understands that scope of the project may need to change from the recommended design in the Phase 1 report because the grant funding will be less than originally thought. As part of this scope, V3 will review the recommended design in light of the revised funding and recommend a solution that will fit within the budget and still meet the needs of the District.

V3 will review the upfront scope necessary to fully understand the existing conditions prior to fully engaging with the final design plans and documents. This upfront scope includes additional survey (bathymetric and any new cross sections needed for hydraulic modeling), geotechnical work (to understand the soils at the abutment locations, proposed dam location and at the bed of Ginger Creek. This work will allow V3 to have a more comprehensive understanding of the existing conditions so that we can proceed with an appropriate design that will meet the District's goals.

COMPENSATION

Supplemental/Additional Data Collection	SCOPE EXHIBIT	FEE
Supplemental Topographic Survey	A	\$10,460
Riparian Corridor Assessment and Threatened & Endangered Species Consultation	C	\$1,500
<i>Geotechnical (V3 will Sub-Contract these services)</i>		
Soil Borings		\$7,500
Hard Pan Probing / Analysis		\$10,000
Phase 1 Review and Value Engineering	B	\$13,800
Total for Pre-Engineering Scope		\$43,260

REIMBURSABLES		\$250
	TOTAL	\$43,510

MISCELLANEOUS EXHIBITS		
EXTENT OF AGREEMENT	EXHIBIT D	
V3 STANDARD BILLING RATE SCHEDULE	EXHIBIT E	
GENERAL TERMS AND CONDITIONS	EXHIBIT F	

The above fees are lump sum unless noted otherwise. Where fees are noted as “hourly” the fee will be based on the hours expended on the tasks by V3 employees multiplied by their applicable billing rate. The fee listed is a cap that will not be exceeded without prior authorization of the client. **Please note that all agency review fees will be paid directly by CLIENT.**

If Additional Services are required, V3 shall be paid a fee based on the actual hours expended multiplied by V3's Billing Rate Schedule attached hereto or other negotiated fee.

In addition to the professional services fees set forth above, V3 shall be compensated for 100% of reimbursable expenses such as printing, postage, messenger service, travel, mileage and tolls to/from meetings and other similar project-related items.

CLIENT will be invoiced monthly for Professional Services and reimbursable expenses. The above financial arrangements are on the basis of prompt payment of invoices and the orderly and continuous progress of the Project through construction.

MISCELLANEOUS CONTRACTUAL ITEMS

The fee and completion schedule stated herein is valid for 30 days from the date of proposal. If the 30 days has expired, V3 reserves the right to renegotiate the fee and/or completion schedule with the CLIENT.

If there are protracted delays for reasons beyond V3's control, an equitable adjustment of the above-noted compensation shall be negotiated taking into consideration the impact of such delay on the pay scales applicable to the period when V3's services are, in fact, being rendered.

If CLIENT or other interested parties request digital files of design data, V3 shall be indemnified from any claims arising out of the accuracy, misuse or reuse by others of the data delivered in digital form.

We appreciate the opportunity to present this proposal and look forward to working with you on this project.

Sincerely,
V3 COMPANIES, LTD.



Chris Hanchett, PE, CFM, CPESC
Project Manager



Gregory V. Wolterstorff, P.E.
Vice President

Accepted For:
OAK BROOK PARK DISTRICT

By: _____

Title: _____

Date: _____

INVOICE INFORMATION

PREFERENCE:☐ Receive by Email☐ Receive by Mail☐ Both

Purchase Order # (If Applies)

Important Accounting Notes:

SEND INVOICE TO:Attention:

Company:

Address:

Email:

Phone:

EXHIBIT A | SURVEY

SUPPLEMENTAL TOPOGRAPHIC SURVEY

TOPOGRAPHY / BATHYMETRY

1. Record a minimum of two (2) permanent benchmarks at the site. Elevations shall be referenced to a datum commonly acceptable to the reviewing government agency. Description of the source benchmark to which the new benchmarks are tied shall be indicated on the survey.
2. A contour survey with 1'-0" contour intervals will be prepared from field spot elevations. Spot elevations obtained in the field will be of sufficient quantity to generate a contour survey, which properly represents the ground surface. Additional elevations will be indicated on the survey as required to establish accurate profiles (including all changes or breaks in grade) and cross-sections of walks, curbs, gutter, pavement edges, and centerlines.
3. Finished floor or top of foundation elevation(s) of existing buildings within the Survey Area.
4. Spot elevations will be shown to the nearest 0.01 foot on all "hard surfaces" and utility structures. Spot elevations in unpaved areas such as grass and dirt shall be accurate to the nearest 0.1 foot.
5. Pavement types such as concrete, asphaltic concrete, gravel, etc. shall be depicted.
6. Existing improvements, buildings, and surface features shall be located.
7. No individual tree survey included in the scope of topographic surveying services presented herein. Only general outlines of tree and brush limits shall be shown.
8. Mean elevations of water in retention ponds, lakes, or streams will be shown as depicted at the time the survey field work was conducted.
9. Top of curb, flow line, and edge of pavement elevations of all roadways and streets within the survey area.
10. Roadway striping of all roadways and streets within the survey area.
11. Wetland flags, if present, will be located. CLIENT to provide a sketch showing the approximate shape, location number of pin flags for each wetland before any field work is started.
12. Sediment elevations have the potential to vary significantly when obtained in any bathymetric survey through standing water. Bottom of sediment spot elevations for bathymetric measurements will be shown to the nearest 0.1 foot based on the elevation of manual refusal of a flat foot rod measured from a seated position in a boat. Displayed bottom of sediment elevation makes no representation regarding abrupt change in elevation or consistency of the underlying material. Density of sediment and suspended silt is likely to vary significantly and therefore the top

of sediment and/or silt elevation will be shown as the upper measurable elevation. Actual top of silt in a dewatered condition should be expected to vary from these measurements. Other methods such as use of mechanically power assisted rod, coring probe or dewatering of the area prior to survey, may more accurately identify limits, thicknesses of silt, and stability of underlying material.

UTILITIES

- 1) The Topographic Survey will incorporate information on existing utility systems adjoining or contained within the Survey Area which are obtained from village/city departments or utility companies responding to written or verbal requests for utility records through the Joint Utility Locating Information for Excavators (J.U.L.I.E.) Design Stage/Planning Information Process and available for V3's use at the time of the survey. Records or Atlas information that is provided to V3 after completion of the survey can be provided to the CLIENT or engineer.
- 2) Field markings by J.U.L.I.E. members, which are coordinated by others, shall be shown on the survey if present and practical at the time of survey.
- 3) The following list contains typical information provided for the specific utilities located which are above ground and visible at the time of the survey. Snow cover, earth or construction debris covering typically above ground structures may not be located.
 - a) Sanitary and Storm Sewers: Size, type and direction of pipes; rim and invert elevations. Location of manholes, inlets, catch basins, and end sections.
 - b) Water Mains: Size, type and direction of pipes, top of pipe elevations, location of valves and hydrants.
 - c) Gas Mains: Location of valves and mains if marked in the field at the time of the survey.
 - d) Telephone, Electric, and Cable TV pedestals and transformers.
 - e) Traffic and Street Light poles and cables if marked in the field at the time of the survey.
 - f) Visible evidence of field tiles or those marked in the field at the time of the survey.
 - g) Other utilities not listed above and occurring within the Survey Area will be shown in a similar manner.
- 4) Utilities and improvements shall be shown based on visible field verified structures, in coordination with atlas information provided by utility companies responding to the J.U.L.I.E.'s design stage request. V3 shall only show underground utility lines between structures that are located in the field and appear to be connected. In areas where structures are not shown connected, V3 recommends that the CLIENT contract a specialist to perform a die test or other sub terrain exploratory test.

EXHIBIT B | WATER RESOURCE ENGINEERING SERVICES

PHASE 1 REVIEW AND VALUE ENGINEERING

It is our understanding that the scope of the project may need to change from the recommended design in the Phase 1 report because the grant funding will be less than originally thought. During this phase, V3 will review the recommended design in light of the revised funding and recommend a solution that will fit within the budget.

V3 will provide the following services under this phase:

- After the supplemental topographic survey, additional wetland field work and geotechnical work has been completed, V3 will review the feasibility of the recommended design and restoration plan from the District with a “full view” of the existing conditions and knowledge of the budget limitations due to the known grant amount.
- Perform value engineering and recommend design revisions to best suit the existing conditions and fit within the budget. V3 understands that the priority is the pedestrian bridge to provide safe pedestrian access to the north and south side of the creek.
- Perform constructability of review of recommended solution.
- Evaluate water bypass through culvert, channel or existing diversion structure.
- Evaluate access routes to project location for cranes and piling equipment.
- Provide updated Engineer’s Estimate of Probable Construction Cost (EOPCC). This will be performed by V3 Construction Group’s cost estimating professionals.

PROJECT MANAGEMENT AND MEETINGS

MEETINGS

V3 will attend meetings as required throughout the duration of the contract. It is our understanding that this will include a project kickoff meeting and review meetings with the District once there is a recommended solution. It is also anticipated that there will be status meetings through the design phase to update, discuss, and resolve issues in the design process. Minutes of all meetings will be prepared by V3 and distributed within five working days of the meeting. A maximum of 5 meetings is included in this task.

ADMINISTRATION AND MANAGEMENT

Project administration and management for the project will be performed by the Project Manager. V3 will prepare and submit a project schedule to the District for review and approval. The project schedule will be utilized for scope of work reviews, work-hour planning, and budget control. The project schedule will be updated as work progresses.

EXHIBIT C | WETLAND PERMITTING

WBK Engineering, LLC conducted a wetland delineation in May of 2019 that identified Wetland/Waters of the U.S./DuPage County under the regulation of both the USACE and Village of Oak Brook. On February 15th, 2023, ERA Inc. re-confirmed the wetland/waters boundaries with the Village of Oak Brook which now extends the wetland delineation report to February 15th, 2025 (two years from the field verification with Oak Brook). There are no high-quality wetlands/waters within the project area.

Since the USACE and Village of Oak Brook require threatened and endangered species consultation as part of their permitting processes, V3 will submit and obtain those required consultations with IDNR and the USFWS. Permitting with the USACE may consist of multiple nationwide permits depending on the final scope of the proposed project. V3 will identify all permit requirements during the pre-engineering phase and final permitting will be performed under a separate contract. It is not anticipated that the project will require an Individual Permit (IP) with the USACE which is a more stringent permit to obtain from the USACE and is a long process.

WETLAND/WATERS PERMITTING & DESIGN SERVICES

Riparian Corridor Assessment and Threatened & Endangered Species Consultation

1. **Riparian Corridor Assessment.** As required by the Village of Oak Brook, V3's botanist will evaluate the existing riparian corridor buffer adjacent to identified waters. Riparian function, an overview of existing plant communities, and a general quality rating will be documented. This is required if riparian buffer impacts are proposed. This assessment is reviewed by the Village of Oak Brook as a guide for assessing riparian mitigation.
2. **Threatened & Endangered Species Consultation.** As required by the USACE and Village of Oak Brook, V3 will conduct and complete the United States Fish and Wildlife (USFWS) Section 7 Federal threatened and endangered species consultation checklist for the site. V3 will also prepare and submit the required IDNR EcoCAT for inquiry on state threatened & endangered species. This is for initial consultation only with the agencies. Should consultation with the agencies request any species specific or habitat specific assessments, V3 will provide a separate proposal for those services.

EXHIBIT D | Extent of Agreement

This agreement does not include services for:

1. Final engineering design or permitting. This can be performed under a separate contract upon completion of this phase.
2. Archaeological or environmental consulting services.
3. V3 may be required to produce documents and emails as part of a court ordered subpoena. Requests of this nature are beyond the control of V3 and are specifically not included in this contract. V3 will notify the CLIENT of any request received on behalf of this contract, and will invoice the CLIENT for time and materials in accordance with the Additional Services and Reimbursables sections of this contract.
4. U.S. Army Corps of Engineers (USACE) Individual Permit.
5. IDNR Incidental Take Permitting of any kind.
6. Indirect wetland impact analysis.
7. Species specific investigations for threatened and/or endangered species.
8. Onsite wetland mitigation design.
9. Economic alternatives analysis.

Please note that V3 can provide many of the services outlined above should they be required.



V3 COMPANIES BILLING RATE SCHEDULE

(Rates effective January 1, 2023 through December 31, 2023)

<u>Description</u>	<u>Hourly Rate</u>
Principal/Director	230.00
Senior Project Manager	225.00
Senior Estimator	220.00
Resident Engineer II	205.00
Resident Construction Manager II	200.00
Project Manager II	195.00
Superintendent	190.00
Resident Construction Manager I	190.00
Project Manager I	180.00
Resident Engineer I	175.00
Senior Project Engineer	170.00
Construction Administrator III	160.00
Project Engineer II	160.00
Project Engineer I	150.00
Senior Construction Technician	150.00
Project Scientist II	140.00
Landscape Architect II	140.00
Landscape Architect I	130.00
Project Scientist I	130.00
Project Surveyor III	130.00
Construction Technician III	130.00
Engineer III	130.00
Project Surveyor I	125.00
Project Surveyor II	125.00
Design Technician III	125.00
Scientist III	125.00
Survey Crew Chief	120.00
Project Designer III	120.00
Engineer II	120.00
Construction Administrator II	115.00
Engineer I	110.00
Instrument Operator	105.00
Scientist I	105.00
Scientist II	105.00
Project Designer I	105.00
Project Designer II	105.00
Estimating Technician	95.00
Technician II	90.00
Technician I	80.00
Project Coordinator	70.00

EXHIBIT B

CONSULTANT COMPLIANCE AND CERTIFICATION ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Oak Brook Park District (the "District") and V3 Companies, Ltd. V3 Companies, Ltd. (the "Consultant"). Breach by the Consultant of any of the certifications may result in immediate termination of the Consultant's services by the District.

The undersigned Consultant hereby certifies, affirms, and agrees as follows:

A. Consultant has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete, and correct in all respects.

B. Consultant shall abide by and comply with, and in contracts which it has with all persons providing any of the services on the Projects on its behalf shall require compliance with, all applicable Federal, State, and local laws and rules and regulations included without limitation those relating to 1) fair employment practices, affirmative action, and prohibiting discrimination in employment; 2) workers' compensation; and 3) workplace safety.

C. To the best of Consultant's knowledge, no officer or employee of Consultant has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.

D. Consultant is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Consultant also certifies that no officers or employees of the Consultant have been so convicted and that Consultant is not the successor company, or a new company created by the officers or owners of one so convicted. Consultant further certifies that any such conviction occurring after the date of this certification will be reported to the District, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Agreement therewith.

E. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Consultant has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Consultant's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Consultant further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

F. (i) Consultant's proposal was made without any connection or common interest in the profits anticipated to be derived from the Agreement by Consultant with any persons submitting any proposal for the Agreement; (ii) the Agreement terms are in all respects fair and the Agreement will be entered into by Consultant without collusion or fraud; (iii) no official, officer or employee of the District has any direct or indirect financial interest in Consultant's proposal or in Consultant; (iv) the Consultant has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the District and the District's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of

EXHIBIT B


otherwise improperly influencing the relationship between the District and the Consultant. Additionally, the Consultant shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.

G. Consultant knows and understands the Equal Employment Opportunity Clause administered by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Consultant further certifies that Consultant is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.

H. Consultant is not barred from contracting with the District because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Consultant further certifies that it understands that making a false statement regarding delinquency to taxes is a Class A misdemeanor and, in addition, voids the Agreement and allows the District, a unit of local government, to recover in a civil action all amounts paid to the Consultant.

I. If Consultant has 25 or more employees, Consultant knows, understands, and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the sections required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Consultant further certifies that it has not been debarred and is not ineligible for award of this Agreement as the result of a violation of the Illinois Drug Free Workplace Act.

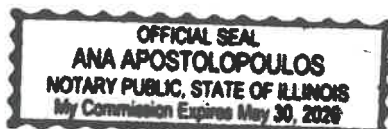
CONSULTANT

By: 
Its: VICE PRESIDENT GREGORY V. WOLTERSTORFF

STATE OF ILLINOIS)
COUNTY OF DUPAGE)SS


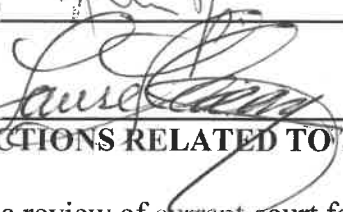
I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that Greg Wolterstorff appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Consultant.

Dated: 8/8/2023
Ana Apostolopoulos
(Notary Public)





Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: TENNIS CENTER COURT FEES	AGENDA No.: 7 B MEETING DATE: AUGUST 21, 2023
STAFF REVIEW:	Supt. of Enterprise Ops., Alin Pop 
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): Tennis Center court fees were last increased for the 2018 – 2019 season. After a review of current court fee rates and competitor rates, staff feels a court fee increase is warranted. Current and proposed current fees can be found on the page that follows.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): Staff feels these increases are necessary in order to keep up with increasing expenses. Depending on programming revenue, operating expenses increase 5 – 10% each year. These small, annual rate increases are part of the Tennis Center business plan and are preferred over one large increase every few years. If approved, the new rates would go into effect on September 1 st , 2023.	
ACTION PROPOSED: Motion (and a Second) to approve the Tennis Center Court Fees as presented.	

Tennis Center Court Fees

2015-2016		
Winter: Labor Day to Mem Day		
M-F	6:30-9 AM	\$22
	9AM-4PM	\$28
	4-9 PM	\$35
	9-10 PM	\$28
Sat-Sun	7AM-6PM	\$35
	6PM-9PM	\$28
Specials Pioneer M-F 6:30-4 \$22 Junior Stand By \$22 same day SCT - \$ 1 discount No Guest Fees Fri 7:30+, Sat 6PM+		
Summer: Mem Day to Labor Day		
Indoor		
M-F	8AM-4PM	\$28
M-F	4PM-8PM	\$35
Outdoor		
M-F	8AM-8PM	\$6
Sat-Sun	8AM-4PM	\$6
Specials: Resident=memb. Rate Non memb 1/2 off guest fee Junior Stand by \$22 ind., \$4 out. Pioneer \$22 ind., \$4 out. \$10 - outdoor unregistered fee		

2018-2019		
Winter: Labor Day to Mem Day		
M-F	6:30-8:30AM	\$20
	8:30AM-4PM	\$30
	4-9 PM	\$36
	9-10:30 PM	\$30
Sat-Sun	7AM-6PM	\$36
	6PM-9PM	\$30
Specials Pioneer M-F 6:30-4 \$24 Junior Stand By \$24 same day SCT - \$ 1 discount No Guest Fees Fri 7:30+, Sat 6PM+		
Summer: Mem Day to Labor Day		
Indoor		
M-F	7:30AM-8:30	\$20
M-F	8:30AM-4PM	\$30
M-F	4PM-9:30PM	\$36
Outdoor		
M-F	7:30AM-9:30	\$8
Sat-Sun	8AM-4PM	\$8
Specials: Resident=Memb. Rate Non memb 1/2 off guest fee Junior Stand by \$24 indoor., \$6 out. Pioneer \$24 indoor., \$6 out. \$10 - outdoor unregistered fee		

Proposed Sept 1, 2023-2024		
Winter: Labor Day to Mem Day		
M-F	7-9 AM	\$22
	9AM-4PM	\$32
	4-9 PM	\$38
	9-10:30 PM	\$32
Sat-Sun	7AM-6PM	\$38
	6PM-9PM	\$32
Specials Pioneer M-F 6:30-4 \$26 Junior Stand By \$26 1 day in advance SCT - \$ 1 discount No Guest Fees Fri 7:30+, Sat 6PM+ Mon-Fri 7-9AM		
Summer: Mem Day to Labor Day		
Indoor		
M-F	8-9 AM	\$22
M-F	9AM-4PM	\$32
M-F	4-9PM	\$38
Outdoor		
M-F	8AM-9PM	\$10
Sat-Sun	8AM-4PM	\$10
Specials: Resident=Memb. Rate Non memb 1/2 off guest fee Junior Stand by \$26 indoor., \$8 out. Pioneer \$26 indoor., \$8 out. \$10 - outdoor unregistered fee		

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 23-0918: AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING THE SALE OR CONVEYANCE THEREOF

AGENDA No.: 8 A

MEETING DATE: AUGUST 21, 2023

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

Handwritten signature of Robert Pechous in blue ink.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in blue ink.

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

The Park District Code (70 ILCS 1205/8-22) provides that whenever a Park District owns any personal property that in the opinion of three-fifths (3/5) of the Board members then holding office, is no longer necessary, useful to or for the best interests of the District, three-fifths (3/5) of the Board members then holding office may, by ordinance, authorize the conveyance or sale of that personal property in any manner they may designate.

Items that have been recently identified as surplus property are listed in the attached Ordinance 23-0918.

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

Staff is recommending the outdated Information Technology Equipment to be electronically recycled or donated. Surplus Vending Machines that have possible use by others will be offered for sale.

ACTION PROPOSED:

For Review and Discussion Only.

ORDINANCE NO. 23-0918
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF

WHEREAS, the Park District Code (70 ILCS 1205/8-22) provides that whenever a Park District owns any personal property that in the opinion of three-fifths (3/5) of the Board members then holding office, is no longer necessary, useful to or for the best interests of the District, three-fifths (3/5) of the Board members then holding office may, by ordinance, authorize the conveyance or sale of that personal property in any manner they may designate, with or without advertising for sale; and

WHEREAS, the Oak Brook Park District (the “District”) owns certain personal property as follows:

<i>Quantity</i>	<i>Item</i>	<i>Brand</i>	<i>Color/Description/ Model Number</i>	<i>Description</i>	<i>Disposal Method</i>
30	Shortel IP Phone	ShoreTel	Black IP265	Desk Phone	Recycle
8	Dell PC	Dell	Optiplex 3050	Desktop PC	Recycle/Donate
1	Vending Machine	Wittern	Model 3503	Snack Vending Machine	Sell
1	Vending Machine	Wittern	Model 3509	Snack Vending Machine	Sell

(Hereinafter collectively referred to from time to time as the “Property”), which, according to the advice and recommendation of the District’s staff is no longer necessary, useful to or for the best interests of the District; and

WHEREAS, the District’s staff has recommended that the Property, except for the Property designated to be recycled/discarded or traded-in, can best be sold directly by the District’s Executive Director to a municipality, school district, or park district, or may be sold indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such

Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

WHEREAS, the Board hereby accepts and adopts the recommendation of the District's staff with respect to the Property.

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 Property is hereby declared, by a three-fifths (3/5) vote of the Board members now holding office, to be no longer necessary or useful to or for the best interests of the District, and the Board hereby finds that it is in the best interest of the District to dispose of the Property as set forth in Section 2 of this Ordinance.

Section 2: The Board hereby authorizes:

a) The sale of the Property, not designated to be discarded or traded-in, may be sold directly by the District's Executive Director to a municipality, school district, or park district, or indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of the Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

b) All other Property to be discarded.

Section 3: All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of the conflict.

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

Continued on next page.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER, 2023.

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT

By:

Sharon Knitter, President

ATTEST:

By:

Laure L. Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: DUMP TRUCK PURCHASE: PURCHASE OF PICKUP TRUCK THROUGH THE SUBURBAN PURCHASING COOPERATIVE

AGENDA NO: 8 B

MEETING DATE: AUGUST 21, 2023

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

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

The Oak Brook Park District staff seeks to purchase a new 2024 Ford F-250 pickup truck. This vehicle would be widely used in the Parks Department year-round. The existing truck fleet consists of two pickup trucks and two dump trucks. This vehicle would replace the department's oldest fleet truck, a 2008 Ford F-250 pickup. The truck will be equipped with the necessary accessories/options to meet the needs of the Parks Department, including a snow plow and salt spreader for winter snow removal.

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

The purchase of this vehicle would be made through the Suburban Purchasing Cooperative (SPC), a program which satisfies the State of Illinois bidding requirements for purchases over \$30,000. The Park District has made previous vehicle/equipment purchases through this cooperative program. The anticipated cost for the vehicle is \$47,650 plus an additional \$11,838 for the snow plow equipment. The budgeted amount for this vehicle purchase is \$60,000 including snow plow equipment. Once ordered, the lead time for delivery is approximately 8-9 months.

ACTION PROPOSED: For Review and Discussion Only.



2024 FORD F250 PICK UP SRW CONTRACT #221



WWW.SUTTONTRUCKS.COM

CONTACT: BRIAN TARPO, MUNICIPAL ACCOUNTS MANAGER

PHONE 708-720-8008

EMAIL: btarpo@suttonford.com

24 FORD F250 REG CAB 4X2

BASE PRICE \$41,271



Please enter the following information

Agency Name & Address _____

Contact Name _____

Contact phone number _____

Purchase order number _____

Total Dollar amount _____

Total number of units _____

Tax Exempt # _____

Delivery Address _____

PLEASE SUBMIT P.O. & TAX EXEMPT LETTER WITH VEHICLE ORDER

Sutton Ford Commercial Truck Center

21315 Central Ave

Matteson, IL 60443

Contact : Brian Tarpo

Phone# 708-720-8008

E-Mail: btarpo@suttonford.com

MECHANICAL

- Brakes – Four-Wheel Disc Anti-lock Brake System (ABS)
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine
 - F-250/F-350 – 6.8L 2V DEVCT NA PFI V8 Gas
 - F-450 – 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20
- Transmission
 - TorqShift®-G ten-speed automatic w/ Selectable Drive Modes:
Normal, Eco, Slippery Roads, Tow/Haul (6.8L Gas)
 - TorqShift® ten-speed automatic w/ Selectable Drive Modes:
Normal, Eco, Slippery Roads, Tow/Haul (6.7L Diesel)

EXTERIOR

- Bumpers – front & rear, black painted
- Daytime Running Lamps
- Fender vents – front
- Front Box Step and Rear Bumper Step
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
 - 3-Ton mechanical (250/350 SRW)
 - 4-Ton hydraulic (350 DRW/450)
- Manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals
- Operator Commanded Regeneration (OCR) (6.7L Power Stroke® Diesel engine only)
- Splash Guards/Mud Flaps – Front (F-450 only)

- Tailgate – Removable w/key lock
- "Three-Blink" lane change signal
- Tow hooks – front, two (2)
- 2.5" Built Ford Tough® Trailer Hitch Receiver
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels
 - F-250/F-350 SRW – 17" Argent Painted Steel w/painted hub covers/center ornaments
 - F-350 DRW – 17" Argent Painted Steel (hub covers/center ornaments not included)
 - F-450 – 19.5" Forged Polished Aluminum w/bright hub covers/center ornaments
 - Manual Locking Hub (4x4)
 - Spare tire, wheel & carrier
- Windshield wipers – intermittent

INTERIOR/COMFORT

- 4.2" LCD Productivity Screen: includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Instrumentation – Multi-function switch message center
- Mirror – rearview 11.5" day/night
- Outside Temperature Display
- Overhead console w/dual storage bins and map lights

- **Power Equipment Group – 1**

st row (front-seat) windows w/one-touch

up/down, power 2nd row (rear-seat) windows; power door-locks w/backlit

switches & accessory delay; power tailgate lock

- **Powerpoint – auxiliary two (2) in instrument panel**

- **Scuff plates – front, color-coordinated**

- **Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage (manual lumbar – driver’s side), front center-seat w/integrated restraint**

- **Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control**

- **Sun visors – color-coordinated cloth, driver w/pocket, passenger w/uncovered mirror**

- **Window – Rear, fixed**

SAFETY/SECURITY

- **AdvanceTrac® with RSC® (Roll Stability Control™)**

- **Belt-Minder® (front safety belt reminder)**

— chime & flashing warning light on I/P if belts not buckled

- **Center High-mounted Stop Lamp (CHMSL)**

- **Driver and passenger frontal airbag; passenger side deactivation Switch**

- **Engine Only Traction Control (DRW only)**

- **Headlamps – Quad beam jewel effect halogen**

- **Individual Tire Pressure Monitoring System (TPMS) – SRW/F-350 DRW only**

- **Mirrors – Manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals**

- Rear View Camera
- Remote keyless entry
- Safety belts – w/height adjustment D-ring
- Safety Canopy® System (incl. side-curtain airbags)
- SecuriLock® Passive Anti-Theft System
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control

FORD CO-PILOT360™ TECHNOLOGY

- AutoLamp (Auto On/Off Headlamps)
- Cruise Control
- Hill Start Assist

FUNCTIONAL

- Audio – AM/FM stereo/MP3 Player (four (4))
- FordPass Connect™ (5G)
- 5G Wi-Fi hotspot connects up to 10 devices

1

- Remotely start, lock and unlock vehicle²
- Schedule specific times to remotely start vehicle²
- Locate parked vehicle²
- Check vehicle status²

Note: Telematics Solutions (both complimentary and subscription based) are available for Fleet Customers, providing access to manufacturer-grade data including but not limited to vehicle location, speed, idle time, fuel/energy, range, vehicle diagnostics, and maintenance alerts. FordPass Connect™ 5G Wi-Fi Modem, enables telematics services directly from Ford or through authorized third party providers. Learn more at commercialsolutions.ford.com

or email fcs1@ford.com or by calling 833-FCS-Ford. (833-327-3673).

- **Rear axle**

- **Non-Limited-Slip (F-250 and F-350)**

- **4.30 Limited-Slip (F-450)**

- **SYNC® 4**

- **8" LCD Capacitive Touchscreen with Swipe Capability**

- **Wireless Phone Connection**

- **Cloud Connected**

- **AppLink® w/App Catalog**

- **911 Assist®**

- **Apple CarPlay® and Android Auto™ Compatibility**

- **Digital Owner's Manual**

- **Trailer Brake Controller (incl. Smart Trailer Tow Connector)**

<input type="checkbox"/>	X2A	XL 4X2 SUPERCAB WITH 6.5 BED	\$45,229
<input type="checkbox"/>	X2A	XL 4X2 SUPERCAB WITH 8' BED	\$45,410
<input type="checkbox"/>	W2A	XL 4X2 CREW CAB WITH 6.5' BED	\$46,554
<input type="checkbox"/>	W2A	XL 4X2 CREW CAB WITH 8' BED	\$46,722
<input type="checkbox"/>	F2B	XL 4X4 REGULAR CAB WITH 8' BED	\$45,639
<input type="checkbox"/>	X2B	XL 4X4 SUPERCAB WITH 6.5' BED	\$47,747
<input type="checkbox"/>	X2B	XL 4X4 SUPER CAB WITH 8.0' BED	\$47,937
<input type="checkbox"/>	W2B	XL 4X4 CREW CAB WITH 6.5' BED	\$49,070
<input type="checkbox"/>	W2B	XL 4X4 CREW CAB WITH 8.0 BED	\$49,260
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	OPTION CODE	POWERTRAINS	PRICE
<input type="checkbox"/>	99T	6.7L Powerstroke Diesel V-8	\$9,096
<input type="checkbox"/>	99M	6.7L HO Powerstroke Diesel V-8	\$11,471
<input type="checkbox"/>	99N	7.3L Engine Option on F250 Pick-up	\$1,651
<input type="checkbox"/>	X3H	Axle, Electronic-Locking 3.31	\$392
<input type="checkbox"/>	X3J	Axle, Electronic-Locking 3.55	\$392
<input type="checkbox"/>	X3E	Axle, Electronic-Locking 3.73	\$392
<input type="checkbox"/>	X4M	Axle, Electronic-Locking 4.30	\$392

	OPTION CODE	TIRES	PRICE
<input type="checkbox"/>	TBM	LT245/75Rx17E BSW AT (XL)	\$150
<input type="checkbox"/>	TDX	LT275/70Rx18E BSW AT	\$241
	TRIM TYPE	SEATS	PRICE
<input type="checkbox"/>	L	Vinyl High Back Bucket	\$323
<input type="checkbox"/>	1	Cloth 40/20/40 Split Bench - Regular (XL Only)	\$91
<input type="checkbox"/>	4	Cloth High Back Bucket (Regular Cab)	\$468
<input type="checkbox"/>	4	Cloth High Back Bucket (Super Cab)	\$468
<input type="checkbox"/>		Cloth High Back Bucket (Crew Cab)	\$559
<input type="checkbox"/>	OPTION CODE	OTHER OPTIONS	PRICE
<input type="checkbox"/>	18B	Platform Running Boards (w/ Regular Cab)	\$291
<input type="checkbox"/>		Platform Running Boards (w/ Super/Crew Cab)	\$405
<input type="checkbox"/>	471	Camper Package	\$145

	OPTION CODE	OTHER OPTIONS (continued)	PRICE
<input type="checkbox"/>	16T	Floor Mats, All-Weather (Excludes Carpet Floor Mats)	\$119
<input type="checkbox"/>	592	Clearance Lights, Roof	\$87
<input type="checkbox"/>	41H	Heater, Engine Block	\$91
<input type="checkbox"/>	17C	Chrome Package	\$1,129
<input type="checkbox"/>	17X	4X4 Off-Road Package	\$451
<input type="checkbox"/>	66S	Upfitter Switches (6)	\$451
<input type="checkbox"/>	473	Snow Plow Package	\$228
<input type="checkbox"/>	67H	Suspension Package, Heavy Service	\$114

<input type="checkbox"/>	62R	Transmission Power Take-Off Provision	\$255
<input type="checkbox"/>	435	Window, Power Sliding Rear	\$368
<input type="checkbox"/>	43B	Heated Backlight/Rear Window Defrost (Included w/ 435 only)	N/C
<input type="checkbox"/>	85G	Tailgate Step	\$342
<input type="checkbox"/>	41A	Rapid-Heat Supplemental Cab Heater	\$228
<input type="checkbox"/>	85S	Tough Bed® Spray-in bedliner	\$542
<input type="checkbox"/>	85L	Drop-in Bedliner	\$319
<input type="checkbox"/>	61M	Wheel Well Liner	\$164
<input type="checkbox"/>	76S	Remote Start System	\$228
	OPTION CODE	OTHER OPTIONS (continued)	PRICE
<input type="checkbox"/>	62R	Transmission Power Take-Off Provision	\$114
<input type="checkbox"/>	435	Window, Power Sliding Rear	\$368
<input type="checkbox"/>	43B	Heated Backlight/Rear Window Defrost (Included w/ 435 only)	N/C
<input type="checkbox"/>	85G	Tailgate Step	\$342
<input type="checkbox"/>		Tailgate Step w/ 96U	N/C
<input type="checkbox"/>	41A	Rapid-Heat Supplemental Cab Heater	\$228
<input type="checkbox"/>	85S	Tough Bed® Spray-in bedliner	\$542
<input type="checkbox"/>	85L	Drop-in Bedliner	\$319
<input type="checkbox"/>	61M	Wheel Well Liner	\$164
<input type="checkbox"/>		Wheel Well Liner (KR/Plat/Ltd)	n/c
<input type="checkbox"/>	535	Trailer Tow Package - High Capacity	\$1,029
<input type="checkbox"/>		Trailer Tow Package - High Capacity (w/ 99M)	N/C

	OPTION CODE	OTHER OPTIONS (Continued)	
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<input type="checkbox"/>	85M	Bed Mat	\$137
<input type="checkbox"/>	61S	Splash Guards/Mud Flaps (Front & Rear)	\$119
<input type="checkbox"/>	62S	Splash Guards/Mud Flaps (Rear)	N/C
<input type="checkbox"/>	15J	Gooseneck Hitch Kit	\$228
<input type="checkbox"/>	15L	5th Wheel Hitch Kit (20K)	\$1,224
<input type="checkbox"/>	53W	5th Wheel/Gooseneck Hitch Prep Package	\$501
<input type="checkbox"/>	76C	Exterior Back-up Chime	\$160
<input type="checkbox"/>	96V	XL Chrome Package	\$205
<input type="checkbox"/>	61L	Front Wheel Well Liners	\$296
<input type="checkbox"/>	61N	Front & Rear Wheel Well Liners	\$296
<input type="checkbox"/>	90M	Max Recline Seat	\$305
<input type="checkbox"/>	17Z	XL Off Road Package	\$906
<input type="checkbox"/>	52S	Interior Work Surface	\$128
<input type="checkbox"/>	43K	2kW Pro Power	\$897
<input type="checkbox"/>	874	360 Camera Package	\$1,047
<input type="checkbox"/>	96D	XL Driver Assist Package	\$665
<input type="checkbox"/>		XL Driver Assist Package W/ 17S	N/C
<input type="checkbox"/>	68U	F-250 >10K GVWR PACKAGE	\$91
<input type="checkbox"/>	98F	CNG/Propane Gaseous Engine Prep Package (6.8L only)	\$286
<input type="checkbox"/>	43C	120V/400W Outlet	\$160
<input type="checkbox"/>	66L	Box Rail Lighting, LED Lighting system	\$54
	OPTION CODE	OTHER OPTIONS (continued)	
<input type="checkbox"/>	43B	Defrost w/ Fixed & Privacy Glass	\$54
<input type="checkbox"/>	67E	Extra-Extra Heavy Duty Alternator	\$78
<input type="checkbox"/>	67D	190 Amp Alternator on Gas engines and 250 Amp Alternator on Diesel engines	N/C

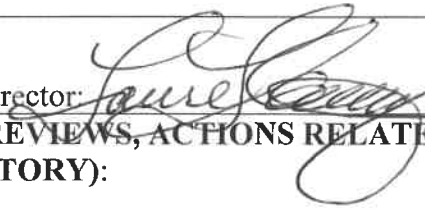
<input type="checkbox"/>	86M	Dual Batteries (68 Amp.) (w/ 99M or 99T)	\$191
<input type="checkbox"/>	86K	Programmable Engine Idle Shutdown Timer	\$228
<input type="checkbox"/>	17S	STX	\$4,654
<input type="checkbox"/>	47B	SNOWPLOW/CAMPER PACKAGE	\$277
<input type="checkbox"/>	67B	Dual Extra Heavy-Duty Alternator	\$104
<input type="checkbox"/>		Dual Extra Heavy-Duty Alternator w/ 43C & 66S & 473 or 47B	\$104
<input type="checkbox"/>	924	Privacy Glass	\$28
<input type="checkbox"/>	91D	On-Board Scales & Smart Hitch	\$592
<input type="checkbox"/>	21X	Vehicle Safe by Console Vault	\$319
<input type="checkbox"/>	19J	Aluminum Cross Bed Tool Box - Matte Black (Weather Guard model #127-52-03)	\$865
<input type="checkbox"/>	19K	Aluminum Cross Bed Tool Box - Bright (Weather Guard model #127-0-03)	\$865
	OPTION CODE	OTHER OPTIONS (continued)	
<input type="checkbox"/>	19H	Pickup Box Bed Side Storage	\$1543
<input type="checkbox"/>	66D	Pickup Box Delete (XL/XLT w/ 8 ft. Box only)	\$569
<input type="checkbox"/>	91X	Multi Contour Seat Removal (King Ranch, Platinum and Limited)	\$273
<input type="checkbox"/>	21D	Tonneau Pickup Box Cover - Soft Folding	\$537
<input type="checkbox"/>	21E	Tonneau Pickup Box Cover - Hard Folding	\$1,092
<input type="checkbox"/>	21J	Tonneau Pickup Box Cover - Retractable	\$2,002
<input type="checkbox"/>	PD4	Paint, Rapid Red Metallic Tinted Clearcoat	\$451
<input type="checkbox"/>	PAZ	Paint, Star White Metallic Tri-Coat	\$906
<input type="checkbox"/>	PR7	Paint, Glacier Grey Metallic Tri-Coat	\$906
<input type="checkbox"/>	153	Front License Plate Bracket	N/C

<input type="checkbox"/>	87B	Retractable Bed Step (Corner)	\$355
<input type="checkbox"/>	87S	Retractable Bed Step (Side)	\$710
	OPTION CODE	FLEET OPTIONS	PRICE
<input type="checkbox"/>	91G	360-Degree Dual Beacon LED Warning Strobes - White	\$592
	91S	360-Degree Dual Beacon LED Warning Strobes - Amber	\$592
<input type="checkbox"/>	18A	Ford Pro Upfit Integration System	\$364
<input type="checkbox"/>	PGR	Paint, Green (Fleet Only)	\$600
<input type="checkbox"/>	PW6	Paint, Green Gem (Fleet Only)	\$600
<input type="checkbox"/>	PMB	Paint, Orange (Fleet Only)	\$600
<input type="checkbox"/>	PBY	Paint, School Bus Yellow (Fleet Only)	\$600
<input type="checkbox"/>	PE4	Paint, Vermillion Red (Fleet Only)	\$600
<input type="checkbox"/>	PAT	Paint, Yellow (Fleet Only)	\$600
<input type="checkbox"/>	95K	Paint, School Bus Yellow w/ Agate Black Hood (Fleet Only)	\$150
	OPTION CODE	DEALER INSTALLED OPTIONS	PRICE
	OPTION CODE	MISC	PRICE
<input type="checkbox"/>	DELIVERY	DELIVER VEHICLE TO CUSTOMER	\$175
<input type="checkbox"/>	TITLE	DEALER WILL TITLE AND PLATE VEHICLE	\$173

	OPTION CODE	EXTERIOR COLOR	PRICE
<input type="checkbox"/>	UM	AGATE BLACK METALLIC	N/C
<input type="checkbox"/>	HX	ANTIMATTER BLUE METALLIC	N/C
<input type="checkbox"/>	M7	CARBONIZED GRAY METALLIC	N/C
<input type="checkbox"/>	JS	ICONIC SILVER METALLIC	N/C
<input type="checkbox"/>	Z1	OXFORD WHITE	N/C
<input type="checkbox"/>	PQ	RACE RED	N/C
<input type="checkbox"/>	LJ	DARKENED BRONZE METALLIC	N/C
<input type="checkbox"/>	GR	GREEN	\$600
<input type="checkbox"/>	MB	ORANGE	\$600
<input type="checkbox"/>	BY	SCHOOL BUS YELLOW	\$600
<input type="checkbox"/>	E4	VERMILLION RED	\$600
<input type="checkbox"/>	AT	YELLOW	\$600
<input type="checkbox"/>	W6	GREEN GEM	\$600



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: FAMILY CARE LEAVE POLICY	AGENDA No.: 8 C MEETING DATE: AUGUST 21, 2023
STAFF REVIEW: Linda Noonan, Human Resource Manager:	
RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director: 	
ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): The Oak Brook Park District is committed to being the leader in Diversity, Equity, and Inclusion. The district has developed a Family Care Leave Policy that will better support our staff to care for a family member.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): Staff gathered different leave policies from other agencies. Most policies focused on Maternity/Paternity Leave. Staff recommends adapting this Family Care Leave Policy to be more inclusive for all family members and situations. Full-time staff members can take up to 8 weeks of paid leave at 75% of their base pay for qualifying events.	
ACTION PROPOSED: For Review and Discussion Only.	

Family Care Leave

Purpose

Oak Brook Park District recognizes the need for paid time-off to allow employees to achieve work/life balance. This policy provides full-time employees paid leave to care for a family member, person in their legal guardianship, or any individual in which the employee is regularly responsible for providing care, which may include but is not limited to the employee's child, stepchild, spouse, domestic partner, domestic partner's child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, step parent, aunt, uncle, niece, nephew for certain qualifying events.

Eligibility

Full-time employees who have worked for Oak Brook Park District for at least 12 months and have not exhausted other leaves of absence are eligible for Family Care Leave. The Human Resources Department may request a signed statement from the employee attesting to their relationship with the individual needing care.

Family Care Leave

Oak Brook Park District provides up to 8 weeks of paid leave at 75% of the employee's base pay for the following Qualifying Events:

- Birth of an employee's child.
- Placement of a child with the employee for adoption or foster care.
- To care for a family member with a serious health condition.
- Any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces.
- To care for a service member who is the employee's spouse, child, parent, or next of kin.

The employee must provide their supervisor with 30 days' notice of the Qualifying Event (or if the Qualifying Event was not foreseeable, within 48 hours of the Qualifying Event) and submit the leave request forms to the Human Resources Department. An employee's use of leave under this policy may be taken intermittently, if approved by the Human Resources Department.

Full-time employees will receive Family Care Leave at 75% of their 40-hour workweek base pay. Any employee can opt to take their available compensatory, vacation, personal, and/or sick hours to receive their full salary benefits.

If the employee is asking to exceed 8 weeks of Family Care Leave, the employee must use other paid time-off (PTO) hours not exceeding 100 percent of the pay. If an employee has exhausted all PTO hours and Family Care Leave time, the remainder of the leave will result in unpaid leave.

The employee will continue to be eligible to accrue benefit hours and pay rate increases while on paid Family Care Leave.

If the employee otherwise qualifies for any other leave of absence, such leave must be taken concurrently with Family Care Leave.

Multiple Qualifying Events

Different rules apply if an employee has two potentially qualifying events. An employee may not take more than 8 weeks of Family Care Leave in a rolling twelve-month period. For the second qualifying event, the employee has one year from the second qualifying event to use Family Care Leave. The soonest the employee can begin to take the second Family Care Leave is a year from the first Family Care Leave start date. An employee may take multiple Family Care Leaves as long as they do not exceed a total of 8 weeks in a rolling twelve-month period. For example, the employee may take 4 weeks for a birth of a child and then take another 4 weeks to care for a spouse with a serious health condition.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: SAFETY POLICY: OAK BROOK PARK DISTRICT
BOUNDARY VIOLATIONS POLICY – PROTECTING CHILDREN
AND VULNERABLE ADULTS AND EMPLOYEE
ACKNOWLEDGEMENT FORM**

AGENDA No.: 8 D

MEETING DATE: AUGUST 21, 2023

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in black ink, appearing to read "Laure Kosey", written over a circular stamp.

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

The Park District Risk Management Association (PDRMA) provided training and policy documents for the prevention of sexual abuse against children and vulnerable adults with disabilities. Child sexual abuse, as well as sexual abuse of vulnerable adults with disabilities, is a significant public health problem. The Centers for Disease Control and Prevention estimates that about 1-in-4 girls and 1-in-13 boys in the United States experience child sexual abuse and 2-in-5 females and 1-in-4 males who experienced rape had a disability at the time. Those statistics are most likely based on underreported incidents.

PDRMA reports its members are not immune from allegations of improper sexual conduct by agency staff, abuse by the public within the park and recreation setting and abuse by peers within a program. Members have also experienced employees/volunteers engaging in potential grooming behaviors or placing themselves in situations that have the appearance of grooming.

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

PDRMA recommends enacting prevention measures with policies and procedures which will ensure park district employees, volunteers, and agents are never in positions that even give the appearance of impropriety.

The attached Boundary Violations Policy, provided by PDRMA for its member agencies, describes behaviors that are to be avoided by employees and volunteers, as well as the reporting procedures for various situations.

Staff will be trained on the policy upon hire and will be required to sign the acknowledgement form.

Periodic refresher training will also be conducted.

ACTION PROPOSED:

For Review and Discussion only.

Oak Brook Park District Boundary Violations Policy

Protecting Children and Vulnerable Adults

The Oak Brook Park District (the “Park District”) is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional and behavioral boundaries of minor and vulnerable adult participants and volunteers.

The behaviors outlined in this policy are a non-exhaustive list of examples which, among others, may trigger intervention, corrective and/or disciplinary action and possible termination of employment or ending of a volunteer opportunity at the Agency.

Application

This policy applies to all employees and volunteers of the Agency. While this policy is intended to regulate the behavior of the Park District’s employees and volunteers toward minor children and vulnerable adult participants in programs or facilities as well as minor child- and vulnerable-adult volunteers of the Park District, the prohibited conduct can also serve as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Reporting Obligations

Minor Child under the age of 18

(Also review Safety Manual Section 3 “Abused & Neglected Child Reporting and Procedures.)

As mandated reporters, it is essential to understand what constitutes abuse and neglect. Safety Manual Section 3 provides additional information which should be referenced as part of this policy.

If an employee or volunteer of the Park District suspects a minor child under the age of 18 (a “minor”) is being physically or sexually abused or neglected, they must contact their adult supervisor, or department director, and report their concerns.

The supervisor/department director shall be the point person for an investigation. A mandated reporter is not responsible for investigating the situation.

The supervisor/department director shall document the incident in accordance with the reporting procedure listed in the Oak Brook Park District Safety Manual Section 3: *Abused and Neglected Child Reporting*.

The supervisor/department manager shall provide information to the Human Resource Manager.

The Human Resource Manager shall call the Child Abuse Hotline to make a report to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25.ABUSE (1-800-252-2873).

If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to their supervisor/department director, who will then notify the Human Resource Manager so that a report can be made to DCFS.

VULNERABLE ADULT – ADULT WITH DISABILITIES.

If an employee or volunteer of the Park District suspects an adult with disabilities above the age of 18 (a “vulnerable adult”) is a victim of physical or sexual abuse or neglect, they must contact their adult supervisor/department director.

The supervisor/department director shall perform an investigation. A mandated reporter is not responsible for investigating the situation.

The supervisor/department director shall document the incident.

The supervisor/department manager shall provide information to the Human Resource Manager.

The Manager of Human Resource shall report the concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409.

If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the Agency and IAPS.

The Oak Brook Park District Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the Park District prevent sexual abuse and avoid the opportunity for or the appearance of employee/volunteer impropriety. If an employee or volunteer suspects an employee or volunteer of any of the boundary violations provided below – even if they do not have a reasonable belief that sexual abuse is actually happening – the employee or volunteer should still report that conduct to the appropriate supervisory staff within the Park District, so the Park District can investigate and take remedial action when warranted regarding the boundary violation.

Report boundary violation-related concerns to your [Department Manager/Supintendent/Director, Human Resource Manager, Deputy Director, or Executive Director.]

Prohibited Conduct

The conduct prohibited under this policy includes, but is not limited to:

Physical Boundary Violations (absent critical/urgent circumstances).

- Shoulder, neck, feet or other types of massages, whether from adult to a minor/vulnerable adult or from a minor/vulnerable adult to adult).
- Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets or similar physical activities.
- Tickling or poking a minor or vulnerable adult.
- Placing a hand on a minor's or vulnerable adult's thigh or other intimate location of the body for any period of time.
- Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (e.g., gymnastics or figure skating coach positioning an arm, etc.). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must be mindful of trying to first use verbal coaching and then, only if still needed, keeping the touch professional, witnessed and to the minimum length needed to complete the task.
- Kissing, cuddling, lengthy hugs or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- Violence intentionally directed toward a minor or vulnerable adult.

- Taking minors or vulnerable adults to remote areas, one-on-one, or engaging in other forms of seclusion (e.g., into an office away from others, in another room unwitnessed and/or with a closed door, vehicle rides not in compliance with Park District protocols or policies, 1:1 in a bathroom stall, etc.).

It is understood that individuals with special needs may need the assistance of one-on-one aides. Such assistance may involve certain physical interactions, such as for bathroom assistance, feeding, or other accommodations. Upon registration of the individual with special needs, the program manager shall work with the individual, or if a minor, with the minor's family or guardian, to determine how assistance may be provided.

The program manager may assign and authorize Park District employee(s) to be an aide to the individual.

All other employees working in the program with the individual of special needs shall be informed of the specialized care needed and to be aware of the scope of the assigned aide's roles, responsibilities and location while working with participants one-on-one.

Additionally, the department/program manager should maintain activities and staffing levels to eliminate altogether, or minimize, one-on-one activities, or provide a second staff member to witness physical or behavioral care that may place the staff/volunteer and the participant in a vulnerable situation.

Emotional Boundary Violations

- Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- Private texting, calling or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the Park District's Policy on Electronic Communication with Minors and Vulnerable Adults.
- Flirting with minors or vulnerable adults (e.g., compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, etc.).
- Disclosing private information to minors or vulnerable adults.
- Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- Demanding minors or vulnerable adults reveal private information.

- One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

Behavioral Boundary Violations

- Favoritism of one minor or vulnerable adult and/or being more lenient with that individual (e.g., giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, etc.).
- Cursing in the presence of a minor or vulnerable adult or allowing them to curse.
- Sexually explicit conversations or humor with minors or vulnerable adults.
- Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.
- Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, etc.
- Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials (e.g., adult themed social media, movies, video recordings, video games, magazines, cards, or other materials that portray violence, drug use, nudity, horror, crime, sexual situations, vulgar language or clothing, etc.).
- Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes or use drugs, or doing so in front of a minor or vulnerable adult.
- Violating the Park District's Electronic Communication with Minors and Vulnerable Adults Policy or other policies of the Park District to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.

Vehicle Boundary Violations

- Employees with **no** transportation duties for the Park District (i.e., non-drivers) and all volunteers of the Park District are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of Park District programs, whether in Park District vehicles or personal vehicles.
- Employees **with** transportation duties of patrons for the Park District (i.e., Park District drivers) should only use Park District vehicles (not personal vehicles) to transport participants and must endeavor to have a second Park District employee or volunteer in the vehicle when transporting minors or vulnerable adults at all times. **NOTE:** All minors and vulnerable adults being transported as part of Park District programs should have a Transportation Waiver on file with the Park District.

- Employees and volunteers of the Park District are strongly discouraged from giving rides to minor or vulnerable adult participants or volunteers outside of Park District programs (such as in personal vehicles to/from Park District programs) unless those minors or vulnerable adults are family members. If an employee or volunteer of the Park District does give rides to minor/vulnerable adult participants or volunteers outside of program, the parents/guardians of that minor or vulnerable adult need to give written permission to the Park District regarding the private transportation arrangement. **NOTE:** The Park District should inform all parties in writing that such rides are not part of the Park District program and are at the parents'/guardians' sole discretion.
- If parents/guardians give written permission to an Park District employee or volunteer to give personal rides to minors/vulnerable adults outside of Park District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat and the driver in the front seat (with all required safety devices).
- Employees and volunteers of the Park District must also follow all rules, policies and procedures related to vehicles and transportation as outlined in the Park District's Personnel Policy Manual.

Boundary Violations Discipline

The Park District will evaluate each situation on a case-by-case basis, considering all factors for that unique situation. Violation of this Policy may lead to intervention, corrective action and/or discipline up to and including termination of employment pursuant to the Park District's Personnel Policy manual Section V: *Discipline Process & Grievances*; or the revocation of volunteering opportunities for volunteers. The steps available may vary depending on whether the individual engaging in the prohibited conduct is an employee or volunteer, and the Park District reserves the right to exercise its discretion within this and other applicable Park District policies.

Code of Conduct Acknowledgment Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers

Employees and volunteers of the Oak Brook Park District are responsible for protecting children and vulnerable adults that attend the Park District's facilities, parks, programs, and events. With this responsibility comes a minimum set of expectations included in this Code of Conduct for all employees or volunteers who work with minor participants or volunteers under the age of 18 ("minors") or adults with disabilities ("vulnerable adults") as part of their roles with the Oak Brook Park District (the "Park District"). The prevention of child and vulnerable adult sexual abuse begins with informed, aware and caring individuals, including Park District employees and volunteers. All interaction with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate. Employees and volunteers of the Park District should make every effort to avoid the appearance of impropriety with minors and vulnerable adults.

Your signature on this acknowledgement form, indicates you agree to follow these rules and guidelines.

As an employee/volunteer, I WILL:

- Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- Work in open environments, avoid seclusion and work in teams when with minor or vulnerable adult participants and volunteers.
- Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the back or shoulder, or short side/shoulder hugs.
- Be familiar with and comply with the Agency's Boundary Violations Policy.
- Be familiar with and comply with the Agency's Overnight and Travel Abroad Events and Programs Policy, as well as all other policies and requirements imposed by the Agency to prevent sexual abuse of minors or vulnerable adults.
- Be familiar with and comply with all applicable mandated reporter laws, policies and requirements when applicable.
- Cooperate fully with any investigation when requested.
- Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

As an employee/volunteer, I WILL NOT:

- Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, flirtatious, or inappropriate manner.
- Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in pockets of participants or volunteers, or other similar physical activities.
- Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening or degrading a minor/vulnerable adult participant or volunteer.
- Use profanity, engage in constant and/or nonconstructive criticism, name call, bully or scapegoat minor/vulnerable adult participants or volunteers.
- Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of Park District programs, unless I am specifically trained by, and given permission by, the Park District to do so.
- Give vehicle rides to minor or vulnerable adult participants or volunteers outside of Agency programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual, and I provide proof of the written permission to my immediate supervisor at the Agency.
- Use personal communications (e.g., mobile phone, phone apps, social networking sites, email, write letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Park District. For more information, please see the Park District's Electronic Communication with Minors and Vulnerable Adults Policy.
- Accept gifts, give gifts or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- Use or provide alcohol, tobacco, drugs or anything prohibited by law to minor/vulnerable adult participants or volunteers.

I understand and agree this Code of Conduct for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers is in addition to any other policies, rules and regulations established by the Agency, and I will abide by those policies, rules and regulations.

Employee/Volunteer Name


Employee/Volunteer Signature

Parent Name and Signature (if employee/volunteer is a minor)

Date



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: SAFETY POLICY: ELECTRONIC COMMUNICATIONS WITH MINORS AND VULNERABLE ADULTS POLICY	AGENDA No.:8 E MEETING DATE: AUGUST 21, 2023
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): PDRMA developed the attached policy to provide guidance and boundaries for the use of electronic communications with minors and vulnerable adults.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):	
ACTION PROPOSED: For Review and Discussion Only.	

Electronic Communication with Minors and Vulnerable Adults Policy

Purpose

The Oak Brook Park District (the “Park District”) commits to establishing and being a leader in preventive measures regarding issues surrounding the safety and well-being of minor and vulnerable adult participants in its programming and facilities, as well as minors and vulnerable adults who volunteer with the Park District. The Park District is aware that issues of unfettered electronic communication can lead to the opportunity for miscommunication, and that the perception of malfeasance can occur even in innocent situations. As a result, and for all involved, the Park District has instituted this policy regarding electronic communications with minor/vulnerable adult participants and volunteers.

Application

This policy applies to all employees and volunteers of the Park District. While this policy is intended to regulate the behavior of Park District employees and volunteers toward minor children and vulnerable adult participants in Park District programs or facilities, as well as toward minor child- and vulnerable-adult volunteers of the Park District, the prohibited conduct also serves as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Definitions

For the purposes of this policy:

- A “Minor Participant” is a registrant or participant in a Park District program who is under the age of 18 years old.
- A “Minor Volunteer” is an unpaid volunteer for the Park District who is under the age of 18 years old.
- A “Vulnerable Adult” is a registrant or participant in, or an unpaid volunteer for, the Park District who is 18 years of age or older and who has a disability(ies).
- Collectively, Minor Participants and Minor Volunteers are referred to as “Minors.”
- “Employees” refers to paid Park District employees, whether in full-time, part-time or seasonal capacities.
- “Volunteers” refers to unpaid Park District volunteers, such as volunteer coaches, parent volunteers and similar roles.

- “Electronic Communication” includes, but is not limited to, email, text messages, phone calls/voicemail, video conferencing, direct messaging, communications through applications, WhatsApp, Facebook, Instagram, Snapchat, Twitter, TeamSnap, TikTok, YouTube and all other social media platforms, unless otherwise noted.
- The term “Open and Transparent” means employees and volunteers must copy or include a parent/guardian of the Minor or Vulnerable Adult, another adult family member of the Minor or Vulnerable Adult or an adult member of the Park District’s management team on all Electronic Communication with Minors or Vulnerable Adults.

Policy Requirements

- The requirements of this Policy apply to all electronic communications with a minor/vulnerable adult, whether initiated by an adult or a minor/vulnerable adult or not.
- All electronic communications between employees/volunteers and minors/vulnerable adults must relate solely to and be solely for the purpose of communicating information about Park District activities.
- All electronic communications between employees/volunteers and minors/vulnerable adults sent as part of Park District business constitute public records, and employees and volunteers must maintain them in a format and location so the Park District has timely access to the communications for the purposes of complying with IL Freedom of Information Act (“FOIA”), record retention laws and other applicable laws.
- No electronic communication may utilize any format that does not allow for the permanent retention of the full content of the electronic communication (e.g., WhatsApp, SnapChat, etc.).
- All electronic communications between employees/volunteers and minors/vulnerable adults must always be professional and respectful in nature and must refrain from unprofessional messaging, including, without limitation, sexual comments, name-calling, embarrassing the minor/vulnerable adult, harassment, bullying and similar conduct. For more information, please see the Park District’s Boundary Violations Policy.
- All electronic communications to a sports team/program on which minors/vulnerable adults participate or from an employee/volunteer to a minor/vulnerable adult must copy or include at least one parent/guardian of the minor/vulnerable adult or member of the Agency’s management team. When possible, if the parent/guardian of one team member is included on a team-wide electronic communication, then employees/volunteers should include the parents/guardians of all team members.
 - Employees/volunteers approved by the Park District to communicate electronically with minors or vulnerable adults can do so by creating a separate account (e.g., “TitansFootballCoach@service.com”) as long as the account is

public-facing and/or includes a copy of the communication to a parent/guardian or a member of the Park District's management team.

- Employees/volunteers must save copies of communications with minors/vulnerable adults (and all Park District business) for compliance with record-keeping obligations, among other reasons. If employees/volunteers need assistance in saving such records, please contact the Superintendent of Communications and IT.
- To the fullest extent possible, the person approved to provide electronic communication on behalf of the Park District should use privacy settings to block private direct communication for nongroup discussion, such as private chat.
- No private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable in helping to administer the Park District's programs unless approved in writing by the Executive Director.
- Other than those assigned by the Park District, employees/volunteers should not utilize social media to communicate with minors or vulnerable adults. When the Park District assigns an employee/volunteer a duty that uses social media to communicate with minors or vulnerable adults, those assigned employees/volunteers can only use electronic platforms that allow open and transparent communication (e.g., no SnapChat, WhatsApp or similar platforms).
- If an employee/volunteer receives an electronic communication from a minor or vulnerable adult, they should proceed to include a parent/guardian, another adult family member of the minor/vulnerable adult or a member of the Park District's management team in compliance with the open and transparent concept. However, if the employee/volunteer determines from the electronic communication that an emergency exists, the employee/volunteer may respond directly to the minor/vulnerable adult for the limited purpose of addressing the emergency situation before immediately including the minor's parent/guardian, other adult family member(s) and/or Park District management. Employees/volunteers should immediately report to a supervisor any emergency, inappropriate communication and/or repeated efforts by a minor/vulnerable adult to communicate outside the scope of this policy.
- Employees/volunteers shall not take or post photographs of minors or vulnerable adults unless specifically assigned to do so as part of their duties by Park District management. Even when assigned, such photographs and videos are for use only by the Park District and in no case shall employees/volunteers post such photos or videos on their personal texts, emails, social media or other personal electronic communications.
- Video conferencing platforms such as Skype, Zoom, GotoMeeting, Microsoft Teams, Google Meet, etc. are acceptable virtual learning platforms when live "in-person" programming/communication cannot take place.

- Employees/volunteers must receive authorization from the Park District to lead such a session.
- Parents/guardians must maintain any account for their minor/vulnerable adult.
- Video conferencing/virtual learning activities must have Park District preapproval.
- Dates and times of video conferencing/virtual learning will be either (a) published and available to parents/guardians to attend and/or (b) available for a Park District management member to attend.
- Virtual learning should only take place in a group setting; the Park District prohibits one-on-one sessions except when the parent/guardian or another Park District member of management is physically available and present with the minor/vulnerable adult.
- Authorized employees/volunteers hosting video conferencing should dress appropriately as they would for in an in-person session.
- Private chatting during a session is prohibited; public chatting is encouraged.

Policy Exceptions

If one of the following exceptions exists with appropriate consent, the Park District does not require electronic communications to be open and transparent:

- Emergency – However, employees/volunteers must limit the communication to the least amount of information needed to tend to the emergency until they can reasonably reestablish open and transparent communication.
- Dual Relationship – The employee/volunteer has an existing relationship with the minor/vulnerable adult outside of the program, such as a familial relationship. However, even when a dual relationship exists, employees/volunteers must comply with the Park District’s expectation regarding open and transparent communications for all electronic communications sent on behalf of the Park District and must comply with the Park District’s Boundary Violations Policy at all times.
- Nonsubstantive Communication – It is not a violation of this policy for an employee/volunteer to “follow” a minor’s or vulnerable adult’s social media feed or to “like” a post.
 - However, employees/volunteers should be mindful of the perception of doing so, and the Park District encourages employees/volunteers to refrain from doing so.
 - Employees/volunteers should be mindful that nonsubstantive communications may violate other policies (e.g., “liking” photos of minors or vulnerable adults in

swimsuits on the beach could be a violation of the Park District's anti-harassment policy).

- For purposes of this policy, posting to, sending a message within or similar communication with the minor/vulnerable adult through a minor's/vulnerable adult's social media feed constitutes substantive communication and is not excepted from this Policy.

Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult

The parents or guardians of a minor or vulnerable adult may request in writing that their child/ward not be contacted by employees/volunteers through any form of electronic communication or through only limited forms of electronic communication. In such instance, the parents/guardians should make the request in writing to the Executive Director, Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523. Such a request should include contact information for the adult responsible for receiving any electronic communications for the program/volunteer opportunity on behalf of the minor/vulnerable adult.

Other

To ensure the efficient operation of the Park District, this policy does not apply to electronic communications between employees/volunteers and other Park District employees who are under the age of 18 or vulnerable adults. However, the Park District expects employees/volunteers to use reasonable efforts to keep another member of Park District management on electronic communications with minor employees (i.e., employees under the age of 18) and vulnerable adult employees, particularly when the communication is not to a group.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: SAFETY POLICY: OVERNIGHT AND TRAVEL
ABROAD EVENTS AND PROGRAMS POLICY**

AGENDA No.: 8 F

MEETING DATE: AUGUST 21, 2023

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):**

PDRMA developed the attached policy to provide guidance and boundaries for overnight and travel abroad events and programs that includes the participation by minors and vulnerable adults.

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

ACTION PROPOSED:

For Review and Discussion Only.

Overnight and Travel Abroad Events and Programs Policy

Oak Brook Park District's policy strives to promote safe travel to and from activities sponsored and/or organized by the Oak Brook Park District (the "Park District") for minor and vulnerable adult participants, as well as those where minor and vulnerable adults serve the Park District as volunteers. The Park District also strives to provide safe, healthy and rewarding experiences to minor and vulnerable adult participants and volunteers engaged in overnight and travel abroad programs and events. The Park District intends the guidelines below to work within the Agency's mission and ensure the events surrounding minor and vulnerable adult participant travel meet those same mission goals.

Application

This policy applies to all Park District employees and volunteers.

Transporting Minor and Vulnerable Adult Participants

When possible, the Park District will strive to have the parents or guardians of minor and/or vulnerable adult participants provide transportation to and from overnight events and travel abroad programs.

When the Park District provides transportation for an overnight or travel abroad program or event, the Park District should communicate that information to the parents/guardians in writing and in advance. The Park District requires the parent/guardian of the minor or vulnerable adult to sign a Transportation Waiver prior to the commencement of the program/event. The Park District prohibits all volunteers, as well as any employees with no transportation duties for the Park District (i.e., non-drivers), from transporting participants or volunteers during or for Park District programs. The Park District assigns driving duties and responsibilities to employees with transportation duties for the Park District (i.e., drivers) and endeavors to have a second Park District employee or volunteer in the vehicle when transporting minor or vulnerable adult participants or volunteers.

Outside of extenuating circumstances, to avoid the appearance of impropriety and the opportunity for sexual or other abuse, Park District employees and volunteers should avoid transporting individual minor or vulnerable adult participants/volunteers other than their own family members in their personal motor vehicles, even outside of Park District programs and events. In the unusual circumstance that a Park District employee or volunteer opts to transport minor/vulnerable adult participants or volunteers other than their own family members in personal motor vehicles outside of Park District programs or events, the Park District requires the employee or volunteer to have written permission from the parent/guardian of the minor/vulnerable adult participant or volunteer to tell all parties involved clearly that such

transportation is in no way affiliated with the Agency. Even if parents/guardians give written permission to a Park District employee or volunteer to provide personal rides to minors/vulnerable adults outside of Park District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat with the driver in the front seat (with all required safety devices).

All Park District employees and volunteers must follow all guidelines set in the Agency's Transportation and Vehicle Use Policy as well as the Boundary Violations Policy and other policies and procedures regarding sexual abuse prevention.

Supervising Overnight and Travel Abroad Programs and Events

The Park District strives to communicate with parents/guardians of minor and vulnerable adult participants and volunteers in writing and in advance when the Park District begins and ends supervision for the participants/volunteers in overnight or travel abroad programs, so parents/guardians can arrange for supervision outside of the program or event as needed and in their sole discretion. For example, if the Park District plans to supervise minor or vulnerable adult participants during the practice and tournament of a basketball event, the Park District should communicate with parents/guardians that the parents/guardians need to arrange for supervision during the overnight and other portions of the trip.

Employee/volunteer to participant supervision ratios must be appropriate for the situation and program, but at least two adults should] always be present during overnight and travel abroad programs, regardless of the number of minor or vulnerable participants in attendance.

Sleeping and Showering Arrangements

The Park District strives to communicate clearly, in advance and in writing, to the parents/guardians of minor/vulnerable adult program participants and volunteers the sleeping arrangements for an overnight or travel abroad event or program (e.g., single or double occupancy rooms, whether Park District employees/volunteers will provide door-to-door check-ins, etc.).

The goal for all overnight trips is for employees/volunteers and participants to use separate sleeping quarters and showering facilities, so Park District overnight programs should design and budget with this standard in mind. If an adjoining room is not an option, and an employee/volunteer must stay in the same room as minor or vulnerable adult participants (or an employee in the same room as a minor or vulnerable adult volunteer), the Park District prohibits sharing beds with participants and requires two adults in the room. Adults also must not use showering facilities at the same time as minors or vulnerable adults unless specifically required by federal, state or local laws as described below. Employees/volunteers should respect the

privacy of minor or vulnerable adult participants and volunteers in situations that are private in nature, such as when they are using the bathroom, changing clothes and showering; adults must also protect their own privacy in similar situations. When possible, employees/volunteers and minor/vulnerable adult participants should enter and exit general sleeping, changing or other quarters as a group, with the goal being to prevent any scenario that leaves any individual minor or vulnerable adult participant or volunteer alone with a Park District employee/volunteer.

Nothing in this Policy shall prevent the Park District from providing adequate supervision during changing clothes, showering, toileting or similar private situations; rather staff should take measures to ensure privacy is given to the minor or vulnerable adult participant or volunteer (e.g., an adult employee/volunteer can stand at the entrance of the public bathroom to do headcounts and supervise but will not go into the bathroom stall with a minor participant or go into a single-use bathroom with a minor participant). Nothing in this Policy shall prevent the Park District from adhering to federal, state or local laws regarding reasonable accommodations for individuals with disabilities as discussed in the section **Interplay with the ADA** below.

Prohibited Activities

All employees/volunteers participating in travel and overnight programs and events must review the Agency's policy and procedures regarding the prevention of sexual abuse, including, but not limited to, the Agency's Boundary Violations Policy and Code of Conduct for Individuals Working with Minor and Vulnerable Adult Participants. The policies, procedures and guidelines apply to programs and events on Park District property as well as all off-agency-property, overnight or travel abroad programs and events hosted, organized or participated in by the Agency.

In addition to prohibited activities discussed in the above-mentioned policies, the following acts are strictly prohibited, including when traveling:

- Use/consumption of drugs or alcohol by any minor participants or vulnerable adults, under any circumstances, regardless of the legal drinking age.
- Attending any establishments that involve nudity or areas characterized as a "red light" district, regardless of the legality of such activity.
- Any other activity in violation of the Agency's policies and procedures regarding the prevention of sexual abuse and misconduct.

Interplay with ADA

Overnight and travel abroad programs and events include both planned and impromptu activities. The Park District provides reasonable accommodations when doing so does not create an undue hardship, does not fundamentally alter the nature of the program and does not pose a direct threat

of safety to the participant(s), employees/volunteers or to others. Nothing within this policy shall be interpreted to prohibit the Park District from compliance with all applicable federal, state and local laws and policies regarding reasonable accommodations.

For example, some minor or vulnerable adult participants with disabilities may need Park District staff/volunteer assistance with toileting, changing clothes or other sensitive personal services. The Park District will review and approve or deny requests for accommodations on a case-by-case basis, considering all factors, including among others the prevention of sexual or other abuse. If the Park District grants such an accommodation, a combination of two Park District background-screened employees/volunteers should be present when sensitive personal services occur. Employees/volunteers should take measures to prevent 1:1 or unobserved interactions when at all feasible, including (as examples only) propping open the door to the bathroom, having another employee/volunteer in the room or at the door during personal services, or taking other measures, so the second employee/volunteer can visually monitor the assisting employee/volunteer.

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on September 18, 2023, 6:30 p.m.

[Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on September 18, 2023, 6:30 p.m.]

Adjournment

*[Request a motion and a second to adjourn the August 21, 2023 Regular Meeting of the Oak Brook Park District Board of Commissioners. **All in Favor...**]*