



Oak Brook Park District Board Packet

December 16, 2024

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 and Agenda Vote



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 16, 2024 – 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 DECEMBER 16, 2024 AGENDA
 - b. APPROVAL OF MINUTES
 - i. November 18, 2024 Regular Board Meeting Minutes
 - ii. November 18, 2024 Closed Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING NOVEMBER 30, 2024
 - i. Warrant 691
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications.
 - b. Mike Kies, Gold Medal Finalist Presentation
6. REPORTS:
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report
7. UNFINISHED BUSINESS
 - a. Ordinance No 24-1216: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.
 - b. IAPD Annual Business Meeting Credentials
 - c. 2025 Board Meeting Dates
 - d. Ordinance 24-1217: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
 - e. Part Time Competitive Wage Increase





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 16, 2024 – 6:30 p.m.
Canterberry Room

8. NEW BUSINESS
 - a. Section 1 – Administrative Policies and Procedures Manual
 - b. Solar Panel Options for the Family Recreation Center
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JANUARY 20, 2025, 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
December 16, 2024 – 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 DECEMBER 16, 2024 AGENDA
 - b. APPROVAL OF MINUTES
 - i. November 18, 2024 Regular Board Meeting Minutes
 - ii. November 18, 2024 Closed Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING NOVEMBER 30, 2024
 - i. Warrant 691
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
 - a. Board of Commissioners to share communications.
 - b. Mike Kies, Gold Medal Finalist Presentation
6. REPORTS: *[For Review and Discussion Only]*
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 16, 2024 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Ordinance No 24-1216: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois. *[Request a Motion (and a Second) to approve Ordinance No 24-1216: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.]*
- b. IAPD Annual Business Meeting Credentials *[Request a Motion (and a Second) to appoint Dr. Laure Kosey as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.]*
- c. 2025 Board Meeting Dates *[Request a Motion (and a Second) to approve the 2025 Board Meeting Dates.]*
- d. Ordinance 24-1217: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[Request a Motion (and a Second) to approve Ordinance 24-1217: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof.]*
- e. Part Time Competitive Wage Increase *[Request a Motion (and a Second) to approve the Part Time Competitive Wage Increase.]*

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

- a. Section 1 – Administrative Policies and Procedures Manual
- b. Solar Panel Options for the Family Recreation Center

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JANUARY 20, 2025, 6:30 P.M. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on January 20, 2025, 6:30 p.m.]*

10. ADJOURNMENT *[Request a Motion and a Second to adjourn the December 16, 2024 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.



Regular Meeting
Oak Brook Park District Board of Commissioners
November 18, 2024
Minutes

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 18, 2024 – 6:30 p.m.
Canterberry Room

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

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:30 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Commissioner Vescovi was absent. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Steve Adams, District Attorney.

2. OPEN FORUM

President Knitter asked if there were any public comments.

Richard Knitter, an Oak Brook resident, encouraged the Park District to demolish the barn located at Saddle Brook due to it being a hazard. Knitter thanked the Board and the staff for their work.

Ron Ahren, an Oak Brook resident, stated that the Saddle Brook barn may have historical value and suggested that the Park District donate the barn to the Saddle Brook HOA instead of paying to have the barn demolished.

President Knitter responded that the Park District consulted with the Oak Brook Historical Society and found that the barn does not have any historical value. President Knitter asked if the HOA was interested in purchasing the barn.

Bob Johnson stated that the Saddle Brook HOA had previously approached the Park District to donate the barn so that it could be built into a community center. The HOA met with the Village Manager and the Director of Development Services to review the condition of the barn. The work would be overwhelming for the HOA since there are no utilities or a foundation for the barn.

President Knitter stated that the barn and land would not be donated; however, the Park District could discuss selling the barn and land to the HOA.

Johnson added that there is no parking or accessible road to the barn, so the use of the barn would be challenging.

3. CONSENT AGENDA

a. APPROVAL OF THE NOVEMBER 18, 2024 AGENDA

b. APPROVAL OF MINUTES

i. October 21, 2024 Regular Board Meeting Minutes

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 18, 2024 – 6:30 p.m.
Canterberry Room

- c. APPROVAL OF FINANCIAL STATEMENT ENDING OCTOBER 31, 2024
 - i. Warrant 690

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve taking a Single Omnibus Vote on the Consent Agenda as presented.

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

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

Nays: None

Absent: Commissioner Vescovi

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

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

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

Nays: None

Absent: Commissioner Vescovi

4. STAFF RECOGNITION

- a. None

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to Share Communications

Commissioner Suleiman complimented the Tennis Center sign.

Commissioner Gondek reported that the open space funding for DuPage County Forest Preserve was approved.

- b. Capital Improvement Project Priorities

Dr. Kosey reported that the Park District is working on a new budget process for the GFOA budget award. One of the criteria is prioritizing long-term Capital Improvement Projects.

Staff reviewed and ranked each Capital Improvement Project and found the cost to be high. Because of the high cost, the Park District will try to efficiently accomplish the projects and pursue other grants. The Tennis Center renovation of the tennis courts is projected to be completed by 2027. The Tennis Center is an enterprise fund, so it does not receive any of the tax levy.

The permitting for Ginger Creek Bridge Replacement Project has begun, and the Park District will receive the entire grant without having to match it. The project will be in the next budget year.

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The OSLAD grant has been applied for the pickleball courts and playgrounds. The Park District passed the first stage of the OSLAD grant. The OSLAD grant is a matching grant that must go to the pickleball courts and playgrounds. If the Park District does not receive the grant, then the pickleball courts and playgrounds will not be replaced. Instead, the Park District will scale back on the work and find alternative ways to improve it.

President Knitter confirmed that the Park District will look at good alternatives if the OSLAD grant is not given.

Commissioner Suleiman asked if the Park District can reapply for the OSLAD grant.

Dr. Kosey responded that the Park District could reapply.

c. Presentation of the Annual Report

Dr. Kosey presented the Annual Report for FY 2023-2024 which can be found on the website. Many park districts rely heavily on their tax levy. Oak Brook Park District relies more on charges for services and programs than the tax levy. Property tax distribution is also in the Annual Report.

d. Strategic Plan 2020-2024 Annual Review

Dr. Kosey reported the Strategic Plan is in its last year so the new strategic plan will be presented in May, 2025.

6. REPORTS

a. Administration and Enterprise Operations Report

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

Dr. Kosey reported that the Tennis Center will review and implement the Board's feedback for the Tennis Center Business Plan and will provide more communication.

Dr. Kosey stated that Tennis Center staff presented the move from part-time custodial to full-time. The full-time custodian will take on more special projects, and Stephan Garay, Tennis Center Facility Maintenance Manager, will train the full-time custodian.

b. Finance and Human Resources Report

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

Salinas reported on the Financials ending October 2024. Personal Property Replacement Tax is low, property tax and investments are doing well, and membership has increased. Expenses for the Recreation Fund are higher due to capital improvement projects that have occurred this year.

c. Recreation and Communications Report

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

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Pechous reported that revenue was good in October due to the tournaments and good weather. Mah Jongg moved to Central Park West (CPW). Monster Mash Dance party is new this year. Trick or Treat Trail did well with many in attendance. The new Birthday Initiative has begun where a member can invite a guest on their birthday. The Park District IT is participating in the PDRMA Cybersecurity Program as a mid-size agency. Corporate Community Relations has brought in many sponsorships. Ace Hardware donated to the Winter Light Walk.

Dr. Kosey encouraged Oak Brook residents to complete their Community Survey.

President Knitter added that Monica Lockie, Recreation Manager, asked Pioneers at Mah Jongg to complete the Community Survey.

d. **Parks and Facilities Report**

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

Johnson reported that many oak trees were given away to those who added an Oak Leaf on the wall during Oaktober Celebration. Staff have been working on Winter Lights, and the Parks Department is preparing for winter.

Johnson stated that Rob Bond, Superintendent of Aquatic & Maintenance Operations, is preparing for a new event, the Frosty Float Cardboard Boat Regatta. There will be prizes for best boat design, fastest to cross the pool, and most crossings in the pool. There may be 1 or 2 drivers in the boat.

The Park District had the annual fire drill at the Family Recreation Center and the Tennis Center. Thirty-three new fitness membership sign-ups occurred at the Park District Birthday Celebration. On December 1st, the Park District will host its first CPR/AED training for residents.

Valerie Louthan, Superintendent of Facilities, reported that the CPR/AED training will be hosted quarterly by Kara Smith, Fitness Supervisor. The first registration is full, but two more sessions will be conducted next year.

7. **UNFINISHED BUSINESS**

a. **Revisions to the Personnel Policy Manual**

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Revisions to the Personnel Policy Manual.

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

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

Nays: None

Absent: Commissioner Vescovi

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 18, 2024 – 6:30 p.m.
Canterberry Room

b. Employee Health Insurance Contract

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Employee Health Insurance Contract.

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

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

Nays: None

Absent: Commissioner Vescovi

c. Acceptance of the Oak Brook Park District's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended April 30, 2024

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to accept the Oak Brook Park District's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended April 30, 2024.

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

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

Nays: None

Absent: Commissioner Vescovi

d. Approval of a Travel Expense for Commissioner Attendance at the 2025 IAPD/IPRA Annual Conference, January 23 - 25, 2025 at the Hyatt Regency Chicago

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the travel expense for Commissioners Gondek, Commissioner Kelley, Commissioner Suleiman and President Knitter for the purpose of attending the 2025 IAPD/IPRA Annual Conference, January 23 – 25, 2025 at the Hyatt Regency Chicago.

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

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

Nays: None

Absent: Commissioner Vescovi

e. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference held in Atlanta, Georgia, October 8-10, 2024

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the travel expenses for Commissioner Ivkovic Kelley, Commissioner Suleiman, and President Knitter's attendance at the National Recreation and Park Association Conference held October 8-10, 2024 in Atlanta, GA.

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 18, 2024 – 6:30 p.m.
Canterberry Room

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

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

Nays: None

Absent: Commissioner Vescovi

8. NEW BUSINESS

- a. Ordinance No 24-1216: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

Salinas stated that the Park District is requesting a 2024 tax levy to be collected to fund operations and pay debt for Fiscal Year (FY) 2025 to 2026. DuPage and Cook counties will extend a final tax levy that is lower than the amount the Park District requests.

- b. IAPD Annual Business Meeting Credentials

Dr. Kosey will be attending the IAPD Annual Business Meeting Credentials.

- c. 2025 Board Meeting Dates

Dr. Kosey announced that the Board Meeting dates will be on the third Monday of each month in 2025 except for September. Due to the National Conference, the Board Meeting in September will be on the fourth Monday.

- d. Ordinance 24-1217: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

President Knitter stated that surplus personal property is listed.

- e. Part Time Competitive Wage Increase

President Knitter asked that the wage increase comparisons be with agencies similar to the Oak Brook Park District.

Dr. Kosey stated that to remain competitive in hiring the Park District would like to increase the minimum wage to \$16/hour. To offset the wage increase, there will be an increase in out-of-district guest and program fees.

President Knitter commented that attracting good hires and not increasing resident fees is a good plan.

Commissioner Suleiman stated that one attraction to working at the Oak Brook Park District is that employees can move up to management.

President Knitter appreciates the modest increase.

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
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9. ENTER CLOSED SESSION: For the purpose of discussing Pending, Probable, Or Imminent Litigation pursuant to 5 ILCS 120/2(C)(11) Of the Open Meetings Act

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve to enter Closed Session for the purpose of discussing Pending, Probable, Or Imminent Litigation pursuant to 5 ILCS 120/2(C)(11) Of the Open Meetings Act.

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

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

Nays: None

Absent: Commissioner Vescovi

The Board of Commissioners entered the Closed Session at 7:10 p.m.

10. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to arise from Closed Session at 7:32 p.m. and resume the Open Session. The motion passed by voice vote, and the Open Session resumed.

11. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON DECEMBER 16, 2024, 6:30 P.M.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on December 16, 2024, at 6:30 p.m.

12. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the November 18, 2024, 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 7:32 p.m.

Dr. Laure L. Kosey, Executive Director

Financial Statement



General Fund

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

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

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



General Fund: Revenues and Expenditures Summary (Unaudited)
Fiscal Year-to-Date Activity through November 30, 2024 and 2023
58.33% completed (7 out of 12 months)

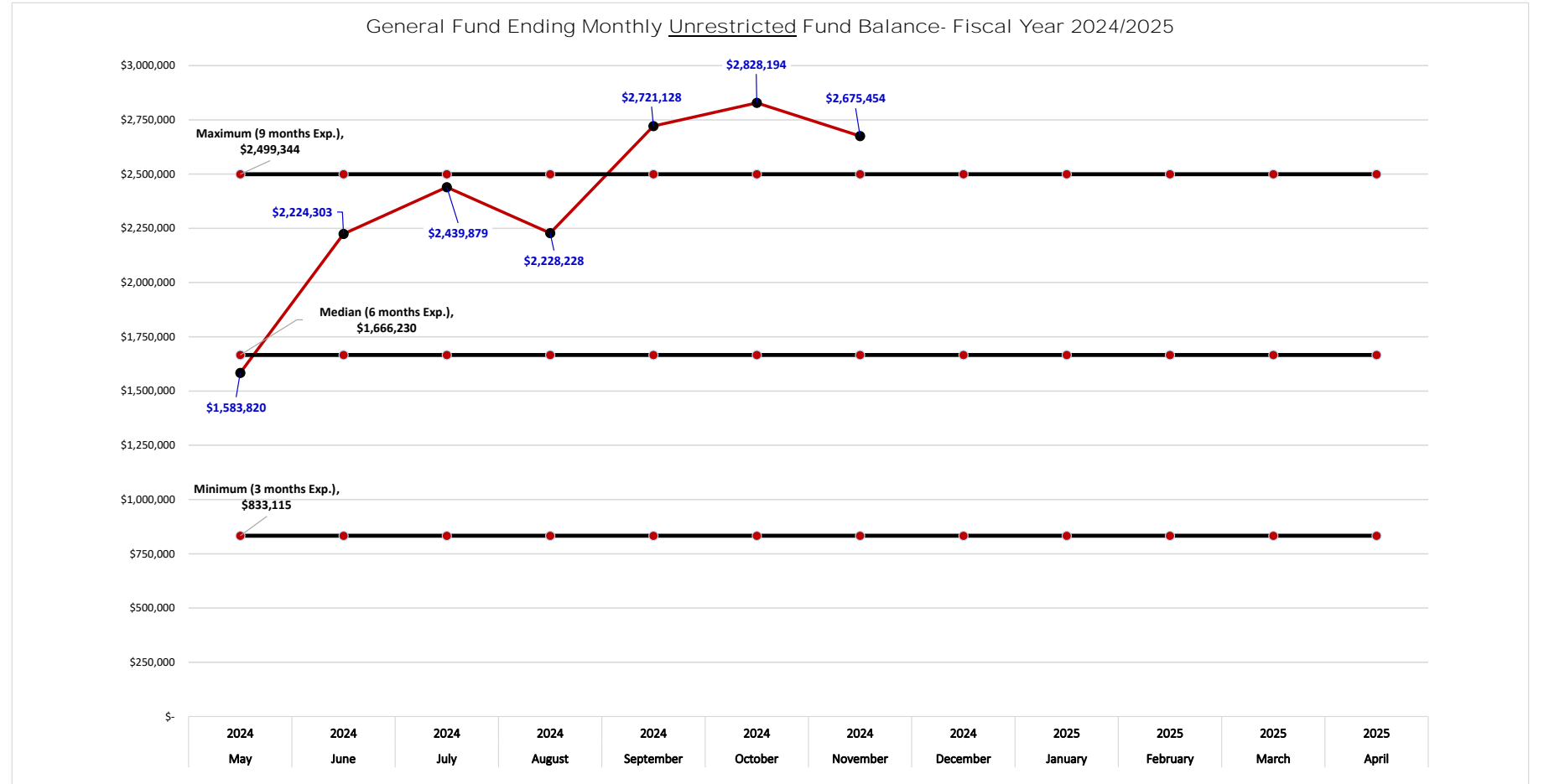
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance							FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	November 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget		Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES										
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A		\$ -	\$ -	N/A
Finance										
Property Taxes	1,754,965	20,483	1,847,104	N/A	1,847,104	105.3%		1,770,992	76,113	4.3%
Personal Prop. Repl. Taxes	252,617	-	100,967	N/A	100,967	40.0%		164,158	(63,191)	-38.5%
Investment Income	52,000	7,839	57,941	N/A	57,941	111.4%		37,274	20,667	55.4%
Other	1,250	-	1,000	N/A	1,000	80.0%		885	115	13.0%
Central Park North	90,000	1,328	84,605	N/A	84,605	94.0%		74,933	9,672	12.9%
Central Park	238,650	16,621	173,882	N/A	173,882	72.9%		187,544	(13,661)	-7.3%
Saddlebrook Park	500	-	-	N/A	-	0.0%		-	-	N/A
Forest Glen Park	500	-	200	N/A	200	40.0%		-	200	N/A
Chillem Park	250	-	-	N/A	-	0.0%		-	-	N/A
Dean Property	9,000	-	-	N/A	-	0.0%		-	-	N/A
Information Technology	133,693	-	66,902	N/A	66,902	50.0%		58,921	7,981	13.5%
Building-Recreation Center	1,103,748	38,669	596,438	N/A	596,438	54.0%		541,813	54,625	10.1%
Central Park West	20,597	1,992	2,367	N/A	2,367	11.5%		43,659	(41,292)	-94.6%
TOTAL REVENUES	\$ 3,657,770	\$ 86,932	\$ 2,931,406	\$ -	\$ 2,931,406	80.1%		\$ 2,880,178	\$ 51,228	1.8%
EXPENDITURES										
Administration	\$ 413,556	\$ 30,860	\$ 182,801	\$ 625	183,426	44.2%		\$ 215,470	\$ (32,669)	-15.2%
Finance	317,125	20,140	138,096	315	138,411	43.5%		141,387	(3,291)	-2.3%
Central Park North	94,954	(406)	57,242	15,283	72,525	60.3%		31,586	25,656	81.2%
Central Park	826,659	64,176	419,663	32,281	451,944	50.8%		454,163	(34,500)	-7.6%
Saddlebrook Park	16,187	1,744	7,468	748	8,216	46.1%		10,021	(2,553)	-25.5%
Forest Glen Park	32,326	1,996	14,187	2,227	16,415	43.9%		17,344	(3,157)	-18.2%
Chillem Park	7,481	884	3,604	157	3,761	48.2%		4,924	(1,320)	-26.8%
Dean Property	40,423	3,588	17,453	6,117	23,570	43.2%		18,689	(1,236)	-6.6%
Professional Services	31,000	-	14,230	-	14,230	45.9%		20,552	(6,322)	-30.8%
Information Technology	349,743	24,028	178,832	27,093	205,925	51.1%		163,780	15,052	9.2%
Building-Recreation Center	1,145,015	88,169	605,648	54,989	660,637	52.9%		565,552	40,096	7.1%
Central Park West	57,990	4,492	26,754	7,296	34,050	46.1%		34,743	(7,989)	-23.0%
TOTAL EXPENDITURES	\$ 3,332,459	\$ 239,672	\$ 1,665,980	\$ 147,131	\$ 1,813,111	50.0%		\$ 1,678,211	\$ (12,232)	-0.7%
TRANSFERS OUT	\$ 502,000	\$ -	\$ -	\$ -	\$ -	0.0%		\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,834,459	\$ 239,672	\$ 1,665,980	\$ 147,131	\$ 1,813,111	43.4%		\$ 1,678,211	\$ (12,232)	-0.7%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (176,689)	\$ (152,740)	\$ 1,265,426	\$ (147,131)	\$ 1,118,295	-716.2%		\$ 1,201,967	\$ 63,460	5.3%

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

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

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

	Actuals- Unaudited												
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 1,410,027	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194						
Monthly Net Surplus/(Deficit)	173,793	640,482	215,576	(211,651)	492,900	107,066	(152,740)						\$ 1,265,426
Ending Unrestricted	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,454	\$ -	\$ -	\$ -	\$ -	\$ -	



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



Recreation Fund

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

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

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



Recreation Fund: Revenues and Expenditures Summary (Unaudited)
Fiscal Year-to-Date Activity through November 30, 2024 and 2023
58.33% completed (7 out of 12 months)

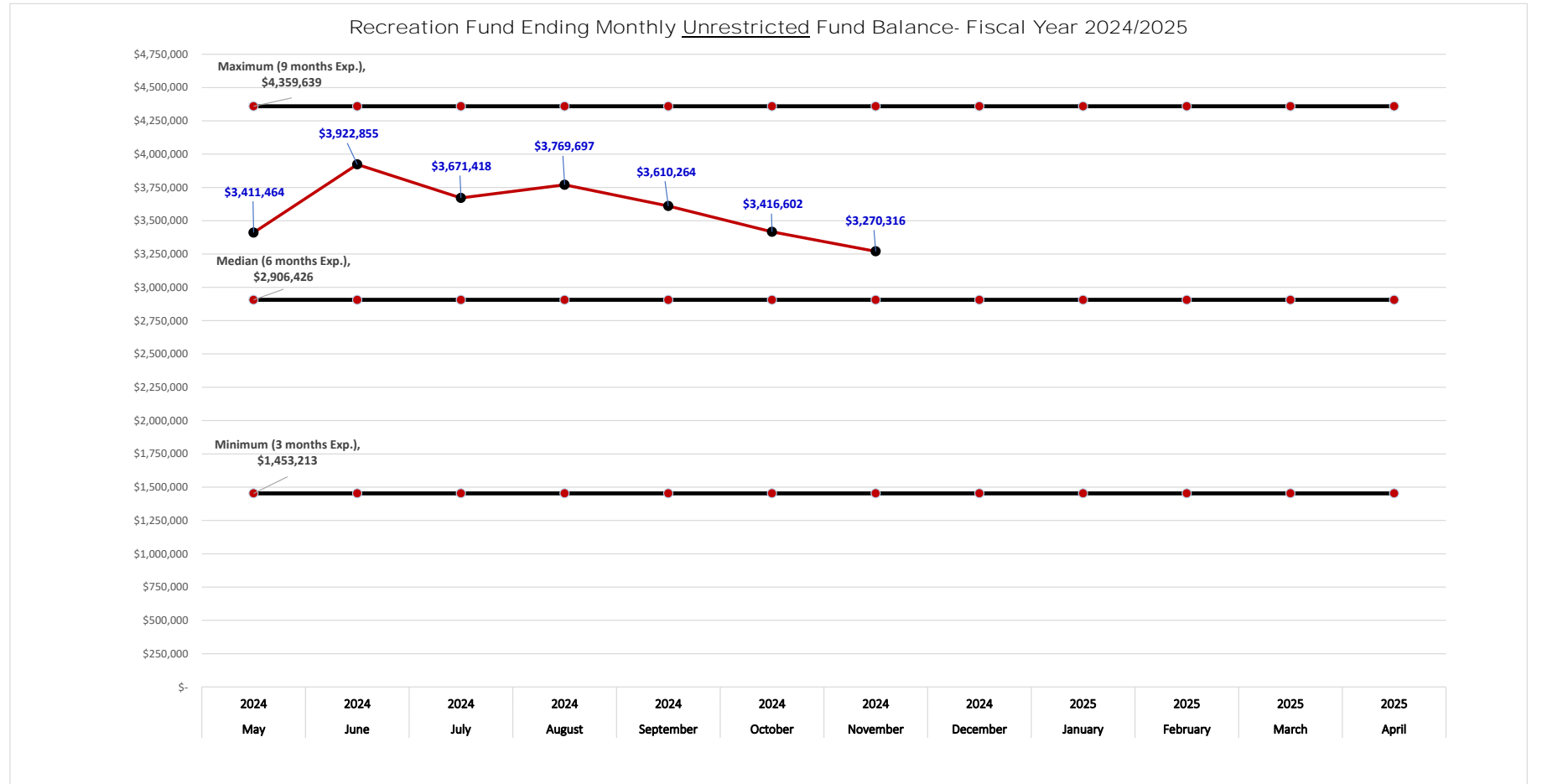
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	November 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 1,300,345	\$ 15,172	\$ 1,368,162	N/A	\$ 1,368,162	105.2%	\$ 1,292,858	\$ 75,304	5.8%
Personal Prop. Repl. Taxes	79,528	-	31,786	N/A	31,786	40.0%	51,679	(19,893)	-38.5%
Investment Income	80,000	12,808	90,816	N/A	90,816	113.5%	55,604	35,212	63.3%
Other	3,000	423	5,054	N/A	5,054	168.5%	1,448	3,607	249.2%
Fitness Center	733,603	64,619	475,954	N/A	475,954	64.9%	434,903	41,051	9.4%
Aquatic Center	667,703	53,686	439,892	N/A	439,892	65.9%	373,240	66,651	17.9%
Aquatic Recreation Prog.	579,511	10,726	279,603	N/A	279,603	48.2%	296,947	(17,344)	-5.8%
Children's Programs	519,207	5,988	461,139	N/A	461,139	88.8%	465,188	(4,049)	-0.9%
Preschool Programs	328,366	46,283	179,072	N/A	179,072	54.5%	187,387	(8,315)	-4.4%
Youth Programs	256,813	6,142	220,911	N/A	220,911	86.0%	196,898	24,013	12.2%
Adult Programs	131,628	2,956	83,056	N/A	83,056	63.1%	70,636	12,420	17.6%
Pioneer Programs	66,973	10,205	45,585	N/A	45,585	68.1%	40,930	4,655	11.4%
Special Events and Trips	139,340	6,583	110,666	N/A	110,666	79.4%	95,187	15,480	16.3%
Marketing	46,000	-	27,162	N/A	27,162	59.0%	28,908	(1,746)	-6.0%
Capital Outlay	-	-	-	N/A	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 4,932,017	\$ 235,590	\$ 3,818,858	\$ -	\$ 3,818,858	77.4%	\$ 3,591,812	\$ 227,046	6.3%
TRANSFERS IN	\$ 150,000	-	-	N/A	-	0.0%	-	-	N/A
TOTAL REVENUES & TRANSFERS IN	\$ 5,082,017	\$ 235,590	\$ 3,818,858	\$ -	\$ 3,818,858	75.1%	\$ 3,591,812	\$ 227,046	6.3%
EXPENDITURES									
Administration	\$ 1,099,291	\$ 54,789	\$ 565,017	\$ 22,790	\$ 587,807	51.4%	\$ 529,205	\$ 35,812	6.8%
Fitness Center	535,242	27,107	260,149	23,101	283,249	48.6%	230,132	30,016	13.0%
Aquatic Center	1,158,019	72,989	656,282	65,974	722,256	56.7%	613,032	43,249	7.1%
Aquatic Recreation Prog.	302,009	26,048	123,369	13,085	136,454	40.8%	144,290	(20,920)	-14.5%
Children's Programs	383,837	96,116	211,367	3,447	214,815	55.1%	119,659	91,708	76.6%
Preschool Programs	307,712	25,078	113,123	17	113,140	36.8%	104,127	8,996	8.6%
Youth Programs	202,400	2,151	110,337	1,762	112,099	54.5%	106,600	3,737	3.5%
Adult Programs	74,250	4,614	37,209	1,408	38,617	50.1%	30,806	6,404	20.8%
Pioneer Programs	101,932	8,696	55,262	-	55,262	54.2%	49,437	5,825	11.8%
Special Events and Trips	123,647	32,477	90,214	2,857	93,072	73.0%	102,678	(12,463)	-12.1%
Marketing	311,514	24,411	150,045	3,043	153,087	48.2%	131,744	18,301	13.9%
Capital Outlay	1,213,000	7,398	890,228	210,715	1,100,943	73.4%	141,900	748,329	527.4%
TOTAL EXPENDITURES	\$ 5,812,852	\$ 381,876	\$ 3,262,602	\$ 348,200	\$ 3,610,802	56.1%	\$ 2,303,609	\$ 958,993	41.6%
TRANSFERS OUT	\$ 177,971	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 5,990,823	\$ 381,876	\$ 3,262,602	\$ 348,200	\$ 3,610,802	54.5%	\$ 2,303,609	\$ 958,993	41.6%
REVENUES & TRANSFERS IN, OVER (UNDER) EXPENDITURES & TRANSFERS OUT	\$ (908,806)	\$ (146,286)	\$ 556,257	\$ (348,200)	\$ 208,056	-61.2%	\$ 1,288,204	\$ (731,947)	-56.8%

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

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

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

	Actuals- Unaudited												
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 2,714,059	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602						
Monthly Net Surplus/(Deficit)	697,405	511,391	(251,437)	98,279	(159,433)	(193,662)	(146,286)						\$ 556,257
Ending Unrestricted	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ -	\$ -	\$ -	\$ -	\$ -	



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



Tennis Fund

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

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

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



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

Fiscal Year-to-Date Activity through November 30, 2024 and 2023

58.33% completed (7 out of 12 months)

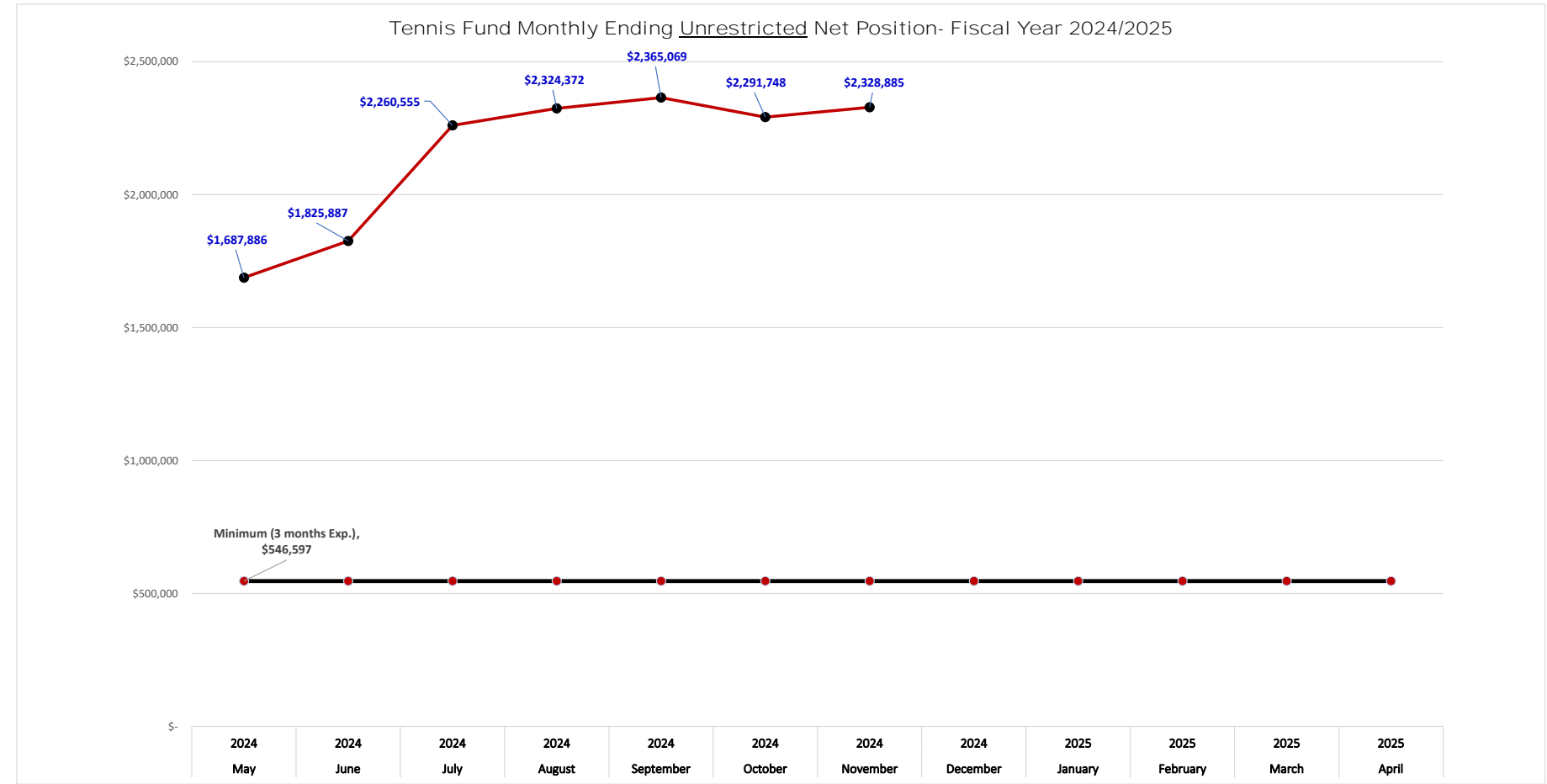
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	November 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration	\$ 67,000	\$ 11,030	\$ 96,666	N/A	\$ 96,666	144.3%	\$ 45,862	\$ 50,804	110.8%
Building- Racquet Club	500	244	968	N/A	968	193.6%	231	737	N/A
Programs- Racquet Club	2,186,500	222,066	1,552,978	N/A	1,552,978	71.0%	1,651,144	(98,167)	-5.9%
TOTAL REVENUES	\$ 2,254,000	\$ 233,340	\$ 1,650,611	\$ -	\$ 1,650,611	73.2%	\$ 1,697,237	\$ (46,626)	-2.7%
EXPENSES									
Administration	\$ 922,009	\$ 51,171	\$ 401,836	\$ 62	\$ 401,897	43.6%	\$ 401,608	\$ 227	0.1%
Building- Racquet Club	379,379	21,851	165,306	57,269	222,576	43.6%	161,647	3,659	2.3%
Programs- Racquet Club	885,000	64,647	415,101	2,480	417,581	46.9%	380,977	34,124	9.0%
Capital Outlay	310,000	28,576	80,391	19,468	99,859	25.9%	48,496	31,896	65.8%
TOTAL EXPENSES	\$ 2,496,388	\$ 166,245	\$ 1,062,634	\$ 79,279	\$ 1,141,913	42.6%	\$ 992,728	\$ 69,906	7.0%
REVENUES OVER (UNDER) EXPENSES	\$ (242,388)	\$ 67,096	\$ 587,977	\$ (79,279)	\$ 508,699	-242.6%	\$ 704,509	\$ (116,532)	-16.5%

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

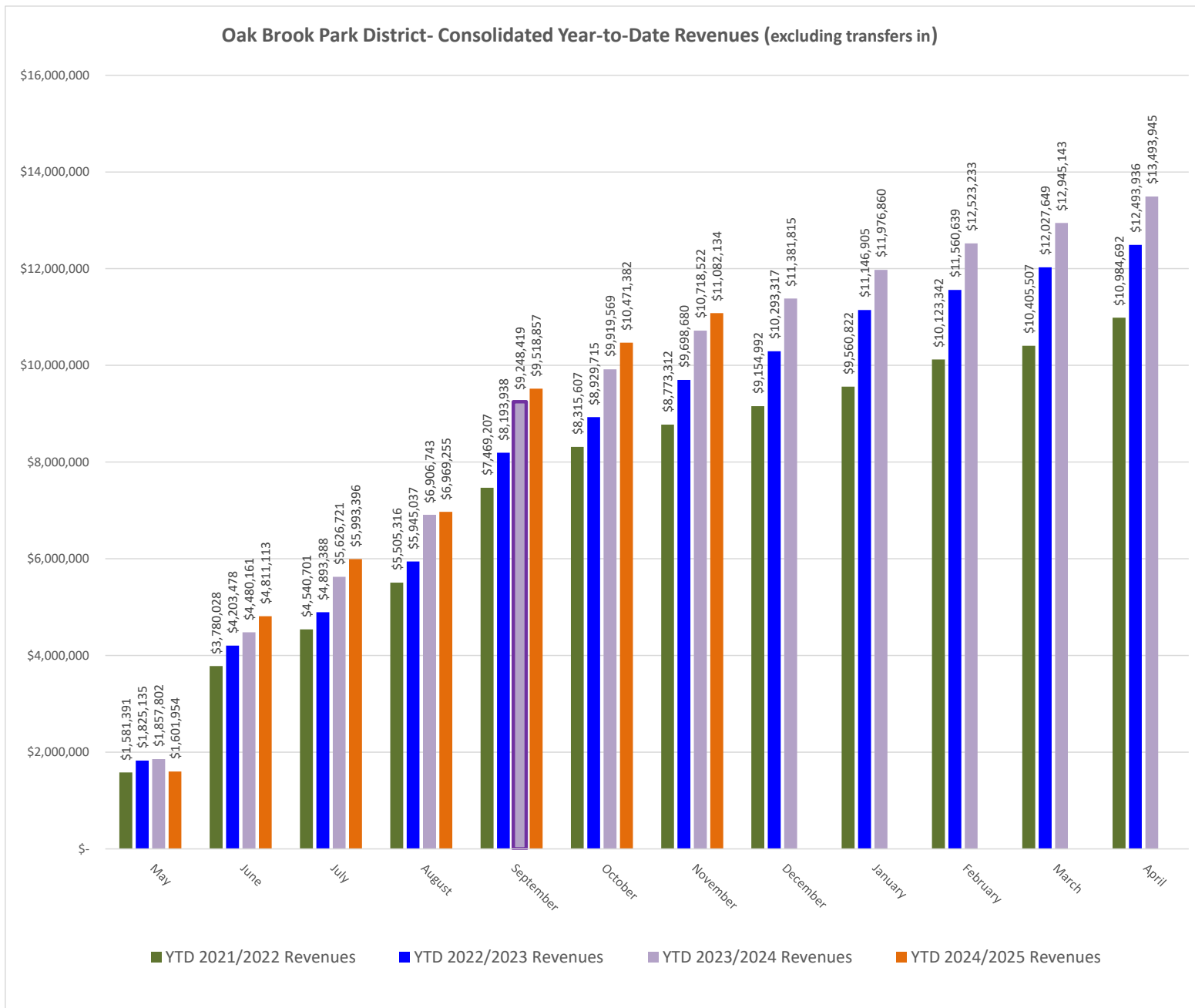
Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

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

		Actuals- Unaudited												
		May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
		2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Investment in Capital Assets		\$ 1,753,845	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661						
Beginning Unrestricted		1,821,299	1,687,886	1,825,887	2,260,555	2,324,372	2,365,069	2,291,748						
Monthly Net Surplus/(Deficit)		24,425	322,803	165,993	72,808	(18,214)	(46,934)	67,096						\$ 587,977
Ending Investment in Capital Assets		\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236						
Ending Unrestricted		\$ 1,687,886	\$ 1,825,887	\$ 2,260,555	\$ 2,324,372	\$ 2,365,069	\$ 2,291,748	\$ 2,328,885						

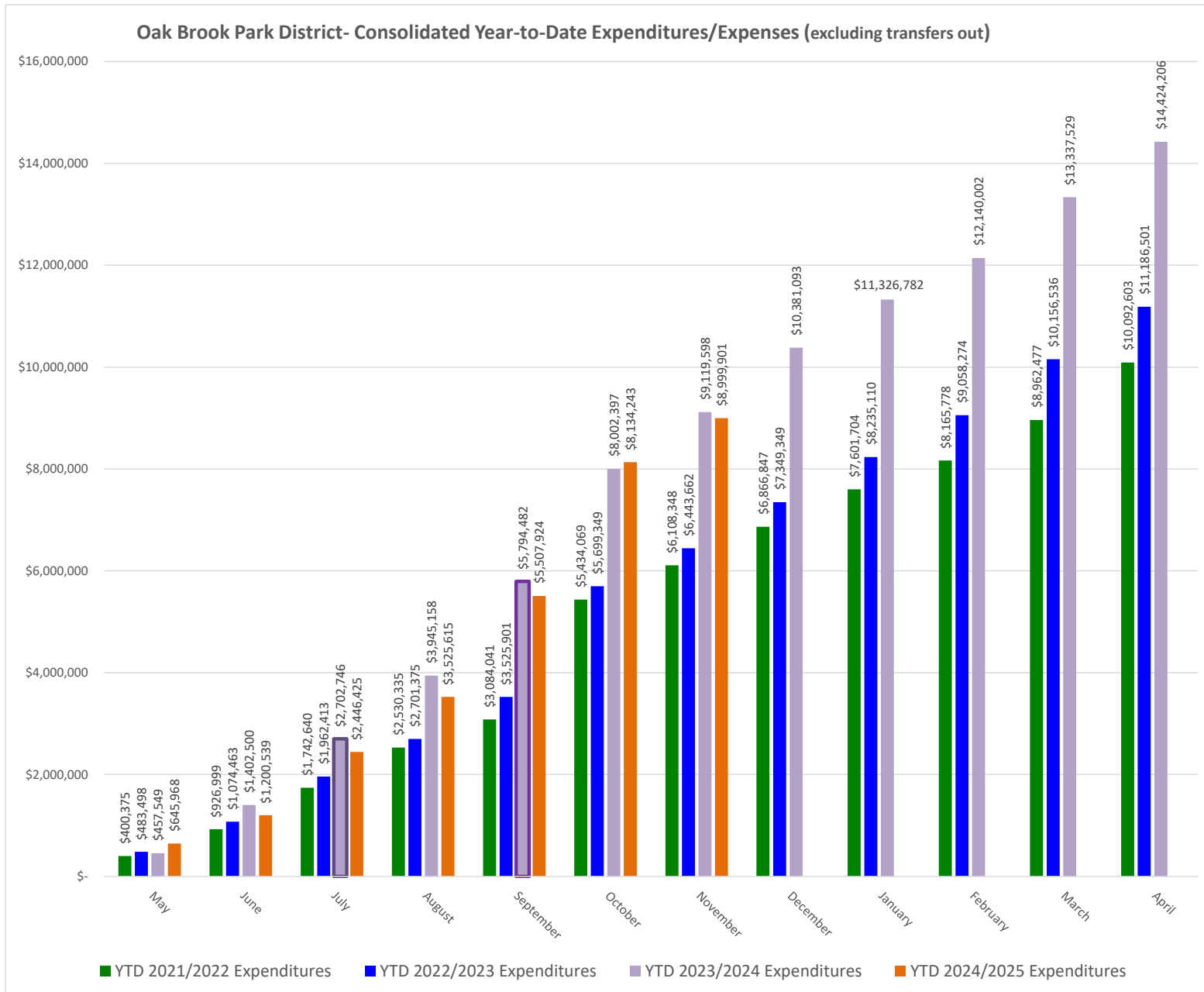


Minimum (3 months Exp.)	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



NOTES

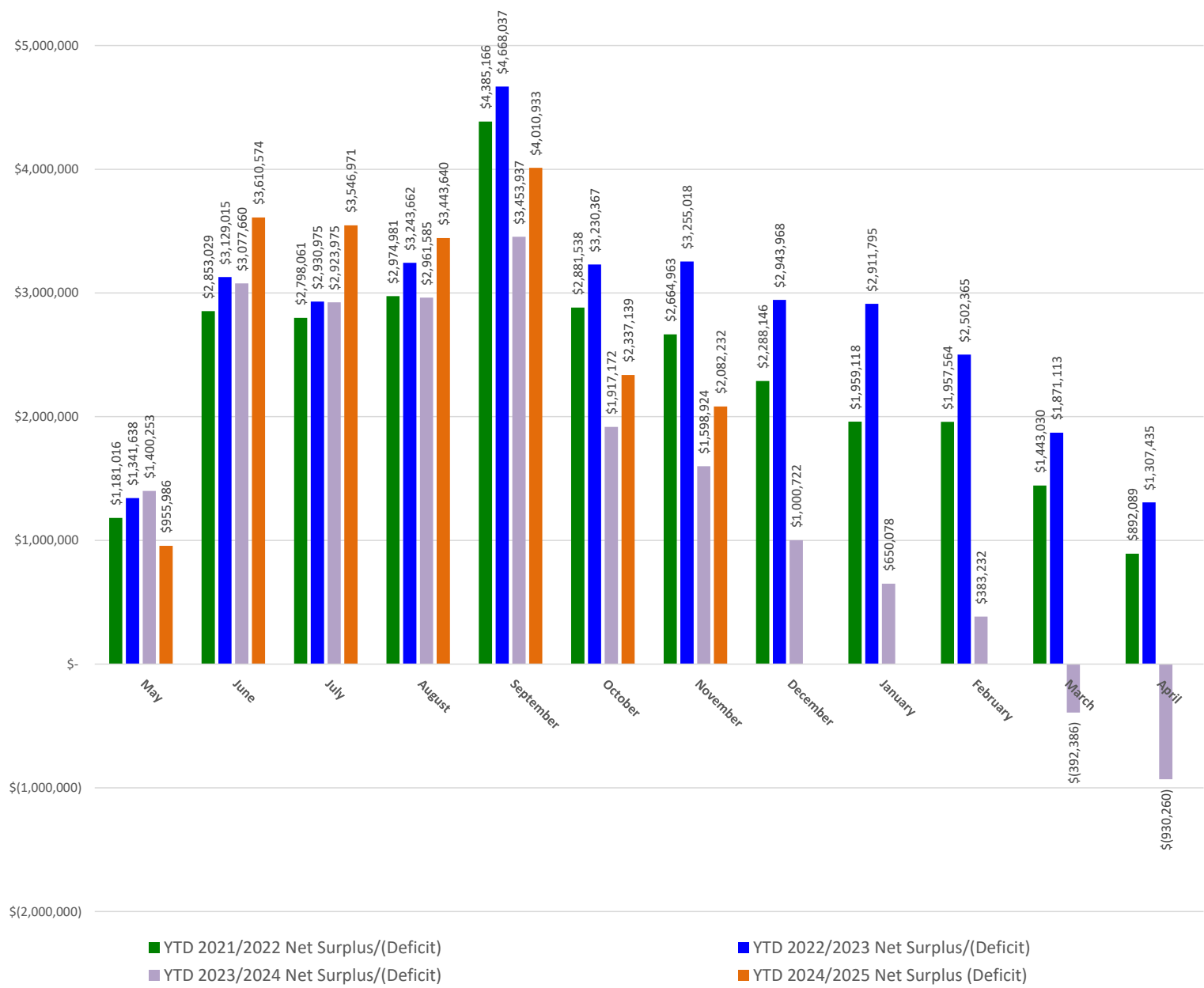
2023/2024 The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.



NOTES

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
November 2024

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (7 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,657,770	\$ 86,932	\$ 2,931,406
Expenditures & transfers out	3,834,459	239,672	1,665,980
Net surplus/(deficit)	\$ (176,689)	\$ (152,740)	\$ 1,265,426
RECREATION FUND			
Revenues & transfers in	\$ 5,082,017	\$ 235,590	\$ 3,818,858
Expenditures & transfers out	5,990,823	381,876	3,262,602
Net surplus/(deficit)	\$ (908,806)	\$ (146,286)	\$ 556,257
IMRF FUND			
Revenues & transfers in	\$ 153,789	\$ 1,450	\$ 115,827
Expenditures & transfers out	180,000	13,992	101,107
Net surplus/(deficit)	\$ (26,211)	\$ (12,542)	\$ 14,719
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 148,557	\$ 1,759	\$ 141,631
Expenditures & transfers out	159,061	2,342	75,888
Net surplus/(deficit)	\$ (10,504)	\$ (583)	\$ 65,742
AUDIT FUND			
Revenues & transfers in	\$ 10,181	\$ 159	\$ 12,199
Expenditures & transfers out	13,550	2,000	14,750
Net surplus/(deficit)	\$ (3,369)	\$ (1,841)	\$ (2,551)
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,943,812	\$ 18,759	\$ 1,662,385
Expenditures & transfers out	1,924,411	46	1,323,182
Net surplus/(deficit)	\$ 19,401	\$ 18,714	\$ 339,202
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,254,000	\$ 233,340	\$ 1,650,611
Expenses	2,496,388	166,245	1,062,634
Net surplus/(deficit)	\$ (242,388)	\$ 67,096	\$ 587,977
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 434,837	\$ 5,313	\$ 400,713
Expenditures & transfers out	449,590	15,691	277,877
Net surplus/(deficit)	\$ (14,753)	\$ (10,378)	\$ 122,836



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
November 2024

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (7 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 2,143,779	\$ 9,286	\$ 93,822
Expenditures & transfers out	2,549,779	21,839	1,038,947
Net surplus/(deficit)	\$ (406,000)	\$ (12,553)	\$ (945,125)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,846	\$ 3,106	\$ 254,682
Expenditures & transfers out	318,428	21,956	176,934
Net surplus/(deficit)	\$ (45,582)	\$ (18,850)	\$ 77,748
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 16,101,589	\$ 595,694	\$ 11,082,134
Expenditures/expenses & transfers out	17,916,489	865,658	8,999,901
Net surplus/(deficit)	\$ (1,814,900)	\$ (269,964)	\$ 2,082,232

OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: November 2024

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	\$ 63,454
Replacement Taxes	-
Interest	38,450
Miscellaneous	5,683
Fitness Center Fees, Memberships, Sponsorships	64,619
Aquatic Center Program Fees, Memberships, Rentals	64,412
Other Recreation Program Fees	300,467
Marketing Service Fees, Sponsorships, Donations	-
FRC Rental/Member Fees	38,669
Field Rentals & Concessions- Central Park North	1,328
Field Rentals- Central Park	16,621
Satellite Parks & DNS	-
Information Technology	-
CPW Building Rentals & Other	1,992
Grant Proceeds	-
Overhead Revenues	-
Transfers In	-
TOTAL REVENUES & TRANSFERS IN:	\$ 595,694
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	\$ 355,907
Payroll and Related Benefits	509,752
Overhead Expenditures	-
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT:	\$ 865,658
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ (269,964)

**Oak Brook Park District
Consolidated Balance Sheet
As of November 30, 2024**

<u>ASSETS</u>		Consolidated Totals
Current Assets		
Cash and Investments	\$	9,507,025
Receivables - Net of Allowances		-
Property Taxes		5,818,600
Accounts		1,132,896
Due from Other Funds		-
Prepays		3,289
Inventories		24,987
Total Current Assets	\$	16,486,797
Noncurrent Assets		
Capital Assets		
Non-depreciable	\$	259,955
Depreciable		5,476,288
Accumulated Depreciation		(3,982,396)
Total Noncurrent Assets	\$	1,753,846
Total Assets	\$	18,240,643
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred Items-IMRF	\$	135,948
Total Assets and Deferred Outflows of Resources	\$	18,376,591
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	\$	68,523
Accrued Payroll		40,540
Retainage Payable		17,368
Unearned Revenue		873,141
Due To Other Funds		-
Unclaimed Property		397
Total Current Liabilities	\$	999,969
Noncurrent Liabilities		
Compensated Absences Payable	\$	17,201
Net Pension Liability - IMRF		17,176
Total OPEB Liability - RBP		221,449
Total Noncurrent Liabilities	\$	255,826
Total Liabilities	\$	1,255,796
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred Items - IMRF	\$	42,440
Property Taxes		5,818,600
Total Liabilities and Deferred Inflows of Resources	\$	7,116,836
<u>FUND/NET POSITION BALANCES</u>		
Non-spendable	\$	-
Restricted		933,996
Committed		3,485,056
Assigned		-
Unassigned		2,677,581
Net Investment in Capital Assets		1,834,236
Restricted		-
Unrestricted		2,328,885
Total Fund/Net Position Balances	\$	11,259,755
Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	\$	18,376,591

OAK BROOK PARK DISTRICT
Treasurer's Report- As of November 30, 2024 and 2023

Investment Type	Bank/Institution	Current Year Balance	Current Year Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>						
	Evergreen Bank	\$ 3,905,386.24	4.940%	3.040%	Interest-bearing	41.26%
	Hinsdale Bank	1,156,409.12	4.920%	5.660%	Interest-bearing	12.22%
	Sub-Total:	\$ 5,061,795.36				53.47%
<u>Savings</u>						
	Evergreen Bank	\$ -	4.500%	2.500%	Interest-bearing (Insured Cash Sweep)	0.00%
<u>Checking</u>						
	Fifth Third Bank	\$ 30,961.26	0.580%	0.650%	Interest-bearing	0.33%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 4,372,990.00	4.797%	5.519%	Illinois Public Treasurers' Investment Pool	46.20%
	Grand Total Investments:	\$ 9,465,746.62				100.00%
<u>Benchmark</u>						
Three-month U.S. Treasury Bill			4.494%	5.401%	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 11/29/2024 and 11/30/2023 .	

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of November 30, 2024

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<u>Capital Projects Fund</u>		
Purchase of pick-up truck & related snow plow and salt spreader	Sutton Ford, Monroe Truck Equipment	\$ 59,592.00
Aquatic center tile deck replacement project	Il Dept. of Public Health, Concrete & Demolition Plus Inc., Progressive Commercial	239,094.69
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	83,835.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
Sub-total Balance:		\$ 1,038,769.96
<u>Recreation Fund</u>		
Aquatics Center sound system project	SK Electronics, Pentegra Systems	\$ 27,464.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	174,850.91
Aquatics Center painting & window coverings	Precision Window Tinting, RR&R Services, CertaPro Painters	57,470.60
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	629,479.09
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
Sub-total Balance:		\$ 890,228.10
<u>Tennis Fund</u>		
Tennis Center building registration front desk, offices & carpeting project	Villa Park Office Equipment, Securitas Technology, Ubiquiti Store (p-card), CB2 (p-card), SP Progressive Desk (p-card), Crate & Barrel (p-card), Wetworx, Poppin (p-card), Villa Park Office (p-card)	\$ 35,419.49
Tennis Center building exterior windows	Kluber Architects & Engineers	3,087.50
Tennis Center exterior windows- Legal Fees	Robbins, Schwartz	1,206.00
Indoor tennis courts lighting project	OEO Energy Solutions	28,575.65
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	12,102.80
Sub-total Balance:		\$ 80,391.44
<u>Special Recreation Fund</u>		
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors	\$ 5,000.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	170,863.30
Aquatic center tile deck replacement project	Progressive Commercial	33,009.93
Sub-total Balance:		\$ 208,873.23
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:		\$ 2,218,262.73

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49430	ACCRUE SOLUTIONS LLC	12/03/2024	12/16/2024	81.00	81.00	Open	N
49288	ADOBE SYSTEMS INCORPORATED	11/12/2024	12/16/2024	45.57	45.57	Open	N
49295	ANDERSON ELEVATOR CO.	11/13/2024	12/16/2024	250.00	250.00	Open	N
49296	ANDERSON ELEVATOR CO.	11/13/2024	12/16/2024	250.00	250.00	Open	N
49358	ANDERSON ELEVATOR CO.	12/01/2024	12/16/2024	645.00	645.00	Open	N
49394	ANTHONY ROOFING TECTA AMERICA LLC	11/14/2024	12/16/2024	1,054.44	1,054.44	Open	N
49302	ARENDS HOGAN WALKER LLC	11/13/2024	12/16/2024	24,741.56	24,741.56	Open	N
49284	BATTERIES PLUS LLC	11/11/2024	12/16/2024	67.70	67.70	Open	N
49390	BATTERIES PLUS LLC	12/03/2024	12/16/2024	67.70	67.70	Open	N
49325	BEST OFFICIALS	10/31/2024	12/16/2024	1,408.00	1,408.00	Open	N
49392	CARDMEMBER SERVICE	11/26/2024	12/16/2024	4,394.59	4,394.59	Open	N
49401	CARDMEMBER SERVICE	11/26/2024	12/16/2024	11,184.65	11,184.65	Open	N
49402	CARDMEMBER SERVICE	11/26/2024	12/16/2024	285.34	285.34	Open	N
49403	CARDMEMBER SERVICE	11/26/2024	12/16/2024	415.07	415.07	Open	N
49406	CARDMEMBER SERVICE	11/26/2024	12/16/2024	410.42	410.42	Open	N
49407	CARDMEMBER SERVICE	11/26/2024	12/16/2024	27.55	27.55	Open	N
49408	CARDMEMBER SERVICE	11/26/2024	12/16/2024	1,782.58	1,782.58	Open	N
49409	CARDMEMBER SERVICE	11/26/2024	12/16/2024	311.81	311.81	Open	N
49410	CARDMEMBER SERVICE	11/26/2024	12/16/2024	527.33	527.33	Open	N
49411*	CARDMEMBER SERVICE	11/26/2024	12/16/2024	767.98	767.98	Open	N
49412	CARDMEMBER SERVICE	11/26/2024	12/16/2024	34.48	34.48	Open	N
49413	CARDMEMBER SERVICE	11/26/2024	12/16/2024	660.13	660.13	Open	N
49414	CARDMEMBER SERVICE	11/26/2024	12/16/2024	1,811.06	1,811.06	Open	N
49415*	CARDMEMBER SERVICE	11/26/2024	12/16/2024	1,917.88	1,917.88	Open	N
49416	CARDMEMBER SERVICE	11/26/2024	12/16/2024	344.43	344.43	Open	N
49417	CARDMEMBER SERVICE	11/26/2024	12/16/2024	281.75	281.75	Open	N
49418	CARDMEMBER SERVICE	11/26/2024	12/16/2024	263.35	263.35	Open	N
49419	CARDMEMBER SERVICE	11/26/2024	12/16/2024	167.13	167.13	Open	N
49420	CARDMEMBER SERVICE	11/26/2024	12/16/2024	199.23	199.23	Open	N
49421	CARDMEMBER SERVICE	11/26/2024	12/16/2024	878.44	878.44	Open	N
49422	CARDMEMBER SERVICE	11/26/2024	12/16/2024	488.10	488.10	Open	N
49423*	CARDMEMBER SERVICE	11/26/2024	12/16/2024	129.37	129.37	Open	N
49424*	CARDMEMBER SERVICE	11/26/2024	12/16/2024	1,807.91	1,807.91	Open	N
49425	CARDMEMBER SERVICE	11/26/2024	12/16/2024	575.79	575.79	Open	N
49426	CARDMEMBER SERVICE	11/26/2024	12/16/2024	1,485.52	1,485.52	Open	N
49435	CARDMEMBER SERVICE	11/26/2024	12/16/2024	12,301.71	12,301.71	Open	N
49344	CHICAGO CLASSIC COACH, LLC	11/22/2024	12/16/2024	935.00	935.00	Open	N
49339	CHICAGO FILTER SUPPLY	11/18/2024	12/16/2024	134.14	134.14	Open	N
49310	DANGRIA BUDGINAITE	10/21/2024	12/16/2024	100.00	100.00	Open	N
49331	DIRECT ENERGY BUSINESS, LLC	11/06/2024	12/16/2024	1,621.67	1,621.67	Open	N
49428	DONNA ROMANOWSKI	12/03/2024	12/16/2024	18.00	18.00	Open	N
49349	DOYLE SIGNS INC	10/29/2024	12/16/2024	8,640.00	8,640.00	Open	N
49285	DREISILKER ELECTRIC MOTORS INC	11/15/2024	12/16/2024	186.85	186.85	Open	N
49313	EBEL'S ACE HARDWARE #8313	11/14/2024	12/16/2024	8.97	8.97	Open	N
49314	EBEL'S ACE HARDWARE #8313	11/06/2024	12/16/2024	6.83	6.83	Open	N
49315	EBEL'S ACE HARDWARE #8313	11/12/2024	12/16/2024	(6.29)	(6.29)	Open	N
49316	EBEL'S ACE HARDWARE #8313	11/13/2024	12/16/2024	10.78	10.78	Open	N

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49317	EBEL'S ACE HARDWARE #8313	11/13/2024	12/16/2024	67.46	67.46	Open	N
49318	EBEL'S ACE HARDWARE #8313	11/11/2024	12/16/2024	10.78	10.78	Open	N
49346	EBEL'S ACE HARDWARE #8313	11/18/2024	12/16/2024	3.53	3.53	Open	N
49321	ELMHURST OCCUPATIONAL HEALTH	10/31/2024	12/16/2024	57.00	57.00	Open	N
49336	ENERGIZE SPORTZ	11/20/2024	12/16/2024	2,937.20	2,937.20	Open	N
49305	FERGUSON FACILITIES #3400	11/13/2024	12/16/2024	823.97	823.97	Open	N
49306	FERGUSON FACILITIES #3400	11/13/2024	12/16/2024	302.68	302.68	Open	N
49307	FERGUSON FACILITIES #3400	11/14/2024	12/16/2024	463.75	463.75	Open	N
49350	FERGUSON FACILITIES #3400	11/08/2024	12/16/2024	323.66	323.66	Open	N
49389	FERGUSON FACILITIES #3400	12/02/2024	12/16/2024	24.06	24.06	Open	N
49360	FLAGG CREEK WATER RECLAMATION	11/27/2024	12/16/2024	1,686.20	1,686.20	Open	N
49361	FLAGG CREEK WATER RECLAMATION	11/27/2024	12/16/2024	90.79	90.79	Open	N
49362	FLAGG CREEK WATER RECLAMATION	11/27/2024	12/16/2024	90.79	90.79	Open	N
49363	FLAGG CREEK WATER RECLAMATION	11/27/2024	12/16/2024	30.28	30.28	Open	N
49364	FLAGG CREEK WATER RECLAMATION	11/27/2024	12/16/2024	40.03	40.03	Open	N
49347	FP MAILING SOLUTIONS	11/18/2024	12/16/2024	92.85	92.85	Open	N
49431	FP MAILING SOLUTIONS	12/06/2024	12/16/2024	150.00	150.00	Open	N
49341	GORDON FLESCH COMPANY	11/30/2024	12/16/2024	639.57	639.57	Open	N
49282	GRAINGER	11/05/2024	12/16/2024	146.23	146.23	Open	N
49283	GRAINGER	11/07/2024	12/16/2024	26.34	26.34	Open	N
49301	HAGG PRESS	11/13/2024	12/16/2024	906.00	906.00	Open	N
49340	HAGG PRESS	11/21/2024	12/16/2024	60.00	60.00	Open	N
49388	HAGG PRESS	12/03/2024	12/16/2024	772.00	772.00	Open	N
49294	HALOGEN SUPPLY COMPANY, INC.	11/12/2024	12/16/2024	2,524.00	2,524.00	Open	N
49427	HERB MASSIN	12/06/2024	12/16/2024	82.80	82.80	Open	N
49356	HI TOUCH BUSINESS SERVICES LLC	11/30/2024	12/16/2024	124.49	124.49	Open	N
49337	HINSHAM SEALANTS INC	11/19/2024	12/16/2024	14,777.00	14,777.00	Open	N
49365	HOME DEPOT CREDIT SERVICES	11/21/2024	12/16/2024	92.05	92.05	Open	N
49366	HOME DEPOT CREDIT SERVICES	11/21/2024	12/16/2024	129.00	129.00	Open	N
49367	HOME DEPOT CREDIT SERVICES	11/18/2024	12/16/2024	385.21	385.21	Open	N
49368	HOME DEPOT CREDIT SERVICES	11/15/2024	12/16/2024	19.28	19.28	Open	N
49369	HOME DEPOT CREDIT SERVICES	11/15/2024	12/16/2024	45.30	45.30	Open	N
49370	HOME DEPOT CREDIT SERVICES	11/14/2024	12/16/2024	59.36	59.36	Open	N
49371	HOME DEPOT CREDIT SERVICES	11/14/2024	12/16/2024	137.39	137.39	Open	N
49372	HOME DEPOT CREDIT SERVICES	11/13/2024	12/16/2024	49.97	49.97	Open	N
49373	HOME DEPOT CREDIT SERVICES	11/12/2024	12/16/2024	51.07	51.07	Open	N
49374	HOME DEPOT CREDIT SERVICES	11/12/2024	12/16/2024	159.00	159.00	Open	N
49375	HOME DEPOT CREDIT SERVICES	11/08/2024	12/16/2024	63.51	63.51	Open	N
49376	HOME DEPOT CREDIT SERVICES	11/07/2024	12/16/2024	19.96	19.96	Open	N
49377	HOME DEPOT CREDIT SERVICES	11/07/2024	12/16/2024	132.88	132.88	Open	N
49378	HOME DEPOT CREDIT SERVICES	11/07/2024	12/16/2024	84.84	84.84	Open	N
49379	HOME DEPOT CREDIT SERVICES	11/07/2024	12/16/2024	72.81	72.81	Open	N
49380	HOME DEPOT CREDIT SERVICES	11/07/2024	12/16/2024	39.13	39.13	Open	N
49381	HOME DEPOT CREDIT SERVICES	11/04/2024	12/16/2024	352.36	352.36	Open	N
49382	HOME DEPOT CREDIT SERVICES	11/04/2024	12/16/2024	191.78	191.78	Open	N
49324	HOME PLUMBING & HEATING	10/30/2024	12/16/2024	23.75	23.75	Open	N
49319	ILLINOIS STATE POLICE	10/31/2024	12/16/2024	50.00	50.00	Open	N

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49385	ILLINOIS TOLLWAY	11/19/2024	12/16/2024	13.50	13.50	Open	N
49384	JENNIFER A. RIDDLE	11/25/2024	12/16/2024	550.00	550.00	Open	N
49338	JOHNSON CONTROLS SECURITY SOLUTION	11/09/2024	12/16/2024	314.96	314.96	Open	N
49429	JOHNSON CONTROLS SECURITY SOLUTION	11/09/2024	12/16/2024	293.48	293.48	Open	N
49351	KRISTA AUGUST	11/08/2024	12/16/2024	275.00	275.00	Open	N
49405	LAUTERBACH & AMEN LLP	11/23/2024	12/16/2024	1,400.00	1,400.00	Open	N
49323	LESLIE' S POOLMART, INC.	11/12/2024	12/16/2024	44.34	44.34	Open	N
49326	MARI KADAR-MORGAN	11/10/2024	12/16/2024	100.00	100.00	Open	N
49391	MARKET ACCESS CORP.	12/04/2024	12/16/2024	175.00	175.00	Open	N
49395	MASTERBLEND INTERNATIONAL LLC	11/13/2024	12/16/2024	1,080.00	1,080.00	Open	N
49298	MCF HOLDINGS LLC	11/14/2024	12/16/2024	446.00	446.00	Open	N
49311	McMASTER-CARR	11/14/2024	12/16/2024	60.03	60.03	Open	N
49354	MEG ELIZABETH OLANDER	12/01/2024	12/16/2024	142.36	142.36	Open	N
49308	MITY-LITE, INC.	10/23/2024	12/16/2024	765.00	765.00	Open	N
49309	MITY-LITE, INC.	10/28/2024	12/16/2024	3,253.63	3,253.63	Open	N
49292	MODESTO TECHNOLOGIES	11/09/2024	12/16/2024	1,452.56	1,452.56	Open	N
49297	NEXT GENERATION	11/14/2024	12/16/2024	772.75	772.75	Open	N
49332	NEXT GENERATION	11/13/2024	12/16/2024	172.75	172.75	Open	N
49327	NICOR GAS	11/01/2024	12/16/2024	1,025.84	1,025.84	Open	N
49328	NICOR GAS	11/01/2024	12/16/2024	273.83	273.83	Open	N
49329	NRG BUSINESS MARKETING LLC	11/06/2024	12/16/2024	3,164.99	3,164.99	Open	N
49330	NRG BUSINESS MARKETING LLC	11/06/2024	12/16/2024	254.34	254.34	Open	N
49383	OAK BROOK PARK DISTRICT	11/21/2024	12/16/2024	488.76	488.76	Open	N
49286	OAKBROOK TERRACE PARK DISTRICT	11/07/2024	12/16/2024	63.00	63.00	Open	N
49342	O'REILLY AUTO PARTS	11/22/2024	12/16/2024	18.78	18.78	Open	N
49397	PENTEGRA SYSTEMS LLC	11/25/2024	12/16/2024	1,752.50	1,752.50	Open	N
49320	PLAYPOWER LT FARMINGTON INC	10/29/2024	12/16/2024	287.60	287.60	Open	N
49404	POST CONCRETE REPAIR AND	11/27/2024	12/16/2024	3,800.00	3,800.00	Open	N
49352	QUENCH USA, INC	12/01/2024	12/16/2024	148.44	148.44	Open	N
49287	RED FEATHER GROUP	10/29/2024	12/16/2024	72,762.50	72,762.50	Open	N
49432	REX ELECTRIC AND TECHNOLOGIES, LLC	11/30/2024	12/16/2024	1,915.00	1,915.00	Open	N
49345	RIDE ILLINOIS	11/22/2024	12/16/2024	35.00	35.00	Open	N
49398	ROBBINS SCHWARTZ	10/31/2024	12/16/2024	963.50	963.50	Open	N
49399	ROBBINS SCHWARTZ	10/31/2024	12/16/2024	70.50	70.50	Open	N
49400	ROBBINS SCHWARTZ	10/31/2024	12/16/2024	1,433.50	1,433.50	Open	N
49433	ROBBINS SCHWARTZ	10/31/2024	12/16/2024	3,266.50	3,266.50	Open	N
49434	ROBBINS SCHWARTZ	10/31/2024	12/16/2024	1,128.00	1,128.00	Open	N
49359	SBC WASTE SOLUTIONS	11/30/2024	12/16/2024	710.00	710.00	Open	N
49335	SEARCH, INC	07/19/2024	12/16/2024	100.00	100.00	Open	N
49299	SERVICE SANITATION, INC.	11/08/2024	12/16/2024	143.17	143.17	Open	N
49300	SERVICE SANITATION, INC.	11/08/2024	12/16/2024	445.99	445.99	Open	N
49290	STERLING NETWORK INTEGRATION	11/06/2024	12/16/2024	5,922.00	5,922.00	Open	N
49387	STERLING NETWORK INTEGRATION	12/04/2024	12/16/2024	1,389.75	1,389.75	Open	N
49393	STERLING NETWORK INTEGRATION	11/11/2024	12/16/2024	1,320.00	1,320.00	Open	N
49312	SUBURBAN DOOR CHECK & LOCK	11/14/2024	12/16/2024	612.00	612.00	Open	N
49322	TAMELING INDUSTRIES INC.	11/07/2024	12/16/2024	344.00	344.00	Open	N
49396	TAMELING INDUSTRIES INC.	10/24/2024	12/16/2024	1,032.00	1,032.00	Open	N

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49291	TAYLOR PLUMBING	11/05/2024	12/16/2024	765.00	765.00	Open	N
49202	THE LIFEGUARD STORE	10/22/2024	11/18/2024	(680.00)	(680.00)	Open	Y
49303	TOWERSTREAM CORPORATION	11/01/2024	12/16/2024	215.00	215.00	Open	N
49357	TOWERSTREAM CORPORATION	12/01/2024	12/16/2024	215.00	215.00	Open	N
49386	ULTIMATE NINJAS ELMHURST	12/04/2024	12/16/2024	270.00	270.00	Open	N
49289	V3 COMPANIES LTD	11/08/2024	12/16/2024	8,296.00	8,296.00	Open	N
49304	VC3, INC	11/15/2024	12/16/2024	999.00	999.00	Open	N
49343	VILLAGE OF OAK BROOK	11/12/2024	12/16/2024	1,330.37	1,330.37	Open	N
49353	WILD ONES	12/01/2024	12/16/2024	90.00	90.00	Open	N
49293	WILSON SPORTING GOODS	11/07/2024	12/16/2024	1,027.20	1,027.20	Open	N

# of Invoices:	149	# Due:	149	Totals:	242,529.34	242,529.34
# of Credit Memos:	2	# Due:	2	Totals:	(686.29)	(686.29)

Net of Invoices and Credit Memos: 241,843.05 241,843.05

* 4 Net Invoices have Credits Totalling: (1,213.92)

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--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			49,554.55	49,554.55		
	02 - RECREATION FUND			113,585.72	113,585.72		
	07 - RECREATIONAL FACILITIES FUND			26,704.94	26,704.94		
	09 - SPECIAL RECREATION FUND			42,096.25	42,096.25		
	12 - CAPITAL PROJECTS FUND			9,901.59	9,901.59		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			47,652.88	47,652.88		
	02 - FINANCE			365.32	365.32		
	04 - CENTRAL PARK NORTH			2,005.70	2,005.70		
	05 - CENTRAL PARK			4,542.89	4,542.89		
	06 - SADDLEBROOK PARK			500.00	500.00		
	07 - FOREST GLEN PARK			532.00	532.00		
	09 - DEAN PROPERTY			490.17	490.17		
	10 - PROFESSIONAL SERVICES			5,616.50	5,616.50		
	14 - INFORMATION TECHNOLOGY			18,196.72	18,196.72		
	15 - BUILDING/RECREATION CENTER			12,736.92	12,736.92		
	20 - CENTRAL PARK WEST			3,039.04	3,039.04		
	21 - FITNESS CENTER			2,200.66	2,200.66		
	25 - AQUATIC CENTER			21,917.32	21,917.32		
	26 - AQUATIC-RECREATION PROGRAMS			184.65	184.65		
	30 - CHILDRENS PROGRAMS			3,717.20	3,717.20		
	31 - PRESCHOOL PROGRAMS			155.80	155.80		
	32 - YOUTH PROGRAMS			349.30	349.30		
	40 - ADULT PROGRAMS			4,329.09	4,329.09		
	50 - PIONEER PROGRAMS			4,144.17	4,144.17		
	60 - SPECIAL EVENTS & TRIPS			9,240.64	9,240.64		
	71 - BUILDING/RACQUET CLUB			15,374.60	15,374.60		
	75 - TENNIS PROGRAMS			5,634.46	5,634.46		
	80 - MARKETING			7,892.62	7,892.62		
	81 - CAPITAL OUTLAY			61,122.81	61,122.81		
	95 - CAPITAL PROJECTS FUND			9,901.59	9,901.59		

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49269	U.S. POSTMASTER	11/18/2024	11/19/2024	2,000.00	0.00	Paid	Y
49270	DIRECT ENERGY BUSINESS, LLC	11/06/2024	11/27/2024	20,312.11	0.00	Paid	Y
49271	DIRECT ENERGY BUSINESS, LLC	11/04/2024	11/27/2024	32.27	0.00	Paid	Y
49272	JULIE VISHER	11/12/2024	11/27/2024	70.50	0.00	Paid	Y
49273	IL DEPT OF REVENUE	11/18/2024	11/27/2024	293.00	0.00	Paid	Y
49274	WOMEN IN LEISURE SERVICES	11/18/2024	11/27/2024	35.00	0.00	Paid	Y
49275	IL DEPT OF REVENUE	11/18/2024	11/27/2024	25.00	0.00	Paid	Y
49276	VILLAGE OF OAK BROOK	11/08/2024	11/27/2024	5,211.91	0.00	Paid	Y
49277	VILLAGE OF OAK BROOK	11/08/2024	11/27/2024	285.31	0.00	Paid	Y
49278	VILLAGE OF OAK BROOK	11/08/2024	11/27/2024	67.96	0.00	Paid	Y
49279	VILLAGE OF OAK BROOK	11/08/2024	11/27/2024	256.33	0.00	Paid	Y
49280	VILLAGE OF OAK BROOK	11/08/2024	11/27/2024	285.31	0.00	Paid	Y
49281	VILLAGE OF OAK BROOK	11/08/2024	11/27/2024	111.43	0.00	Paid	Y
49333	HANI SALTI	11/25/2024	11/27/2024	100.00	0.00	Paid	Y
49334	IL DEPT OF REVENUE	11/27/2024	11/27/2024	50.00	0.00	Paid	Y
49348	STARR CHIEF EAGLE	11/18/2024	12/05/2024	1,705.00	0.00	Paid	Y

# of Invoices:	16	# Due:	0	Totals:	30,841.13	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos:	30,841.13	0.00
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--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	8,188.60	0.00
02 - RECREATION FUND	17,382.90	0.00
07 - RECREATIONAL FACILITIES FUND	5,269.63	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	86.02	0.00
01 - ADMINISTRATION CORPORATE	3,882.47	0.00
04 - CENTRAL PARK NORTH	111.43	0.00
05 - CENTRAL PARK	1,878.48	0.00
07 - FOREST GLEN PARK	453.98	0.00
09 - DEAN PROPERTY	32.27	0.00
15 - BUILDING/RECREATION CENTER	4,502.47	0.00
20 - CENTRAL PARK WEST	1,013.95	0.00
21 - FITNESS CENTER	3,601.97	0.00
25 - AQUATIC CENTER	6,303.46	0.00
32 - YOUTH PROGRAMS	1,705.00	0.00
71 - BUILDING/RACQUET CLUB	5,062.65	0.00
75 - TENNIS PROGRAMS	206.98	0.00
80 - MARKETING	2,000.00	0.00

Staff Recognition
(None)

Communications and Proclamations

Board of Commissioners to Share Communications

Reports

Administration and Enterprise Operations Report
Finance and Human Resources Report
Recreation and Communications Report
Parks and Facilities Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: December 10, 2024
Re: December Board Report: Administration & Enterprise Operations

Upcoming Dates at the Oak Brook Park District:

Monday, December 16	Park District Board Meeting	Canterberry
Wednesday, December 25	Park District Closed	
Sunday, December 29	Frosty Float Boat Regatta	Aquatics
Wednesday, January 1	Park District Closed	
Thursday, January 2	Oak Brook First!	

December Board Meeting Discussion Points:

Tennis Center Report

- Member appreciation events took place at the Tennis Center to celebrate the Park District's birthday.
- Ninety-two players participated in the WTN junior matches and results will count towards player's WTN rating.
- New LED lights were installed on all indoor tennis courts which provide improved light levels and energy savings.

Gold Medal Finalist Presentation

Mike Kies from the American Academy for Parks & Recreation Administration, will be presenting the Gold Medal Finalist Plaque to the Commissioners.

Administrative Policies and Procedures Manual

The Administrative Policy and Procedures Manual was last approved in April of 2021. There are six sections and staff is recommending breaking up the review into small sections. Board Policy, Section 1, is the first section to be reviewed.

Solar Panels on the FRC Roof

Staff would like to discuss the Board's options for investing in solar panels on the FRC Roof.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: December 10, 2024
Re: November 2024 Financials

General Fund

We have now completed seven months of our current fiscal year (58.33% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$2,931,406, \$1,665,980, and \$0, respectively. This is resulting in a YTD net surplus of \$1,265,426, which is a \$63,460 (5.3%) increase from the \$1,201,967 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 80.1% when compared to the annual budget. Driving this favorable variance are property tax collections, investment earnings, non-resident daily facility use fees, and the overhead revenue charged to the Recreation and Tennis funds. Unfortunately, Personal Property Replacement Taxes (PPRT) are below expectations, and I anticipate that this source will end the year in an unfavorable status. CPW revenues are near zero due to the recent improvements at that facility which precluded us from conducting any programming or rental activity. Now that the construction activity has been completed, we do anticipate that rental and programming activity at this facility will increase beginning in January 2025, and result in increased revenues. Budgeted revenues in our satellite parks represent insurance reimbursements for any potential covered losses at those parks and the \$9,000 budget in the Dean Property department is for a tree grant that we expect to collect by the end of the current fiscal year.
- **Expenditures-** Total current YTD expenditures are favorable at 50% when compared to the annual budget. All departments are currently favorable or in-line with current year budgeted expectations. Expenditures in our Central Park North department have increased approximately \$26,000 over the prior year primarily due to the costs incurred to purchase concession equipment and supplies (\$10,048 YTD) for use at our newly constructed concession building. These costs are being partially offset by the \$7,080 in YTD concessions sales revenue. In addition, we purchased several outdoor trash receptacles (\$4,885), and water commodity costs have also increased with the opening of our public restroom facilities. Expenditures in our Building-Recreation Center department have increased 7.1% when compared to the prior year due to a variety of reasons, including increased wages for part-time front desk staff, increased employee health insurance costs, incursion of costs to inspect and adjust the ceiling-mounted basketball courts in the gym, and increased utility costs (natural gas, electricity, water, and sewer). Expenditures in our Central Park department have decreased 7.6% when compared to the prior year primarily due to decreased maintenance costs and decreased full-time wages due to the increased allocation of such costs to the administration department.

Recreation Fund

YTD revenues, transfers-in, expenditures, and transfers-out for this fund equal \$3,818,858, \$0, \$3,262,602, and \$0, respectively. This is resulting in a YTD net surplus of \$556,257, which is a \$731,947 (57%) decrease from the \$1,288,204 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 77.4% when compared to the annual budget and have increased \$227,046 (6.3%) when compared to the prior year. Similar to our General fund, this fund is experiencing reduced collections of PPRT and increased returns on investments. Our Fitness Center and Aquatic Center departments are experiencing increased revenues primarily due to a combined \$110,861 increase in membership revenues. In our Aquatics Recreation Programs department, revenues are lower than the prior year primarily due to the extended closure of our pool facility in September, to carry-out extensive facility upgrades. Our Youth Programs department is benefiting from increased programming revenues and the receipt of a \$7,000 sponsorship from Advent Health.
- **Expenditures-** Total current YTD expenditures are in-line with budgeted expectations at 56.1% of the annual budget and have increased \$958,993 (41.6%) when compared to the prior year. Except for our Special Events and Capital Outlay departments, all departments are currently favorable, or in-line with current year budgeted expectations. Capital outlay expenditures have increased \$748,329 due to various capital improvement activity, including the installation of an HVAC system, painting, window tinting and upgraded sound system in our aquatics center, as well as extensive bathroom and ADA improvements at our Central Park West facility. Expenditures in our Children's Programs department have increased over prior year primarily due to the timing of payment for our youth basketball league. Last year's Fall session payment to the contractor occurred one month later; in December 2023.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,650,611 and \$1,062,634, respectively. This is resulting in a YTD net surplus of \$587,977, which is a \$116,532 (16.5%) decrease over the prior year's surplus of \$704,509. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 73.2% when compared to the annual budget and have decreased \$46,626 (2.7%) when compared to the prior year. In the Administration department, interest income has increased from \$29,704 in the prior year, to \$78,467 in the current year. In the Programs department, group lesson revenues have decreased this year compared to last year due to the increased deferral of revenues into the subsequent three months.
- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 42.6% of the annual budget and have increased \$69,906 (7%) when compared to the prior year. In the Programs department, part-time wages, and related payroll taxes and benefits have increased approximately \$30,840.

FINANCE & HUMAN RESOURCES:

Finance & H.R. personnel have been working on various tasks, including:

- Updating the health benefit premiums in our HR/Payroll systems for the start of the 2025 calendar year.
- Calculating and entering numerous budgets for the proposed FY 2025/2026 budget.
- Researching potential alternatives to our existing payroll timekeeping software as support for our existing software will terminate in early 2025.
- Working with all departments to identify expired/expiring employee training and following-up with those affected employees.



Memo

To: Oak Brook Park District Board of Commissioners
From: Robert Pechous, Director of Recreation and Communications
Date: December 10, 2024
Re: November 2024: Recreation and Communications Report

Recreation:

- Athletics
 - Please welcome Alexis Cowan. She is our new Part Time Athletic Coordinator.
 - Brian attended and graduated from IPRA's Professional Development School.
 - The Evergreen Bank Group Turf Field continues to bring in additional revenue. Fiscal year to date, the field has generated \$15,000 more in revenue than last year.
- Youth/Preschool
 - Pioneers spent a morning in ABC Preschool. They read and enjoyed a snack with our preschoolers!
 - Kim and Robert attended the Community Open House at District 53's Brook Forest Elementary School to view the completed Capital Improvement Project.
 - Returning preschool student registration opened for the 2025- 2026 school year.
- Pioneers
 - 13 pioneers traveled to Jacob Henry Manion for lunch and an Elvis Show.
 - Leslie Goddard gave a fabulous program on Food Fads of the '40s, '50s & '60s to 31 pioneers on Monday. They snacked on deviled eggs, a cheese ball, & French onion dip with chips to go with the theme.
 - 25 pioneers gathered for Taco Tuesday at CPW for a taco bar lunch from the Outpost Mexican Eatery. Following lunch, they played bingo complete with prizes!
- Specialty
 - Visiting Cultural Artist: Starr Chief Eagle is performed for 40 participants, where they experienced hands-on necklace making, watched Starr perform a hoop dance, and answered questions about the Lakota culture.
 - 60 "Swifties" attended In My Taylor Era event at Central Park West. Participants got to make friendship bracelets and sing along to their favorite songs at this fun new event.
- Special Events
 - Winter Lights opened for the season on November 22nd. Additional lights, scenes, and speakers were added for this year!

Marketing & Information Technology:

- The Winter/Spring Registration postcard was mailed out to all residents.
- The 2024 Community Survey results are being evaluated by staff and Campfire Concepts.
- The annual PCI (payment card industry) audit wrapped up for the year.

Corporate and Community Relations:

Sponsorships	\$300.00
Advertising	\$ -
Vendors	\$600.00
In-Kind Donations	\$168.00
Oak Brook Park District Foundation	\$1,265.71

Total for September: \$2,333.71

Social Media and Website Engagement:

Facebook Analytics

Total Followers: 5,468 (up 71)
Posts: 26
Post Reach (organic and paid): 29,316
Post Engagement: 3,874

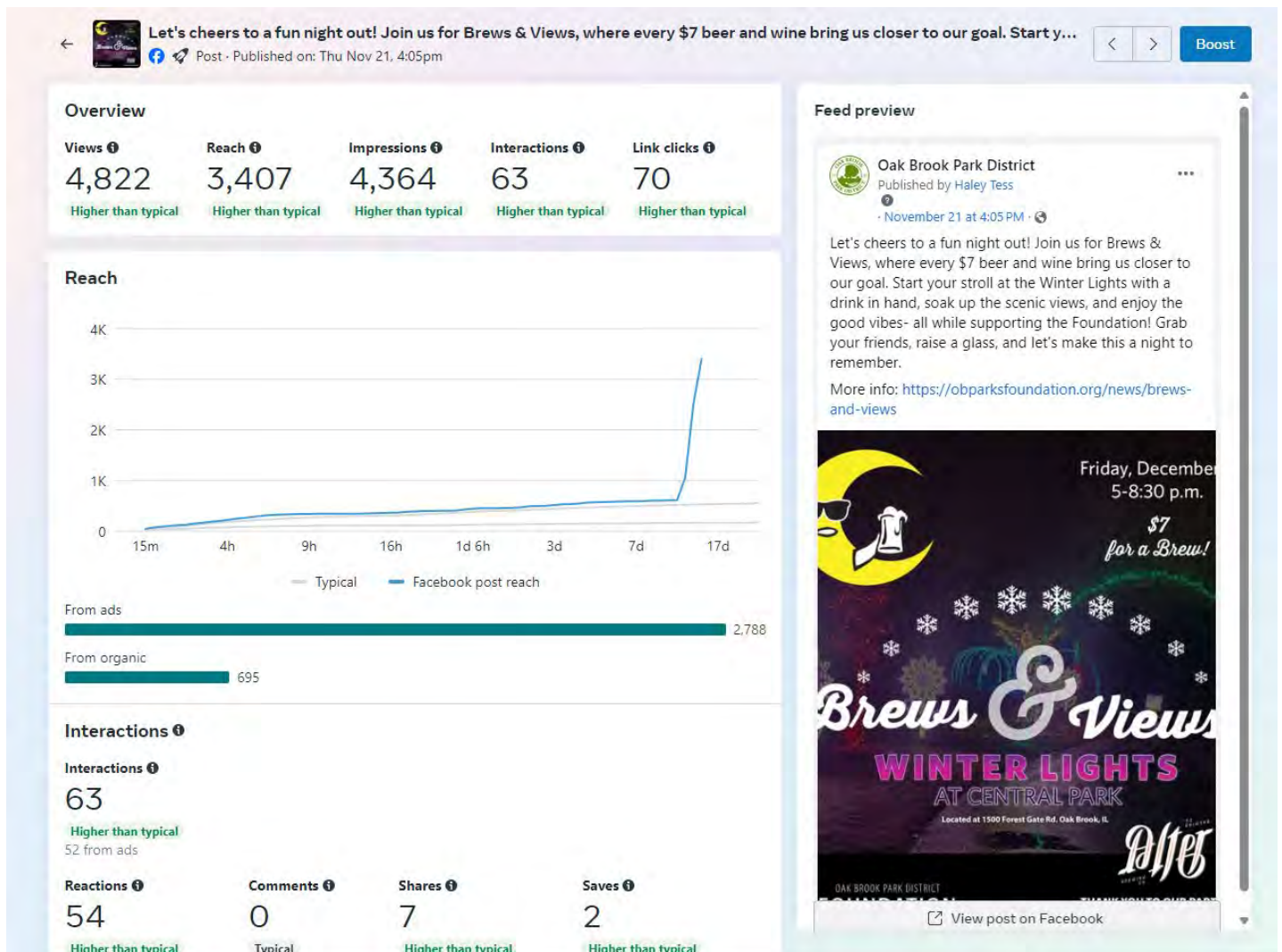
Instagram Analytics:

Total Followers: 2,420 (up 60)
Posts: 17
Top Post Reach: 319
Accounts Engaged: 29

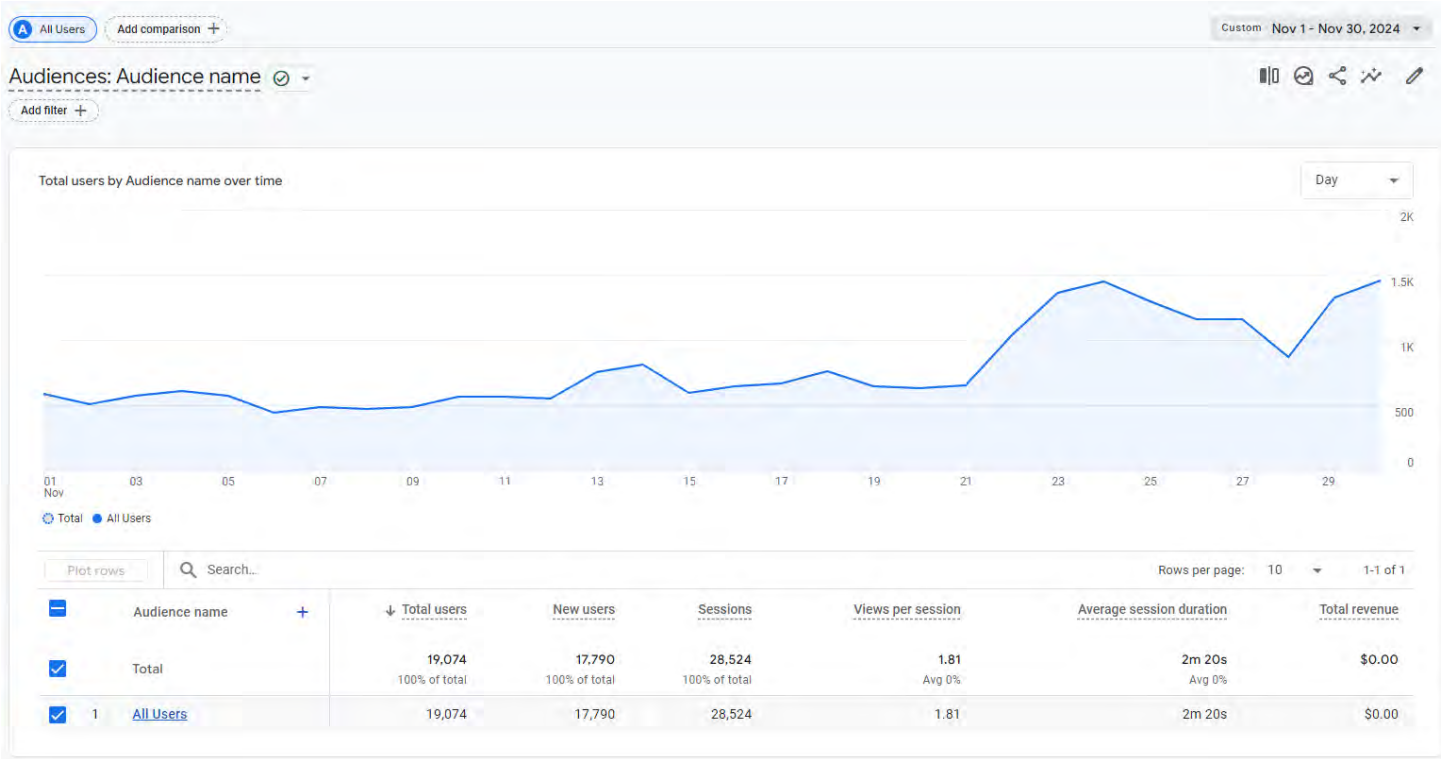
X Analytics:

Total Followers: 1,132 (down 5)
Posts: 2
Top Post Impressions: 28

Top Facebook Post



November 2024 Website Traffic



November 2024 Top Pages

- 1. /Winter Lights at Central Park
- 2. /Obparks.org
- 3. /Family Aquatic Center
- 4. /Family Recreation Center
- 5. /Cocoa Cabin
- 6. /Membership Opportunities
- 7. /Program Guides
- 8. /Pickleball
- 9. /Special Events
- 10. /Tennis Center

obparks.org Acquisition Value

Referral Percentage Values	Nov 2024	Nov 2023
Direct:	27.7%	31.3%
Organic Search:	66.1%	62%
Social:	2.6%	3.7%
Referrals:	3.6%	3.3%



Oak Brook Park District Facility Statistics and Data

Facility Rentals

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

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	242	272	259	376	307	400	376						2,231
Gym Revenue	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101						\$120,174
Room Rentals	21	18	15	19	15	31	21						140
Room Revenue	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190						\$6,640
CPW Rentals	NA	NA	NA	NA	NA	NA	NA	NA					0
CPW Revenue	NA	NA	NA	NA	NA	NA	NA	NA					\$0

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



Oak Brook Park District Facility Statistics and Data

Outdoor Pickleball Court Rentals

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

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Court Rentals	107	108	126	106	104	69	22						642
Court Hours	294	391	436	421	333	238	103						2,214
Revenue	\$ 680.00	\$ 660.00	\$ 650.00	\$ 510.00	\$ 260.00	\$ 260.00	\$ -						\$ 3,020.00



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

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

24 - 25	Hours	193	189	127	87	187	199	101						1,083
	Revenue	\$8,183	\$9,843	\$8,982	\$3,740	\$6,283	\$8,098	\$5,975						\$115,303
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$14,200										

Natural Grass Soccer Fields

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

24 - 25	Hours	2,054	1,154	421	670	1930	1,753	557						8,539
	Revenue	\$16,100	\$9,856	\$9,025	\$6,720	\$7,480	\$11,280	\$1,563						\$120,024
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$8,000										

Baseball Fields

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

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

Totals

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

24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	0	0	0	0	0	10,906
	Revenue	\$32,023	\$29,497	\$143,635	\$13,758	\$19,291	\$27,135	\$7,538	\$0	\$0	\$0	\$0	\$0	\$272,877

OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE November 1, 2024

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

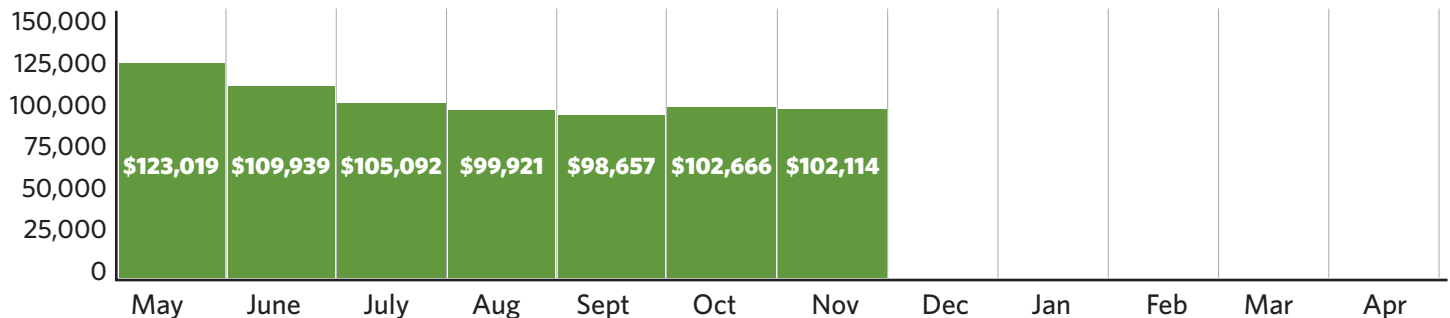
"Accomplish" means 3 of 4 subgoals under each main objective, are completed.

1. MEMBERSHIP & FACILITIES

COMPLETE? ☐

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

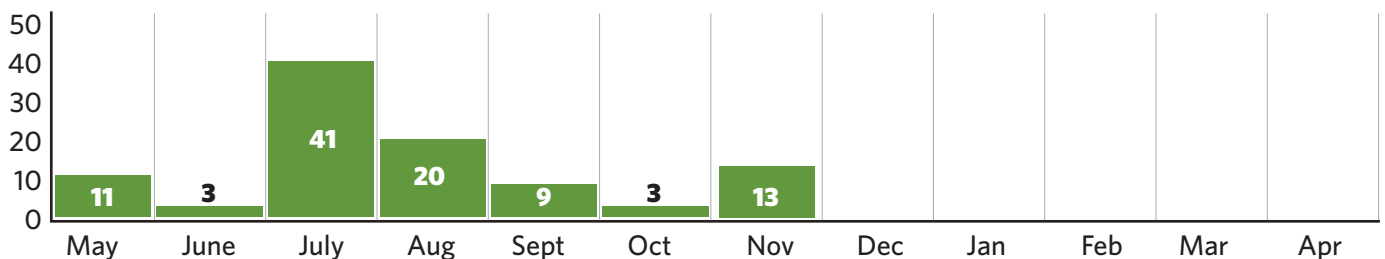
Objective 1, Figure A: FRC Membership Revenue



Current: \$741,408

Goal: \$1,176,502

Objective 1, Figure B: TC New Members



Current: 100

Goal: 100



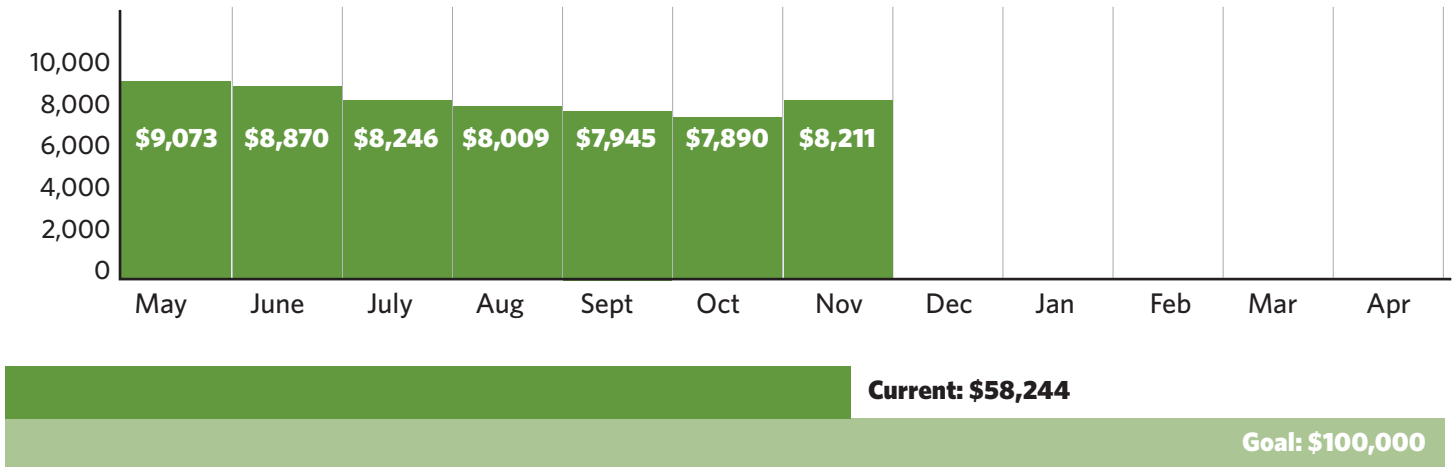
Oak Brook
Park District
A National Gold Medal Agency

www.obparks.org

[f /obparks.org/](https://www.facebook.com/obparks.org/)

OBJECTIVES AND KEY RESULTS

Objective 1, Figure D: Healthcare Membership Revenue

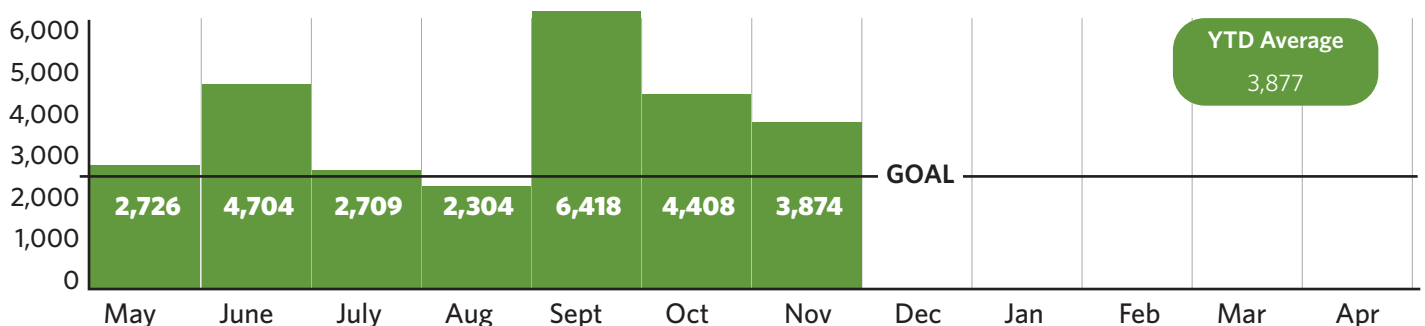


2. MARKETING & COMMUNICATIONS

COMPLETE? ☐

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

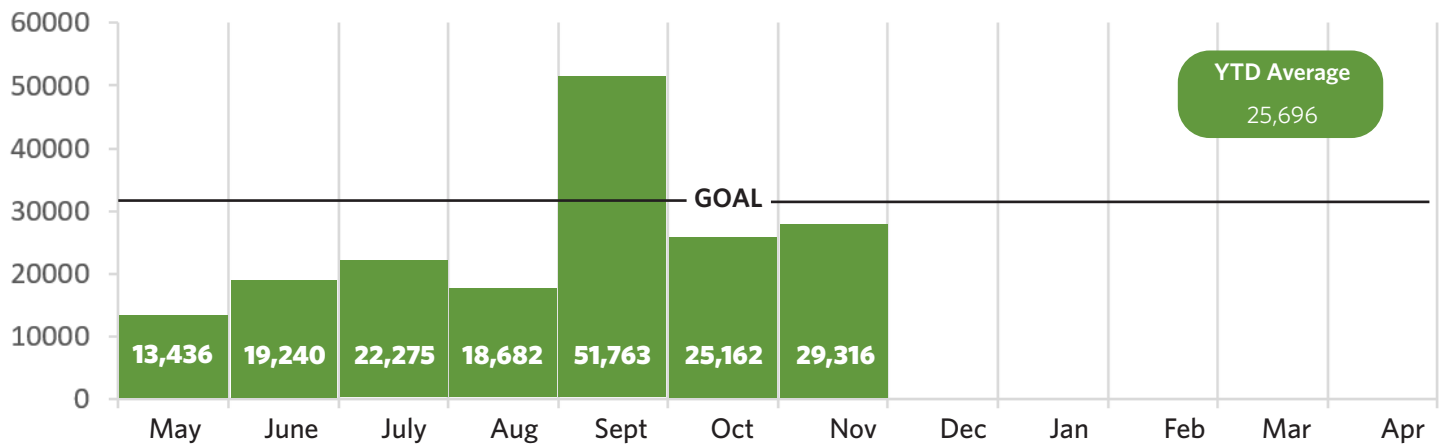
Objective 2, Figure A: Facebook Engagement



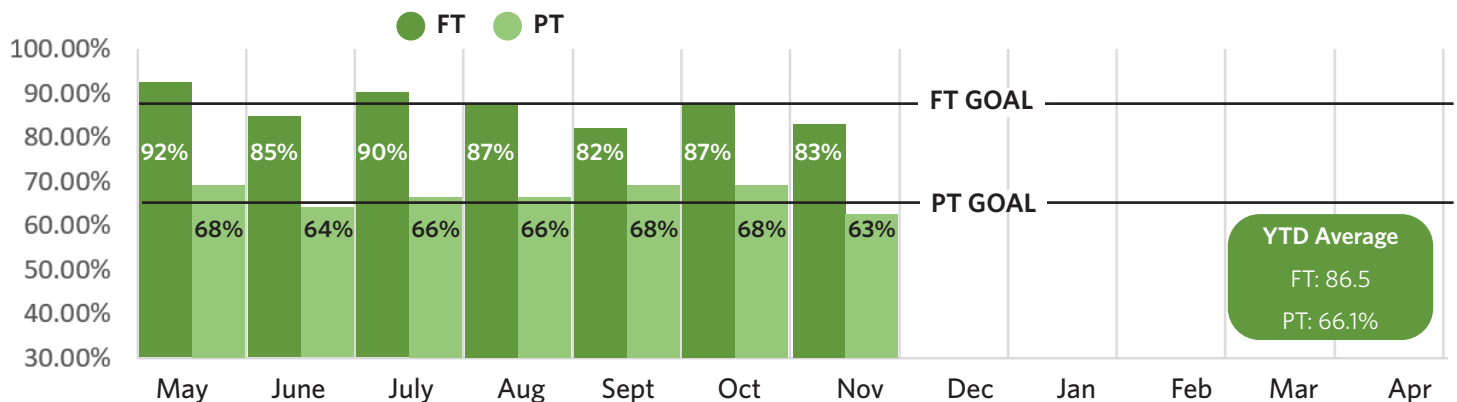


OBJECTIVES AND KEY RESULTS

Objective 2, Figure B: Facebook Reach



Objective 2, Figure C: Open Rate



OBJECTIVES AND KEY RESULTS

3. RECREATION & PROGRAMMING

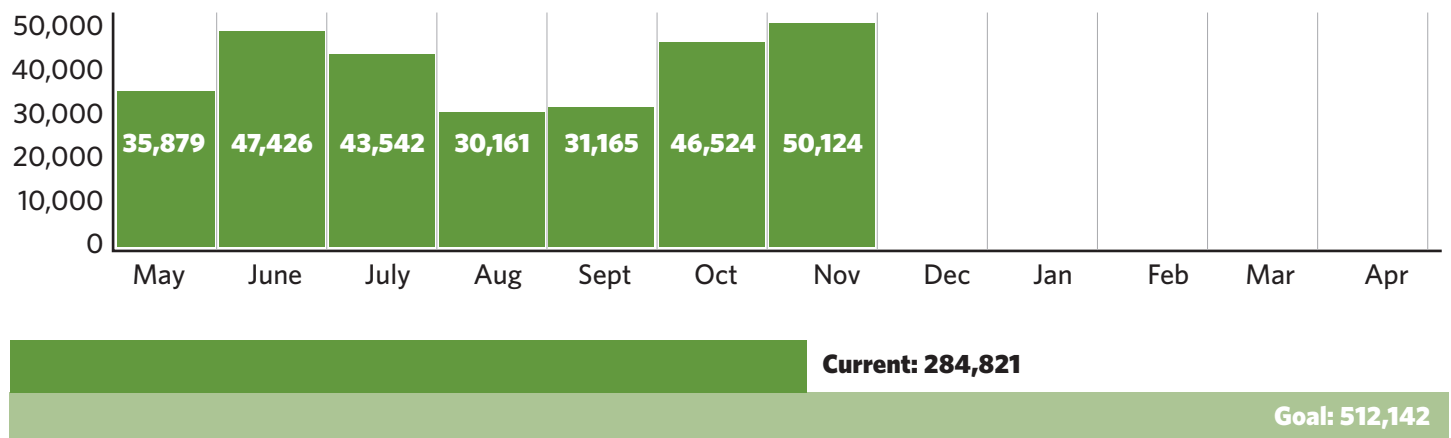
COMPLETE? ☐

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

Objective 3, Figure B: Park District Program Net Revenue



Objective 3, Figure D: FRC Patron Visits



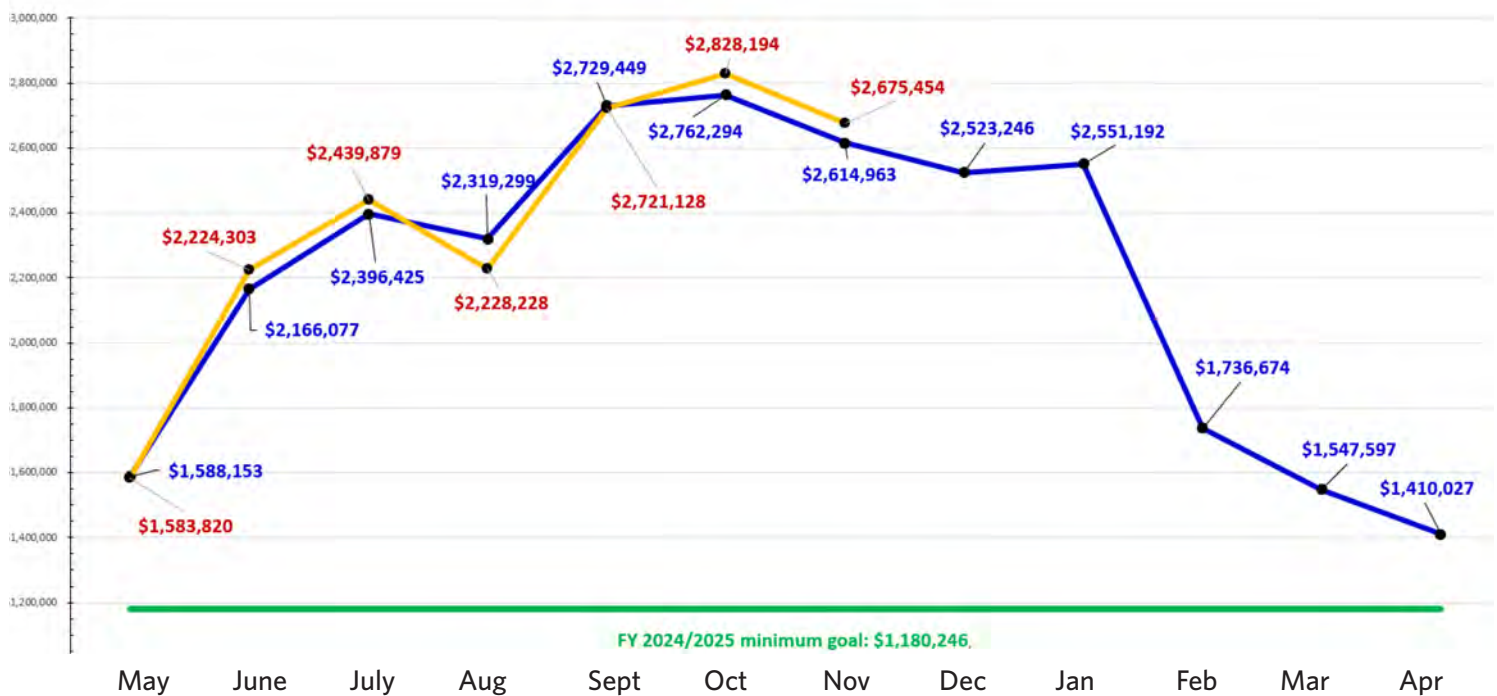
OBJECTIVES AND KEY RESULTS

4. FINANCE

COMPLETE? ☐

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

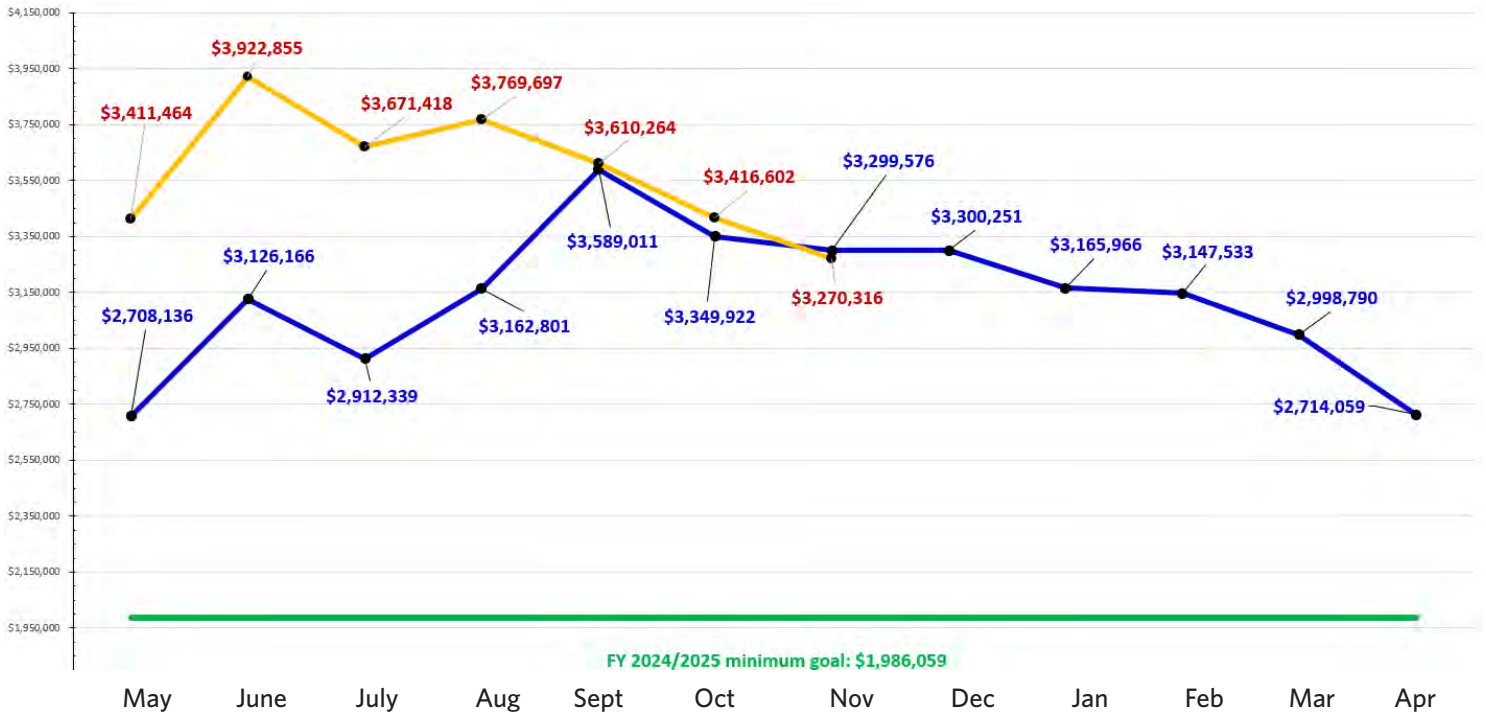
Objective 4, Figure B: General Fund



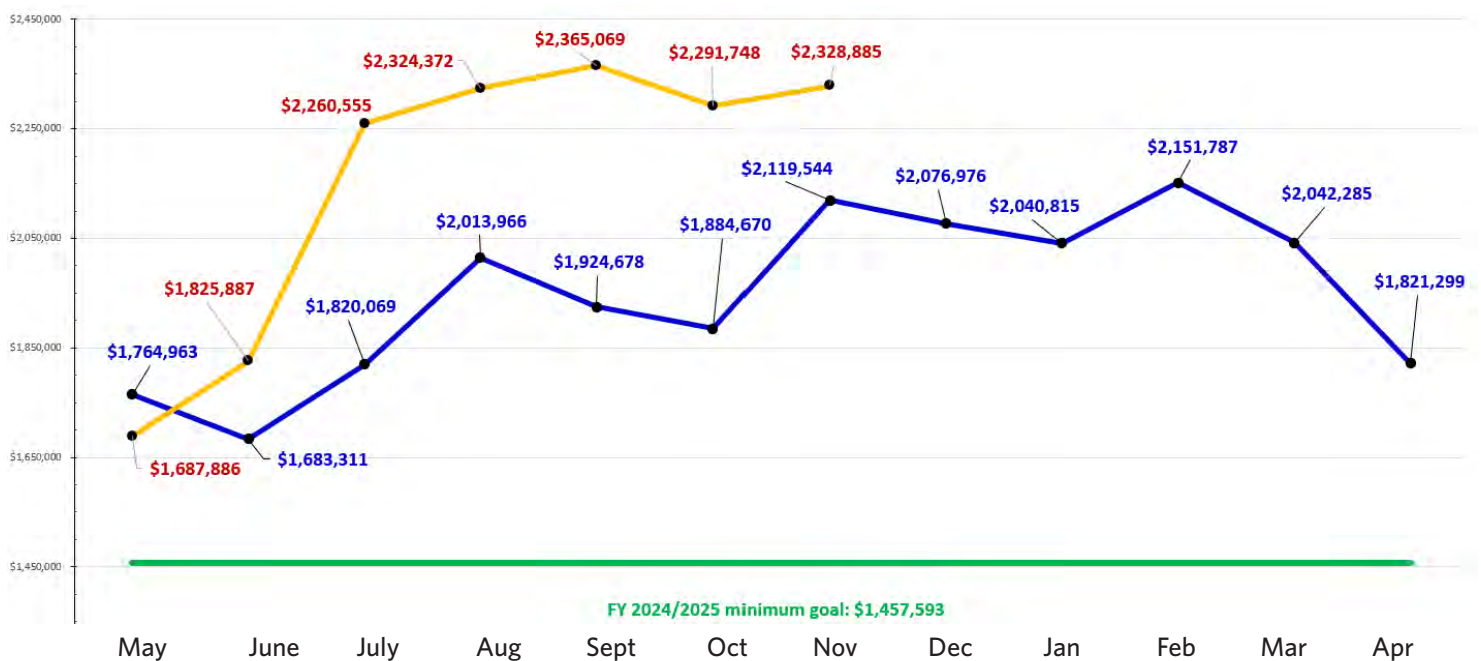


OBJECTIVES AND KEY RESULTS

Objective 4, Figure C: Recreation Fund



Objective 4, Figure D: Tennis Fund





May 1, 2024 - April 30,2025

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.

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



Memo

To: Board of Commissioners
From: Bob Johnson, Deputy Director
Date: December 10, 2024
Re: Board Report

Parks

- The asphalt paving project has been completed at Saddlebrook and Chillem Parks, which replaced portions of walking trails that had deteriorating asphalt.
- The Community Ice Rink and Sled Hill are setup but closed. Staff is keeping a watchful eye on the weather and will flood the rink when consistent freezing temperatures are in the forecast.
- Staff is working with Upland Design to devise a plan to increase parking capacity at the ball field parking lot.
- The Parks Department took delivery of a new John Deere Gator utility vehicle. The vehicle is outfitted with an enclosed cab, allowing staff to work more efficiently throughout the year. The vehicle was included in the capital project plan for 2024.
- Fall Fertilization has been completed on athletic fields. Soccer have been removed and goals have been stored for the winter.
- Staff completed final setup of the Winter Lights at Central Park, and perform maintenance on the lights as necessary.

Aquatics and Maintenance

- Numbers have come up slightly in swim lessons, but the extra unscheduled week of the renovation project did end up costing approximately \$10k across swim lessons and swim team in revenue. Thankfully, there was minimal staff wages during this time which softens the net impact. Aquatics is pushing ahead to make up much of the loss with increased enrollment and special lesson package offerings.
- The Frosty Float Cardboard Boat Regatta is launched! This is a new event that we hope will generate some fun and excitement here over winter break. Enrollment is currently low, but staff is going to push the event and look for as many entries as possible. With low overhead to run the event, we will not cancel due to low enrollment with hopes that we can market it after the event with pictures and recaps to help build curiosity and interest in it for next year.
- The new ADA lift is installed and available for use. It is battery operated and the station has been moved to the other side of the Lap Pool, keeping the center more open and accessible. The new chair does not ride a post into the water like the old one, so there is nothing intruding into the water when the chair is not in use, which is an improvement from the old one.
- Thanksgiving week saw extended open swim hours on Wednesday and Friday. Aquatics will run similar hours over the upcoming winter break weekdays with Open Swim (including water slide) Noon-9pm each weekday we are open.

- The maintenance team met with contractors to receive training on the new Family Aquatic Center rooftop HVAC unit.
- Acid chemical feed lines were replaced and updated in the Aquatic Center to better maintain balanced water.
- The maintenance team assisted with finishing touches on the Central Park West Facility to ensure it is ready for occupancy.
- Staff assisted with temperature control in the concessions building at the North Fields.
- Preventative maintenance was completed on all roof-top HVAC units at the Family Recreation Center.
- Assistance was provided with prep and wrap up on the ADA chair install in the Aquatic Center.

Facilities

- The Fitness Center equipment project is nearly complete. The strength training machines were replaced and rearranged to enhance the user experience, maximize the space, and give the Fitness Center a sleek, modern look. The new turf space, located at the north end of the Fitness Center, provides a versatile area for a wide range of functional training exercises. Lastly, the free weight area has new flooring to create a dynamic area that is designed to ensure safety and ample space for workouts.
- The Facility Department hosted the Annual Coat Drive. A truckload of donated coats were delivered to World Relief Chicagoland, helping families in need during the colder months.
- Valerie Louthan, Superintendent of Facilities, and Kara Smith, Fitness Supervisor, attended a training certification class for Urban Poling, which is a walking exercise that incorporates poles to enhance the effectiveness of walking that improves strength, endurance, balance, and overall fitness. Introductory classes will be presented in the spring.
- In collaboration with the Custodian Team, Alli Siamis, Human Resources & Risk Manager, received a \$500 PDRMA Grant for battery-operated shower scrubbing equipment. These scrubbers minimize the risk of heavy physical labor in a small space and provides consistent pressure and coverage on the cleaning surface to improve cleaning efficiency and quality.



Oak Brook Park District

Total Membership Packages/In-District Percentage

2024 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76	75	78	
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527	1594	1618	
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040	1075	1096	
Total Renew Active	240	256	280	294	305	320	328	337	350	362	377	
Total Memberships	2285	2425	2531	2630	2741	2813	2870	2924	2993	3106	3169	
In-District	33%	33%	32%	32%	32%	32%	32%	31%	31%	31%	31%	
Out-of-District	67%	67%	68%	68%	68%	68%	68%	69%	69%	69%	69%	
2023 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	38	39	40	40	43	45	48	53	56	59	61	63
Total FRC Memberships	704	762	793	815	839	859	893	925	966	1025	1085	1150
Total SilverSneakers	197	259	318	355	394	424	469	489	513	551	598	635
Total Renew Active	79	92	108	115	129	142	155	164	175	188	201	219
Total Memberships	1018	1152	1259	1325	1405	1470	1565	1631	1710	1823	1945	2067
In-District	41%	37%	37%	37%	37%	37%	36%	36%	35%	35%	34%	37%
Out-of-District	59%	63%	63%	63%	63%	63%	64%	64%	65%	65%	66%	63%



Oak Brook Park District

Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23-24	Uses	26	52	45	25	26	25	22	27	34	33	36	29	380
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$12,891	\$13,670	\$11,019	\$135,135
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,452	\$4,138	\$3,601	\$49,327
	TOTAL	\$9,954	\$23,739	\$22,708	\$11,362	\$13,446	\$13,778	\$11,057	\$13,260	\$17,387	\$15,343	\$17,808	\$14,620	\$184,462

24-25	Uses	28	59	42	10	15	25	22	17					218
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830					\$81,172
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$0	\$0	\$0	\$0	\$0	\$37,572
	TOTAL	\$14,968	\$33,223	\$24,068	\$3,749	\$9,516	\$12,609	\$11,781	\$8,830	\$0	\$0	\$0	\$0	\$118,744

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
23-24	Registrations	998	918	1,450	3,366
	Private	\$36,058	\$30,485	\$53,494	\$120,037
	Group	\$57,232	\$68,714	\$118,237	\$244,183
	TOTAL	\$93,290	\$99,199	\$171,731	\$364,220

24-25	Registrations	835	871		1,706
	Private	\$36,882	\$32,137		\$69,019
	Group	\$55,371	\$61,730		\$117,101
	TOTAL	\$92,253	\$93,867	\$0	\$186,120

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
23-24	Registrations	46	75	63	55	239
	Revenue	\$11,186	\$27,453	\$15,682	\$10,941	\$65,262

24-25	Registrations	40	72			112
	Revenue	\$10,147	\$21,376			\$31,523

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE NO. 24-1216: AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR THE FISCAL YEAR 2025-2026 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND COOK COUNTIES, ILLINOIS

AGENDA NO.: 7 A

MEETING DATE: DECEMBER 16, 2024

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The State of Illinois Truth-in-Taxation Act requires that no less than twenty days prior to any taxing body adopting its property tax levies, it must determine how many dollars in property tax extensions will be necessary. This tax levy is for the 2024 levy year and the actual taxes will be collected during our fiscal year 2025/2026. The Park District Board of Commissioners previously reviewed this levy at the November 18, 2024, Board Meeting.

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

The total 2024 property tax levy for the Corporate and Special Purposes (“aggregate levy”) totals \$4,339,835, and the levies for debt service totals \$1,662,239. Although the 2024 aggregate levy represents a 4.97% increase over the prior year’s final extended aggregate levy of \$4,134,503.23, the 2024 aggregate tax levy amount will be reduced by DuPage and Cook County in accordance with the Property Tax Extension Limitation Law (PTELL). Under PTELL, the final 2024 extended aggregate tax levy will reflect an increase of approximately 3.35% over the prior year, plus any additional levy due to new growth in Equalized Assessed Value (EAV). The 2024 tax levy for debt service represents a 1.30% decrease over the prior year’s final extended levy of \$1,684,097.22.

Per the Truth in Taxation Act (“TITA”), the Park District is required to disclose via a publication and hold a public hearing on our intention to adopt an aggregate levy in an amount greater than 105% of the previous year’s final aggregate levy extension. Since the total 2024 aggregate levy represents a requested increase of 4.97%, the district was not required to conduct a public hearing or publish the related notice for the 2024 tax levy.

The total proposed 2024 tax levy is \$6,002,074 which represents a 3.15% increase over the prior year’s final total extended levy of \$5,818,600.45.

ACTION PROPOSED:

A Motion (and a second) to approve Ordinance 24-1216: An Ordinance levying taxes and assessing taxes for the fiscal year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

ORDINANCE NO. 24-1216

**AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL
YEAR 2025-2026 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND
COOK COUNTIES, ILLINOIS**

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

SECTION 1: A tax for the following sum of money, totaling \$6,002,074 or as much
thereof as may be authorized by law, to defray expenses and liabilities of the Park District, be and
the same, is hereby levied commencing on the 1st day of May 2025 and ending on the 30th day of
April 2026.

ARTICLE I - GENERAL CORPORATE FUND

A. ADMINISTRATIVE EXPENSES	\$ 794,730
B. PARK EXPENSES	500,000
C. PROFESSIONAL SERVICES	35,000
D. BUILDING EXPENSES	<u>700,000</u>
TOTAL - GENERAL CORPORATE FUND	\$2,029,730

ARTICLE II - RECREATION FUND

A. ADMINISTRATIVE EXPENSES	\$ 567,045
B. RECREATION, FITNESS & AQUATIC PROGRAM EXPENSES	<u>850,000</u>
TOTAL - RECREATION FUND	\$1,417,045

ARTICLE III - ILLINOIS MUNICIPAL RETIREMENT FUND

ADMINISTRATIVE EXPENSES	\$ 131,208
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ARTICLE IV - SOCIAL SECURITY FUND

ADMINISTRATIVE EXPENSES	\$ 304,402
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ARTICLE V - LIABILITY INSURANCE FUND

ADMINISTRATIVE EXPENSES	\$ 146,953
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ARTICLE VI - AUDIT FUND

CONTRACTUAL & PROFESSIONAL SERVICES	\$ 10,497
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ARTICLE VII - DEBT SERVICE FUND

PRINCIPAL & INTEREST EXPENSES	\$1,662,239
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ARTICLE VIII – SPECIAL RECREATION FUND

ADMINISTRATIVE EXPENSES	\$ 125,000
PROGRAM/CAPITAL EXPENSES	<u>175,000</u>
TOTAL – SPECIAL RECREATION FUND	\$ 300,000

ARTICLE IX - RECAPITULATION

GENERAL CORPORATE FUND	\$2,029,730
RECREATION FUND	1,417,045
ILLINOIS MUNICIPAL RETIREMENT FUND	131,208
SOCIAL SECURITY FUND	304,402
LIABILITY INSURANCE FUND	146,953
AUDIT FUND	10,497
DEBT SERVICE FUND	1,662,239
SPECIAL RECREATION FUND	<u>300,000</u>
TOTAL TAXES LEVIED	\$6,002,074

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

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

PASSED this 16th day of December 2024.

APPROVED this 16th day of December 2024.

AYES:

NAYS:

ABSENT:

PRESIDENT

ATTEST: _____
SECRETARY

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

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

This certificate applies to the 2024 tax levy.

Sharon Knitter, President
Board of Park Commissioners

Dated: December 16, 2024

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

CERTIFICATE

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

I further certify compliance with the provisions of Sections 18-60 through 18-85 of the Truth in Taxation Law (35ILCS 200/18-60, et seq.), in connection with the 2024 Tax Levy Ordinance of the Oak Brook Park District, being Ordinance No. 24-1216, “An Ordinance Levying Taxes and Assessing Taxes for Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois”, passed and approved on December 16, 2024.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Oak Brook Park District, at Oak Brook, Illinois, this 16th day of December 2024.

Presiding Officer

SEAL

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

CERTIFICATE

I, Laure L. Kosey, do hereby certify that I am the Secretary in and for the Oak Brook Park District; that the foregoing is a true and correct copy of an Ordinance duly passed by the President and Board of Park Commissioners being entitled: "An Ordinance Levying Taxes and Assessing Taxes for Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois" at its regular meeting held on the 16th day of December, 2024, the Ordinance being a part of the official records of said Oak Brook Park District.

DATED: This 16th day of December 2024.

Secretary, Board of Commissioners
Oak Brook Park District



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: IAPD CREDENTIALS: AN APPOINTMENT OF CERTAIN DISTRICT REPRESENTATIVE(S) TO SERVE AS DELEGATE(S) TO THE ANNUAL BUSINESS MEETING OF THE ILLINOIS ASSOCIATION OF PARK DISTRICTS

AGENDA No.: 7 B

MEETING DATE: DECEMBER 16, 2024

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Constitutional By-Laws of the Illinois Association of Park Districts (IAPD) entitles all member park districts to be represented at the Association's meetings and conferences by delegate(s) designated by each park district. Each delegate must present proper credentials consisting of a certificate by the Secretary of the member park district that the delegate represents the park district.

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

The attached document grants the proper credentials to the individual appointed to represent the Oak Brook Park District at the Association's Annual Business Meeting held during the IPRA/IAPD Conference, Saturday, January 25, 2025 at 3:30 p.m.

The Commissioners may wish to discuss their availability to attend conference and represent the District at the Annual Meeting.

The Commissioners may also appoint the Executive Director or her delegate to attend the meeting on their behalf.

The Board will be asked to make a motion during its December 16, 2024 Board Meeting to appoint the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.

ACTION PROPOSED:

A motion (and a second) to appoint (Name) as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 8, 2024

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 23-25, 2025.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 25, 2025 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Oak Brook Park District

held at

(Name of Agency)

1450 Forest Gate Road, Oak Brook, IL 60523 on

November 18, 2024

at 6:30 pm

(Location)

(Month/Day/Year)

(Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 25, 2025 at 3:30 p.m.:**

Name

Title

Email

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____

(President of Board)

Attest: _____

(Board Secretary)

Return this form to:

Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 8, 2024
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 26, 2024) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 11, 2024) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 26, 2024.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 8, 2024
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 26, 2024 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 11, 2024) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 26, 2024 is the deadline for all changes and/or amendments to be received in the Association's office.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: 2025 BOARD MEETING DATES

AGENDA NO.: 7C

MEETING DATE: DECEMBER 16, 2024

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

In preparation for the publication notice of the Regularly Scheduled Board Meeting Dates, attached are the 2025 dates.

Meetings are typically scheduled for the third Monday of the month. However, in September of 2025 the board meeting date is moved to the fourth week due to the National Conference.

The proposed 2025 Board Meeting Dates are provided on the following page.

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

The Board will be asked to approve the 2025 meeting dates for the Regularly Scheduled Board Meetings at the Board's December 16, 2024 meeting.

ACTION PROPOSED:

A motion (and a second) to approve the 2025 Board Meeting Dates.



**2025 Calendar of the Regularly Scheduled Meeting Dates
of the
Oak Brook Park District Board of Commissioners**

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

January 20, 2025
February 17, 2025
March 17, 2025
April 21, 2025
May 19, 2025
June 16, 2025
July 21, 2025
August 18, 2025
September 22, 2025 (Fourth Monday of September)
October 20, 2025
November 17, 2025
December 15, 2025

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

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

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



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

www.obparks.org





Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: ORDINANCE 24-1217: AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING CONVEYANCE OR SALE THEREOF	AGENDA No.: 7 D MEETING DATE: DECEMBER 16, 2024
STAFF REVIEW: Superintendent of Parks, Jake Stachowiak: 	
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 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 24-1217.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): The recommended manner of conveyance for each item is provided in the ordinance.	
ACTION PROPOSED: A Motion (and a second) to approve Ordinance 24-1217: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof.	

ORDINANCE NO. 24-1217
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THERE OF

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:

Qty	Item	Brand	Color/Description/Model Number Serial Number	Disposal Method
3	Pond Aerators	Otterbine		Sell/Auction
1	Pick-up Truck	Ford	F-250 Super Duty Vin: 1FTNF21528EE40293	Sell/Auction
1	Snowplow	Boss	8ft Snowplow, SN: BC029160	Sell/Auction
1	Salt Spreader	SnowEx	Pivot Pro 1075X	Sell/Auction
1	Small Utility Vehicle	Kubota	Model Number: RTV-X1100C, SN: 29094	Trade-in-AHW LLC
1	Power Brush Attachment	Kubota	Model # V5260, SN: 21605837	Trade-in-AHW LLC
1	Snow Blower Attachment	Berco Mac	Model Number: M-700480-3, SN: 904152	Recycle
2	Office Desk	Unknown	Wood office desk with beige partition walls	Recycle/Dispose
2 Sets	Badminton support bars	Porter	Gray Metal posts	Recycle
1	Badminton support bars	Porter	Black Metal	Recycle
2	Official support stand	Porter	Blue Metal Rack	Recycle
1	Net holder	Porter	Blue Metal Rack	Recycle
5	Miscellaneous Wall Pads	Unknown	Blue and Red foam pads	Dispose
2 sets	Badminton post cuffs	Porter	Blue Metal	Recycle
4	Pottery Wheels	Unknown	Beige table and black chair	Recycle
2	Pitching Machines	Jugs	Unknown Model. Blue metal	Recycle
1	Curveball Pitching Machine	Jugs	C-14166	Recycle

(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.

PASSED AND APPROVED THIS 16th DAY OF DECEMBER 2024.

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: PART TIME COMPETITIVE WAGE INCREASE

AGENDA NO.: 7 E

MEETING DATE: DECEMBER 16, 2024

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):

Currently the Park District's minimum wage is \$15 an hour. In 2020, the state minimum wage was \$9.25 and has increased \$1.00 per year. By law, the minimum hourly pay rate has continued to increase by \$1.00 until the rate reaches \$15.00 per hour on January 1, 2025. In January, 2022, the District raised the minimum wage to \$15.00 to get ahead of the changing market. The District would like to continue these efforts, therefore, a review of surrounding park districts was conducted and revealed that many local agencies had raised their minimum wage rates and offered enhanced benefits to attract and retain employees. Staff is recommending increasing the District's minimum wage as well as compression wages, which will effect all part time employees. District staff held several meetings to discuss various potential options for mitigating these increased costs. Staff identified options including raising *out of district* programming costs.

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

To remain competitive, staff is recommending increasing the minimum wage to \$16 an hour for part-time employees. This expense includes compression wages for approximately \$67,000. To offset this impact on the operating costs of the District, staff is also recommending increasing *out of district* programming costs by 1% and increasing daily fees from \$12 to \$14. This would generate \$111,000 in additional revenue.

ACTION PROPOSED:

A Motion (and a second) to approve the Part Time Competitive Wage Increase.

Base Rate of Pay Benchmarking

Local Park Districts

District	Job Description	Current Pay Rate 2024 FY	Increased Pay Rate 2025 FY
<i>Oak Brook</i>	<i>All base entry level PT</i>	<i>\$15.00</i>	<i>\$16.00*</i>
Lisle	Lifeguards	\$15.50	\$16.50
	Camp Counselors	\$16.00	\$17.00
	Customer Service Desk	\$16.00	\$17.00
Glen Ellyn	Seasonal or PT Parks	\$15.00	\$16.00
	Custodial	\$15.00	\$16.00
Schaumburg	Lifeguards	\$16.00	\$17.00
	Swim Instructors	\$16.00	\$17.00
Mt Prospect	Swim Instructors	\$15.00	\$16.00
	Lifeguards	\$16.00	\$17.00
Park Ridge	Lifeguard	\$15.00	\$16.00
	Swim Instructors	\$15.00	\$16.00
Downers Grove	Camp Counselors	\$16.00	\$16.50
	Cashiers	\$15.00	\$15.50
	Front Desk	\$17.00	\$17.50
Elk Grove	Lifeguards	\$16.00	\$17.00
	Front Desk	\$15.00	\$16.00
	Seasonal or PT Parks	\$15.00	\$16.00
	Camp Counselors	\$15.00	\$16.00
Clarendon Hills	Front Desk	\$18.00	\$19.00
The Community House Hinsdale Rec Dept	Front Dest	\$15.00	\$16.00*
Westmont	All base entry level PT Front Desk, Custodial, Parks	\$16.00	\$17.00

* Proposed

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE: SECTION 1 – ADMINISTRATIVE POLICIES AND PROCEDURES

AGENDA NO.: 8 A

MEETING DATE: DECEMBER 16, 2024

STAFF REVIEW:

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

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

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

ACTION PROPOSED:

For Review and Discussion Only



Oak Brook Park District
Administrative Policies and Procedures

1.1. Rules of the Board of Park Commissioners

The Board of Park Commissioners of the Oak Brook Park District (the "Board") shall operate in accordance with the Illinois Park District Code, 70 ILCS 1205/1 *et seq.* (the "Park District Code") and all applicable local, state and federal laws, rules and regulations (collectively "state and federal law(s)"). The following rules shall also govern the operation and conduct of the Board (the "Rules"). Should any conflict arise between any provision or policy included in these Rules and any state and federal law(s), the applicable state and federal law(s) shall govern and control.

I. MEETINGS

A. Generally. All regular, rescheduled, public and special meetings of the Board shall be posted and open to the public as provided in the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* ("Open Meetings Act").

B. Regular Meetings.

1. A schedule of all regular schedule Board meetings for the calendar year shall be made available at the beginning of each calendar year in accordance with the Open Meetings Act ("Annual Meeting Notice"). The Board shall hold its regular meetings on the third (3rd) Monday of each month, at 6:30 p.m., at the Oak Brook Park District Recreation Center, or at such other time and location as may be specified in the Annual Meeting Notice, unless a regular meeting is rescheduled as provided in Paragraph B.2 of this Section.

2. If a majority of the Commissioners approves any changes to the Board's regular meeting dates set forth in the Annual Meeting Notice, the Executive Director shall provide at least ten (10) days' notice of such change by publication in a newspaper of general circulation in the District. Notice of such change shall also be given to all Commissioners and to any news medium that has annually requested notice of meetings, and by posting notice of such change at the District's Administration Office of the Family Recreation Center and the District's website. R

C. Annual Meeting

The annual meeting of the Board of Park Commissioners shall be conducted in May in each year during the Board's regularly scheduled meeting, at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, 60523.

D. Special Meetings. In accordance with the Park District Code, special meetings of the Board may be initiated at the request of the President or any two Commissioners. At least forty-eight (48) hours before such a special meeting, the Executive Director shall provide notice of the date, time, place and agenda for such special meeting to all Commissioners and to any news medium



Oak Brook Park District
Administrative Policies and Procedures

that has annually requested notice of meetings, and shall post notice of such meeting at the District's Recreation Center and on the District's website.

E. The Executive Director or their designee shall be responsible for providing notice of all regular, special and rescheduled meetings in accordance with the requirements of the Open Meetings Act.

F. Agenda. The Executive Director is responsible for the preparation of the agenda for all Board meetings including committee meetings. A Board packet for the regular Board meeting including the meeting agenda, will be provided (delivered or emailed) to all Commissioners no less than 48 hours in advance of the meeting, or otherwise in accordance with the Open Meetings Act. The agenda shall also be sent to any news medium that has annually requested notice of meetings and shall notice of such meeting shall be posted at the District's Recreation Center and on the District's website.

G. Quorum. Three members of the Board or committee physically present at the location of a lawfully scheduled and noticed open or closed meeting, shall constitute a quorum for each Board or committee meeting and for the transaction of business. The affirmative vote of 3 Board members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required by any law.

H. Closed Meetings. By a vote of a majority of the Commissioners present, the Board or any Board committee may hold meetings closed to the public or close a portion of any meeting to discuss matters exempted from public discussion under the provisions of the Open Meetings Act. Any such closed meetings shall be scheduled, conducted, and recorded in accordance with the Open Meetings Act. No final action may be taken at a closed meeting.

I. Commissioner Attendance by Other Means. If a quorum of the members of the Board is physically present, a majority of the Board may allow a member to attend the meeting by video or audio conference, but only in accordance with the requirements of the Open Meetings Act and the following requirements:

1. The member is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the District; (iii) a family or other emergency; or (iv) unexpected childcare obligations. The Board may also conduct meetings remotely in the event the Governor or Illinois Department of Public Health has issued a disaster declaration related to public health concerns pursuant to 5 ILCS 120/7(e).

2. The member notifies the Board secretary before the meeting unless advance notice is impractical.



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3. All required notice of the meeting has been provided as required by the Open Meetings Act.
4. The member participating remotely and other Board members must be able to communicate clearly and effectively, and members of the audience must be able to hear all communications.
5. Minutes of any such meeting must: a) record the Board's vote authorizing the Board member to attend by video or audio; and b) reflect and state specifically whether each Board member is physically present, present by video, or present by audio means. The minutes shall include any statements made or vote taken by the absent member who participated in the meeting by video or audio conference.



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Administrative Policies and Procedures

II. COMMISSIONERS

ROLE

The role of the Park District Board Commissioner is to serve the patrons of the Oak Brook Park District by understanding the needs of the community and by providing strategic direction and support to staff to meet those needs.

TERM OF SERVICE

The Park District Board Commissioner is elected by residents within the Oak Brook Park District's jurisdictional boundaries to serve a 6-year term. A Commissioner may be reelected to serve an unlimited number of 6-year terms.

RESPONSIBILITIES

The responsibilities of a Park Board Commissioner shall include but are not limited to the following:

- Communicate with the public to gain an understanding of their needs to ensure the Park District is meeting those needs.
- Help set a strategic direction that adopts goals relating to the vision and mission of the District.
- Adopt policies based on well researched guidance from the Executive Director that allow the District to run efficiently, effectively, legally and ethically.
- Be well versed on the Park District's mission, services, policies and programs.
- Be an advocate for the District by identifying personal connections, networks and partnerships to secure financial resources and influence public policy to achieve its mission.
- Follow conflict of interest and confidentiality policies of the Board and assist the Board in carrying out its fiduciary duties.
- Promote the image of the District.
- Monitor the finances of and protect the assets of the Park District.
- Develop a solid understanding of laws, policies, and procedures associated with Board service.
- Board members are expected to attend scheduled meetings, thoroughly review board packets and related materials in advance, and actively participate in discussions to fulfill their decision-making responsibilities effectively.



Oak Brook Park District Administrative Policies and Procedures

- Elect Board Officers – President, Vice President, Secretary and Treasurer.
- Attend and participate in special events and District functions.
- Hire, terminate, supervise, evaluate and support the Executive Director.
- Attend Board retreats, in-service workshops, required training, and participate in other Board development activities.
- Comply with the Code of Ethics and Conduct as set forth in the Rules and adhere to all other policies set forth in this Manual.

TRAINING

Board members shall develop a solid understanding of laws, policies, and procedures associated with serving on the Board, including but not limited to:

- Rules of the Board of Park Commissioners as set forth in this Section 1.1 of the Manual;
- Park District Code;
- Open Meetings Act;
- Freedom of Information Act;
- State Officials and Employees Ethics Act;
- Local Government Travel Expense Control Act; and The District's Non-Discrimination and Sexual Harassment Policies

III. BOARD ETHICS AND CODE OF CONDUCT

The following Ethics and Code of Conduct ("Code of Conduct") are the rules of behavior by which the Commissioners shall abide including the principles, standards and ethical expectations that Commissioners must meet as they interact with and on behalf of the District.

A. ETHICS

Board members are expected to be of high moral and ethical character and work together as a team to serve the community by delivering top quality park and recreational opportunities. Each Board member is expected to act in the best interests of the District and be free of outside influence and self-interests. In accordance with this policy, Board members will educate themselves about and comply with all other federal, state and local laws, regulations, and



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Administrative Policies and Procedures

ordinances applicable to the conduct of the Park District's elected officials. These include but are not limited to, the Open Meetings Act (5 ILCS 120/1 *et seq.*), the Public Officials Prohibited Activities Act (50 ILCS 105/0.01 *et seq.*), the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*), the Government Ethics Act (5 ILCS 420/1-101 *et seq.*), the official misconduct and public contracts provisions of the Illinois Criminal Code (720 ILCS 5/1-1 *et seq.*), the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), the District's own Ethics Ordinance (See **Appendix ____**), and any and all other applicable conflicts of interests provisions, whether established by federal, state or local laws or by common law.

The patrons of the Oak Brook Park District are entitled to fair, ethical, and accountable local government. To maintain this, the Board commits to the following principles:

1. **Act in the Public Interest**

Board members shall serve the common good of the public, ensuring fair and equal treatment of all persons and transactions. Board members shall be motivated only by a desire to serve the citizens and the District. Board members represent all residents of the District and should avoid representing special interest groups.

2. **Comply with Laws**

Board members shall comply with all applicable federal, state, and local laws in conducting their public duties. The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, to act or speak for the Board unless specifically authorized to do so by official Board action, or to expend funds or incur liability of the District.

3. **Exemplary Conduct**

Board members shall maintain exemplary professional and personal conduct, avoiding even the appearance of impropriety. Board members shall refrain from abusive behavior, personal accusations, or verbal/physical attacks against others.

4. **Respect for Process**

Board members will work with the Executive Director and shall perform their duties according to established processes and rules, ensuring meaningful public involvement and orderly policy implementation. Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative and operational functions of the District.

5. **Respect for Time**

Spend time in Board Meetings on strategic planning, policies, and procedures, not on operational details that are the Executive Director's responsibility.

6. **Board Meetings**

Board members shall prepare for and focus on the business at hand, listen attentively, and avoid disrupting meetings.



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7. Commitment to Attendance and Preparation

Board members are expected to attend scheduled meetings, thoroughly review Board packets and related materials in advance, and actively participate in discussions to fulfill their decision-making responsibilities effectively.

8. Merit-Based Decisions

Board members shall base decisions on the merits of the matter at hand, not on unrelated considerations.

9. Transparent Communication

Board members shall disclose any substantive information received outside the public decision-making process before considering the matter.

10. Conflict of Interest

Board members shall avoid using their positions to influence decisions in which they have a material financial interest or personal relationship, disclosing conflicts and recuse themselves from all discussion, deliberation and vote taken about the issue as required by applicable state and federal law.

11. No Gifts or Favors

Board members shall not accept gifts or favors that might compromise their judgment or actions.

12. Confidentiality

Board members shall respect the confidentiality of certain information and not use it for personal gain. Board members shall respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session unless the discussion is contained in the minutes of the closed session and the Board has voted to release the minutes of the closed session to the public.

13. Use of Public Resources

Board members shall not use public resources for private gain or personal purposes.

14. Representation of Private Interests

Board members shall not represent private interests before the Board or any committee of the District.

15. Advocacy

Board members shall represent official policies when authorized and clearly distinguish personal opinions from those of the Board or District.

16. Unity

In the discharge of their duties, Board members act collectively as a Board not as individuals. Board members should abide by the majority vote of the Board and support the determination of that majority. A Board member should not speak for the Board unless authorized to do so by the Board. Board members should align themselves with Board policies, goals, and objectives.

17. Policy Role

Board members shall respect the governance structure and not interfere with



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administrative functions or staff duties.

18. Positive Work Environment

Board members shall support a positive and constructive workplace for District employees and the public

19. Non-Discrimination; Non-Harassment Policy –Board members shall comply with the District's non-discrimination non-harassment policies.

B. CONDUCT

This section outlines the rules of conduct by which the Commissioners shall abide with respect to each other, District staff, constituents, and others when representing the Oak Brook Park District. The guiding principle is "respect."

1. Board Member Conduct with One Another

While Board members have diverse backgrounds, values, and goals, Board members share a common commitment to the community. Board members must therefore respect each other and maintain a professional demeanor toward each other and work collectively, prioritizing the best interests of the Park District. The following are guidelines for Board member's conduct with one another:

a) In Board Meetings:

- **Use Formal Titles:**
Refer to each other formally (e.g., President, Vice President, Treasurer, Commissioner).
- **Practice Civility and Decorum:**
Criticism should be respectful and constructive. Avoid abusive, slanderous, or threatening comments or actions.
- **Honor the President's Role:**
Support the Board President in maintaining order and focus during meetings. Follow parliamentary procedure to voice objections.
- **Effective Problem-Solving:**
Demonstrate how diverse views can lead to compromises benefiting the community.

b) In Private Encounters:

- **Maintain Respectful Behavior:**
Show the same respect in private as in public discussions.
- **Be Mindful of the Freedom of Information Act:**
Treat voicemails, emails and any method of communication as potentially being subject to disclosure in response to a FOIA request.



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- **Recognize Public Presence:**
Board members' actions and words may be publicly scrutinized, and private conversations can become public.

2. Board Member Conduct with District Staff

Effective governance relies on cooperation between Board members and staff. Mutual respect between Board members and staff is essential. The following are guidelines for Board member's conduct with Park District staff:

- **Treat Staff as Professionals:**
Board members shall exercise professionalism in all interactions with staff. Board members must communicate with and treat all District staff equally and without impartiality or bias. .
- **Do Not Disrupt Staff:**
Be respectful of staff's time and avoid interrupting the Executive Director and other District staff during their work unless an emergency exists. To the extent possible, schedule meetings in advance.
- **Avoid Public Criticism:**
Do not criticize staff publicly or directly; address any direct or indirect concerns regarding District staff privately with the Executive Director.
- **No Political Solicitation:**
Do not solicit political support from staff. Staff may support candidates as private citizens outside of work hours and the workplace.

3. Board Conduct with the Public

Board members are expected to maintain professionalism at all times when representing the Park District in public settings.

a) Board Member Conduct in Board Meetings:

- **Be Welcoming:**
Make the public feel welcome at Board meetings. Show respect and professionalism to all speakers. While questions for clarification are allowed, the primary role during the Open Forum is to listen.
- **Be Fair and Equitable:**
The Board President will announce time limits at the start of Open Forum, which is generally five minutes per speaker. Respect the speaker's time to speak.
- **Active Listening:**
Actively listen to any speaker at a Board meeting, attempt to make eye contact with the speaker and avoid disrupting the speaker or otherwise engage in any display of



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disrespect.

- **Maintain an Open Mind:**

Allow individuals of the public to challenge or provide constructive criticism regarding the Board's decisions, policies, or general governance. Board members may ask for clarification from the speaker but avoid debate and argument.

- **No Personal Attacks:**

Avoid personal attacks in any circumstance. Be mindful of body language and tone of voice to prevent appearing intimidating, harassing, or aggressive.

- **Follow Rules Established for Open Forum:**

Review and be knowledgeable regarding the Rules Established for Open Forum. .

- **Calm and Focused Discussions:**

If speakers become flustered or defensive, the Board President is responsible to maintain order and decorum. Board members may ask questions to clarify or expand information the speaker is providing but should not engage in debate with the speaker.

b) Board Conduct in Unofficial Settings:

- **Confidentiality**

Board members shall respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session unless the discussion is contained in the minutes of the closed session and the Board has voted to release the minutes of the closed session to the public.

- **Make No Promises:**

Board members must always keep the best interests of the District in mind and conduct themselves accordingly. Board members represent all residents of the District and should avoid representing special interest groups. When asked about Board actions or opinions, provide a brief overview, if appropriate and subject to any confidentiality requirements, and refer to staff for further information. Do not promise specific actions or outcomes on behalf of the Board or staff. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

- **Avoid Personal Comments:**

Board members may disagree on an issue but should abide by the majority vote of the Board and support the determination of that majority. Board members should align themselves with Board policies, goals, and objectives. Board members should not publicly make derogatory comments about other Board members.

- **Remember Your Role:**

Board members are constantly observed by the community, and it is important to act with professionalism, honesty and respect, always reflecting the dignity of the position.



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4. Elected and Appointed Officials' Conduct with the Media

a. The Executive Director is the official spokesperson for the Park District matters. If an individual Board member is contacted by the media, the Board member should direct the requester to the Executive Director or the Board's designated spokesperson.

b. Under some circumstances it may be appropriate for the Board President or a designated Board spokesperson to speak to a media representative about a matter with which that Board member has particular experience or expertise.

If the Board member chooses to engage with the media, they should be clear about whether their comments represent the official Park District position or a personal viewpoint. The following is also recommended:

i. Do not make statements "off the record." Most members of the media follow journalistic ethics and can be trusted to keep their word but one poor experience with an unethical journalist can be catastrophic. Words that are not said cannot be quoted.

ii. Choose Words Carefully and Cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.



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Administrative Policies and Procedures

C. COMPLAINT PROCESS

1. Eligibility

In the event a Park Board Commissioner is in violation of the Code of Conduct as provided herein or has otherwise engaged in misconduct, any Park Board Commissioner is eligible to file a complaint against another Commissioner ("Complaint").

2. Guidelines - Complaint against any Commissioner shall be managed as follows:

- a) Complaint is filed and the procedure set forth in Section 3 is followed.
- b) Commissioner Due Process Rights. The named Commissioner in the Complaint shall have the following rights in the Complaint process:
 - The opportunity to respond to the substance of the Complaint;
 - The opportunity to address any and all witnesses;
 - The opportunity to review and respond to any and all documents related to the Complaint;
 - The opportunity to have a Hearing, as defined below, on the allegations set forth in the Complaint; The opportunity to participate in any informal resolutions; and
 - The opportunity to speak to the nature of any sanctions sought to be imposed if and to the extent the Board determines sanctions are appropriate, as provided for herein.
- c) Neither the Commissioner making the Complaint in good faith nor the Commissioner against whom the Complaint is directed shall be subjected to any unjust treatment.
- d) The Board and the Commissioner named in the Complaint may agree to an extension of time needed to comply with the Complaint procedures set forth herein .
- e) The Commissioner filing the Complaint may submit a written request to amend or withdraw their Complaint at any time.

3. Procedures

- a) Complaints will be processed in the following manner, within the stated time limits:

Step I: Initial Complaint

- The Complaint shall be presented to the Board President.
- Within ten (10) working days from the date of the conduct complained of, or as soon thereafter as practicable, considering the Board's meeting schedule, the Board President shall present the Commissioner named in the Complaint with the written Complaint,.



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- After presenting the Complaint to the accused Commissioner, the Board President will convene a closed session within _____ days in accordance with Section 2(c)(1) of the Open Meeting Act, 5 ILCS 120/2(c)(1), for purposes of discussing the Complaint as set forth in Step II.

Step II: Presentation of Complaint/Hearing with the Board

- The Complaint will be presented in a closed session, at a time determined by the Board President ("Initial Closed Session Meeting"). The accused Commissioner shall be given no less than twenty-four (24) hours' prior notice of Initial Closed Session Meeting. The Board President will present the Complaint to the entire Board. The accused Commissioner will then have an opportunity to respond to the Complaint. Only information pertinent to the Complaint shall be discussed at the Initial Closed Session Meeting.
- If the matter is not resolved upon this initial presentation and discussion of the Complaint, the matter shall be advanced to a formal Hearing before the Board, as provided in Step III.

Step III: Sanction Procedures

- In the event the Board determines the alleged violation in the Complaint warrants discipline of the Commissioner, the matter shall be scheduled for a hearing before the Board ("Hearing"). A Hearing in closed session shall be scheduled by the Board President at a time and date convenient for the accused Commissioner, however, in no event shall the Hearing be held beyond a period of thirty (30) days from the date of Initial Closed Session Meeting, unless good cause is shown for said extension.
- The Board President shall present the information and evidence relating to the Complaint. The accused Commissioner will then be afforded an opportunity to respond to the allegations in the Complaint and to provide and offer any information or evidence in support of his or her defense against the allegations in the Complaint. Thereafter, the Board will deliberate in the presence of the accused Commissioner and will determine whether or not sufficient information was provided to support the allegations in the Complaint and, if so, whether discipline of the accused Board Member is necessary and/or appropriate.
- When a violation is determined by a vote of two-thirds (2/3) of the entire Board, after affording the accused Commissioner an opportunity to be heard, the Board may impose discipline, as provided for herein. The discipline imposed shall be



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determined based upon the same two-thirds (2/3) vote of the Board. The Board can thereafter determine by a two-thirds (2/3) vote as to whether any discipline imposed shall be done in open or closed session meeting of the Board.

Step IV: Decisions Final

- It is understood that the decision, as reflected in a vote of two-thirds (2/3) of the entire Board shall be a final decision. The Board shall maintain all Board meeting minutes as required by law.

4. Forms of Discipline:

- The accused Commissioner will not be subject to discipline in the event a determination is made that the allegations in the Complaint were false or sanctions are otherwise not warranted.
- If after the Complaint and a Hearing is completed as outlined above, a determination has been made that the Commissioner violated the Code of Conduct, the Rules, or any state or federal law, the Board may impose a disciplinary action against said Commissioner. The determination to impose said sanction must be approved by a vote of two-thirds (2/3) of the entire Board. Corrective measures or discipline will be appropriate to the alleged violation, considering the facts and circumstances and applicable law. Such discipline may include but not be limited to the following:

a. Oral Reprimand/ Censure

b. Written Reprimand

- If the violation is more serious in nature or is a continuation of a previously determined violation.

c. Meeting Suspension

- If the violation is more serious in nature or is a repeat or continuation of a previously determined violation.



Oak Brook Park District
Administrative Policies and Procedures

Oak Brook Park District Board of Commissioners

BOARD MEMBER STATEMENT

As a Board member of the Oak Brook Park District Board of Commissioners, I agree to uphold the Code of Ethics and Conduct ("Code of Conduct") set forth of Rules of the Board of Park Commissioners, Section 1.1 of the Oak Brook Park District's Administrative Policies and Procedures Manual. In my role as a Board member, I agree to conduct myself in accordance with the Code of Conduct. In support and furtherance of this statement, I shall:

- Recognize the worth of individual Board members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual Board members, staff and the public are free to express their ideas and work to their full potential;
- Conduct my public affairs with professionalism, honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the community;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Oak Brook Park District; and Treat all people with whom I come in contact in the way I wish to be treated.



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IV. BOARD OFFICERS

The officers of the Board of Park Commissioners shall be President, Vice President, Secretary, and Treasurer as prescribed by law, and such assistants and other officers as may be chosen by the Board.

All officers shall be elected by the Commissioners at the Board's annual meeting as provided in Section 1.C, and at such other times as a vacancy occurs. Officers shall hold office until the next annual meeting and until their successor is chosen. Vacancies may be filled by appointment by a majority of the remaining members of the Board at any Board meeting. In the case of the temporary absence or inability of any officer to act as such, the Board may fill the office *pro tempore*.



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A. PRESIDENT:

The President of the Board is the presiding officer at all meetings of the Board and shall seek to include all Commissioners present in the Board's discussions at any meeting.

The President's vote shall be called for on all matters before the Board in the normal voting rotations with other Commissioners.

ROLE

The role of the President is to lead the Board of Commissioners in setting a strategic direction for the Park District to serve the needs of the community.

TERM OF SERVICE

The President is elected by the Board of Commissioners for a one-year term. A Commissioner may serve as President for an unlimited number of one-year terms.

RESPONSIBILITIES

The duties of the President shall include but not be limited to the following:

- Serve as presiding officer at all meetings of the Board and preserves order and decorum at those meetings.
- Facilitate discussion at the meeting and establish committees and appoint committee chairs as appropriate to address issues.
- Collaborate with the Executive Director to prepare the Board meeting agenda.
- Keep all Board members abreast of important issues affecting the District and schedule an annual Board evaluation.
- Appoint a temporary Secretary of the Board to serve in the absence of the Board elected Secretary.
- Enforce Board policies and monitor execution of all ordinances passed by the Board, all contracts approved by the Board and all other documents and papers of the District that by law require an official signature.
- Serve as the official liaison between the Board and the Executive Director, any staff member, and the District's attorney.



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- Serve as the District's spokesperson and official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.
- Conduct an annual performance evaluation of the Executive Director.
- Publish "*A Letter From The President*" in each of the District's seasonal brochures summarizing the accomplishments of the District and progress being made on projects.

B. VICE PRESIDENT:

ROLE

The role of the Vice President is to perform the duties of the President in their absence.

TERM OF SERVICE

The Vice President is elected by the Board of Commissioners for a one-year term. A Commissioner may serve as Vice President for an unlimited number of one-year terms.

C. SECRETARY:

ROLE

The role of the Secretary is to serve as local election official and legislative liaison for the District and manage the correspondence, minutes, ordinances, orders and resolutions of the Board.

TERM OF SERVICE

The Secretary is elected by the Board of Commissioners for a one-year term. The Secretary may serve an unlimited number of one-year terms.

RESPONSIBILITIES

The duties of the Secretary shall include but not be limited to the following:

- Attend all meetings of the Board.
- In the absence of both the President and Vice President at a meeting in which a quorum of Commissioners is present, call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present at the meeting.
- Authority to administer oaths and affirmations.



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- Oversee the taking, completion, and recording of all minutes, ordinances, orders and resolutions of the Board including recording and taking minutes of all closed sessions of the Board, as well as regulating the schedule of disposal of such recordings, and the release of closed meeting minutes to the public according to State law. Cause publication of all ordinances required to be published by statute.
- Sign all Board ordinances, resolutions and other official documents of the Board as needed, serve as official custodian of Board minutes, records and legal documents.
- Oversee the official correspondence of the Board.
- Serve as the legislative liaison of the Board, keeping in contact with legislators and informing the Board of legislative issues of interest to the Board.
- Work with the Executive Director to ensure a comprehensive records management system is in place so that the Board is in compliance with all local, state and federal reporting laws and regulations.
- Act as the Local Election Official for the District unless otherwise designated by the Board or Executive Director.
- Perform such other duties as usually pertain to the office, as required by law, or as delegated by the Board.

D. TREASURER:

ROLE

The role of the Treasurer is to monitor the financial policies of the District.

TERM OF SERVICE

The Treasurer is elected by the Board of Commissioners for a one-year term. A Commissioner may serve as Treasurer for an unlimited number of one-year terms.

RESPONSIBILITIES

The duties of the Treasurer shall include but not be limited to the following:

- Act as liaison between the Board and the Executive Director on financial matters of the District.
- Work with the Executive Director to develop and monitor the financial policies and reports, and annual budget and tax levy of the District.
- Sign all appropriate financial documents as needed.



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- Perform such other duties as usually pertain to the office, as required by law, or as delegated by the Board.



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V. BOARD PACKET DISTRIBUTION

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District's General Counsel to receive appropriate agenda materials no less than three (3) days before each meeting, including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports, as appropriate.

VI. ORDER OF BUSINESS

A. The order of business of the Board shall be as follows:

1. Call to Order and Roll Call
2. Open Forum
3. Consent Agenda
 - a. Approval of Agenda
 - b. Approval of Minutes
 - c. Approval of Financial Statements
 - d. Approval of Warrants
4. Communications/Proclamations (if any)
5. Staff Recognition
6. Reports
7. Unfinished Business
8. New Business
9. Enter Closed Session (if any)
10. Closed Session (if any)
11. Arise to Open Session (If a Closed Session is held)
13. Announcement of next regular meeting
14. Adjournment

B. No matter shall be presented to the Board for action at a regular meeting of the Board, unless such matter was first raised at a previous meeting, and placed on a future agenda by consensus of the Board; provided that this rule may be suspended in accordance with Section XII of these Rules.

Except as provided in these Rules, Commissioners shall generally present any requests for information from or direct the responsibilities of the Executive Director, any staff member, or the District's attorney at a meeting of the Board. If any such request is then approved by a majority of the Commissioners, the Executive Director, the staff member, or the District's attorney shall provide such information as exists to all Commissioners at or prior to the next meeting of the Board or, if the collection of information will require additional time, on such a date as determined by the Board at the recommendation of such persons. If there is a more immediate need for



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information from the Executive Director or any staff member or for an opinion from the District's attorney, the Commissioner requesting such information or opinion shall make their request to the Executive Director, who may seek the information or opinion immediately if the request is directly or indirectly related to discussions or direction already conducted or provided by the Board; however, if necessary to assure the Board's consensus, the Executive Director shall poll the Board for authorization to provide the requested information or opinion.

VII. VOTING

A. All Commissioners shall endeavor to vote aye or nay, except that a Commissioner may vote "abstain" or "present" when a conflict of interest exists which makes it improper under State law for the Commissioner to vote on the issue in question, or when the Commissioner determine that a vote of "abstain" or "present" is in the best interest of the District, and except that the Commissioners may act by a consensus of those present concerning matters for which a formal vote is not required by law, such as giving direction to the Executive Director, any staff member, or the District's attorney. The ayes, nays and abstentions shall be taken upon the passage of all ordinances, resolutions or motions, and as otherwise required by law, and shall be recorded in the minutes of the Board.

B. When requested by any two Commissioners, any motion submitted to the Board for a vote shall be reduced to writing before being voted upon.

C. The Board may, at any meeting, by unanimous consent, take a single roll call vote, by yeas and nays, on the several questions of the passage of any two (2) or more of the designated ordinances, orders, resolutions or motions that are placed together for voting purposes in a single group as part of a consent agenda. Instead of entering the names of the Commissioners voting yea and nay on the passage of each of the designated ordinances, orders, resolutions and motions included in the consent agenda, a single vote shall be entered in the minutes for the consent agenda. The taking of a single vote and the entry of the words "consent agenda" in the minutes shall be sufficient compliance with the requirements of this section of the Board's Rules. At the request of any individual Commissioner, an item may be removed from the consent agenda for further discussion and a separate vote. Items that may be placed on the consent agenda include, but are not limited to, approval of minutes, approval of monthly expenditures, approval of committee reports, and approval of ordinances, resolutions or policies previously discussed and on which there was a consensus of the Commissioners. Items that may not be placed on the consent agenda include but are not limited to bond ordinances, and ordinances, resolutions or policies on which no consensus has been reached by the Commissioners. If any item on the consent agenda requires a greater vote for passage than a majority vote of all elected Commissioners, the entire consent agenda must be approved by the required vote.

D. In general, a vote or action of the Board may be reconsidered at any time, so long as there are as many Commissioners present as when the vote was originally taken. However, if the District



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has already approved a contract or made a commitment to a third party based on a prior vote, and such party has reasonably relied on the Board's action, reconsideration will not be allowed. A motion to reconsider must be made by a Commissioner who voted on the prevailing side when the vote was originally taken. If there is a change in the membership of the Board, by appointment or election, except as otherwise provided herein, reconsideration of a previous vote may be initiated by motion of any Commissioner and approved by a majority of the Commissioners. Once a motion for reconsideration is defeated, it may not be renewed or reconsidered.

VIII. ADDRESSING THE BOARD

- A. Pursuant to the Open Meetings Act (5 ILCS 120/2.06(g)), any person shall be permitted an opportunity to address the Board under the rules established by the Board. This article establishes the rules governing public comment.
- B. Unless compliance is waived by the majority of the Board, all persons wishing to address the Board at a regular meeting of the Board shall do so in compliance with these Rules, which shall be posted at the sign-in table outside the meeting room:
 1. No person who is not a Commissioner shall address the Board at any meeting without the consent of the majority of Commissioners present, except during the "Open Forum" portion of the agenda. The President may, without consent of the Board, recognize the Executive Director, any staff member, or the District's attorney who is present at such a meeting to authorize him/her to speak to an issue then under consideration.
 2. Any person invited to appear before the Board, including, but not limited to, a consultant or contractor, may address the Board in accordance with these Rules.
 3. During the "Open Forum" portion of the agenda, any member of the public may address the Board; provided that all speakers shall comply with these Rules and with any rulings of the President:
 - a. Any person wishing to address the Board must provide their contact information on the sign in sheet provided before the start of the meeting so that the Board or the Board's designee may provide a response, if required, to the comments and/or questions presented by the speaker.
 - b. During "Open Forum", the President of the Board shall extend an invitation to individuals wishing to address the Board. Individuals desiring to speak shall seek to be recognized then, upon recognition, approach the podium in an orderly fashion, one speaker at a time, stating their name and the subject matter or issue concerning which the person wishes to address the Board.



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- c. Speakers will not be required to state their home address; however, the President may ask the speaker to state whether or not they are a resident of the Village.
 - d. All comments must be directed only to the President and the Board members, and not to any member of the audience or Park District Staff.
 - e. In no event shall any person addressing the Board be permitted to speak for more than five (5) minutes without the express permission of a majority of the Board.
 - f. A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.
 - g. A speaker may not yield time to another speaker.
 - h. All speakers should be respectful of the Board and the audience members, and should be courteous, polite, and civil.
 - i. Speakers shall refrain from harassing or directing threats or personal attacks at Board members, District staff, other speakers or members of the audience. If any person engages in obscene, defamatory speech, or speech that constitutes an imminent threat to the safety of the Board, or anyone else in attendance at the meeting, or the premises, the President may immediately suspend the person's opportunity to speak. The President's decision shall not be overturned except by a majority vote of two-thirds (2/3) of the Commissioners present. .
 - j. No speaker may engage in conduct that is disorderly and that disrupts or interferes with the ability of the Board to conduct the public meeting. Any person, who engages in disorderly conduct during a meeting may be ejected from the meeting upon motion passed by a majority of the Commissioners present, or in the event of an emergency, at the direction of the President.
 - k. The speaker must speak only from the specific location in the public meeting room designated by the rules contained herein or by the President.
4. Any person that the President determines is violating any of these Rules may be required to terminate their comments and vacate the podium or be subject to other action as deemed necessary by the President. Additionally, the President or a majority of the members of the Board may require a person who continues to violate these rules to leave the premises of the meeting.



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5. The President may interrupt a speaker in order to enforce these Rules, and may limit the comments or take the floor from any speaker who the President determines is violating these Rules.
 6. Before any member of the public addresses the Board during "Open Forum", the President of the Board may impose reasonable time limits on the time allowed for "Open Forum", and for each speaker who takes part therein, giving consideration to the probable number of speakers and to the hour.
 7. The President may limit repetitive statements. Whenever possible, groups seeking to address the Board shall consolidate their comments and avoid repetition by using representative speakers on their behalf.
 8. During the presentation and discussion of agenda items, the President will not recognize speakers in the audience unless the Board desires additional information from an audience member.
 9. The presiding officer may limit irrelevant, immaterial, or inappropriate comments of statements, and shall have the right to halt or suspend public comments if the rules are not being followed.
- C. Members of the public shall have no right to address the Board at any regular or special meeting that is closed to the public in accordance with the requirements of the Open Meetings Act.
- D. Robert's Rules of Order, as amended by the Park Board, is the recognized parliamentary authority of all Park Board meetings.

IX. RULES GOVERNING PUBLIC RECORDING OF MEETINGS

- A. Pursuant to the Open Meetings Act (5 ILCS 120/2.05), an individual from the public may record a Board meeting open to the public by tape, film or other means, subject to the rules as set for the by the Board for such recordings. The District's policy is to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the Board by tape, film or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the Board, District staff and the public.
- B. Any person desiring to tape, film or record by other means a Board or Committee meeting open to the public may do so subject to the following rules. It is the intent of the Park Board in adopting these rules to provide reasonable access and opportunity to persons desiring to tape, film or make such recordings by other means while at the same time avoiding disruption to and interference with the conduct of the meeting, including the deliberative process, or the ability of



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other persons attending the meeting to see or hear the proceedings, or the creation of unsafe conditions or damage to property.

1. All recording equipment must be in place prior to the commencement of the meeting.
2. No equipment, wiring or accessory may be affixed or attached to any District property without the prior consent of the Executive Director, which consent may be withheld at the discretion of the Executive Director.
3. No person taping, filming or recording the meeting by other means shall by position, location or movement of self or equipment materially interfere with or obstruct any person's view of the meeting or ability to hear the meeting.
4. No person taping, filming or recording the meeting by other means shall by position, location or movement of self or equipment materially block or obstruct access to or from the meeting or to or from the seating in the meeting or to or from any emergency exit in the meeting room or constitute a tripping or other hazard.
5. Equipment or devices used may not emit sounds that are distracting to members of the audience or the Board.
6. While the use of special lighting necessary to tape, film or record a meeting by other means is permitted, lighting that creates a glare or shines in the eyes of persons attending or participating in the meeting or is otherwise obtrusive or distracting is not permitted. The President of the Board may require that such forms of artificial lighting not be used.
7. All taping, filming, or recording equipment and wiring used shall conform to applicable electrical codes. No accessory shall be plugged in or attached to any electrical outlet if doing so would create a safety hazard.
8. Persons operating equipment necessary to tape, file or record the meeting by other means shall be given a reasonable opportunity to modify their actions in order to conform to these rules.
9. If any provision of these rules or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these rules or the application thereof to other persons and circumstances.

X. MINUTES



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A. The Recording Secretary appointed by the Board, or their designee, shall attend all meetings of the Board, whether open or closed, and shall keep a full record of the proceedings in accordance with the Open Meetings Act. The unofficial minutes of the preceding Board meeting shall be approved and accepted by the Board at the next regular meeting of the Board after any required corrections are made. . Approved minutes of all Board meetings shall be made available to the public in accordance with the Open Meetings Act and the Freedom of Information Act.

B. Minutes of Board and committee meetings, open or closed, shall be prepared in conformity with the Open Meetings Act, and at a minimum shall contain: (1) the date, time and place of the meeting;(2) the members of the Board recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed and deliberated, and in the case of an open meeting matters decided, and a record of any votes taken.

C. The Recording Secretary shall be responsible to assure that a verbatim recording of any closed meeting of the Board is made, and the Executive Director shall be responsible to store all such recordings and the written minutes of closed meetings in a place that will maintain the confidentiality of such recordings and minutes until such time as the Board determines that they no longer require confidentiality and makes them available for public inspection or authorize their destruction pursuant to Section 2.06(c) of the Illinois Open Meetings Act.

D. Any Commissioner may review such minutes prior to the Board's approval of a resolution making any minutes of closed meetings available for public inspection. The District's Attorney shall review the minutes of all closed meetings every six (6) months and shall recommend to the Board that any such minutes that no longer require confidential treatment should be made available for public inspection.

XI. ROBERT'S RULES OF ORDER

Robert's Rules of Order, most recent edition, shall generally govern the deliberations of the Board, except when in conflict with any of the specific provisions of these Rules.

XII. SUSPENSION OF RULES

At any meeting of the Board, a majority of Commissioners present may consent to suspend any or all of these Rules for the entire meeting or for certain matters to be considered at that meeting.

XIII. AMENDMENT OF RULES

These Rules may be amended or repealed at any regular meeting of the Board; provided, however, that written notice of any such amendment or motion for repeal shall be provided to each Commissioner at a meeting preceding the meeting at which the amendment or motion to repeal is to be presented.



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XIV. PROSPECTIVE CANDIDATE INFORMATION

The Board recognizes that, as good leaders, the members of the Board should actively seek qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role in training newly elected Board members. The District's staff shall prepare an information packet containing essential information to be made available to prospective candidates. Additionally, the Executive Director and a department head shall provide at least one informational session for prospective Board member candidates.

Approved by the Board of Commissioners: June 15, 2015
Revisions approved by Board: August 15, 2016 Board Meeting
Revisions approved by Board: February 17, 2020 Board Meeting
Revisions approved by Board: April 19, 2021 Board Meeting
Revisions approved by Board: October 16, 2023 Board Meeting - Sect IG1- Pursuant to Public Act 103-031
Revisions approved by Board: August 19, 2024 Board Meeting



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1.2 Use of and Admission to Park District Facilities for Park Commissioners

To effectively serve in their office, Park Commissioners require feedback from the residents of the District concerning the District's facilities, memberships, special events, and programs to assist them in managing and controlling the District's property and planning, establishing and maintaining recreational programs. It is within the best interests of the District for Commissioners to invite guests to attend and participate in District programs and facilities to facilitate a free exchange of ideas and generate feedback.

- A. For the purpose of assisting Commissioners in collecting feedback and ideas regarding the facilities, memberships, special events and programs of the District, the Park Board of Commissioners permits up to 8 guests of each Commissioner, per quarter, to participate in and attend District facilities, memberships, special events and programs without charge.
- B. Every quarter each Commissioner shall receive 8 "Guest Passes" to be used to invite guests to District facilities special events and programs.
- C. The Executive Director shall act as the administrator for the purposes of determining recreation programs and facility rental usage eligible for complimentary participation or reduced fees by Commissioners. The complimentary or reduced fees for programs or facility rental usage shall be administered as defined in the District's Personnel Policy, Section 6.8 Use of District Facilities and Programs as defined in the category of "Full Time Employee."
- D. In addition to the 8 guest passes for personal guests, Commissioners may also request guest passes to promote the District at community networking events.

Approved by Board of Commissioners November 8, 2010 (Ordinance 10-1108)
Amended and Approved by Executive Director June 2015



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1.3 Lifetime Fitness Membership Policy for Park Commissioner

The Board of Park Commissioners of the Oak Brook Park District has determined that it is appropriate and desirable to recognize the contribution to the District made by those who have served as Park Commissioners.

In recognition of the dedication of Park Commissioners to the community of Oak Brook and to the District, the Board has determined to adopt and approve for the District a "Lifetime Fitness Membership Policy", to provide for a lifetime fitness membership for past members of the Board under the following terms and conditions:

- A. Any elected Park Commissioner who has served not less than one (1) full term on the Board shall be eligible for a free individual lifetime Fitness Club membership upon completion of a membership application.
- B. Any Park Commissioner who left office prior to the effective date of this Policy shall, nevertheless, be subject to this Policy, and the Executive Director shall notify any such Park Commissioner of any change in benefits in writing.

Approved by Board of Commissioners: January 10, 2011 (Resolution 11-0110)

Approved by Board of Commissioners: June 15, 2015

Revisions approved by the Board: April 19, 2020 Board Meeting



1.4 Policy and Procedure Governing the Verbatim Audio Recordings of Closed Meetings

PURPOSE:

The Verbatim Audio Recording, Storage, and Destruction of Audio Recordings of Closed Meetings Policy is adopted pursuant to the Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "Act") to properly record, store, and destroy the verbatim record of the closed meetings of the Oak Brook Park District.

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

PROCEDURE:

Recording Closed Sessions:

The Oak Brook Park District shall keep a verbatim record of all Closed Session meetings of the Board of Commissioners or any subsidiary "public body" as defined by the Illinois Open Meetings Act, 5 ILCS 120/1. The verbatim record shall be in the form of an audio recording as determined by the Board of Commissioners.

Responsibility for Recording Closed Sessions and Maintaining Recordings:

The Board Secretary or his/her designee shall be responsible for arranging for the recording of such closed sessions. The Board Secretary, or his/her designee, shall securely maintain the verbatim recordings of all closed sessions of the Board of Commissioners of the Park District.

Closed Session Minutes:

In addition to the recordings of the closed session, the Park District will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/2.06.

Procedure for Recording:

At the beginning of each closed session, a roll call shall be taken of those present for the audio recording. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.



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Back-Up Equipment/Procedure for Equipment Malfunction:

The Park District will maintain audio recording equipment for the Park District to comply with this Resolution. The Board Secretary or his/her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as time as the closed session may proceed with a functioning recording device.

Maintenance and Public Release of Recordings and Access to Tapes:

The audio recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court or administrative order or specifically authorized for release by a vote of the Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Board Secretary or his/her designee.

Procedure for Destruction of Recordings:

The Board Secretary or his/her designee is hereby authorized to destroy the particular audio recordings of those closed sessions for which:

- A. The Board of Commissioners has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review; and
- B. More than 18 months have elapsed since the date of the closed session; and
- C. There is no court or administrative order requiring the preservation of such recording; and
- D. The Board of Commissioners approve the ordinance authorizing the destruction of the verbatim recordings of certain meetings at an open session of a regularly scheduled Board meeting. Such ordinance shall be prepared by the park district's attorney.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015

Revisions Approved by Board: April 19, 2021 Board Meeting



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Policy: 1.5

1.5 Sponsored or Endorsed Continuing Education Workshops & Conferences for Attendance by Board of Commissioners

The Board recognizes that continuing education results in improved public service, greater cost effectiveness in park and facility maintenance, and more efficient delivery of recreation services. In order to foster ongoing improvement, the Commissioners are encouraged to attend continuing education programs provided by the Illinois Association of Park Districts (IAPD), Illinois Park and Recreation Association (IPRA), and the National Recreation and Park Association (NRPA).

Approved by Board of Commissioners: June 15, 2015

Approved by the Board of Commissioners: April 19, 2021



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Section 1.6 Travel Expense Policy

Pursuant to the "Local Government Travel Expense Control Act" (50 ILCS 150/1 *et seq.*) (the "Act"), the Oak Brook Park District (the "Park District") is required to establish regulations with respect to allowable travel, meal and lodging expenses.

1. Declaration of Policy: It shall be the Park District's policy to regulate, in the manner required by the Act, reimbursement of those expenses of all Park District employees, officers and Board Commissioners, which are subject to the provisions of the Act.

2. Definitions: The following terms shall, as used in relation to effecting compliance with the Act, have the meanings set forth below:

- "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- "Travel" means any expenditure directly incident to official travel by Park District employees, officers and Board Commissioners or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

3. Categories of Reimbursable Expenses; Maximum Allowable Reimbursements:

The Park District shall only reimburse the following types of travel, meal and lodging expenses incurred by its employees, officers and Board Commissioners:

- (a.) Travel, meal and lodging expenses incurred to attend Illinois and national parks and recreation conferences.
- (b.) Travel, meal and lodging expenses incurred in attending all training, professional development and educational opportunities directly related to parks and recreation or beneficial to the Park District.
- (c.) Travel, meal and lodging expenses incurred in conducting any business of the Park District or that furthers the Park District's mission.



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4. Maximum Allowable Reimbursements Rates by Category of Expense

Expenses incurred on official Park District business as described in Section 3 above are eligible for approval, up to the maximum allowable reimbursement rates shown by category of expense on **Exhibit A** attached to this policy, which may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Park District's Executive Director and approved by the Board.

5. Documentation and Approval Required Prior to Reimbursement

No reimbursement of travel, meal or lodging expenses incurred by a Park District employee, officer, or Board Commissioner shall be authorized unless the "Travel, Meal, and Lodging Expense and Reimbursement Request Form", attached hereto as **Exhibit B**, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

6. General Procedure for Reimbursement Exceeding Maximum Allowed and Board Commissioner Expenses

The following expenses for travel, meals, and lodging may be approved only by a roll call vote of the Board at an open meeting of the Board:

- (a) Reimbursable expenses of any Park District officer or employee that exceeds the maximum allowed under the regulations adopted under Section 4 of this Policy;
- (b) Reimbursable expenses of any Park District Board Commissioner; and
- (c) Reimbursable expenses exceeding the maximum allowed under Section 4 above which were incurred because of the emergency or other extraordinary circumstances.

7. General Prohibition on Reimbursement of Entertainment Expenses

The Park District may not reimburse any Park District employee, officer or Board Commissioner for any expense related to entertainment as defined in Section 2 unless such expense is ancillary to the purpose of the program or event.

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



Oak Brook Park District
Administrative Policies and Procedures

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

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

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

Maximum Reimbursable Rates for Meals	
Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$35.00

Maximum Reimbursable Rates for Lodging	
All locations	\$225.00 / night or lowest available conference housing rate

OAK BROOK PARK DISTRICT

Travel, Meal, and Lodging Expense & Reimbursement Form

Name:		Department:		Date:		Purpose for Travel:	
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ESTIMATED EXPENSES

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

Department Director Approval:

Date:

ACTUAL EXPENSES

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

Requestor Signature:

Date:

2021 Mileage

Reimbursement Rate: \$.56 per mile

By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.

supporting documentation to
travel@obparks.org

Department Director
Approval:

Date:

Executive Director
Approval:

Date:

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



Oak Brook Park District
Administrative Policies and Procedures

Section 1.7 Procedure for the Submittal, Review, and Authorization of Travel Expenses Requiring Board Approval During an Open Meeting of the Board of Commissioners

Oak Brook Park District Ordinance 17-0116, An Ordinance Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Control Act (50 ILCS 150/1 *et seq.*) was enacted by the Board of Park Commissioners during the January 16, 2017 Board Meeting. Ordinance 17-0116 has been codified in Section 1.6 of the Administrative Policies and Procedure Manual.

In accordance with the Local Government Travel Expense Control Act certain travel expenses shall only be approved by a roll call vote of the Board at an open meeting of the Board. The following travel expenses require the approval of the Board by roll call vote during a regular meeting of the Board of Commissioners:

- 1.) For the reimbursable travel expenses of any Park District Officer or Employee that exceed the maximum rates as established in the District's Travel Expense Policy;
- 2.) For the reimbursable travel expenses of any Park District Board Commissioner; and
- 3.) When the reimbursable travel expenses exceed the maximum rates as established in the District's Travel Expense Policy which were incurred because of an emergency or other extraordinary circumstance.

Procedures:

The procedures set forth below shall be used when travel expenses are to be approved by the Board of Commissioners during a regular open meeting.

1) Park District Board of Commissioner Travel:

a) Approval of Commissioner Travel:

- i) Official business related travel of any member of the Board of Park Commissioners shall be approved in advance of travel by a roll call vote at a regular open meeting of the Board of Park Commissioners. Travel expenses shall encompass park district business related training and Commissioner education events requiring advance or on-site registration. (i.e., IPRA, IAPD, NRPA conferences and workshops)
- ii) The estimated travel expenses are to be recorded on the *Travel, Meal and Lodging Expense & Reimbursement Form* ("*Travel Expense Form*") [Exhibit B] and shall be submitted to the Executive Director.
- iii) Commissioner travel expenses shall not exceed the amount approved in the Oak Brook Park District Budget in that fiscal year in the aggregate, and the expenses may not exceed the Board



Oak Brook Park District
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approved *Permissible Travel Expenses*, [Exhibit A] unless the overage is also approved in a regular open meeting of the Board of Commissioners by roll call vote.

- iv) The Executive Director shall review the District's budget to ensure the travel expenses are within the District's budget and do not exceed the Permissible Travel Expense Limits.
- v) The Travel Expense Form shall be listed as an agenda topic on the Board Meeting Agenda and a copy of the completed form shall be included in the Board Packet for the Regular Board Meeting of the Oak Brook Park District Board of Commissioners.
- vi) The Travel Expense Form shall be reviewed by the Board of Commissioners. A motion and a roll call vote by the Board of Commissioners is necessary to approve the travel expense as presented on the Travel Expense Form.
- vii) Upon the Board's approval of the Commissioner travel expense, the Executive Director shall provide a copy of the approved Travel Expense Form to the Chief Financial Officer to encumber the District's budget for the estimated expense.
- viii) The Executive Director shall appoint staff to make reservations, registrations and travel arrangements that may be completed in advance of travel on behalf of the Commissioner. Other authorized Travel Expenses not prepaid by the District, but incurred by the Commissioner during the approved travel, shall be reimbursed by the District in accordance with Section B. below.

b) Documentation and Reimbursement for Park District Board of Commissioner Travel

- i) During the approved travel, the Commissioner shall obtain a receipt for any Park District business related travel expense. All receipts shall be recorded on the Travel Expense Form. The Commissioner shall submit the Travel Expense Form and the receipts to the Executive Director.
- ii) The completed Travel Expense Form shall be included with the District's warrant in the Board Packet for the regular open meeting of the Board of Commissioners.
- iii) After reviewing the document in the Board Packet, the Board's approval via a motion and a roll call vote is necessary to approve the travel expense as presented on the Travel Expense Form.
- iv) Upon the approval by the Board of Commissioner, Commissioner travel may be reimbursed. The Executive Director shall appoint staff to prepare the Accounts Payable Form and process the reimbursement in accordance with the District's Accounts Payable and Record Retention Procedures. Reimbursement shall be based upon the actual expenses incurred.



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- v) All documents and information submitted in connection with the Local Government Travel Expense Control Act, and this Policy and Procedure are public records subject to disclosure under the Freedom of Information Act.

2) Travel Expenses In Excess Of The Maximum Allowable Rates As Established In The District's Policy.

- a) In the event that anticipated travel expenses for work related training and education, or another event beneficial for the District's business, exceed the *maximum Permissible Travel Expenses* as approved by the District, the travel expenses must be approved by roll call vote during a regular open meeting of the Board of Commissioners.
 - i. Utilizing the *Travel, Meal and Lodging Expense & Reimbursement Request Form* ("Travel Form"), all anticipated costs for travel shall be listed and tallied.
 - ii. The Travel Form shall be reviewed by the Department Director and Executive Director to determine if there are benefits to the District derived from the anticipated travel expenses. An analysis of the availability of funds in the District's budget shall be performed.
 - iii. Upon the approval of the Department Director and Executive Director, a copy of the Travel Form shall be provided to the Chief Financial Officer to encumber the District's budget for the estimated expenses.
 - iv. The Travel Expense Form shall be included as an agenda topic on the Board Meeting Agenda and a copy of the Travel Expense Form shall be included in the Board Packet for the Regular Board Meeting of the Oak Brook Park District Board of Commissioners. During the meeting the Board may determine by a motion and roll call vote to approve or not approve the travel expense as presented on the Travel Expense Form.
 - v. Upon the Board's approval of the Travel Expense, registration for the event may be completed and a submittal for reimbursement shall be made in accordance with the District's Accounts Payable and Record Retention Procedures.



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3) Travel Expenses in excess of the maximum allowable rates as established in the District's Travel Expense Policy which were incurred because of the emergency of other extraordinary circumstance.

- i. The Department Director or Executive Director shall be notified immediately if escalating travel expenses may occur due to emergency or other extraordinary circumstance.
- ii. The Travel Expense Form shall be updated with the emergency expenses, corresponding receipts attached. A written explanation of the emergency or extraordinary circumstance shall be submitted to the Executive Director along with the updated Travel Expense Form and receipts.
- iii. The Executive Director shall evaluate the emergency expenses and the District's budget to form a recommendation report for the Board of Commissioners. The report and the travel Expense Form shall be included as an agenda topic on the Board Meeting Agenda and a copy of the Travel Expense Form shall be included in the Board Packet for the Regular Board Meeting of the Oak Brook Park District Board of Commissioners. The Board of Commissioners may approve the emergency expenditures by a motion and roll call vote as presented on the Travel Expense Form.
- iv. Upon the Board's approval of the travel expense, a submittal for reimbursement shall be made in accordance with the District's Accounts Payable and Record Retention Procedures.

Approved: February 14, 2017

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

Section 1.8. Sexual Harassment

Any commissioner of the Oak Brook Park District Board of Park Commissioners ("Park Board") who believes that they have been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District's legal counsel. The District's legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

Pursuant to Article 6 of the Workplace Transparency Act, Public Act 101-0221

Approved by Board of Commissioners January 20, 2020 (Ordinance 20-0122)



Oak Brook Park District
Administrative Policies and Procedures

Section 1.9 Key Access to Park District Facilities

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Only employees are assigned keys/access cards, safe combinations, or other access to District property in connection with their job responsibilities. Keys/access cards may not be transferred from one employee to another individual.

Approved by Board of Commissioners May 20, 2024

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: SOLAR PANEL OPTIONS FOR THE FAMILY RECREATION CENTER

AGENDA No.: 8 B

MEETING DATE: DECEMBER 16, 2024

STAFF REVIEW:

Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Oak Brook Park District has been considering installing solar panels on the Family Recreation Center roof for several years. Ultimately, the decision was made to postpone any decision on solar panels until the sections of flat roofing on the facility were all replaced, which has been completed over the last four years. Should the District choose to pursue solar panels, it has two options. Details of the options are included in the packet.

Purchase option: The District may choose to purchase solar panels outright for an upfront estimated cost of just under two million dollars. These costs are subsequently offset over the course of the next seven years through a series of reimbursements, including a ComEd rebate, Illinois solar renewable energy and Federal investment tax credits. Although the upfront cost is significant, the District benefits from reimbursements and energy generation which, during the summer months, may often exceed the energy demand of the facility. This would result in unused generated power being fed back to the power grid which would be reimbursable to the District. Electricity purchased from the power grid would be greatly reduced when the system is generating power.

Lease option: The District may choose a lease option, in which there are no up-front costs for the equipment and installation, because the solar panels are the property of a solar investor. Essentially the District is leasing its roof space and purchasing the solar power that the system generates at a reduced cost. This option will still save the District some money, but the rebates and tax credits are captured by the solar investor rather than the District.

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

The anticipated costs and return on investment for the two options are included in the following documents provided by Belden Energy Consultants, which the District has worked with previously to secure ComEd Demand Response reimbursement. Staff has discussed solar options with two other consultants representing different solar investors.

Staff has also visited two Park District facilities in Oak Park to review their solar installations and is continuing due diligence to evaluate the experiences of other Districts regarding their solar projects. Regardless of the approach, the solar panels would be secured to the roof using a ballasted system meaning there would be no mechanical fasteners in or through the roof which could potentially void roofing warranties.

ACTION PROPOSED:

For Discussion Only

Summary for the Evaluation of a Solar Photo Voltaic (PV) Rooftop System at the Family Recreation Center

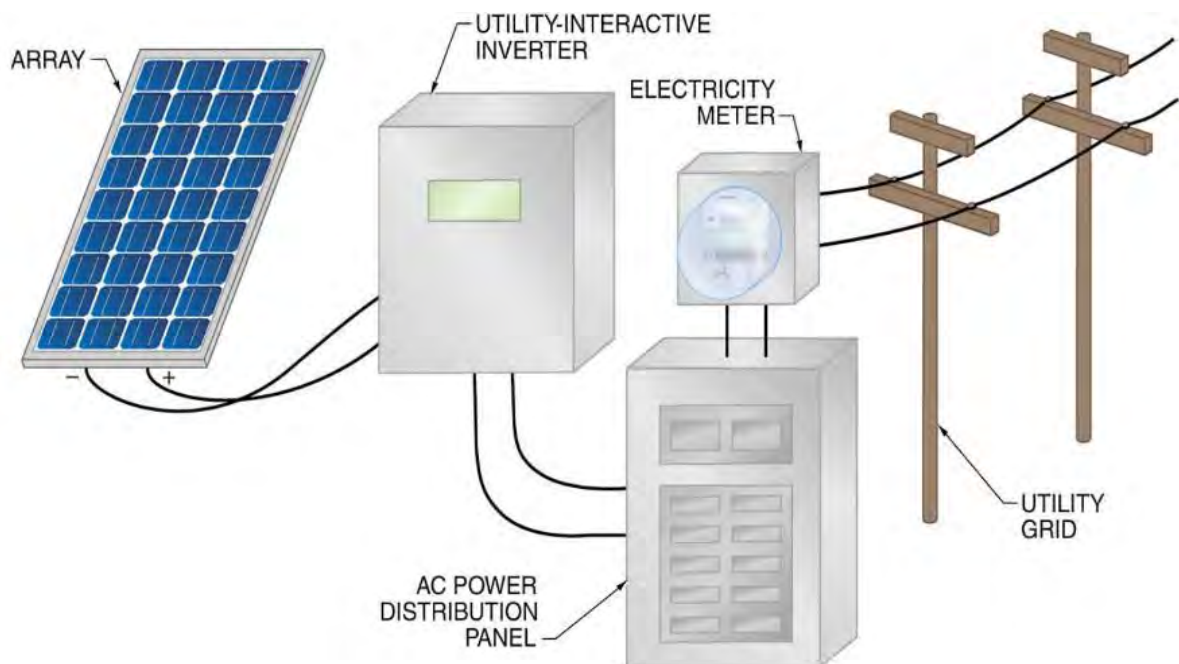
Background

With the passage of the Federal Inflation Adjustment Act (IRA) and the state of Illinois' Climate and Equitable Jobs Act (CEJA), the consideration of utilizing solar PV becomes an incredibly attractive option to control the costs of delivered electricity over the next 20 to 30 years. The federal and state legislation creates significant financial incentives that will reduce the cost of leasing or purchasing a solar PV system. In addition, on June 30, 2023, the Governor signed into law HB 2192 allowing Illinois Park Districts the ability to implement solar PV systems through long term leasing and/or other type of contract arrangements not to exceed 20 years in duration.

Several Illinois Park Districts have installed or plan to install solar PV systems at their respective districts. These include Oak Park PD, Highland Park PD, Elmhurst PD, Franklin Park PD, Sycamore PD and Lemont PD as well as others.

System Basics

As illustrated below, the solar PV system consists of 1.) panels (arrays) that capture sunlight and generate electricity and 2.) inverters that convert direct current into alternate current electricity. AC electricity can then be fed into the FRC's electric service panel where the electricity is consumed on-site or fed through a bi-directional ComEd meter where the electricity is sent to the grid. Note: the District will get a credit for any electricity sent back to the ComEd grid.



System Specifics

The FRC is allocated about 56% of the total District electric bill or 1.04 million kW/hrs per year. The proposed solar PV system for the FRC will produce about 656,000 kW/hrs per year. The solar electric production will offset about 64% of the FRC's annual electric needs. As shown below, the system will consist of about 1,000 panels connected to 9 inverters. Peak production during summer daylight hours is about 606 kW which is more than the District consumes during peak times in the summer.



Financial Details – Cash Purchase or Self-Funding

As illustrated in the table below, the out-of-pocket cost to the District is estimated at about \$1.2 million. The initial capital expenditure is offset by several major incentive programs from federal, state and ComEd. The ComEd and the direct payment of Federal Investment Tax Credit can be recovered within 12 months of the project completion. The state's reimbursement for the solar renewable energy certificates (SRECs) are spread quarterly over the first seven years with a final payment in Year 15. Even with an extended SREC payment schedule, the total incentives plus annual reductions in grid-supplied electric purchases provide a project pay back after 3 years. In other words, after Year 3 the District will generate virtually "free" electricity for the remainder of the solar PV system's life (not including the expected inverter replacement costs and annual service agreement plan listed below). Another way to analyze the investment in a solar PV system is to divide the net cost of the project (\$141,716) by the total forecasted solar production over 20 years (12.5 million kW/hrs) to generate a unit cost of solar production at about 1.13¢ per kW/hr. The 1.13¢ rate is comparable to the 20-year ComEd average rate of 18.4¢ per kW/hr due to inflation. See Exhibit I for year-by-year cash flow projections.

While the solar PV systems have few moving parts, the inverters need replacement after about 11-13 years. In addition, the system should be supported with an annual physical inspection of the system. This can be managed through a service agreement. Warranties on Tier 1 solar panels (highest quality) are at least 25 years from experienced manufacturers. Note: the solar PV systems are monitored 24/7 via internet connections to specialized software. Any disruptions to expected solar production is flagged in real time.

Up Front Capital Cost	ComEd Rebate	Federal ITC Direct Pay	Illinois Solar RECs	Total Net Project Cost	Annual Service Contract	Inverter Equipment Replacement in 2038
\$1,194,000	\$151,630	\$416,873	\$483,781	\$141,716	\$1,500	\$31,500

Financial Details – Power Purchase Agreement

Not all Districts want to commit significant capital expenditures to own and operate a solar PV system. In this case a Power Purchase Agreement (PPA) is a suitable option for consideration. A PPA is an agreement between the District and a qualified solar investment company who will purchase, install, operate and maintain the solar PV system over the course of a 15 to 20-year term. In return, the solar investment company will charge the District a set rate per kW/hr for all electricity generated from the solar PV system.

As shown in the table below, a fixed rate PPA still provides outstanding price protection against future ComEd price increases. Starting out of the gate, a PPA is roughly 50% below the rate the District currently pays for grid-delivered electricity (6¢ vs. 13.5¢). The ComEd rates are expected to increase by 1-2¢ per kW/hr next year due to transmission-related costs. They are also forecasted to increase by the rate of inflation (2% per year) if not higher due to increased need to enhance infrastructure and meet the state's clean energy mandates to eliminate fossil fuel power plants. See Exhibit II for 20-year projections on PPA costs vs. ComEd costs.

Indirect Cost Benefits Attributed to Onsite Solar PV

Besides the direct benefits solar PV systems have against the cost of grid supplied power, there are also several indirect benefits that will mitigate the cost of grid-supplied power. They include:

- 1.) Reducing ComEd Billing Demand value/Distribution Facility Charge.
- 2.) Reducing ComEd charges/taxes/surcharges assessed on a per kW/hr basis since solar generated electricity does not use the ComEd grid.
- 3.) Reduction in PJM Capacity and other Transmission costs via a reduction in measured Peak Load Contribution (PLC) values lowering 3rd party supply costs.
- 4.) Decrease in the need for grid-supplied power during high priced summer months since this is when solar production is highest.

Timing/Schedule

Every solar PV project is required to go through several regulatory approvals prior to the start of construction. Once a project has been fully designed, the first step is to submit an interconnection application to ComEd. ComEd will review the solar project and assess if the electric grid can manage this new load and determine if any additional system upgrades are needed to support the proposed solar PV system. Once interconnection has been approved, The Illinois Power Agency will review the project to verify the amount of Solar Renewable Credits (SRECs) that can be assigned to this project. Finally, the last approval will be from the Village to issue a construction permit. Expect 12 to 14 months from the time of Board approval until the start of commercial operation. A detailed timetable has been provided as Exhibit III to this summary report.

Summary

The District is an ideal candidate to consider the installation of a solar PV system on the FRC. The recently completed roof repair work allows for an extended life expectancy before future repair work is needed. The District is an institution that has the need to secure low-cost energy for 20 years and beyond. It is also a credit worthy entity that solar investment companies desire for a long-term relationship.

A Power Purchase Agreement or Cash Purchase option are both viable and it comes down to weighing the best fit for the District.

Exhibit I

20 Year Cash Flow Projection (Self-Fund Option)

Year	Project Cost after ComEd Rebate Applied	Avoided ComEd Costs	IPA SREC Payments	Direct Payment of Federal ITC	Annual Cash Flow	Cumulative Cash Flow
1	-\$1,042,183	\$88,560	\$65,407	\$416,873	-\$471,343	-\$471,343
2		\$101,172	\$65,407		\$166,579	-\$304,764
3		\$102,679	\$65,407		\$168,086	-\$136,678
4		\$104,209	\$65,407		\$169,616	\$32,938
5		\$105,762	\$65,407		\$171,169	\$204,106
6		\$107,338	\$65,407		\$172,745	\$376,851
7		\$108,937	\$65,407		\$174,344	\$551,195
8		\$110,560			\$110,560	\$661,755
9		\$112,207			\$112,207	\$773,962
10		\$113,879			\$113,879	\$887,841
11		\$115,576			\$115,576	\$1,003,417
12		\$117,298			\$117,298	\$1,120,716
13		\$119,046			\$119,046	\$1,239,761
14		\$120,820			\$120,820	\$1,360,581
15		\$122,620	\$25,930		\$148,550	\$1,509,131
16		\$124,447			\$124,447	\$1,633,578
17		\$126,301			\$126,301	\$1,759,879
18		\$128,183			\$128,183	\$1,888,062
19		\$130,093			\$130,093	\$2,018,155
20		\$132,031			\$132,031	\$2,150,187

\$2,150,187

ComEd Rates escalate at 2% per year and include supply, transmission and delivery costs

Volumes listed are for annual solar production and derated by 0.5% per year

ComEd Inverter Rebate of \$151,630 applied against \$1,194,000 estimated project cost

Positive Cash Flow realized in Year 4

Exhibit II

Fixed PPA vs. ComEd Costs on the Solar Production at the FRC

Year	Annual Solar Production Volume (kW/hrs)	Forecasted ComEd Unit Rate	PPA Fixed Rate	Forecasted ComEd Annual Costs	PPA Annual Costs	Annual Savings ComEd vs. PPA
1	656,000	\$0.1350	\$0.060	\$88,560	\$39,360	\$49,200
2	652,720	\$0.1550	\$0.060	\$101,172	\$39,163	\$62,008
3	649,456	\$0.1581	\$0.060	\$102,679	\$38,967	\$63,712
4	646,209	\$0.1613	\$0.060	\$104,209	\$38,773	\$65,436
5	642,978	\$0.1645	\$0.060	\$105,762	\$38,579	\$67,183
6	639,763	\$0.1678	\$0.060	\$107,338	\$38,386	\$68,952
7	636,564	\$0.1711	\$0.060	\$108,937	\$38,194	\$70,743
8	633,382	\$0.1746	\$0.060	\$110,560	\$38,003	\$72,557
9	630,215	\$0.1780	\$0.060	\$112,207	\$37,813	\$74,394
10	627,064	\$0.1816	\$0.060	\$113,879	\$37,624	\$76,255
11	623,928	\$0.1852	\$0.060	\$115,576	\$37,436	\$78,140
12	620,809	\$0.1889	\$0.060	\$117,298	\$37,249	\$80,050
13	617,705	\$0.1927	\$0.060	\$119,046	\$37,062	\$81,984
14	614,616	\$0.1966	\$0.060	\$120,820	\$36,877	\$83,943
15	611,543	\$0.2005	\$0.060	\$122,620	\$36,693	\$85,927
16	608,485	\$0.2045	\$0.060	\$124,447	\$36,509	\$87,938
17	605,443	\$0.2086	\$0.060	\$126,301	\$36,327	\$89,975
18	602,416	\$0.2128	\$0.060	\$128,183	\$36,145	\$92,038
19	599,404	\$0.2170	\$0.060	\$130,093	\$35,964	\$94,129
20	596,407	\$0.2214	\$0.060	\$132,031	\$35,784	\$96,247
12,515,105				\$2,291,718	\$750,906	\$1,540,811

ComEd Rates escalate at 2% per year and include supply, transmission services and delivery costs

PPA Rate is estimated based on preliminary price indications

Volumes listed are for annual solar production and derated by 0.5% per year

Exhibit III

Oak Brook Park District Solar PV Project Timetable

RFP Process for Selecting PPA Investor or Sub-Contractors if Self-Funding (8-12 Weeks)

- Determine District's decision to purchase vs. lease (PPA)
- Manage RFP process to rank and select solar financing offers.
- Negotiate acceptable terms and conditions for a 15 to 20-year PPA agreement.
- If self-funding, negotiate acceptable terms and conditions for a project manager's agreement with General Energy who will be responsible for EPC (engineering, procurement, construction) functions.
- Manage RFP process to retain qualified bids for rooftop work (DC side), electrical connections (AC side) and associated solar equipment.

Pre-Construction Phase (34 - 35 Weeks)

- Finalize Design Engineering Drawings
- Submit Interconnection Agreement Application to ComEd
- Submit Solar Renewable Energy Credit (SREC) Application to the IL Power Agency
- Submit Construction Permit Application to Village
- Bill of Materials Procurement
- Interconnect Agreement and IPA SREC Approvals Secured

Construction Phase (10 – 12 Weeks)

- Jobsite Activation
- System Installation
- String Plans for Arrays
- Update As-Builts
- AC Electrical Installation
- Monitoring Setup
- System Commissioning and Village Permits Approval
- Schedule System Inspection and Interconnection with ComEd

Post Construction Phase Administrative (2 – 3 weeks)

- Certificate of Completion
- Submit request to ComEd for physical interconnection to the grid
- Submit Net Meter application to ComEd and notify electric supplier
- Submit ComEd Inverter Rebate Application
- Finalize SREC contract with Illinois Power Agency
- Project is deemed operational

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on January 20, 6:30 p.m.

Adjournment